

Hickman County Middle School

2024-2025 Student Handbook



On behalf of the faculty and staff, I am delighted to welcome you to another exciting academic year at Hickman County Middle School! In this handbook, you will find information regarding our school as well as policies set forth by the Hickman County Board of Education. This handbook is published so that all students of Hickman County Middle School may have access to information that is necessary to the understanding of the daily operations of our school.

Please read this handbook carefully and refer to it throughout the year regarding expectations, policies, and procedures. Reading and understanding the information will help prevent any misunderstandings. Our dedicated staff members are committed to maintaining open lines of communication. We encourage you to reach out to our teachers, counselor, or administrators whenever you have questions, concerns, or suggestions. Whether it is through face-to-face meetings, phone calls, emails, or online platforms, we are here to listen, support, and collaborate with you.

I am truly excited about the possibilities that lie ahead of us this year! Let's embark on this journey together, nurturing the potential of our students and supporting them every step of the way. I look forward to a great year!

Warmest regards,

A handwritten signature in cursive script that reads "Tina S. Thigpen". The signature is written in black ink and is positioned above the printed name.

Tina S. Thigpen
Principal

Our Mission

Our mission is to protect and build a better future for our students. In partnership with parents and families, we are committed to educating all students to the highest levels of academic achievement while preparing them to become productive, responsible, and ethical members of society.

Our Vision

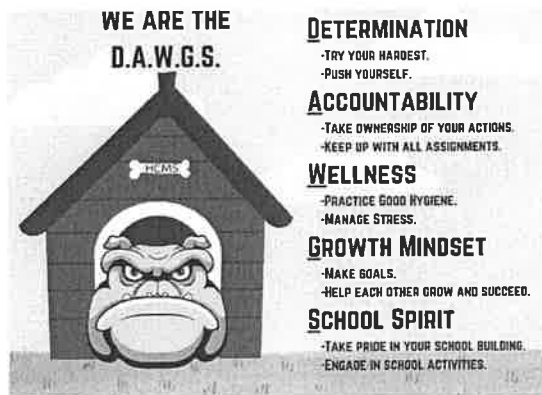
HCMS: Where everyone is valued, respected, and elevated to the highest levels of academic and personal growth.

Hickman County Middle School Philosophy and Goals

The educational team at HCMS recognizes that each student is unique with different backgrounds and needs. We further recognize that the student's concept of education is influenced by the school, the student's family, and the values of the local community. We are aware that the middle school student is in a developmental transition during which he / she will leave childhood and become a young adult.

As members of the educational profession, it is our responsibility to encourage rather than discourage, to include rather than alienate, and through our own example of group support and flexibility in problem solving, to lead as positive role models for our students. We acknowledge that it is our responsibility to encourage in our students an acceptance of responsibility both for themselves and for each other. This shared responsibility will encourage mutual high expectations for achievement, good citizenship, attendance, and a common concern for the overall welfare of the entire student population.

Core Values



CAR RIDERS

Students may be dropped off at the cafeteria crosswalk at 7:15 when doors open each morning. Parents may pick up car riders beginning at 2:47 at the cafeteria crosswalk.. The car rider lane in the morning is the **left** outside (singular) lane.

Car Riders:

Morning drop off is in front of the cafeteria. We have one lane of traffic so as not to hinder buses. Once you stop at the crosswalk, students will walk to the SRO and wait to be given permission to walk to the doors of the cafeteria. We ask that 2-3 cars release their students (closest to the crosswalk) in the morning so as not to back up traffic on the highway.

Afternoon pickup: Car riders will be picked up from our cafeteria. We use 3 traffic lanes: the bus lane (closest to the sidewalk), and the two lanes to the left of the bus lane. You may begin lining up at 2:30 pm. Once the buses arrive (typically around 3:05 pm), we move to one lane of traffic (far left lane).

If you plan to pick up your child instead of letting him/her ride the bus on a certain day, you must send a note or call the school before 2:00 p.m.; otherwise, your child will be sent home on the bus. If someone else will be picking up your child during school hours, a note must be sent and/or that person's name must be listed on your child's pick-up sheet that is filed in the office.

BUS RIDERS

Bus riders will ride their assigned bus unless the school is notified in writing of a change of plans or a parent calls the school. Students will be issued a bus note once the school has been properly notified.

VISITORS

Any parent, family member, or visitor entering the school must report to the office. Proper identification is required and a visitor's pass is necessary to enter the building. Please call in advance to make an appointment if you need to request a meeting with your child's teacher(s).

HCMS GRADING POLICY

The basic grading system for subject-area grades is expressed by a 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.....	UNDER 60

Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and assessments.

TN Ready/TCAP scores for Math, ELA, Science, and Social Studies will be included in the students' final grades as 10% of the last nine weeks for grades 6-8.

REPORT CARDS

Report cards are issued every nine weeks. They are to be signed by a parent or guardian and returned to the homeroom teacher by the date assigned by the homeroom teacher. The district calendar has dates for report card distribution.

A- Club or Honor Roll:

Academic Requirements for A Club = 90 or above in all subjects for a nine-week grading period.

Academic Requirements for Honor Roll = 80 or above in all subjects for a nine-week grading period.

A-Club/Honor Roll Trips

After every nine-week grading period, students who met the requirements for A-Club or Honor Roll, as well as the **requirements for attendance** (see below) are eligible to attend a reward trip off campus. Letters to parents of eligible students will be sent home at the end of the marking period for approval.

Attendance Requirements for A-Club/Honor Roll Trips: Students must be present at school for at least 80% of the nine-week period. In other words, if a student misses 9 or more days in a 45 day marking period, then he or she is not eligible to attend the trip.

Academic, A-Team, & Citizenship Awards

(to be awarded during our Awards Day Ceremony at the end of the school year)

Academic Award = 90 or above average in one subject each nine-weeks.

A-Team Award = 90 or above average in every subject each nine weeks.

Citizenship Award = Students will receive a Citizenship award if they go the entire school year without receiving a minor or major.

