

East Hickman
Elementary School



Student
Handbook
2026-2027

Welcome to East Hickman Elementary School

5191 Highway 100
Lyles, TN 37098

Phone:
931 670-3044
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931 670-5433

Website:
<https://ehes.hickmank12.org/>

Facebook
<http://facebook.com/easthickmanelementary>

Principal, Leigha Coble
Assistant Principal, Dr. Kim Taylor

WELCOME TO EAST HICKMAN ELEMENTARY SCHOOL

“Where Eagles Learn to Soar!”

Dear Parents / Guardians:

On behalf of the faculty and staff, we want to take this opportunity to welcome you and your child to East Hickman Elementary School! We are happy to have you with us and we look forward to working with you throughout this school year. We hope that this will be a successful and rewarding year for your child. Our handbook is provided to each family as a reference to the policies and procedures that guide us, as well as the day-to-day operation of the school. If, after reading the information, you have any questions or concerns, please do not hesitate to contact our school office.

Leigha Coble, Principal

Dr. Kim Taylor, Assistant Principal

East Hickman Elementary School asks that you continue to wash hands often and if your child feels ill, please keep them at home. If you have any additional questions, please contact the school.

East Hickman Elementary School Mission Statement

The mission of EHES is to provide a nurturing environment where all students receive rigorous instruction in order to achieve academic proficiency.

Hickman County Schools Mission and Vision Statement

The Hickman County School System serves to inspire every student, every day, so that each is prepared for a successful future.

The vision of Hickman County Schools is to inspire excellence in every student by developing their full potential through high expectations and unwavering commitment.

The School Day

SCHOOL HOURS: 8:00 a.m. – 3:00 p.m.

Our doors open at 7:00 for early drop off. **Please do not drop students off unattended before this time.** Car riders and bus riders will arrive at 7:30. School begins promptly at 8:00. Each time a student arrives after 8:00 a.m., the attendance computer program automatically counts that child absent from school for the number of minutes the child is signed in late. These can accumulate to a day's absence and may affect perfect attendance. Parents must pick students up by 3:30 p.m. If you are unable to arrive by this time, please make other transportation arrangements for your child.

BREAKFAST / LUNCH

Breakfast and lunch are offered daily free of charge. The cafeteria staff strives to provide attractive and nutritious meals while meeting the Federal Guidelines and Regulations of the National School Lunch Program. Any questions concerning our breakfast/lunch program should be directed to the cafeteria manager at 931-670-3431.

ARRIVAL / DISMISSAL- Car rider tags must be picked up by the Parent/Guardian.

The school day at East Hickman Elementary School is from 8:00 a.m. to 3:00 p.m. **Students may enter the building no earlier than 7:00 a.m. and must be picked up by 3:30 p.m.** If you drop your child off in the morning, please remember to drop them off at the main entrance only. For safety reasons, we do not use any other entrances to the school. **Do not leave students unattended in front of the school.** School personnel will be in front of the building during student drop off times to help ensure maximum safety. Buses use the rear entrance to the building when dropping off and picking up students. Car riders are dismissed through the cafeteria each day beginning at 2:50 p.m. Parents can pick students up through the car rider line. Parents/guardians will need a car rider number, which can be obtained in the front office. **If you do not have your car rider number, you will be asked to park and sign your child out in the office.** This is to ensure the safety of your child. **Students are only dismissed to persons who are on their pick up list. Please be prepared to show identification.** If you wish to make a transportation change, please either call the office or send a note to your child's teacher.

VISITORS

To ensure the safety of all students, any parent, family member, or other visitor entering the school must report to the office and scan ID to receive a visitor pass. Instructional time is very important for the success of each student. Uninterrupted instruction time will be highly promoted throughout the school year. If you wish to meet with a teacher regarding your child's progress, please make arrangements with the teacher to meet with them on their planning time.

Parents will be allowed to walk their child down to their classroom in the morning until August 14th. After this time, students will be expected to walk independently to their classroom.

STUDENT INFORMATION FORM

During the first week of school, your child's teacher will send home an information form for you to complete. This information is kept in the school office in case of an emergency. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Notify the school if you have a change of address or phone number during the year.** It is very important that our records are kept up to date!

HOMEWORK

Homework contributes to the development of independence and responsibility on the part of the student. The purpose of homework is to reinforce skills taught, prepare for upcoming skills, and develop positive study habits. All homework should be completed daily. Parental monitoring of homework is encouraged; however, students are to complete assignments with minimal assistance from parents. The amount, length, and type of homework will vary according to the individual needs of your child. The Hickman County Board of Education has established the following homework guidelines:

Grades 1 & 2: If necessary, homework should not exceed fifteen (15) minutes per day.

If your child is spending excessive amounts of time on homework, please request a conference with your child's teacher.

SNACK POLICY: SNACKS AND BEVERAGES

Snacks can make a positive contribution to a child's daily diet and nutritional health, especially if the emphasis is on serving snacks from home that are low in fat and sugar content. A list of healthy snacks can be provided through our Coordinated School Health Office at your request. Students have access to fresh, cool water at all times at school through our water filling stations. Water and 100% fruit juice are the drinks of choice when brought from home. **Students should not bring soft drinks, sodas, energy drinks, sweet or caffeinated drinks for snacks or for lunch.**

HEALTH SERVICES

A full time school nurse is on staff at all times. The nurse provides state mandated health services such as vision and hearing screenings and maintenance of health records and immunizations. Parents are notified of any hearing or vision deficiencies. The school nurse also provides care for students with injuries or illnesses that occur at school. If a child becomes ill during school hours, every attempt will be made to contact you. Parents are expected to make arrangements to have the child picked up from school as soon as possible. In emergency situations, 911 personnel may be contacted. If a student requires transportation to a hospital and a parent is not available, school personnel will accompany the child to the hospital and remain until a family member arrives.

Please inform the school of any medical problems your child has including allergies, asthma, heart murmur, seizures, etc. Also, please provide the school with a current phone number and emergency contact. This information should be completed on the student registration form on the first day of school.

Although a full time nurse is on staff, she may not take responsibility for evaluating signs of illness or injury that have occurred at home. These should be referred to your family doctor or an emergency room. **A child who has been vomiting or who has diarrhea, or fever (100+ degrees), should remain at home until symptom free for at least 24 hours.**

WITHDRAWAL OF STUDENTS

If you are moving or withdrawing your child from school, please come by the school office a few days prior to the withdrawal date. Return all school or library books and pay all fees before leaving. Your child's new school will request student records. Records will be withheld if our school has not given full clearance.

FIELD TRIPS

From time to time teachers plan activities away from school designed to give students first hand experience in what they have been learning in class. A teacher will accompany all school related field trips. Parents must sign a permission form in advance for each trip. The form will describe the purpose of the trip and will include whether there is a fee for the activity. Usually a small fee is requested to cover transportation and admission charges. **Students must have good behavior to attend field trips.** Principal discretion will be used to determine if a student is allowed to attend field trips due to discipline issues. **All students must ride the bus to and from the field trip destination.**

FAMILY COMMUNICATION

We have a call system called Skylert that will contact you by phone and/or text to alert you of early dismissals and school closings due to weather. This is also the system we will use within our school to keep you informed of upcoming events. Because of this, it is important that we have current phone numbers, both home and cell, for parents/guardians. If these numbers change during the school year, please contact our office or notify your child's teacher so that we can update our files. We also communicate daily through our classroom dojo app. Please make sure that you download the free app and join your child's class.

BASIC CURRICULUM

The curriculum at East Hickman Elementary School is based on the State of Tennessee Standards for grades K – 12. A publication of these curriculum standards may be viewed by parents at any time upon request to the teacher or principal.

ART / MUSIC

All students at East Hickman Elementary School participate in an art / music program with a certified instructor one time per week. Each will be taught for one semester.

GUIDANCE

The guidance counselor is available to students for individual and group counseling throughout the year. Small group counseling is made available to certain students upon referral from a parent or teacher. The counselor also meets with each class once per week as part of our enrichment rotation.

LIBRARY

Each student has a regularly scheduled library time during each week. During this time, students are allowed to check books out of the library. Students are also taught a library curriculum. Please encourage your child to take proper care of library books checked out and to return library books on time. If a book is lost, damaged, or not returned, the student must pay to replace the book.

PHYSICAL EDUCATION

Physical education is scheduled twice weekly for each student. Students are encouraged to have gym shoes with non-marking soles to be kept at school.

TESTING

All students will participate in an Aims Web and math benchmark assessments three times a year that measures their growth throughout the school year. (PreK-2nd)

POLICIES AND PROCEDURES

HICKMAN COUNTY SCHOOL ATTENDANCE POLICY

Attendance is a key factor in student achievement and academic success, therefore, students and parents or guardians are expected to assume the responsibility of attending each day that school is in session. The official school day for students begins at 8:00 a.m. and continues until 2:50 p.m. unless so noted on the board approved school calendar. See board policy 6.200

PARENT / DOCTOR NOTES

The attendance tiers will continue to be followed. If your child is experiencing signs of illness, please reach out to the school. After a total of eight (8) parent notes, subsequent absences will require documentation from a professional source.

ABSENCES

Absences shall be classified as either excused or unexcused as determined by the principal or his / her designee. Excused absences shall include:

Personal illness

Serious illness or death of an immediate family member

Doctor or dental appointment

Family emergency

Extreme weather conditions

Religious observances
Unusual situation approved by the principal

EXAMPLES OF UNEXCUSED ABSENCES INCLUDE (BUT ARE NOT LIMITED TO):

Tuancy
Shopping
Recreational activities
Birthday or other celebration
Transportation problems (other than school provided)
Oversleeping
Job or job interview

If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence. Written explanation of absences must be made within three (3) school days of the student's return. Any absence for which a written explanation is not provided will be considered unexcused.