8th Grade Trip

A reward trip at the end of the school year will be offered to 8th graders who meet the following guidelines:

1. A student who receives 2 Major Infractions will not be eligible to attend.
2. A student who accumulates 8 minors for the school year will not be eligible to attend.
3. A student who is assigned to the Alternative School or is suspended will not be eligible to attend.
4. A student who has 2 or more Bus Suspensions will not be eligible to attend.
5. The cost of the trip may be paid by the student or the student can choose to participate in a fundraiser sponsored by the school.
6. If a student pays for the trip and then loses his/her privilege to attend, the student will be refunded their money if the money has not been sent in to reserve buses and tickets. If the money has been sent for the buses and tickets, then the student will forfeit his/ her money.
7. If a student misses 17 or more days of school for the school year, they will not be eligible to attend the trip (this will be reviewed on a case-by-case basis).
8. Students must be in good academic standing in order to attend the trip.
9. If a student is failing an academic class for the year, they will not be eligible to attend. This will be reviewed at the end of the 3rd quarter.
10. Students who enter our school during the school year must abide by the same guidelines as current students.

LIBRARY

Students are expected to show respect and courtesy in the library at all times. Students should return books on time. Library grades may be affected if books are not returned.

Cafeteria

Breakfast and Lunch are FREE to all students.

Please encourage your child to eat.

The following rules are to be followed in the cafeteria at all times:

1. Be courteous and do not make a lot of unnecessary noise.
2. Keep your hands away from other students' food. Do not touch anyone else's tray and do not take food from someone else's tray.
3. Deposit all waste in wastebaskets as you return your tray to the dishwashing area.
4. No food or drink is to be taken from the cafeteria.
5. Enter and leave in a quiet and orderly fashion.
6. Do not run in the cafeteria or the hallways.
7. Money may be deposited into the cafeteria account for extra food or treats (such as ice cream).

There's an app for that! ([LINQ Connect](#)).

PHYSICAL EDUCATION

P.E. is required of all students in grades 6-8. To be excused, it is necessary to have a doctor's statement. If no doctor's statement is available, parents must call the principal to excuse the student from P.E. Gym shoes with non-marking soles are required for P.E.

EXTRACURRICULAR ELIGIBILITY

All participants will be expected to follow the rules of conduct set by the school for all students. Since they will be representing the school at public places, students will be expected to conduct themselves in a respectful manner.

All participants must maintain passing grades. If a student fails one class for a quarter, they will be ineligible to participate in the sport until a passing grade is reached. Coaches at HCMS can enforce stricter rules for their programs.

If appropriate daily behavior is not displayed in every class, the student will be suspended for one activity.

No one fifteen or older as of August 1 will be allowed to participate in sports. Special consideration will be given to special education students.

If a student is assigned to in-school suspension, he/she will not be allowed to participate in extracurricular activities during the time they are assigned to in-school suspension.

CARE OF SCHOOL PROPERTY

Students are expected to help maintain the school environment, preserve school property, and exercise care while using school facilities. Students who damage and destroy school property shall be responsible for the cost of repairs or the replacement of such materials or equipment.

TEXTBOOKS

Students will be given a textbook at the beginning of the year that they will be responsible for throughout the school year. If this textbook is lost, then it will be the responsibility of the parent/guardian to purchase another one. A textbook agreement form will be sent home at the beginning of the school year for a signature. This form will contain the prices of each book.

Chromebooks

Each student will be assigned a Chromebook each day to use during class. It is the responsibility of each student to care for and maintain this property. Chromebooks should not be placed in lockers, on the floor, taken into the restrooms or taken home. Procedures for checking out and returning the Chromebook each day will be discussed the first few weeks of school. If a student experiences an issue with the device, then it should be reported immediately to their current supervising teacher. We strongly encourage you to bring a mouse for the device if your child prefers to use one.

A Chromebook Agreement Form will be sent home at the beginning of the school year for a parent/guardian signature.

Fees for broken or damaged devices, fees will be applied as follows:

Charger/Stickers on Casing/Late Return Fee	\$20.00
Screen Broken/Cracked or Scratched	\$85.00
Keys Missing	\$20.00 (each)
Inside/Outside Case Damage (Extreme Scratches)	\$100.00
Chromebook (Damaged, Non-Functioning, Missing)	\$240.00

BACKPACKS, LOCKS, LOCKERS, AND LOCKER INSPECTION

Backpacks are to be emptied during the first locker bell and left in the lockers or a designated area in the homeroom at all times.

A student is expected to use only the locker assigned to him/her. **DO NOT SHARE LOCKERS.**

It is the sole responsibility of the student assigned a locker to secure and be responsible for personal possessions and school property on loan to him/her.

The principal or other school official has the right to search a locker, independently or in the presence of the student, to assure that items contained are related to the school program.

Locks and stickers are not allowed on lockers.

Water Bottles

We no longer have traditional water fountains; however, we do have water filling stations for students to fill their water bottles. If a student does not have a water bottle at school, they do not have access to drinking water. It is IMPERATIVE that all students keep a water bottle at school. Water bottles with straws (such as a Stanley Cup) are not allowed. Water bottles must have a screw top lid to prevent leakage if tipped over. If a water bottle has a screw top lid that contains a straw inside, that is permissible as long as it is kept closed when not in use.

Student Rules at HCMS

- HCMS will enforce the HCBOE discipline policy (6.313). You may view the policy by visiting the Hickman County School's website at hickmank12.org.

Guidelines Specific to HCMS

- All students will enter the school building through the cafeteria in the morning, get their FREE breakfast (if they choose) and eat their breakfast before going directly to their homeroom. Students who do not eat breakfast will go directly to their homeroom.
- Students will not be allowed to linger in the cafeteria at breakfast time.
- Students are allowed to visit their lockers and use the restrooms during the break at 7:55 am.
- Hats and sunglasses are not to be worn in the building. This includes toboggans, visors and the hoods of hoodies.
- Pushing, running, and horseplay are unacceptable.
- Students should enter class prepared and ready to work (Have all supplies including pencils, paper, and books.)
- Restroom breaks are given in-between classes.
- All arrangements for after-school activities should be made before the student comes to school. Parents should write a note for any changes in the child's dismissal and turn it into the homeroom teacher. The homeroom teacher will send it to the office with morning attendance. Students are not permitted to use the school phone to make social arrangements with their friends.
- All adult staff members are responsible for supervision of all students at HCMS and are responsible for seeing that all students comply with school rules and Hickman County Board of Education policies. All students should respect this and follow the instructions and directions from every adult.