TARDIES AND EARLY DISMISSALS

Chronic tardiness and early dismissals are considered to be attendance issues. Students demonstrating an unusual attendance pattern can be required to appear before the school attendance committee. A continued practice of tardiness / early dismissals may require appearing before the Truancy Council. We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office and sign your child out. Each time a student arrives at school after 8:00 a.m. or is dismissed before 2:50 p.m., the attendance computer program automatically counts that child absent from school for the number of minutes the child is signed in late or out early. These can accumulate to a day's absence and may affect perfect attendance. ***When signing out a child, please have a photo I.D. ready***

TRUANCY / TRUANCY COUNCIL

Truancy is defined as an absence without adequate excuse for an entire school day, a major portion of the school day, or the major portion of any class during the school day for which a student is scheduled. Students who accumulate five (5) unexcused absences will be reported to the principal or designee who will, in turn, provide written notice to the Director of Accountability. The student and parents/guardians will receive a written notice from the school regarding the mandatory school attendance law in Tennessee and will appear before the Truancy Council. Failure to comply with the written notice within three (3) days of receiving such notice could result in the filing of a petition in juvenile court. A written notice will be issued each time a student accumulates five (5) unexcused absences.

MAKE-UP WORK

All missed class work or tests (whether excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided instruction time is not taken from other students. A grade of incomplete will be received for any work missed until work is completed. A student may have up to three (3) days to make up work from a single absence and up to five (5) days to make up work from an absence longer than a single day.

GRADING POLICY

The basic grading system is expressed by numerical value. The numerical values are equivalent to the following letter grades:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Report cards are given at the end of each nine week period with grades determined by daily work, oral and written assignments, and tests. When report cards are sent home, they are to be signed by the parent or guardian and returned to the teacher within a reasonable amount of time. The report card provides one means of communication between you and the teacher. There will also be two (2) Parent / Teacher Conferences during the year. Please use this opportunity to meet with your child's teacher. If, however, additional conferences are needed, please contact the teacher to schedule a meeting. See board policy 4.600

PROMOTION AND RETENTION POLICY

The Hickman County Board of Education expects students to meet grade-level standards and progress through each grade within one school year. To accomplish this, instruction shall be focused on the TN Curriculum Standards. Instructional methods should accommodate the varying needs of individual students and include strategies for addressing academic deficiencies. Schools and parents should form partnerships that involve parents in their child's education in order to promote student learning and encourage shared responsibility among students, parents, and staff. Meaningful communication between parents and the school is in the best interest of the students. See board policy 4.603

RETENTION

Students not making adequate progress in meeting grade level standards will be identified as early in the school year and in their school career as practicable. The primary measure of student achievement should be the determination of mastery of the objectives and accomplishments as set forth in the Curriculum Standards. However, factors which must be considered in promoting or retaining a student include the child's ability level, achievement, and academic readiness.

AUTHORITY FOR RETENTION DECISIONS

Retention decisions may be made when, in the judgment of the teacher, parents/guardian, and principal, such retention is in the best educational interest of the student. The ultimate authority rests with the principal when there is a dispute over whether the student should be retained.

PARENT NOTIFICATION

Official written notification of student progress is made by signed and returned progress reports and/or graded papers. Parents shall be notified by the teacher(s) in writing of the need to schedule a conference to discuss a student's need for improvement if a student's academic performance puts him/her at risk of repeating a grade. Teachers must request a meeting with parents of students who are at risk of not meeting the standards of promotion no later than the end of the third nine weeks for students in grades K-8.

PROMOTION STANDARDS FOR GRADES K-5

The following criteria shall be used for identification and decision making regarding retention of K-5 students:

- Grades and other indicators of academic achievement that may include, but shall not be limited to, the student's progress from daily work, homework, classroom assessments, with an average of 60% required to pass a subject;
- Results of standardized testing at or above grade level;
- Physical, social, and emotional factors; and
- Teacher, principal, and/or parent recommendations.

Such identification at all grade levels shall be based primarily on the level of the student's proficiency in reading, language arts, and mathematics. Teachers may use the maturity (age, size, social and classroom adjustment) level of the student in determining promotion and retention.

STUDENT ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff members or other students that a student is using drugs and/or alcohol on the school property. A student's reporting cannot be the only basis of information to be used.
6. Upon receiving reasonable information, the principal shall take the following steps.

- *Call the student into the principal's office or another private place;
- *Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
- *Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary;
- *Notify the parent or guardian of the student of the impending test;
- *Inform the student of the procedures which shall be followed in administering the test; and
- *Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student. The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

DISCIPLINE POLICY

School Wide Positive Behavior Support (PBS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior.

At EHES we strive to conduct discipline in a positive manner. We believe that good behavior can be achieved through praise and rewards rather than punishment. Students who follow the school wide behavior expectations can look forward to reaping the rewards of their hard work and thoughtfulness toward others. Inappropriate behavior, however, will lead to punishment.

Discipline Reports will be given for:

- Persistent violation of any classroom or school rule;
- Disruptive classroom behavior which impedes the learning of others;
- Fighting or volatile behavior;
- Abusive or foul language;
- Harassment or threats to others;
- Theft

All discipline reports given will be documented, with copies given to:

- Principal
- Parents (to be signed and returned to school)
- Classroom teacher / referring teacher

Classroom and enrichment teachers are allowed to issue discipline reports for infractions occurring while students are under their supervision. Teacher assistants and substitute teachers are urged to seek assistance from a teacher in that grade level if a discipline problem warrants a discipline report.

Our school will be implementing a three tier behavior referral system this school year. Classroom teachers, behavior teachers/counselors, and Administrators will all be a part of this tiered system. If your child doesn't follow the rules or expectations of the classroom, you will be notified by the teacher (tier 1). If the behavior continues, they will be referred to our behavior teacher or guidance counselor (tier 2). If classroom consequences and/or behavior plans do not improve, parents and students will be required to meet with administrators (tier 3). If the behavior(s) are severe students will automatically go to administration (tier 3). Behavior tier plan is attached in the back of the handbook. If you have any questions, please contact Mrs. Coble.

REWARDS

Students will be rewarded for good behavior through monthly PBS reward days. These days include, but are not limited to, snow cones, movies, extra outside play, etc.

POLICY ON ADMINISTRATION OF MEDICATION

The Hickman County School System has updated the policy on administration of medications. The following recommendations are from the legal counsel for the Tennessee Department of Education:

School office staff may administer prescription medication to students under the following circumstances:

1. A written parental request or permission is received. The parent or guardian **must** come into the office and complete appropriate forms.
2. Medication must be in the original container with the original physician's order (label) attached.
3. Medication shall be administered only as prescribed by a physician, not by parental prescription.
4. Medication must be safely stored at all times.
5. A log of medication administration is kept.
6. Only oral or externally applied medications may be administered.
7. Trained personnel may only administer medications according to the specific directions on the original container. The decision as to when an "as needed" medication should be administered is to be made by medical personnel (school nurse).

School system personnel may administer non-prescription medications under the following circumstances:

1. A written parental request including name of medication, dosage, and frequency intervals.
2. Medications must be supplied in the original container.
3. School personnel will document administration of over-the-counter medication on log.

NO MEDICATION IS TO BE BROUGHT TO OR TAKEN FROM SCHOOL ON SCHOOL BUSES!

In an effort to ensure the safety and well-being of all students, no medications except inhalers or other medications, which a physician has indicated in writing, should be kept on a student's person, may be transported on school buses. Parents must make arrangements for delivery of medications to the school. In the event that medication is sent to school on a bus in violation of this policy, the following procedure will be utilized:

First Non-Compliance Incident – A letter will be sent to the student's parent(s) or guardian by the principal. Parents will be requested to set up a conference with the principal regarding the issue. A copy of the policy will be attached to the letter.

Second Non-Compliance Incident – A referral will be made to the Juvenile Court of Hickman County and/or the Department of Children's Services for disposition of the matter.

DISPOSAL OF MEDICATIONS

Notification will be provided by phone and by notes sent home to parents one week prior to the end of the school year that unused medication is remaining at school. If a parent does not pick up remaining medication, disposal will occur at the end of the school year. Two school personnel shall be present at disposal. Appropriate school personnel will be trained annually in disposal procedures. Documentation shall occur regarding disposal of all medications.

PEDICULOSIS (HEAD LICE)

School systems serve as focal points for transmission of various communicable conditions, including head lice infestation. It is the goal of the school system to diagnose these cases as quickly as possible and instruct the parents in proper treatment to minimize and control head lice in schools. Diagnosis of head lice is made by direct inspection of the hair and scalp for the presence of crawling lice or brown nits. See board policy 6.4031

STUDENT DRESS CODE

Good taste and normal standards of community shall be maintained in dress and grooming of students. Student dress will not be detrimental to the educational environment or public image of the school. Any form of hair style / color or dress which is considered contrary to good hygiene, is distractive or disruptive in appearance, or is detrimental to the purpose or conduct of the school will not be permitted. Facial piercings are not permitted.

- Students must wear shoes. Skate shoes of any kind are not permitted.

- All dresses must meet standards of decency (male and female). Any dress considered questionable would be at the discretion of the principal. Spaghetti straps, halter tops, bare shoulders, bare backs, low necklines, short shorts, short skirts, etc. are not appropriate for school.
- No shirt with immoral, profane, drug or alcohol related, or suggestive imprints may be worn.
- The trunk of the body should be entirely covered from the shoulders to the point of the legs three (3) inches above the knee. There shall be no holes in pants above the knee. Holes in the pants above the knee shall be patched with similar or like material of the pants. Simply wearing an item of clothing under the hole is not acceptable.
- Skirts/dresses must be as long as shorts in order to be acceptable.
- Any clothing which is disruptive to classroom routine is inappropriate for school wear including:
 - Excessively tight clothing
 - Clothing bearing obscene words or pictures
 - Clothing bearing endorsements for alcohol or tobacco products
 - See-through clothing
 - Undergarment worn as outer garment
 - Sagging pants/shorts
 - Inappropriate pant length (pants should not be touching floor)
 - Hats or bandanas of any kind
 - **Pajamas may not be worn to school unless designated by the principal.**

To help students understand the importance of appropriate appearance at school, we ask that all family members visiting the school or attending school functions comply with the dress code. Your support is appreciated.

TOYS / CELL PHONES ARE PROHIBITED

Cell phones are not permitted by students at school. This is a violation of the Hickman County School Board Policy. The consequences included in the school board policy will be enforced.

Cell Phone Violations

First Offense: Phone confiscated and not released to parents until the end of the school day. As a condition of release, parent signs form acknowledging punishments for further cell phone violations.

Second Offense: Phone confiscated and not released to parent until end of last school day of current grading period.

Third and Subsequent Offenses: Phone confiscated and not released to parents until the end of the last day of the current school year.

iPods, CD players, electronic games, footballs, and other toys, which could be a detriment to learning, are NOT allowed at school, except in special circumstances such as Fun Friday

activities. These items will be confiscated. A parent can retrieve the item or it will be returned to the student in the last week of school.

BULLYING / HARASSMENT / DISCRIMINATION

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination / harassment. It shall be a violation of this policy for any employee or student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination / harassment:

Student discrimination / harassment will not be tolerated. Discrimination / harassment is defined as conduct, advances, gestures or words, either written or spoken, of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities;
2. Create an intimidating, hostile, or offensive learning environment;
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Implying that submission to or rejection of such conduct will be used as a basis for determining the student's grades or participation in a student activity.

Alleged victims of discrimination / harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated. The privacy and anonymity of all parties and witnesses to complaints will be respected, however, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, the willful filing of a false report will itself be considered harassment and will be treated as such. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

BATTERY

In accordance with state law, any student who commits battery upon any teacher, administrator, or any other employee of the school or the school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent / guardian or student if age 18 or older, is permitted to inspect and review educational records relating to the student.

Please give at least 48 hours notice if you would like copies of these records. In cases where parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc. upon notice to the building principal unless denied by court order. **If there are custodial restrictions, it is the responsibility of the parent to provide the school with a copy of the court order if school officials are to abide by its orders.**

Tennessee Department Of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1.888.2112.3162 or by visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, Tennessee 37243-0380

Phone: 615.253.2851

Fax: 615.253.5567 or 615.532.9412

West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, Tennessee 38301

Phone: 731.421.5074

Fax: 731.421.5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, Tennessee 37290

Phone: 865.594.5691

Fax: 865.594.8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of those organizations include:

The Arc of Tennessee

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615.248.5878 Toll free 1.800.835.7077

<http://www.thearctn.org>

Support and Training for Exceptional Parents (STEP)

712 Professional Plaza

Greenville, TN 37745

Middle Tennessee

615.463.2310

<http://www.tnstep.org>

information@tnstep.org

Disability Law and Advocacy Center of Tennessee <http://www.tpainc.org>
416 21st Ave. South
Nashville, TN 37212

Tennessee Voices for Children
Middle Tennessee
1315 8th Avenue South
Nashville, TN 37203
Fax: 615.269.8914
TN Toll Free: 800.670.9882
E-Mail: TVC@tnvoices.org <http://www.tnvoices.org/main.htm>

These are a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

This information is provided as a service to individuals seeking additional avenues for help and information. The department of education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act and P. L. 107 – 110 NO CHILD LEFT BEHIND.

East Hickman Elementary School Behavior Referral Form

Student Name: _____ Grade: _____

Referring Teacher: _____ Date: _____

Location of Incident: _____ Time of Incident: _____

Classroom Tier 1	Guidance Tier 2	Administrator Tier 3	Action Steps
Inappropriate behaviors handled in the classroom. Three referrals of the same offense moves to a Tier 2 ☐ not following directions ☐ excessive talking ☐ interrupting ☐ disrupting instruction ☐ bathroom behavior ☐ defiance ☐ pushing /shoving-without intent to harm ☐ disrespectful ☐ off task ☐ hallway behavior ☐ cheating ☐ profanity/offensive language ☐ cafeteria behavior ☐ Other _____ _____ _____ ____Number of prior offenses in this tier	Intervention handled by the behavior interventionist. Two referrals moves to Tier 3 ☐ rumors/hurtful words ☐ inappropriate gestures ☐ disrespectful ☐ Other _____ _____ _____ <u>Counselor Referral Only-No discipline</u> ☐ Self-harm ☐ Suicidal thoughts ☐ Negative self talk ____Number of prior offenses in this tier	Administration intervention due to tier progression or seriousness of the offense. ☐ bullying/threatening ☐ indecent exposure ☐ inappropriate touching ☐ hitting/shoving with intent to harm ☐ throwing objects ☐ Destruction of property ☐ aggression towards adults ☐ overly defiant ☐ eloping ☐ Other _____ _____ _____ ____Number of prior offenses in this tier	Tier 1 Action ☐ Student reflection time (written portion is optional) ☐ Change seating arrangement ☐ Reteach behavior/expectation ☐ Loss of privileges ☐ Conference with student ☐ Conference with parent date: _____ ☐ Parent contact phone calls only;no dojo messages ☐ Three referrals to Tier 2 ☐ Tier 3 offense to Admin ☐ Other _____ <><><><><><><><><><><><><><><> Tier 2 Action ☐ Student reflection time (written portion is optional) ☐ Change seating arrangement ☐ Referral to Counselor ☐ HC Behavioral referral ☐ Conference with student ☐ Behavior Intervention Plan ☐ Three referrals to Tier 3 ☐ Tier 3 offense to Admin ☐ Parent contact phone calls only;no dojo messages ☐ Other _____ <><><><><><><><><><><><><><><> Tier 3 Action ☐ Conference with student ☐ Parent contact- no dojo ☐ HC Behavioral referral ☐ Parent Conference ☐ In-school suspension _____day(s) ☐ Out-of-school suspension _____day(s)



2026-2027 Hickman County Schools Annual District Assessment Calendar Updated 8/4/26

Name of Assessment	Grade/Class	Dates
Fall iReady Math Benchmark	Grades K-5	August 10-28, 2026
Fall AimsWeb Universal Screener	Grades Pre K-8	August 12-26, 2026
Civics Test	Grades 11-12	September 1, 2026 - May 20, 2027
TCAP Alternate Assessments ELA & Math (select special education students only)	Grades 3-11	September 14 – December 18, 2026
ACT Senior Retake All Online:	Grade 12	Window 1: September 29-30, October 1-2 & 5-9 Window 2: October 13-16 & 19-23 Window 3: October 27-30, November 2-6
Fall Mastery Connect Benchmark	Grades 2-12	November 2-6, 2026
Winter AimsWeb Universal Screener	Grades Pre K-8	December 2-16, 2026
Winter iReady Math Benchmark	Grades K-5	December 7-17, 2026
English Language Proficiency Assessment (ELPA) ELL students only	Grades K-12	February 1-March 26, 2027
TCAP Alternate Assessments ELA & Math (select special education students only)	Grades 3-11	February 1-May 21, 2027
Spring Mastery Connect Benchmark	Grades 2-12	March 1-5, 2027
TCAP Alternate Assessments Science & Social Studies (select special education students only)	Grades 3-11	March 15-April 30, 2027
Spring ACT for Juniors All Online:	Grade 11	Window 1: March 9-12 & 15-19 Window 2: March 23-26, 29-31 & April 1-2 Window 3: April 6-9 & 12-16
Spring AimsWeb Universal Screener	Grades 6-8	April 5-16, 2027
Spring AimsWeb Universal Screener	Grades Pre K-2	April 19-30, 2027
Tennessee Comprehensive Assessment Program (TCAP) Summative Assessments (Writing)	Grades 3-8	April 7-14, 2027
Tennessee Comprehensive Assessment Program (TCAP) Summative Assessments (Achievement)	Grades 3-8	April 19-May 6, 2027
TCAP End of Course (EOC) Computer Based	Grades 9-11	April 19-May 6, 2027
Spring AimsWeb Universal Screener	Grades 3-5	April 30-May 10, 2027
Spring iReady Math Benchmark	Grades K-5	May 3-14, 2027

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DISCRIMINATION IS AGAINST THE LAW

TITLE VI	TITLE IX	SECTION 504	ADA/Title II
Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. 34 C.F.R. Part 100	Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 106	Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 104	Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. 28 C.F.R. Part 35

Title VI & IX Complaints

Mike Elkins
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 Ext. 2255
mike.elkins@hickmank12.org

Mike Elkins
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931-729-3391 Ext. 2255
mike.elkins@hickmank12.org

Section 504 Complaints

Dr. Ashley Totty
115 Murphree Ave.
Centerville, TN 37033
931-729-3391
ashley.totty@hickmank12.org

ADA Complaints

Dr. Ashley Totty
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 Ext. 2234
ashley.totty@hickmank12.org

Meningococcal B Vaccine:

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal B vaccine can help protect against **meningococcal disease** caused by serogroup B. A different meningococcal vaccine is available that can help protect against serogroups A, C, W, and Y.

Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

2 Meningococcal B vaccine

For best protection, more than 1 dose of a meningococcal B vaccine is needed. There are two meningococcal B vaccines available. The same vaccine must be used for all doses.

Meningococcal B vaccines are recommended for people 10 years or older who are at increased risk for serogroup B meningococcal disease, including:

- People at risk because of a serogroup B meningococcal disease outbreak
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease

- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a type of drug called a complement inhibitor, such as eculizumab (also called Soliris®) or ravulizumab (also called Ultomiris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*

These vaccines may also be given to anyone 16 through 23 years old to provide short-term protection against most strains of serogroup B meningococcal disease; 16 through 18 years are the preferred ages for vaccination.

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal B vaccine**, or has any **severe, life-threatening allergies**.
- Is **pregnant or breastfeeding**.

In some cases, your health care provider may decide to postpone meningococcal B vaccination to a future visit.

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal B vaccine.

Your health care provider can give you more information.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

4 Risks of a vaccine reaction

- Soreness, redness, or swelling where the shot is given, tiredness, fatigue, headache, muscle or joint pain, fever, chills, nausea, or diarrhea can happen after meningococcal B vaccine. Some of these reactions occur in more than half of the people who receive the vaccine.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at **www.vaers.hhs.gov** or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

6 The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines. Visit the VICP website at **www.hrsa.gov/vaccinecompensation** or call **1-800-338-2382** to learn about the program and about filing a claim. There is a time limit to file a claim for compensation.