Zero Tolerance & Other Useful Information

- Possession of a weapon (knife, firearm, etc..) on school grounds is a felony and considered a zero tolerance offense. See Board Policy 6.309 at hickmank12.org.
- Possession of alcohol, drugs, and tobacco products (including vapes) is a violation of state law. Violation of any of these laws will be reported to the police. See Board Policy 6.307 at hickmank12.org. Students taking medication prescribed by a doctor are not in violation; however, they must follow the school medical administration policy or the medication will not be administered.

- Hickman County Board of Education has a Student Alcohol and Drug Testing policy. You can find a copy (6.3071) at hickmank12.org.
- Hickman County School Board Policy 6.313 contains more information on student conduct and policies regarding code of behavior and discipline. Visit hickmank12.org for more information.

Conduct Violations

- HCMS has established a minor and major policy. When students' actions warrant a minor or major, one will be issued, and HCMS will contact the child's parent/guardian for support. In addition, WIN time (in-school reward time) will be taken for one reward cycle if a student is issued a minor or major, assigned to detention, ISS, or is assigned to Alternative School. The school's administration reserves the right to handle discipline on an individual basis.

See Board Policy for Discipline Matrix at hickmank12.org.

Student Discipline when receiving a Minor or Major

Minor # 1 - phone call to parent/guardian

Minor # 2 - Detention or ½ Day of ISS if you sign up and don't show

Minor # 3 - 2 Detentions or 1 Day of ISS if you sign up and don't show.

Minor # 4 = Major = 3 Days ISS

1 major = 3 Days ISS

2 majors in a semester = 5 Days ISS

3+ Majors in a semester = Alt. School

****Certain infractions will automatically result in Alternative School.**

Detention

Students assigned their 2nd or 3rd minor during a nine-week period, will also be assigned to after school detention. Detention will be held on Tuesdays and Thursdays from 3:00 - 4:00 p.m.

Students assigned a 2nd minor during a nine-week period will receive 1 day of detention, and a 3rd minor will result in 2 days of detention. Parents will receive a detention slip attached to the minor, which must be signed by the student and parent. Parents must identify the person picking up the student after detention is served. Rules of detention must be followed or additional days or ISS may be assigned.

IN SCHOOL SUSPENSION

Any student in ISS (in-school suspension) will **not** be allowed to participate in extracurricular activities and will not be permitted on campus for any after school activity while they are assigned to ISS. In-school suspension will be assigned to students who receive a major infraction and any student accumulating 4

minor infractions over the course of a nine-week grading period, Students receiving 3 major infractions over the course of a semester will be considered for Alternative School placement.

Cell Phones

- Cell phones are not to be used during the school day (7:30 am until 3:30 pm). HCMS understands that many students carry a cell phone to school; however, if a student is found using their phone (either texting, calling, playing a game, taking photographs, listening to music, using the World Wide Web, etc...), the following consequences shall occur:

First Offense: Phone or electronic device will be confiscated and released to a student at the end of the school day. Warning is issued.

Second Offense & All Others : Phone or electronic device will be confiscated and released to the student at the end of the day. A minor will be issued.

- Electronic devices such as tablets, music devices, cell phones and hand-held video games are not allowed to be used at school except during times deemed appropriate by the principal (such as a reward time). ~See School Board Policy 6.312 at hickmank12.org. ~ Students that bring such devices are at risk of having them lost, stolen or damaged. **The school will not be responsible for lost, stolen, or damaged devices.**
- If a student is feeling unwell and uses their phone to ask a parent or guardian to come and pick them up, they will miss the next WIN time if the parent signs them out of school. The student should see the school nurse if they are feeling unwell, and the school nurse will contact a parent if the child needs to leave the school.

DRESS CODE

All clothing must be school appropriate, even clothing worn in layers.

Students that wear leggings must abide by the shirt, shorts, dress, or skirt dress-code length.

Sleeveless tops that cover the shoulder are permitted, but tank tops are not.

Skirts and/or shorts must be the appropriate length using the fingertip/extended arm guideline. The trunk of the body should be entirely covered at all times from the shoulders to the point on the legs just below the fingertips when arms are extended at the sides.

Covering the trunk of the body includes making sure that underclothing is not exposed by slits or holes and no part of the body between shoulders and pants/skirt is exposed.

Any clothing that is disruptive or distracting to classroom routine is inappropriate for school wear. Included as disruptive are the following:

- excessively tight clothing

- hoods worn on top of the head
- clothing bearing obscene words or pictures
- Wearing pajamas/house shoes (except on days designated by school administration)
- clothing depicting prejudice, unlawful acts, tobacco, drugs or alcohol
- Clothing denoting students' membership in or affiliation with any gang associated with criminal activities
- see-through clothing
- undergarments worn as outer garments (boxer shorts, long johns)
- sagging pants
- tank tops
- any jewelry which could be considered dangerous or disruptive will not be permitted.
- For more information on the dress code, please refer to school board policy 6.310 @ hickmank12.org.

Any questionable attire would be at the discretion of the principal.

Any student violating the dress code is subject to disciplinary action as outlined in board policy.

HCMS Positive Behavior System

Our teachers and administrators strive to provide disciplinary practices to positively impact all students across all settings. We strive to deliver regular, proactive support and work to prevent unwanted behaviors. One way we do this is by offering reward time every 3- 4 1/2 weeks (WIN time). WIN is an acronym for "What IS Needed." When students do "what is needed," this means they are well-behaved, following the rules and expectations set forth in every classroom, passing their classes, and taking care of any unexcused absences with a doctor or parent note.

The core principles guiding our PBIS include the understanding that we can and should:

- Effectively teach appropriate behavior to all children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

House System

HCMS has implemented a House System in an effort to maintain a safe, respectful, and positive environment that is conducive to learning. This System assists in promoting a positive culture where high academic and behavioral expectations are achieved.

Bullying/Harassment

Bullying and harassment of any type will NOT be tolerated. Students who engage in bullying or harassing behaviors on school premises or at a school-sponsored activity off school premises will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the harassment. In the event the administration recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's established procedures.

STOPit Bullying Mobile App

STOPit is a free mobile app that allows students to anonymously report bullying and cyberbullying. The app helps us to provide a safer, more secure environment in which both victims and bystanders may immediately alert the appropriate parties. Download STOPit Today!