7 How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)** or
 - Visit CDC's **www.cdc.gov/vaccines**

Vaccine Information Statement (Interim)
**Meningococcal B
Vaccine**



Office use only

8/15/2019 | 42 U.S.C. § 300aa-26

Meningococcal ACWY Vaccine:

What You Need to Know

Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis

Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis

1 Why get vaccinated?

Meningococcal ACWY vaccine can help protect against **meningococcal disease** caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available that can help protect against serogroup B.

Meningococcal disease can cause meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, loss of limbs, nervous system problems, or severe scars from skin grafts.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*, the bacteria that cause meningococcal disease
- People at risk because of an outbreak in their community

2 Meningococcal ACWY vaccine

Adolescents need 2 doses of a meningococcal ACWY vaccine:

- First dose: 11 or 12 year of age
- Second (booster) dose: 16 years of age

In addition to routine vaccination for adolescents, meningococcal ACWY vaccine is also recommended for **certain groups of people**:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- People with HIV
- Anyone whose spleen is damaged or has been removed, including people with sickle cell disease
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a type of drug called a complement inhibitor, such as eculizumab (also called Soliris®) or ravulizumab (also called Ultomiris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in residence halls
- U.S. military recruits

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

- Has had an **allergic reaction after a previous dose of meningococcal ACWY vaccine**, or has any **severe, life-threatening allergies**.

In some cases, your health care provider may decide to postpone meningococcal ACWY vaccination to a future visit.

Not much is known about the risks of this vaccine for a pregnant woman or breastfeeding mother. However, pregnancy or breastfeeding are not reasons to avoid meningococcal ACWY vaccination. A pregnant or breastfeeding woman should be vaccinated if otherwise indicated.



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention

People with minor illnesses, such as a cold, may be vaccinated. People who are moderately or severely ill should usually wait until they recover before getting meningococcal ACWY vaccine.

Your health care provider can give you more information.

4 Risks of a vaccine reaction

- Redness or soreness where the shot is given can happen after meningococcal ACWY vaccine.
- A small percentage of people who receive meningococcal ACWY vaccine experience muscle or joint pains.

People sometimes faint after medical procedures, including vaccination. Tell your provider if you feel dizzy or have vision changes or ringing in the ears.

As with any medicine, there is a very remote chance of a vaccine causing a severe allergic reaction, other serious injury, or death.

5 What if there is a serious problem?

An allergic reaction could occur after the vaccinated person leaves the clinic. If you see signs of a severe allergic reaction (hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, or weakness), call **9-1-1** and get the person to the nearest hospital.

For other signs that concern you, call your health care provider.

Adverse reactions should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your health care provider will usually file this report, or you can do it yourself. Visit the VAERS website at www.vaers.hhs.gov or call **1-800-822-7967**. *VAERS is only for reporting reactions, and VAERS staff do not give medical advice.*

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7

How can I learn more?

- Ask your healthcare provider.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
 - Call **1-800-232-4636 (1-800-CDC-INFO)** or
 - Visit CDC's www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
**Meningococcal ACWY
Vaccines**



Office use only

MEDICATION GUIDELINES

Medication will be administered at school only when the student's health requires that it be given during school hours. Medications should be given at home instead of at school when at all possible.

It is the parent/ guardian's responsibility to **BRING** a child's medication to school to the **front office** and to pick it up when no longer needed. A consent form must be filled out for each medication (prescription or over-the-counter) and signed by the parent. In some situations, the physician's signature may be required on the consent form for prescription medications. This will be left up to the discretion of the School Nurse. Medication will **not** be administered without this consent form properly completed. Consent forms are located in the front office and on the Hickman County School website: <http://hickmank12.org/coordinated-school-health>. (Medication refills do not require a new consent form each time they are brought unless there is a dosage or time change.)

Students should never be in possession of their medications (including over-the-counter meds of all kinds). This is for the safety of all students. Bringing medication on the bus is strictly forbidden. The definition of "medication" includes oral medicines, medicated eye drops, ear drops, cough drops, creams, ointments, and herbal or homeopathic remedies.

Prescription medications must be brought by the parent or guardian in the original bottle or box with the **pharmacy label** attached. The prescription should be no more than one year old, as indicated by the original prescription date on the label.

Over-the-counter medications must be brought by the parent or guardian in the original manufacturer's labeled-container on which the ingredients are listed. The student's name should be written somewhere on the container.

EXCEPTION TO THE ABOVE RULES:

Tennessee State Law states that if a student uses an asthma inhaler or Epipen, which are considered to be emergency medications, the student may carry these medications on them or in their personal belongings, but **ONLY IF** a doctor's statement allowing this for the current school year is received in the front office. This arrangement should be made and cleared with the front office before your child carries this medication at school. You may obtain a form in the front office or on the Hickman County School website: <http://hickmank12.org/coordinated-school-health> The doctor and parent/guardian must sign to allow your child to legally carry his/her Epipen or inhaler for the current school year.

HICKMAN COUNTY SCHOOLS STUDENT HANDBOOK**FAMILY LIFE PLANNING CURRICULUM**

Tennessee requires schools residing in school districts with pregnancy rates above 19.5 per 1,000 females ages 15-17 to implement family life education. Because Hickman County exceeds this threshold, an age-appropriate family life planning course that emphasizes abstinence until marriage and includes instructions for the prevention of HIV/AIDS and sexually transmitted diseases will be implemented. Parents and legal guardians have a right to examine the grade level instructional materials and confer with school leaders regarding any or all portions of family life. A parent or guardian who wishes to excuse a student from any, or all, portions of family life shall submit a request, in writing, to the student's principal. A student who is excused from any or all portions of family life shall not be penalized for grading purposes if the student satisfactorily performs alternative health lessons.

T.C.A. 49-6-1302

Guidance for Grievances

Statute and State Board of Education policy require districts to implement local-level grievance procedures to provide a means for evaluated teachers and principals to challenge the accuracy of the data used in the evaluation and adherence to the evaluation policies adopted by the State Board of Education. As final scores are being returned to educators, the following provide grounds for grievances:

1. Accuracy of the Data—Evaluation data must be linked correctly to the right teacher. This does not mean that educators can grieve a disagreement of a score or the formula used to determine the score.
2. Procedural Errors—Educators may grieve procedural errors that could materially affect or compromise the integrity of evaluation results. This includes not having met the minimum number of required observations for each domain or not having appropriate pre- and post- conferences.

Timing of Grievances

To comply with the State Board of Education evaluation policy, grievances may be filed at the end of each of the three components of the evaluation model:

- 1) The qualitative appraisal, or the final average observation score
- 2) The student growth measures
- 3) Other measures of student achievement

A grievance must be filed no later than 15 days from the date teachers and principals receive the results for each component, otherwise the grievance will be considered untimely and invalid. Grievances may be filed at any point in time prior to the 15 days windows.

Districts must clearly communicate the decision in writing within 15 days of receipt of the complaint.

Teachers should contact their immediate supervisor in writing with the nature of their grievance. The supervisor will notify the appropriate central office supervisor of the grievance that has been filed.



Office of Coordinated School Health

Dear Parent or Guardian,

Throughout the school year, the Hickman County School System, in conjunction with the state office of Coordinated School Health, will be performing the following health screenings:

Vision

Hearing

Blood Pressure

Height and Weight

All screenings will maintain strict adherence to the confidentiality of each child and adolescent screened. This is not a Well Child screening and there are no charges for these services. The screenings do not qualify as an examination but parents are encouraged to make sure your child has annual medical check-ups as well as bi-annual dental check-ups.

If we screen your child and find any alterations from a normal screening we will contact you concerning this manner but if you wish for your child to be excluded from any part of the Health screenings, please notify your child's school.

Thank you,

Kara Hobbs, RDN, LD

Tonya Daugherty, RN

931-729-7730

Amy Gossett, RN

Centerville School Nurse

931-729-2212

Marla Beard, RN

East School Nurse

931-670-3044

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Title VI & IX Complaints

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Becky Malugin
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Section 504 Complaints

Shelda Qualls
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shelda.qualls@hickmank12.org

ADA Complaints

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Centerville, TN 37033
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shelda.qualls@hickmank12.org

Hickman County Board of Education

Descriptor Term:

Tobacco-Free Schools

Descriptor Code:

1.803

Issued Date:

03/02/26

Rescinds:

1.803

Issued:

02/05/24

- 1 All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated
2 paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned,
3 leased, or operated by the district.¹ Smoking and vaping shall be prohibited in any public seating areas
4 including, but not limited to, bleachers used for sporting events or public restrooms.²
- 5 Employees and students in the school district will not be permitted to use these products while they are
6 participants in any class or activity in which they represent the school district.
- 7 Signs will be posted throughout the district's facilities to notify students, employees, and all other persons
8 visiting the school that the use of these products is forbidden. The following notice shall be prominently
9 posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is*
10 *prohibited by law in seating areas and in restrooms.*³

Legal References

1. [20 USCA § 6083](#); [TCA 39-17-1604\(6\)](#); [TCA 39-17-1503\(16\), \(17\)](#)
2. [TCA 39-17-1604\(10\)](#)
3. [TCA 39-17-1605](#)

Cross References

Community Use of School Facilities 3.206
Code of Conduct 6.300

Hickman County Board of Education

Descriptor Term:

Student Transportation Management

Descriptor Code:

3.400

Issued Date:

07/06/26

Rescinds:

3.400

Issued:

08/05/24

1 *General*

2 School buses shall be maintained and operated in accordance with state law and State Board Rules and
3 Regulations.¹

4 Each bus shall be equipped with the phone number for reporting safety complaints. This number shall
5 appear on the rear bumper.² Buses shall also include notice in a conspicuous place that only authorized
6 persons shall enter the bus. This notice shall include appropriate contact information in case of an issue
7 on the bus.³

8 To avoid the financial burden of replacing an aging bus fleet at any one time, the board shall attempt to
9 replace a certain number of buses each year on a rotating basis.