STOPit Access Code for Hickman County Middle School
DAWGS

CHECK-OUT POLICY

Only parents or legal guardians may authorize a student to leave school during the school day. Any parent who wishes to personally check a student out during the school day must come to the school office to do so. Any person picking up a child must show a valid driver's license before a student will be released. Teachers are not to release a student from a classroom until notified by the office to do so. The student will be required to sign out in the office. If there is a question of legal custody, school officials reserve the right to require proof of custody before releasing a student.

Check-outs by phone will be allowed only in cases of emergency. A school official must speak personally with the parent or guardian before the student will be released. Notes from a parent or guardian will be required to check out for any reason. The note should contain the following information:

- Date
- Student's first and last name
- Phone number where parents can be reached during the day
- Reason for check-out

- Time of check-out
- Parent's signature

School officials will check the validity of any questionable note. Any such note that cannot be verified will not be accepted, and permission to check out will be denied. Any student checking out for any reason must sign out through the office. Students returning to school the same day must sign back in through the office.

ATTENDANCE POLICIES

TARDIES AND EARLY DISMISSALS

School hours are 8:00 a.m.- 2:47 p.m. All students are expected to arrive at school before 8:00 a.m. Any student arriving after this time must sign in through the office.

Chronic tardiness and early dismissals are considered 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.

Board Policy requires that students be in attendance for the entire school day unless excused by the principal. When students are late to school or are picked up before the regular dismissal time, the principal will determine if it is "excused" or "unexcused." Unexcused events may be handled in the following manner:

During any grading period:

- 1-3: No penalty
- 4: Warning letter or call to parent
- 5: Lunch Detention
- 6: ISS - 1 Day
- 7: ISS - 2 days and parent conference
- 8+ISS- 3 days

On report cards, tardies will count for every class missed. For example, if a student leaves early one time during the nine-week reporting period and misses 4 of his/her classes in one day, then 4 tardies will be reported on the report card (excused or unexcused).

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 within three (3) school days will be considered unexcused.

Students are allowed to be absent for 8 days of the SCHOOL YEAR and use a parent note to excuse those absences. All other absences must be excused by some other method (ex: doctor's excuse, obituary notice, etc...)

ABSENCES

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

Excused absences shall include:

1. Personal illness;
2. Serious illness or death of an immediate family member;
3. Doctor or dental appointment;
4. Family emergency;
5. Extreme weather conditions;
6. Religious observances;(2)
7. Driver's license examination (documentation accepted, one [1] time only);
8. Unusual situation approved by the principal; or
9. Military deployment or return of parents or custodian

PERFECT ATTENDANCE

1. If a student is at school for 3 hours & 16 minutes (half day), he/she will be counted as having attended that day.
2. Unexcused tardies and unexcused early dismissals... when accumulated ...will add up to one or more days absent and may result in that student losing his/her Perfect Attendance status.
3. A student who has been home-schooled or transferred from another system which would have started after our school year starts will not be eligible for Perfect Attendance (if he/she did not start school in his/her old system and enrolled with us after Oct. 1.)
4. Students who transfer into our system from another system will be counted as having Perfect Attendance if documentation is provided from the previous school system that he/she had Perfect Attendance at his/her previous school.

HOMEWORK REQUEST

If your child is absent, you may call the school to request your child's homework or students can find their assignments on Google Classroom. Calling to request assignments before 11:00 a.m.helps us to gather and have assignments for you in a timely manner.

MAKE-UP WORK

A grade of zero will be recorded 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 makeup work, and if not completed in the allotted time, a grade of zero (0) will stand.

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).

CONFIDENTIALITY

Student attendance records are confidential. Only authorized school officials with legitimate educational purposes may access student information without the consent of the student or parent/guardian.

CHANGE OF STUDENT INFORMATION

Please report any change of address, phone numbers, or email address to the school office immediately upon the change.

TRANSFER POLICY

A withdrawal form should be filled out by a student intending to transfer. All books need to be returned to school and all bills paid before records will be forwarded to the new school.

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

EMERGENCY DRILLS

Emergency drills are held at irregular intervals throughout the school year. Students and teachers will practice drills for fire, tornado, earthquake, and safety lock down. Classrooms have directions posted for procedures to follow. Students will follow the teacher's directions.

TRANSPORTATION OF MEDICATION POLICY

No medication may be transported on school buses or kept on a student's person unless directed by a physician. If medication must be taken at school, a parent or guardian must bring it to the office.

Hickman County Middle School Extracurricular Activities

Sports

Football	Occurs in Fall
Boy's Golf	Occurs in Fall
Girl's Golf	Occurs in Fall
Cross Country	Occurs in Fall

Volleyball	Occurs in Fall
Cheerleading	Occurs in Fall & Winter
Girl's Basketball	Occurs in Winter
Boy's Basketball	Occurs in Winter
Girl's Soccer	Occurs in Fall
Boy's Soccer	Occurs in Spring
Baseball	Occurs in Spring
Softball	Occurs in Spring

Student Activities

Band	Taken as a class throughout the year
Student Council	Elections in fall; activities throughout the year
*Beta Club	Activities throughout the year; induction in the spring *Specific academic requirements must be met
Tennis Training	Camp offered in the Spring
Drama Club	Occurs after school with a performance in the spring
Art Club	Occurs after school with a gallery exhibition in the spring
FCA	Occurs year round with activities throughout the year

Tryouts for athletic teams are held before the season begins. For more information about our athletic program, please contact our Athletic Director, Tony Roder.

Community Activities

Centerville Jr. Pro Football	Occurs in Fall
Centerville Jr. Pro Basketball	Occurs in Winter
Centerville Baseball	Occurs in Spring and Summer
Centerville Softball	Occurs in Spring and Summer
4H	Year Round

Check Out Our Website

Find us at <https://hcms.hickmank12.org>

You can find email addresses of our staff members as well as sports' schedules and pacing guides for our academic classes!

On the next pages of this handbook you will find information pertaining to:

- The State and Local Assessment Calendar (4.600)
- HC Board Policies on Attendance (6.200)
- Notice of Nondiscrimination
- Screenings by Coordinated School Health
- Medication Guidelines
- Meningococcal Vaccine
- Meningococcal B Vaccine
- Promotion and Retention Board Policy (4.603)
- Student Equal Access Board Policy (4.802)
- Tobacco-Free Schools Board Policy (1.803)
- Student Discrimination/Harassment & Bullying/Intimidation and Cyberbullying Board Policy (6.304)
- Title IX and Sexual Harassment Board Policy (6.3041)
- Media Access to Students Board Policy (6.604)
- Student Transportation Management Board Policy (3.400)
- Scheduling and Routing Board Policy (3.401)

Hickman County Assessment Calendar 2024-2025

Name of Assessment	Purpose and Use	Grade/Class	Dates	Communication of Results
Aimsweb	Universal Screener and progress monitoring tool	Grades K-8	Fall Benchmark - August 14-August 30 Winter Benchmark - December 4-December 20 Spring Benchmark - April 1-May 2	Tentative Reports are shared with students and sent home to parents after each screener; Parents of RTI students receive progress monitoring information every 4 weeks
ACT Senior retake	To improve scores and help students meet the ACT requirement for the HOPE scholarship and avoid high school and postsecondary remediation	Grade 12	All Online: Window 1- Standard and Accommodations October 1-4 & 7-11 Window 2: Standard and Accommodations October 15-18 & 21-25 Window 3: Standard and Accommodations October 29-November 1 & November 4-8	Students will receive their score reports through their ACT account Districts and schools will receive individual student score reports and aggregate student information
NAEP	NAEP results—especially on the math and reading assessments that are given every two years—are widely reported and are an important national indicator of state-level and national progress of education. NAEP gives us a good sense of the direction the nation is moving and provides valuable data with long-term trends.	TBD	January 27th- March 7th	NAEP is not designed to show individual results. Since the first NAEP assessment in 1969, students' names have been kept completely confidential. After students complete the assessment, their names are physically removed from the booklets and never leave their schools. Instead of reporting individual scores, NAEP reports overall results for the nation, the states, and for demographic groups of students.
ACCESS for ELs WIDA	To determine English proficiency levels and	Grades K-12	February 3th-March 28th	Reports will be sent home to parents. Schools and districts also receive reports.

	evaluate the effectiveness of the EL programs			
TCAP-ALT (MSAA & SCIENCE/SS)	Shows how students are progressing academically	Grades 3-11	March 10th-April 25th	Reports will be sent home to parents. Teachers and schools will receive reports.
TCAP-ALT (ELA & MATH)	Shows how students are progressing academically	K-12	Fall: September 9th-December 20th Spring: February 3rd-May 16th	Reports will be sent home to parents. Teachers and schools will receive reports.
ACT	Benchmark assessment to measure college and career readiness	Grade 11	All Online: Window 1: Standard and Accommodations March 11-14 & March 17-21 Window 2: Standard and Accommodations March 25-28, 31 & April 1-4 Window 3: Standard and Accommodations April 8-11	Students will receive their score reports through their ACT account. Districts and schools will receive individual student score reports and aggregate student information.
Grade 2 Assessment	Measures performance at the end of their second grade year on Tennessee specific standards	Grade 2	April 14th-May 2nd	Reports will be sent to parents by the fall of the following school year. Districts and schools will receive student and teacher reports.
Grade 2 Alternate Assessment	Shows how students are progressing academically	Grade 2	March 10th- April 26th	Parents, teachers and schools will receive reports.
Portfolio assessment for Pre-k and Alternate growth for Kindergarten-2nd	Show growth in ELA and MATH using a pre and post assessment	Pre-K and K-2	Fall and Spring	Reports can be generated in Portfolio and communicated with parents. Results are used to calculate the TOR's growth score.
TCAP Achievement Grades 3-5	Shows how students are progressing academically compared to their peers across Tennessee, and better information about a	Grades 3-5	April 14th-May 2nd- paper based	Reports will be sent home to parents. Teachers and schools will receive reports.

	student's strengths, needs, and areas for growth				
TCAP Achievement Grades 6-8	Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth	Grades 6-8	April 14th-May 6th-computer based	Reports will be sent home to parents. Teachers and schools will receive reports.	
TCAP EOC	Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth	Algebra I,II Geometry English I,II,III Biology Chemistry U.S. History	April 14th-May 6th- paper based April 14th-May 6th- Computer based** **Grades and subject areas to be determined by the TDOE	Reports will be sent home to parents. Teachers and schools will receive reports.	
Gifted Screening	To identify intellectually gifted students who may be in need of an IEP	Grade K-8	August 19-October 10 Tentative	Results will be communicated to the Special Programs office Parents will be notified for students who qualify for further screening	
SAT	The SAT reflects what Tennessee students are learning in classrooms across the state and assess skills that are essential for college and career success.	Grade 11	Tentative dates: August 24th October 5th November 2nd December 7th March 8th May 3rd June 7th	Results will be sent home to parents.	

Hickman County Board of Education

	Descriptor Term: Attendance	Descriptor Code: 6.200	Issued Date: 04/08/24
		Rescinds: 6.200	Issued: 08/07/23

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

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

- 5 1. All accounting and reporting procedures and their dissemination;
- 6
- 7 2. Alternative program options for students who severely fail to meet minimum attendance
8 requirements;
- 9
- 10 3. Ensuring that all school age children attend school;
- 11
- 12 4. Providing documentation of enrollment status upon request for students applying for new or
13 reinstatement of driver's permit or license; and
- 14
- 15 5. Notifying the Department of Safety whenever a student with a driver's permit or license
16 withdraws from school.²

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

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

- 22 1. Personal illness;
- 23
- 24 2. Illness of immediate family member;
- 25
- 26 3. Death in the family;
- 27
- 28 4. Extreme weather conditions;
- 29
- 30 5. Religious observances;⁵
- 31
- 32 6. Pregnancy;
- 33

- 1 7. School-endorsed activities;
- 2
- 3 8. Summons, subpoena, or court order; or
- 4
- 5 9. Circumstances which in the judgment of the principal create emergencies over which the
- 6 student has no control.

7 The principal shall be responsible for ensuring that:⁶

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent
- 11 for the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness;
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

18 **TRUANCY**

19 *General*

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

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

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

35 *Progressive Truancy Intervention Plan*⁸

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

1 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention
2 framework outlined below.

3 **Tier I**

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

7 1. A conference with the student and the student's parent/guardian;

8

9 2. An attendance contract, based on the conference, signed by the student, the parent/guardian, and
10 an attendance officer. The contract shall include:

11

12 a. A specific description of the school's attendance expectations for the student;

13 b. The period for which the contract is effective.