10 All accidents, regardless of the damage involved, must be reported to the transportation supervisor,
11 including incidents in which any part of the bus contacts any other object or vehicle.

12 The director of schools shall develop procedures to ensure compliance with the statutory and
13 regulatory requirements for the transportation program.

14 **SCHOOL BUS DRIVERS**

15 Each school bus driver shall receive a certificate from the Board prior to operating a school bus for the
16 school district. The issuance of a certificate to a school bus driver shall be based on the qualifications
17 of school bus drivers as determined by the Director of Schools.⁴

18 Annually, the Board shall require each school bus driver to have a physical and mental examination.
19 The Board shall revoke the certificate of any school bus driver found to be physically, mentally, or
20 morally unfit to operate a school bus. Additionally, a certificate shall be revoked if the school bus
21 driver is convicted of driving under the influence, vehicular assault, vehicular homicide, aggravated
22 vehicular homicide, or the manufacture, delivery, sale, or possession of a controlled substance or
23 analogue.⁵

24 **TRANSPORTATION SUPERVISOR⁶**

25 The director of schools shall appoint a transportation supervisor for the system. He/she shall be
26 responsible for the monitoring and oversight of transportation services for the district.

27 The transportation supervisor shall complete a student transportation management training program
28 upon appointment. Every year the transportation supervisor shall complete a minimum of four (4)
29 hours of training annually.

The director of schools shall ensure that training is completed and provide the state department of education with appropriate documentation.

COMPLAINT PROCESS⁷

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and
2. Forms may be submitted in person, via phone, mail, or email.
 - a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;
2. The name of the bus driver;
3. A copy or summary of the complaint; and
4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

RECORDKEEPING⁸

The transportation supervisor shall be responsible for the collection and maintenance of the following records:

1. Bus maintenance and inspections forms;
2. Bus driver credentials, including required background checks, health records to include annual DOT medical/mental examinations on an approved FMCSA Medical Report, Motor Vehicle Reports and performance reviews

3. Driver training records; and

4. Complaints received and any records related to the investigation and complaints.

SCHOOL BUS SAFETY RESTRAINT SYSTEMS

The Hickman County Board of Education operates some school buses with three-point lap/shoulder seat restraint systems (and integrated child restraint systems).

Use of seat restraint systems shall be mandatory for all student riders on buses equipped with this safety technology.

SEAT RESTRAINT NON-COMPLIANCE

Students who forget to put on their seat restraint will be given a verbal reminder/warning. Students removing their seat restraint during the route or refusing to wear their seat restraint will be issued a written discipline referral. The local school authority will discipline the student in a manner consistent with other safety-related behavioral infractions.

SEAT RESTRAINT TRAINING

The transportation supervisor will conduct annual training for all school bus drivers on the implementation and use of seat restraints.

School bus drivers will train students on the proper implementation and use of seat restraints annually at the start of each school year to ensure each passenger is familiar with the operation of seat restraints. The driver will emphasize that each rider remains secured in their seat with their seat restraint fastened at all times during their ride.

All students will receive additional instruction on the proper use of seat restraints at least two (2) additional times per year.

Bus drivers will instruct students to put on their seat restraints at three time periods:

1. Morning: When students board the bus, the driver will inform student to buckle up.

2. On Route: If a student takes their restraint off (visibly) while riding.

3. Afternoon: The driver will walk from the front to the back of the bus one time prior to departure.

Note: Drivers and attendants are not responsible (i.e., liable) for students wearing their seat restraints while riding. Drivers and attendants are responsible for instructing students to put on the seat restraint and/or referring the student for discipline if the student refuses to be compliant with seat restraint utilization.

1 SEAT RESTRAINT MALFUNCTION

- 2 If the seat restraint cannot be disengaged while in use, the driver is required to assist the passenger and,
3 if necessary, cut the belt to relieve the restraint and safely remove the passenger.

4 SCHOOL BUS IDLING POLICY

5 This policy applies to the operation of every district-owned and/or contracted school bus.

6 Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health
7 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and
8 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
9 fuel and financial resources.

10 Purpose: Eliminate unnecessary idling by Hickman County Board of Education school buses
11 (including activity buses) and minimize idling time in all aspects of school bus operation.

12 Guidance:

- 13 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
14 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
15 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
16 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
17 include conditions that would compromise passenger safety, such as extreme weather, idling in
18 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
19
- 20 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
21 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
22 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
23 bus.
24
- 25 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
26 other events where students are transported off school grounds.
27
- 28 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
29 wait if they have shut down their bus.
30
- 31 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
32 occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up
33 time as possible to maintain warmth and then shut down if there is a wait time of more than
34 fifteen (15) minutes.
35
- 36 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
37 policy’s requirements. As a part of the onboarding and/or new hire process, all new drivers
38 shall receive a copy of this policy and be trained regarding the policy’s requirements.
39

7. Excessive idling by the driver may result in disciplinary action.

General Exemptions: The actions outlined in the guidance section above need not apply for the period(s) during which idling is necessary:

1. While stopped:

- a. For an official traffic control device;
- b. For an official traffic control signal;
- c. For traffic conditions over which the driver has no control, including, but not limited to, stopped in a line of traffic; or
- d. At the direction of a law enforcement officer;

2. To ascertain that the school bus is in safe operating condition and equipped as required by all provisions of law, and all equipment is in good working order, either as part of the driver's daily vehicle inspection, or as otherwise needed;

3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;

4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to exceed 5 minutes (as per the recommendation of the manufacturer);

5. To operate:

- a. A lift or other piece of equipment designed to ensure safe loading, unloading, or transport of persons with one or more disabilities; or
- b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more children with exceptional medical needs aboard whose IEP requires such;

6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or health of the driver or passengers;

7. To recharge a battery or other energy storage unit of a hybrid electric bus.

Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired heaters).

Legal References

1. [TCA 49-6-2109; TRR/MS 0520-01-05](#)
2. [TCA 49-6-2116\(d\)\(3\)](#)
3. [TCA 49-6-2116\(a\)-\(c\)](#)
4. [TCA 49-6-2116\(d\)\(1\)-\(2\)](#)
5. [TCA 49-6-2116\(d\)\(5\)](#)
6. [Public Acts of 2024, Chapter No. 548](#)
7. [TCA 49-6-2107](#)
8. [TCA 49-6-2109 \(c\) \(1\); Public Acts of Chapter No. 122](#)

Cross References

Bus Safety and Conduct 6.308
Homeless Students 6.503

Hickman County Board of Education

Descriptor Term:

Scheduling and Routing

Descriptor Code:

3.401

Issued Date:

07/06/26

Rescinds:

3.401

Issued:

05/06/24

All school bus routes shall be arranged in such a way as to travel the shortest possible distance from the time the first student is picked up until the trip is complete.

The transportation supervisor will be responsible for surveying all bus routes and scheduling bus transportation, including the determination of bus stops and the assignment of students. Deleting or establishing new bus routes is the responsibility of the Board. Bus stops will be reviewed annually by the bus driver and transportation supervisor. Concerns regarding bus stop locations and bus routes should be addressed through the transportation supervisor.

Appeals of transportation decisions shall be made to the director of schools. The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints:

1. All complaints shall be submitted to the transportation supervisor; and

2. Forms may be submitted in person, via phone, mail, or email.

a. Written complaints shall be submitted on forms located on the district's website. In the case of a complaint received via phone, the person receiving the phone call shall be responsible for filling out the form and submitting it to the transportation supervisor.

The transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of receipt.

Within forty-eight (48) hours of receipt of the initial complaint, the transportation supervisor shall submit a preliminary report to the director of schools. This report shall include:

1. The time and date the complaint was received;

2. The name of the bus driver;

3. A copy or summary of the complaint; and

4. Any prior complaints or disciplinary actions taken against the driver.

Within sixty (60) school days of receiving the initial complaint, the transportation supervisor shall submit a final written report to the director of schools that details the investigation's findings as well as the action taken in response to the complaint.

An annual notice of this complaint process shall be provided to parents and students. This information shall be made available in the student handbook.

1 All children living within legal boundaries of Hickman County who are legally enrolled in Hickman
2 County Schools and who are eligible may be transported from their home to school. However, it
3 should be understood that transporting children within one and one-half miles (1-1/2) of a school is
4 done without reimbursement from the State Department of Education and will be continued only as
5 long as it is economically feasible.

6 Students shall not be in transit to and from school more than one and one-half hours each way.¹ Under
7 no circumstances shall students be transported past their assigned school.

8 Where practical, transfers may be made from one bus to another. Both buses shall be present while the
9 transfer is in process, unless the transfer point is a school campus. Leaving students at a home or place
10 of business for transfer shall be permitted only after approval has been obtained from the Board.

11 Bus routes shall not overlap unless necessary to reach some other portion of each respective route or
12 unless overlapping results from the necessity to travel the main highway to school centers. When more
13 than one bus travels a main highway and each bus picks up some students along such routes, each bus
14 shall be assigned a certain portion of the route and all students within this section shall ride the bus to
15 which assigned.

16 Every bus driver, at the beginning of the school year or, in the event that the driver is hired during the
17 school year, at the time of hire, shall be informed of all the policies and procedures in place regarding
18 the transportation of students.²

19 Once the official route is begun, stops shall only be made to take on, discharge or transfer students.
20 Buses are not to stop at stores (or make any other nondesignated stops except for emergencies) when
21 transporting students.