14 c. Penalties for additional absences and alleged school offenses, including additional
15 disciplinary action and potential referral to juvenile court; and

16

17 3. Regularly scheduled follow-up meetings to discuss the student's progress.

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

20 **Tier II**

21 An individualized assessment by a school employee of the reasons a student has been absent from school.
22 This may result in referral to counseling, community-based services, or other services to address the
23 student's attendance problems.

24 **Tier III**

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

26 Tier III interventions must include a review of the previous individualized assessment and an amended
27 attendance contract but may also result in further action including but not limited to a review of grades
28 and the discipline record, a referral to restorative justice programs, a referral to community-based
29 services, or a referral to the Department of Children's Services.

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

33 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

34 A principal/designee may excuse a student to participate in non-school sponsored extracurricular
35 activities. The principal shall document the approval in writing and shall excuse no more than ten (10)
36 absences each school year. No later than seven (7) business days prior to the student's absence, the

1 student shall provide documentation to the school as proof of the student's participation along with a
2 written request for the excused absence from the student's parent/guardian. The request shall include
3 the following:

- 4 1. Student's name and personal identification number;
- 5
- 6 2. Student's grade;
- 7
- 8 3. The dates of the student's absence;
- 9
- 10 4. The reason for the student's absence; and
- 11
- 12 5. The signatures of the student and parent/guardian.

13 **RELEASED TIME COURSE¹⁰**

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

17 The student shall submit a written consent form signed by the student's parent/guardian prior to
18 participation in the released time course. The principal/designee shall document the approval in
19 writing. The student shall provide documentation to the principal/designee as proof of the student's
20 participation in the released time course.

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

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

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

26 **MAKE-UP WORK**

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

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

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

1 STATE-MANDATED TESTS/END OF COURSE EXAMS

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

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

9 CREDIT/PROMOTION DENIAL

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

13
14 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
15 to excessive absenteeism.

16 2. Procedures in due process are available to the student when credit or promotion is denied.

17 DRIVER'S LICENSE REVOCATION²

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

20 ATTENDANCE HEARING¹²

21 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
22 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
23 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual
24 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
25 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student
26 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon
27 notification of the attendance committee decision, the principal shall send written notification to the
28 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
29 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
30 appeal such action within two (2) school days to the director of schools/designee.

31 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

32 Within five (5) school days of the director of schools/designee rendering a decision, the student's
33 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
34 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
35 The action of the Board shall be final.

- 1 The director of schools/designee shall ensure that this policy is posted in each school building and
- 2 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 2023, Chapter No. 130
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

NOTICE OF NONDISCRIMINATION

It is the policy of the Hickman County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs, practices, or employment in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504; (2) Title VI of the Civil Rights Act of 1964; or (3) Title IX of the Educational Amendments of 1972.

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

Becky Malugin
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 becky.malugin@hickmank12.org

Section 504 Complaints

Shelda Qualls
115 Murphree Ave.
Centerville, TN 37033
931-729-3391
shelda.qualls@hickmank12.org

ADA Complaints

Shelda Qualls
115 Murphree Ave.
Centerville, TN 37033
931-729-3391 Ext. 2234
shelda.qualls@hickmank12.org

Hickman County School District
Annual Notice of Nondiscrimination

The school district does not discriminate on the basis of race, color, national origin, sex, age, or disability in matters affecting employment or in providing access to programs and services and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries and complaints regarding nondiscrimination policies and to coordinate compliance efforts:

Name: Becky Malugin Title: At-Risk Coordinator

Address: 115 Murphree Avenue, Centerville, TN 37033

Telephone: (931)729-3391 Email: becky.malugin@hickmank12.org

Inquiries Maryland or complaints may also be directed to the Office for Civil Rights, U.S. Department of Education, 400 Avenue S.W., Washington D.C. 20202, or by calling (800) 421-3481 or (877) 521-2172 (TTY).

00Sec504-A1 (Rev. 04/12-US)

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981218



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

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.

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.*

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 ACWY
Vaccines**



Office use only

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



Hickman County Board of Education

Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 07/11/22
	Rescinds: 4.600	Issued: 05/04/20

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

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

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

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

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

- 18 • A (90-100)
- 19 • B (80-89)
- 20 • C (70-79)
- 21 • D (60-69)
- 22 • F (0-59)

23 This grading system shall be uniform throughout the school district for each grade.

24 The following high school courses will have weighted grades:

25 Honors English (Grades 9-12)	Trigonometry
26 Honors Biology I	Honors Algebra II
27 Honors Physical Science	Honors Geometry
28 Honors Chemistry	Dual Enrollment College Courses
29 Honors Physics	Honors American History
30 Anatomy	Honors Algebra I

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

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

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

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

20 **GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³**

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

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

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

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

34 **LOTTERY SCHOLARSHIP DAY**

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

Legal References

1. TRR/MS 0520-01-03-.02, State Board of Education Policy 3.301; Public Acts of 2022, Chapter No. 1080
2. TCA 49-2-203(b)(7); TCA 49-2-301(b)(1)(H)
3. TCA 49-4-904, 907
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: 12/04/23
		Rescinds: 4.603	Issued: 11/07/22

1 PROMOTION¹

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

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

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

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

- 23 1. Date of enrollment;

24
25
26
27
28
29
30
31

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

6 **PROMOTION PLANS⁵**

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

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

20 A student who demonstrates sufficient academic progress according to his/her promotion plan shall be
21 promoted to the next grade level unless retention is required per additional requirements for students in
22 third and fourth grade.⁶

23 If a student has not demonstrated sufficient academic progress according to his/her promotion plan by
24 the end of the school year, the student shall be eligible to enroll in a summer reading or learning
25 program, if available. Parent(s)/guardian(s) shall be notified of a decision for retention at least ten (10)
26 calendar days prior to the start of the next school year if the student was enrolled in a summer program.
27 However, if the student wasn't enrolled in a summer program, the parent(s)/guardian(s) shall be
28 notified of a decision for retention at least thirty (30) calendar days prior to the start of the next school
29 year.⁷

30 **RETENTION⁶**

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

35 *Decision of Retention⁸*

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

- 1 1. Adjustment to the current instructional strategies or materials;
- 2
- 3 2. Additional instructional time;
- 4
- 5 3. Individual tutoring outside of school hours;
- 6
- 7 4. Modification to the student’s classroom assignment to ensure the student receives
- 8 instruction from a highly effective teacher; or
- 9
- 10 5. Attendance or truancy interventions.

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

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

16 *Decision of Retention – Third Grade⁹*

17 Third grade students shall not be promoted to the next grade unless they are determined to be
18 proficient (i.e., receive a performance level rating of “Met” or “Exceeded”) in English language arts
19 (ELA) based on the student’s most recent TCAP test.

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

- 21 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
22 portion of the student’s most recent TCAP test may be promoted if:
 - 23 a. The student is an English language learner and has received less than two (2) full years
24 of ELA instruction;
 - 25 b. The student was previously retained in grades K-3;
 - 26 c. The student is retested before the next school year and scores proficient in ELA;
 - 27 d. The student attends a learning loss bridge camp before the next school year, maintains a
28 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
29 test at the end of the camp; or
 - 30 e. The student receives tutoring for the entirety of the next school year in accordance with
31 state law.
 - 32 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
33 ELA standards by scoring within the fiftieth percentile on the most recently
34 administered state-provided benchmark assessment and the district provides tutoring
35 services to the student during the entire fourth grade school year and notifies the

1 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
2 programming.

3 2. A student in third grade receiving a performance level rating of "below" on the ELA portion of
4 the student's most recent TCAP test may be promoted if:

5 a. The student is an English language learner and has received less than two (2) full years
6 of ELA instruction;

7 b. The student was previously retained in grades K-3;

8 c. The student is retested before the next school year and scores proficient in ELA; or

9 d. The student attends a learning loss bridge camp before the next school year, maintains a
10 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
11 school year in accordance with state law.

12 *Decision of Retention – Fourth Grade⁹*

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

15 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
16 next school year in accordance with state law or because of attending a learning loss bridge
17 camp must maintain a ninety percent (90%) attendance rate; and

18

19 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
20 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
21 student may be promoted to fifth grade.

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

23 *Decision of Retention – Students with Disabilities¹⁰*

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

28 **APPEALS^{7,11}**

29 When a student is identified for retention, the parent(s)/guardian(s) shall be notified about the decision
30 to retain the student and provided with information on the right to appeal the decision. Appeals shall be
31 made to the assistant principal or principal of the school within (5) business days. The student and
32 his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall
33 be given the opportunity to address the assistant principal or principal. They shall conduct a hearing

- 1 within (5) business days to determine if the student will be promoted and issue such decision within (5)
 2 business days. Upon notification of the committee decision, the principal shall send written notification
 3 to the Director of Schools/designee and the parent(s)/guardian(s).
- 4 For students where retention is required per the additional requirements for students in third and fourth
 5 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
 6 accordance with state law.¹²

 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. TRR/MS 0520-01-03-.16(6)
6. TRR/MS 0520-01-03-.16(6)(f)
7. TRR/MS 0520-01-03-.16(6)(e)
8. TRR/MS 0520-01-03-.16(6)(g)
9. TRR/MS 0520-01-03-.16(7)
10. 29 U.S.C. § 794 (Section 504); 20 USCA § 1400 *et seq.*; TRR/MS 0520-01-03-.16(7)(e)
11. TRR/MS 0520-01-03-.16(3); TRR/MS 0520-01-02-.17(7); TCA 49-6-3102(e)(1)
12. 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 2. There is an appropriate method of selecting student speakers which is based on neutral criteria;
- 27

- 1 3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or
2 promotes illegal drug use.
- 3 To the extent possible and practical, prior to events in which students will speak, notice shall be
4 provided orally and/or in writing that the student's speech does not reflect the endorsement,
5 sponsorship, position, or expression of the Board and its employees.
- 6 Beginning with the 2015-2016 school year, notice of this policy shall be provided in student
7 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: <h2 style="text-align: center;">Tobacco-Free Schools</h2>	Descriptor Code: <h3 style="text-align: center;">1.803</h3>	Issued Date: <h3 style="text-align: center;">02/05/24</h3>
		Rescinds: <h3 style="text-align: center;">1.803</h3>	Issued: <h3 style="text-align: center;">12/07/21</h3>

- 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(9), (10)
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 Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 04/03/23
	Rescinds: 6.304	Issued: 02/01/21

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

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

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

14 **DEFINITIONS⁴**

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

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

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

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

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

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

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

6 COMPLAINTS AND INVESTIGATIONS

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

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

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

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

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

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

- 30
- 31 • It places the student in reasonable fear or harm for the student's person or property;
 - 32 • It has a substantially detrimental effect on the student's physical or mental health;
 - 33 • It has the effect of substantially interfering with the student's academic performance; or
 - 34 • 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.

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

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

4 **RESPONSE AND PREVENTION**¹⁰

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

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

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

14 **REPORTS**

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

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

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

26 **RETALIATION AND FALSE ACCUSATIONS**

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

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

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
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

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
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: 04/03/23
		Rescinds: 6.3041	Issued: 02/01/21

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

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

- 10 1. Sexually suggestive remarks;
- 11
- 12 2. Verbal harassment or abuse;
- 13
- 14 3. Sexually suggestive pictures;
- 15
- 16 4. Sexually suggestive gesturing;
- 17
- 18 5. Harassing or sexually suggestive or offensive messages that are written or electronic;
- 19
- 20 6. Subtle or direct propositions for sexual favors; and
- 21
- 22 7. Touching of a sexual nature.

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

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

- 28 1. Counseling;
- 29
- 30 2. Course modifications;
- 31
- 32 3. Schedule changes; and
- 33
- 34 4. Increased monitoring or supervision.