22 No student may exit the bus at a destination other than that student's designated bus stop. The Director
23 may adopt, with the approval of the Board, procedures that would allow a student to exit the school bus
24 at an alternative location. If the Director adopts procedures, such procedures shall include, at a
25 minimum, the following:³

- 26 1. No school bus driver shall require or permit a student to exit the bus in violation of the School
27 System's policies and procedures. The Director shall immediately review the fitness to drive of
28 a driver who permits or requires a student to exit a bus in violation of the School System's
29 policies and procedures.
30
- 31 2. No student shall be allowed to exit the bus at a stop other than the student's regular bus stop
32 unless the student provides the driver with a signed note from the parent or guardian informing
33 the driver of the change in the student's bus stop for the day. The driver shall turn the note
34 over to the principal as soon as practical after the completion of the route.
35
- 36 3. In the event that the driver finds it necessary for a student to exit the bus at a stop other than the
37 student's designated stop in order to preserve the safety of other student passengers or the
38 driver, the driver may remove the offending student from the bus provided that the driver
39 secures the safety of the student for the uncompleted trip.
40

- 1 4. A driver shall report to school authorities as soon as possible, but no later than the end of the
2 route, any student refusing to obey the driver or exiting the bus without the driver's permission
3 at a point other than the student's destination for that trip.⁴
- 4 Students who ride school buses shall attend the school designated unless the Board designates an
5 alternate school. If a parent chooses to send his/her child to another school in the system, the parent
6 must provide transportation to and from that school.

Legal References

1. [TCA 49-6-2105](#)
2. [TCA 49-6-2118\(b\)](#)
3. [TCA 49-6-2118\(a\)](#)
4. [TCA 49-6-2118\(c\)-\(d\)](#)

Cross References

Bus Safety and Conduct 6.308

Hickman County Board of Education

Descriptor Term:

Interscholastic Athletics

Descriptor Code:

4.301

Issued Date:

07/07/25

Rescinds:

4.301

Issued:

08/05/24

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹ Student athletes shall only be allowed to participate in athletic activities or events that align with the student's sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student's original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student's sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student's sex at birth.

Interscholastic athletics shall be administered as a part of the regular school program and shall be the principal's responsibility. Principals shall ensure that school regulations regarding participation in a sport are reasonable. Athletic schedules shall be filed in each school principal's office. The principal or his/her designee must accompany an athletic team on trips. Transportation of teams to athletic games is approved by the Board, provided the team's school reimburses the Board for mileage.

Bylaws of the Tennessee Secondary School Athletic Association shall regulate the operation and control of athletics.³ The Director of Schools shall develop a code of conduct for all coaches to follow in order to ensure the health and safety of athletes.⁴

In the event that the school's insurance provider does not extend coverage to an athlete, that athlete must provide proof of independently secured catastrophic coverage and liability coverage, with the school system as a named insured, of not less than the limits set forth in TCA § 29-20-403.⁵ It shall be the responsibility of the parent(s)/guardian(s) to provide health and hospitalization insurance for all students participating in interscholastic athletics.

Prior to participation in interscholastic athletics, every student must complete an annual physical examination.⁶ The parents/guardians of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic athletics.

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school day without written permission from the Board.⁷ This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious

holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

SEVERE WEATHER⁴

Severe weather is any type of weather that could impede the safety of any athlete by compromising the playing conditions of the interscholastic sport. Severe weather includes, but is not limited to, thunder, lightning, and extreme temperatures. When severe weather is forecasted, suspension of play shall be discussed with all players, coaches, and officials, if applicable.

All coaches who oversee or participate in outdoor training, practice, or competition shall annually complete a heat illness prevention course approved by the Tennessee Department of Health as well as receive training on activity modifications based on environmental conditions.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone or tolerate hazing activities.⁹

HOME SCHOOL STUDENT PARTICIPATION¹⁰

Home school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, home school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

Virtual school students shall be permitted to participate in accordance with TSSAA or TMSAA guidelines. If a school is not a member with these organizations, virtual school students that are zoned for the school shall be permitted to participate in interscholastic athletics to the same extent as other students.

Legal References

1. [34 CFR § 106.41; 20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\); TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)
9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Cross References

Special Use of School Vehicles 3.402
 Student Insurance Program 3.601
 Extracurricular Activities 4.300
 Attendance 6.200

Hickman County Board of Education

Descriptor Term:

Grading System

Descriptor Code:

4.600

Issued Date:

03/03/25

Rescinds:

4.600

Issued:

10/21/24

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with Board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3.¹

The director of schools shall submit a copy of the grading, reporting and assessment systems to the Board before the system is implemented.² These guidelines shall be communicated annually to students and parents/guardians.¹

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A (90-100)
- B (80-89)
- C (70-79)
- D (60-69)
- F (0-59)

Grading floors with a minimum above zero are not permitted.³ This grading system shall be uniform throughout the school district for each grade.

The following high school courses will have weighted grades:

Honors English (Grades 9-12)
Honors Biology I and II
Honors Physical Science
Honors Chemistry
Honors Physics

Trigonometry
Honors Algebra II
Honors Geometry
Dual Enrollment College Courses
Honors American History

Honors Anatomy	Honors Algebra I
Calculus	
SDC SAILS Statistics	Dual Enrollment TCAT
SDC Pre-Calculus	

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

Student Absent for State Mandated Exams:

1. If a student taking high school assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.
2. If a student, taking a K-8 State mandated assessment, is absent or unable to be administered a defined part(s) of any content area or all of the content areas, the student must take an alternate exam approved by the Chief Academic Officer to substitute for the corresponding content not tested.

Administration of the alternate exam shall be scheduled by the principal for such a time which shall allow for scoring to be completed before the end of the spring semester of the current school year.

Failure to complete the alternative assessment before the end of the spring semester shall result in the student receiving a grade of zero which shall be counted for fifteen (15%) percent of a student's final grade for the spring semester.

Conduct shall be marked as follows:

E	Excellent
S	Satisfactory
U	Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

Attendance records **will not** be the sole criterion in determining the awarding of grades or the passing of a course or promotion or retention.

Plus and minus evaluations are not to be added to letter grades. Grades are not to be changed once recorded on a report card. If an erroneous grade has been recorded, correction must be made on a new card.

Grades given at the end of each nine (9) weeks period for elementary, intermediate, middle school, and high school will be determined from daily work, homework, written assignments and tests. The teacher will weigh the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Any assignments and tests required of a student must be considered in the computation of his grade.

At the middle school level and at the high school level, grades will be determined by an average of grades for each of the two 9-week periods. The grades given at the end of each nine (9) weeks period shall be the grade earned by the student, as computed by the teacher, and shall not be subject to manipulation, regardless of the passing or failing nature of the grade provided that said teacher has documented verification on file that he/she has reasonably attempted to contact the student's parent(s) or guardian(s) making them aware of the student's failing grade or grades. The final grade of the year will be determined by averaging the two (2) semester grades.

The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated by the teacher, it will then become an "F".

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available ~~at the guidance office or~~ on-line at www.fafsa.ed.gov. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁴

Legal References

1. [TCA 49-2-203\(b\)\(16\); TCA 49-2-301\(b\)\(1\)\(H\)](#)
2. [TRR/MS 0520-01-03-.02; State Board of Education Policy 3.301; TCA 49-6-407](#)
3. [TCA 49-4-904, 905, 907; Public Acts of 2024, Chapter No. 1005](#)
4. [TCA 49-4-932\(f\)](#)

Cross References

Alternative Credit Options 4.209
Credit Recovery 4.210
Reporting Student Progress 4.601
Honor Roll, Awards, & Class Ranking 4.602
Promotion and Retention 4.603
Transcript Alterations 4.608

Hickman County Board of Education

	Descriptor Term: Promotion and Retention	Descriptor Code: 4.603	Issued Date: 03/03/25
		Rescinds: 4.603	Issued: 08/05/24

PROMOTION¹

The director of schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results. This requirement shall not apply to students who are participating in a board-approved, research-based intervention prior to the beginning of the next school year or to students who have an individualized education program (IEP).²

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1st. Factors used to identify students for retention shall include:¹

1. The student's ability to perform at the current grade level;
2. The results of local assessments, if applicable;
3. State assessments, as applicable;
4. Home Literacy Reports;³
5. The overall academic achievement of the student;
6. The student's chance for success with more difficult material if promoted to the next grade;
7. Attendance; and
8. Social and emotional maturity.

Students may be identified for retention after the February 1st deadline if the delay in identifying a student is due to:⁴

1. Date of enrollment;

2. Additional information acquired after results of local assessment, screening, or monitoring are released; or
3. Decisions made by a student's IEP team or extenuating medical or psychological information on a case by case basis.

VOLUNTARY RETENTION

A parent/guardian of a student enrolled in kindergarten through second grade may choose to retain his/her student in the current grade level if:

1. The student has a documented academic or behavioral delay; and
2. The parent/guardian believes that retention may benefit the student.⁵

This information shall be submitted in writing within thirty (30) days of the end of the school year. The district shall send written notice to the parent/guardian confirming whether the student is eligible for retention under state law.

PROMOTION PLANS⁶

When a student is identified for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers, IEP or 504 team, if applicable, and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel.

Promotion plans shall incorporate evidence-based strategies, including expectations and measurements that will verify whether a student has made sufficient progress to be promoted to the next grade level, and be tailored to the student's learning needs. Promotion plans for students in third and fourth grade will include additional requirements for promoting students in these grades. A copy of the plan will be provided to the student's parent(s)/guardian(s), and the school shall offer the opportunity for a parent-teacher conference to discuss the plan. If a student is not making progress on the promotion plan, then the strategies shall be modified. Parent(s)/guardian(s) shall be provided with any changes to the promotion plan.

A student who demonstrates sufficient academic progress according to his/her promotion plan shall be promoted to the next grade level unless retention is required per additional requirements for students in third and fourth grade.⁷

If a student has not demonstrated sufficient academic progress according to his/her promotion plan by the end of the school year, the student shall be eligible to enroll in a summer reading or learning program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10) calendar days prior to the start of the next school year if the student was enrolled in a summer program. However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school year.⁸

1 RETENTION⁷

2 A student may be retained when, in the judgment of the student's teacher and/or the student's IEP
3 team, such retention is in the best interest of the student or when retention is required per additional
4 requirements for students in third and fourth grade. However, a student shall not be retained more than
5 once in any grade.

6 *Decision of Retention*⁹

7 If a student is retained, the director of schools/designee shall develop an individualized academic
8 remediation plan within thirty (30) calendar days after the beginning of the next school year. A copy of
9 the plan shall be provided to the student's parent/guardian within ten (10) days of its development.
10 This plan shall include at least one of the following strategies:

- 11 1. Adjustment to the current instructional strategies or materials;
- 12
- 13 2. Additional instructional time;
- 14
- 15 3. Individual tutoring outside of school hours;
- 16
- 17 4. Modification to the student's classroom assignment to ensure the student receives
18 instruction from a highly effective teacher; or
- 19
- 20 5. Attendance or truancy interventions.

21 The director of schools shall develop procedures to ensure proper monitoring of students who are
22 retained and appropriate recordkeeping.

23 For the purpose of determining the effectiveness of retention toward improving student achievement,
24 the progress of retained students shall be closely monitored and reported to parent(s)/guardian(s) at
25 least three (3) times during the school year in which the student is retained.

26 *Decision of Retention – Third Grade*¹⁰

27 Third grade students shall not be promoted to the next grade unless they are determined to be
28 proficient (i.e., receive a performance level rating of "Met" or "Exceeded") in English language arts
29 (ELA) based on the student's most recent TCAP test.

30 Students who are not proficient in ELA may still be promoted if the following conditions are met:

- 31 1. A student in third grade receiving a performance level rating of "approaching" on the ELA
32 portion of the student's most recent TCAP test may be promoted if:
 - 33 a. The student is an English language learner and has received less than two (2) full years
34 of ELA instruction;
 - 35 b. The student was previously retained in grades K-3;

- c. The student is retested before the next school year and scores proficient in ELA;
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
 - e. The student receives tutoring for the entirety of the next school year in accordance with state law.
 - f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
2. A student in third grade receiving a performance level rating of "below" on the ELA portion of the student's most recent TCAP test may be promoted if:
- a. The student is an English language learner and has received less than two (2) full years of ELA instruction;
 - b. The student was previously retained in grades K-3;
 - c. The student is retested before the next school year and scores proficient in ELA; or
 - d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next school year in accordance with state law.

Decision of Retention – Fourth Grade¹⁰

Students in the following categories shall show adequate growth in the following ways before being promoted to the fifth grade:

1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the next school year; and
2. A student who was promoted to fourth grade due to attending a learning loss bridge camp while maintaining a ninety percent (90%) attendance rate and receiving tutoring for the entirety of the fourth grade school year.

If a student that was promoted to fourth grade under one of the provisions above does not demonstrate adequate growth on the fourth-grade ELA portion of the TCAP test, then the following shall occur:

1. The student's principal shall convene a conference consisting of the following parties: the student's parent(s)/legal guardian, the student's ELA teacher, and the student's principal.

2. The conference shall review the student's fourth grade ELA performance to determine if the student should be promoted to fifth grade.

3. At the conclusion of the conference, a majority of the parties shall agree to one of the following:

a. The student will be promoted to fifth grade and be assigned a tutor for the entirety of the student's fifth-grade year; or

b. The student will be retained in fourth grade. A student shall not be retained more than once in fourth grade.

A student shall not be retained more than once in fourth grade.

Decision of Retention – Students with Disabilities¹¹

Retention and promotion decisions shall be made on a case-by-case basis and in consultation with the student's IEP and/or 504 team to determine whether the student's performance on the ELA portion of TCAP was due to the student's disability. The school district shall not retain a student with a disability or a suspected disability that impacts their ability to read.

APPEALS^{8,12}

When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision to retain the student and provided with information on the right to appeal the decision. Appeals shall be made to the assistant principal or principal of the school within (5) business days. The student and his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the assistant principal or principal. They shall conduct a hearing within (5) business days to determine if the student will be promoted and issue such decision within (5) business days. Upon notification of the committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s).

For students where retention is required per the additional requirements for students in third and fourth grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in accordance with state law.¹³

Legal References

1. [20 USCA § 1400 *et seq.*; 29 U.S.C. § 794 \(Section 504\); TRR/MS 0520-01-03-.16; TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16\(7\)\(e\); Public Acts of 2024, Chapter No. 989](#)
12. [TRR/MS 0520-01-03-.16\(3\); TRR/MS 0520-01-02-.17\(7\); TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Cross References

Credit Recovery 4.210
Grading System 4.600
Reporting Student Progress 4.601
Attendance 6.200
Student Assignments 6.205
Homeless Students 6.503
Student Records 6.600

Hickman County Board of Education

Descriptor Term:

Student Equal Access (Limited Public Forum)

Descriptor Code:

4.802

Issued Date:

08/01/22

Rescinds:

4.802

Issued:

06/01/20

1 **STUDENT MEETINGS**

2 Schools may allow students to form clubs or groups that meet before, during, and/or after the school
3 day. Requests to form such clubs or groups shall not be denied based upon the religious nature or
4 beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and
5 groups have the same abilities to access facilities and advertise their meetings.¹

6 No funds shall be expended by the school for any such meeting beyond the incidental costs associated
7 with providing meeting space. Groups meeting under this policy may be required to pay a reasonable
8 fee for compensating school personnel in the supervision of the activity.

9 No student may be compelled to attend or participate in a meeting under this policy.

10 A student or a group of students who wish to conduct a meeting under this policy must file an
11 application with the principal at least three days prior to the proposed date.

12 The principal shall approve the meeting if he/she determines that:¹

- 13 1. The meeting is voluntary and student-initiated;
- 14 2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;
- 15 3. The meeting will not materially and substantially interfere with the orderly conduct of the
16 school's educational activities or conflict with other previously scheduled meetings;
- 17 4. Employees of the district are to be present in a non-participatory monitoring capacity; however,
18 no employee shall be required to attend in this capacity if the content of the meeting is contrary
19 to the beliefs of the employee; and
- 20 5. Non-school persons will not direct, control or regularly attend.

21 **SCHOOL SPONSORED EVENTS²**

22 If the Board or a school principal authorizes an event at which a student is to speak, a limited public
23 forum shall be established for such student speakers. The appropriate administrators shall ensure that:

- 24 1. The forum is provided in a manner that does not discriminate against a student's voluntary
25 expression of a religious viewpoint, if any, on an otherwise permissible subject;
26
- 27 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

Legal References

1. 20 USCA § 4071; *Bd. Of Educ. v. Mergens ex rel. Mergens*, 496 U.S. 226 (1990); TCA 49-6-1805
2. TCA 49-6-1803

Cross References

Recognition of Religious Beliefs 4.803
Prayer and Period of Silence 4.805

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 09/08/25
		Rescinds: 6.200	Issued: 07/07/25

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at 3:00 p.m. unless so noted on the Board approved calendar.

The attendance supervisor shall oversee the entire attendance program which shall include: ¹

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.²

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.³

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:⁴

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;⁵
6. Pregnancy;

7. School-endorsed activities;
8. Summons, subpoena, or court order; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.⁷

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Progressive Truancy Intervention Plan⁸

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Tier I

Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to,

1. School-wide strategy to promote regular daily attendance with plans of action to prevent chronic absence, truancy, late arrivals, and early dismissals.
2. An attendance expectation letter to be sent to parents/guardians during the first week of school to communicate clear school level expectations.
3. Identify students who have been chronically absent from the previous year.
4. Take and submit accurate attendance in SMS (Skyward) for each class, every day, and on-time during the first fifteen minutes of class.
5. Run daily absentee report to find discrepancies.
6. Make personal contact with the student's parent/guardian to investigate the reason for unexcused absences at three (3) days of unexcused absences.

If the student accumulates additional unexcused absences in violation of the attendance contract, in Tier I, he/she shall be subject to Tier II.

Tier II

Tier II of the progressive truancy plan shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective.
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.
4. An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

Tier III

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Tier III interventions must include a review of the previous individualized assessment and an amended attendance contract but may also result in further action including but not limited to a review of grades

and the discipline record, a referral to restorative justice programs, a referral to community-based services, or a referral to the Department of Children's Services.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹

A principal/designee may excuse a student to participate in non-school sponsored extracurricular activities. The principal shall document the approval in writing and shall excuse no more than ten (10) absences each school year. No later than seven (7) business days prior to the student's absence, the student shall provide documentation to the school as proof of the student's participation along with a written request for the excused absence from the student's parent/guardian. The request shall include the following:

1. Student's name and personal identification number;
2. Student's grade;
3. The dates of the student's absence;
4. The reason for the student's absence; and
5. The signatures of the student and parent/guardian.

RELEASED TIME COURSE¹⁰

A principal/designee may excuse a student to attend a course in religious moral instruction for up to one (1) class period per school day. Students shall not be excused during any class which requires an examination for state or federal accountability purposes.

Students shall only be permitted to attend courses provided by entities that certify in writing that they have complied with the background check requirements outlined in state law.¹¹ The student shall submit a written consent form signed by the student's parent/guardian prior to participation in the released time course. The principal/designee shall document the approval in writing. The student shall provide documentation to the principal/designee as proof of the student's participation in the released time course.

The district shall not be responsible for transporting students to and from the place of instruction.

Upon submission of the student's transcript from the entity that provided the released time course, the student may be awarded one-half (1) unit of elective credit.

The Director of Schools shall develop procedures with secular criteria for determining whether credit shall be awarded.

MAKE-UP WORK

All missed class work or tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided instruction time is not taken from other students.

A grade of incomplete will be received for any work missed until the work is completed. A student may have up to three (3) days to make up work from a single absence and up to five (5) days to make up work from an absence longer than a single day. It is the student's responsibility to make arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be recorded for the assignments.

For school-sponsored activities, the student will be required to make up all work missed and will receive full credit for the assignment or upon completion of a test. The student will not be counted absent for a school sponsored event (school planned, school-directed, and teacher supervised).