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

38 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
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
- 21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
- 25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
- 28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
- 32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
- 35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
- 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 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.
- 30

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 RETALIATION²³

- 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
 Reporting Child Abuse 6.409

Hickman County Board of Education			
	Descriptor Term: Media Access to Students	Descriptor Code: 6.604	Issued Date: 08/07/23
		Rescinds: 6.604	Issued: 06/07/21

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; TRR/MS 0520-01-03-.03(11)

Cross References

- News Releases, News Conferences, and Interviews 1.503

Hickman County Board of Education			
	Descriptor Term: Student Transportation Management	Descriptor Code: 3.400	Issued Date: 05/06/24
		Rescinds: 3.400	Issued: 04/04/22

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

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

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

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

12 **TRANSPORTATION SUPERVISOR³**

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

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

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

20 **COMPLAINT PROCESS⁴**

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

- 23 1. All complaints shall be submitted to the transportation supervisor; and
- 24 2. Forms may be submitted in person, via phone, mail, or email.
 - 25 a. Written complaints shall be submitted on forms located on the district’s website. In the
 - 26 case of a complaint received via phone, the person receiving the phone call shall be
 - 27 responsible for filling out the form and submitting it to the transportation supervisor.
 - 28

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

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

- 5 1. The time and date the complaint was received;
- 6
- 7 2. The name of the bus driver;
- 8
- 9 3. A copy or summary of the complaint; and
- 10
- 11 4. Any prior complaints or disciplinary actions taken against the driver.

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

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

17 **RECORDKEEPING⁵**

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

- 20 1. Bus maintenance and inspections forms;
- 21
- 22 2. Bus driver credentials, including required background checks, health records, and performance
23 reviews;
- 24
- 25 3. Driver training records; and
- 26
- 27 4. Complaints received and any records related to the investigation and complaints.
- 28

29 **SCHOOL BUS SAFETY RESTRAINT SYSTEMS**

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

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

1 SEAT RESTRAINT NON-COMPLIANCE

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

6 SEAT RESTRAINT TRAINING

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

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

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

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

- 16 1. Morning: When students board the bus, the driver will inform student to buckle up.
- 17
- 18 2. On Route: If a student takes their restraint off (visibly) while riding.
- 19
- 20 3. Afternoon: The driver will walk from the front to the back of the bus one time prior to
- 21 departure.

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

26 SEAT RESTRAINT MALFUNCTION

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

29 SCHOOL BUS IDLING POLICY

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

31 Rationale: Exhaust from idling school buses can accumulate in and around the bus and pose a health
32 risk to children, drivers and the community at large. Exposure to exhaust can cause lung damage and

1 respiratory problems. Exhaust may exacerbate asthma and existing allergies. Idling buses also waste
2 fuel and financial resources.

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

5 Guidance:

- 6 1. If there is a wait time of more than fifteen (15) minutes when arriving at a loading/unloading
7 zone to pick up or drop off students, school bus drivers shall turn off their buses as soon as
8 possible to eliminate idling time and reduce harmful emissions. The school bus should not be
9 restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions
10 include conditions that would compromise passenger safety, such as extreme weather, idling in
11 direct traffic, or necessary idling for use of bus safety lights/equipment or wheelchair type lifts.
12
- 13 2. Limit idling time during early morning warm-up to what is recommended by the manufacturer
14 (3-5 minutes) in all but the coldest weather. Exceptions include idling necessary for pre-trip
15 inspection and idling necessary to defrost windows and mirrors for safe operation of the school
16 bus.
17
- 18 3. Buses should not idle while waiting for students during field trips, extracurricular activities, or
19 other events where students are transported off school grounds.
20
- 21 4. In cold weather, schools are directed to provide a space inside the school where bus drivers can
22 wait if they have shut down their bus.
23
- 24 5. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and
25 occur outside the school zone. The “warned” bus is to enter the school zone as close to pick-up
26 time as possible to maintain warmth and then shut down if there is a wait time of more than
27 fifteen (15) minutes.
28
- 29 6. All currently employed drivers shall receive a copy of this policy and be trained regarding the
30 policy’s requirements. As a part of the onboarding and/or new hire process, all new drivers
31 shall receive a copy of this policy and be trained regarding the policy’s requirements.
32
- 33 7. Excessive idling by the driver may result in disciplinary action.

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

- 36 1. While stopped:
 - 37 a. For an official traffic control device;
 - 38 b. For an official traffic control signal;
 - 39 c. For traffic conditions over which the driver has no control, including, but not limited to,
40 stopped in a line of traffic; or

- 1 d. At the direction of a law enforcement officer;
- 2
- 3 2. To ascertain that the school bus is in safe operating condition and equipped as required by all
- 4 provisions of law, and all equipment is in good working order, either as part of the driver's
- 5 daily vehicle inspection, or as otherwise needed;
- 6
- 7 3. For testing, servicing, repairing, or diagnostic purposes by maintenance staff;
- 8
- 9 4. To cool down a turbo-charged diesel engine for turning the engine off, for a period not to
- 10 exceed 5 minutes (as per the recommendation of the manufacturer);
- 11
- 12 5. To operate:
- 13 a. A lift or other piece of equipment designed to ensure safe loading, unloading, or
- 14 transport of persons with one or more disabilities; or
- 15 b. A heater or an air conditioner of a bus or vehicle that has, or will have, one or more
- 16 children with exceptional medical needs aboard whose IEP requires such;
- 17
- 18 6. To operate defrosters, heaters, air conditioners, or other equipment to ensure the safety or
- 19 health of the driver or passengers;
- 20
- 21 7. To recharge a batter or other energy storage unity of a hybrid electric bus.

22 Additionally, zero emission electric buses are exempt from this policy as they do not emit harmful
23 exhaust while at idle. Non-electric buses may also be exempt from this policy as they do not emit
24 harmful exhaust while at idle. Non-electric buses may also be exempt from this policy in the instance
25 that they are equipped with onboard anti-idling technologies (e.g., fuel operated heaters / direct fired
26 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\(d\)\(5\)](#)

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: 05/06/24
		Rescinds: 3.401	Issued: 04/04/22

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

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

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

- 10 1. All complaints shall be submitted to the transportation supervisor; and
- 11
- 12 2. Forms may be submitted in person, via phone, mail, or email.
 - 13 a. Written complaints shall be submitted on forms located on the district's website. In the
14 case of a complaint received via phone, the person receiving the phone call shall be
15 responsible for filling out the form and submitting it to the transportation supervisor.

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

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

- 20 1. The time and date the complaint was received;
- 21
- 22 2. The name of the bus driver;
- 23
- 24 3. A copy or summary of the complaint; and
- 25
- 26 4. Any prior complaints or disciplinary actions taken against the driver.

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

30 An annual notice of this complaint process shall be provided to parents and students. This information
31 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