STATE-MANDATED TESTS/END OF COURSE EXAMS

Students who are absent the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count as 15% of their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

CREDIT/PROMOTION DENIAL

Credit/promotion denial determinations may include student attendance, however, student attendance may not be the sole criterion.¹¹ However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

DRIVER'S LICENSE REVOCATION²

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

ATTENDANCE HEARING¹²

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student

- 1 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon
2 notification of the attendance committee decision, the principal shall send written notification to the
3 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
4 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
5 appeal such action within two (2) school days to the director of schools/designee.
- 6 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 7 Within five (5) school days of the director of schools/designee rendering a decision, the student's
8 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
9 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
10 The action of the Board shall be final.
- 11 The director of schools/designee shall ensure that this policy is posted in each school building and
12 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [TCA 49-6-3022](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\); Public Acts of 2025, Chapter No. 401](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

School Calendar 1.800
Extracurricular Activities 4.300
Interscholastic Athletics 4.301
Field Trips/Excursions/Competitions 4.302
Reporting Student Progress 4.601
Promotion and Retention 4.603
Recognition of Religious Beliefs, Customs, & Holidays 4.803
Voluntary Pre-K Attendance 6.2011
Homeless Students 6.503
Students in Foster Care 6.505
Students from Military Families 6.506
Student Records 6.600

Hickman County Board of Education

Descriptor Term:

Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying

Descriptor Code:

6.304

Issued Date:

07/07/25

Rescinds:

6.304

Issued:

06/02/25

The Hickman County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination (including the definition of antisemitism found in policy 4.100), harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall be disseminated annually to all school staff, students, and parents.² This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.³

DEFINITIONS⁴

Bullying/Intimidation/Harassment - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or

coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.⁵

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.⁶

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.³ All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁷

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.⁸

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the

principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷

RESPONSE AND PREVENTION¹⁰

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.¹¹

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.¹²

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.¹³

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.¹⁴

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Instructional Programs 4.100
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Hickman County Board of Education

	Descriptor Term: Title IX & Sexual Harassment	Descriptor Code: 6.3041	Issued Date: 06/02/25
		Rescinds: 6.3041	Issued: 04/03/23

1 General

2 In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment
3 and discrimination on the basis of sex are prohibited.¹ This policy shall cover employees, employees'
4 behaviors, students, and students' behaviors while on school property, at any school-sponsored activity,
5 on school-provided equipment or transportation, or at any official school bus stop in accordance with
6 federal law. This policy shall be disseminated annually to all school staff, students, and
7 parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the
8 grievance process shall not have a conflict of interest against any party of the complaint.³ These
9 individuals shall receive training as to how to promptly and equitably resolve student and employee
10 complaints.³

11 All employees shall receive training on complying with this policy and federal law.⁴

12 TITLE IX COORDINATOR⁵

13 The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of
14 sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and
15 shall provide input on an ongoing basis as appropriate.

16 Any individual may contact the Title IX Coordinator at any time using the information below:

17 115 Murphree Ave.

18 931-729-3391

19 marc.dunlap@hickmank12.org

20 DEFINITIONS⁴

21 "Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual
22 harassment.

23 "Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute
24 sexual harassment.

25 "Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:³

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or
3. Sexual assault,⁶ dating violence,⁷ domestic violence,⁸ or stalking⁹ as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;
2. Course modifications;
3. Schedule changes; and
4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

1 Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the
2 Title IX Coordinator shall:

- 3 1. Promptly contact the complainant to discuss the availability of supportive measures;
- 4
- 5 2. Consider the complainant's wishes with respect to supportive measures;
- 6
- 7 3. Inform the complainant of the availability of supportive measures; and
- 8
- 9 4. Explain the process for filing a formal complaint.¹⁰

10 While the school district will respect the confidentiality of the complainant and the respondent as much
11 as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall
12 be consistent with the school district's legal obligations and the necessity to investigate allegations of
13 harassment and take disciplinary action.

14 Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance
15 process has been completed. Unless there is an immediate threat to the physical health or safety of any
16 student arising from the allegation of sexual harassment that justifies removal, the respondent's
17 placement shall not be changed.¹¹ If the respondent is an employee, he/she may be placed on
18 administrative leave during the pendency of the grievance process.¹² The Title IX Coordinator shall
19 keep the Director of Schools informed of any employee respondents so that he/she can make any
20 necessary reports to the State Board of Education in compliance with state law.¹³

21 **Complaints**

22 Any individual who has knowledge of behaviors that may constitute a violation of this policy shall
23 immediately report such information to the Title IX Coordinator, however, nothing in this policy requires
24 a complainant to either report or file a formal complaint within a certain timeframe. If the complaint
25 involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

26 If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate
27 notification shall be made per the board policy on reporting child abuse.

28 Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:¹⁴

- 29 1. Provide written notice of the allegations, and the grievance process to all known parties to give
30 the respondent time to prepare a response before an initial interview;
- 31
- 32 2. Inform the parties of the prohibition against making false statement or knowingly submitting
33 false information;
- 34
- 35 3. Inform the parties that they may have an advisor present during any subsequent meetings; and
- 36
- 37 4. Offer supportive measures in an equitable manner to both parties.

1 If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal,
2 shall be provided to both parties simultaneously.¹⁵

3 **Investigations**¹⁶

4 The Complaint Manager shall serve as the investigator and be responsible for investigating complaints
5 in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for
6 obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district
7 and not the complainant or respondent.

8 Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours
9 of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the
10 investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons
11 why the investigation was not initiated within the required timeframe.

12 All investigations shall be completed within twenty (20) calendar days from the receipt of the initial
13 complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall
14 provide the Title IX Coordinator with appropriate documentation detailing the reasons why the
15 investigation has not been completed.

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
- 18 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
19 and present relevant evidence;
- 20 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
21 seek disclosure of information protected under a legally recognized privilege unless such
22 privilege has been waived;¹⁷
- 23 4. Provide the parties with the same opportunities to have others present during any grievance
24 proceeding;
- 25 5. Provide to parties whose participation is requested written notice of the date, time, location,
26 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
27 for the party to prepare to participate;
- 28 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
29 the allegations in the formal complaint; and
- 30 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
 - 31 a. Prior to the completion of the investigative report, the investigator shall send to each
32 party the evidence subject to inspection and review. All parties shall have at least ten
33 (10) days to submit a written response which shall be taken into consideration in
34 creating the final report.

1 Within the parameters of the federal Family Educational Rights and Privacy Act,¹⁸ the Title IX
2 Coordinator shall keep the complainant and the respondent informed of the status of the investigation
3 process. At the close of the investigation, a written final report on the investigation will be delivered to
4 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
5 Director of Schools.

6 **Determination of Responsibility**¹⁹

7 The respondent is presumed not responsible for the alleged conduct until a determination regarding
8 responsibility is made at the conclusion of the grievance process.²⁰ The preponderance of evidence
9 standard shall be used in making this determination.²¹

10 The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the
11 investigation and allow each party the opportunity to submit written questions that he/she wants asked
12 of any party or witness prior to the determining responsibility.

13 The decision-maker shall make a determination regarding responsibility and provide the written
14 determination to the parties simultaneously along with information about how to file an appeal.

15 A substantiated charge against a student may result in corrective or disciplinary action up to and
16 including expulsion. A substantiated charge against an employee shall result in disciplinary action up to
17 and including termination.

18 After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant
19 to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine
20 whether any other actions are necessary to prevent reoccurrence of the harassment.

21 **APPEALS**²²

22 Either party may appeal from a determination of responsibility based on a procedural irregularity that
23 affected the outcome, new evidence that was not reasonably available at the time of the determination
24 that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or
25 any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX
26 Coordinator within ten (10) days of a determination of responsibility.

27 Upon receipt of an appeal, the Title IX Coordinator shall:

- 28 1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and
- 29 2. Notify the parties in writing.

31 During the appeal process, the parties shall have a reasonable, equal opportunity to submit written
32 statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing
33 the result of the appeal and the rationale for the result. The written decision shall be provided
34 simultaneously to both parties.

1 **RETALIATION**²³

2 Retaliation against any person who makes a report or complaint or assists, participates, or refuses to
 3 participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. [34 CFR § 106.1](#)
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. [20 USCA 1092\(f\)\(6\)\(A\)\(v\); TCA 36-3-601\(10\); TCA 71-6-302](#)
7. [34 USCA 12291\(a\)\(10\)](#)
8. [34 USCA 12291\(a\)\(8\); TCA 40-14-109](#)
9. [34 USCA 12291\(a\)\(30\); TCA 39-17-315; TCA 36-3-601\(11\)](#)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. [TRR/MS 0520-02-03-.09\(2\); TCA 49-5-417\(c\)](#)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. [20 USCA § 1232g](#)
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
 Discrimination/Harassment of Employees (Sexual, Racial,
 Ethnic, Religious) 5.500
 Complaints and Grievances 5.501
 Staff-Student Relations 5.610
 Code of Conduct 6.300
 Student Discrimination, Harassment, Bullying, Cyber-
 bullying, and Intimidation 6.304
 Student Concerns 6.305
 Reporting Child Abuse 6.409

Hickman County Board of Education

Descriptor Term:

Media Access to Students

Descriptor Code:

6.604

Issued Date:

10/20/25

Rescinds:

6.604

Issued:

08/07/23

1 School administrators shall be authorized to grant permission and set parameters for media access to
2 students in their respective schools. Media representatives shall be required to report to the
3 administration for prior approval before accessing students involved in instructional programs and
4 activities not attended by the general public. The media may interview and photograph students involved
5 in instructional programs and school activities including athletic events. Such media access shall not be
6 unduly disruptive and shall comply with Board policies.

7 Each year parents/guardians will be given the option to withhold permission for public news media
8 interviews or photographs of their child at school.

9 Specific parental/guardian permission must be obtained if the story or photograph covers topics of a
10 sensitive nature.

11 If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or
12 videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

13 District employees may release student information to the media only in accordance with applicable
14 provisions of the education records law and Board policies governing directory information and
15 personally identifiable information.¹

16 Parents will be advised of the Board's media access to students policy at the time of the student's
17 registration and each fall in the student/parent handbook.

Legal References

1. [20 USCA § 1232g](#)

Cross References

Student Records 6.600
Student Records Annual Notification of Rights 6.601