

Hickman del este
Escuela primaria



Alumno
Manual
2024-2025

Bienvenido a Escuela primaria East Hickman

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Directora, Leigh Coble
Subdirectora, Kim Taylor

BIENVENIDO A ESCUELA PRIMARIA EAST HICKMAN

“¡Donde las águilas aprenden a volar!”

Estimados padres/tutores:

En nombre del personal docente y del personal, quiero aprovechar esta oportunidad para darles la bienvenida a usted y a su hijo a la Escuela Primaria East Hickman. Estamos felices de tenerlo con nosotros y esperamos trabajar con usted durante este año escolar. Esperamos que este sea un año exitoso y gratificante para su hijo. Nuestro manual se proporciona a cada familia como referencia a las políticas y procedimientos que nos guían, así como al funcionamiento diario de la escuela. Si, después de leer la información, tiene alguna pregunta o inquietud, no dude en comunicarse con la oficina de nuestra escuela.

Leigh Coble, directora

La Escuela Primaria East Hickman le pide que continúe lavándose las manos con frecuencia y, si su hijo se siente enfermo, manténgalo en casa. Si tiene alguna pregunta adicional, comuníquese con la escuela.

Declaración de la misión de la escuela primaria East Hickman

La misión de EHES es proporcionar un ambiente enriquecedor donde todos los estudiantes reciban instrucción rigurosa para lograr el dominio académico.

Declaración de la misión de las escuelas del condado de Hickman

El Sistema Escolar del Condado de Hickman existe para involucrar y desarrollar la mente, el cuerpo y el carácter de cada estudiante para que cada uno esté preparado para el éxito en la educación, el trabajo y la vida.

El día de escuela

HORAS DE ESCUELA: 8:00 am – 3:00 pm

Nuestras puertas se abren a las 7:00 para dejarlos temprano. **Por favor no deje a los estudiantes desatendidos antes de esta hora.** Los pasajeros que viajan en automóvil y autobús llegarán a las 7:30. La escuela comienza puntualmente a las 8:00. Cada vez que un estudiante llega después de las 8:00 a. m., el programa informático de asistencia cuenta automáticamente que el niño está ausente de la escuela por la cantidad de minutos que el niño llega tarde. Estos pueden acumularse hasta un día de ausencia y pueden afectar la asistencia perfecta. Los padres deben recoger a los estudiantes antes de las 3:30 p.m. Si no puede llegar a esta hora, haga otros arreglos de transporte para su hijo.

DESAYUNO ALMUERZO

El desayuno y el almuerzo se ofrecen todos los días de forma gratuita. El personal de la cafetería se esfuerza por brindar comidas atractivas y nutritivas mientras cumple con las pautas y regulaciones federales del Programa Nacional de Almuerzos Escolares. Cualquier pregunta sobre nuestro programa de desayuno/almuerzo debe dirigirse al gerente de la cafetería al 931-670-3431. El desayuno costará \$1.50 y el almuerzo \$2.50.

LLEGADA / SALIDA- Las etiquetas para pasajeros en automóviles deben ser recogidas por el padre/tutor.

El día escolar en la Escuela Primaria East Hickman es de 8:00 a. m. a 3:00 p. m. **Los estudiantes pueden ingresar al edificio no antes de las 7:00 a. m. y deben ser recogidos antes de las 3:30 p. m.** Si deja a su hijo por la mañana, recuerde dejarlo únicamente en la entrada principal. Por razones de seguridad, no utilizamos ninguna otra entrada a la escuela. **No deje a los estudiantes desatendidos frente a la escuela.** El personal de la escuela estará frente al edificio durante el horario de entrega de los estudiantes para ayudar a garantizar la máxima seguridad. Los autobuses utilizan la entrada trasera del edificio para dejar y recoger a los estudiantes. Los que viajan en automóvil salen por la cafetería todos los días a partir de las 2:50 p.m. Los padres pueden recoger a los estudiantes a través de la línea de pasajeros en automóvil. Los padres/tutores necesitarán un número de pasajero en automóvil, que se puede obtener en la oficina principal. **Si no tiene su número de pasajero en automóvil, se le pedirá que se estacione y registre la salida de su hijo en la oficina.** Esto es para garantizar la seguridad de su hijo. **Los estudiantes solo salen con las personas que están en su lista de recogida. Esté preparado para mostrar una identificación.** Si desea hacer un cambio de transporte, llame a la oficina o envíe una nota al maestro de su hijo.

VISITANTES

Para garantizar la seguridad de todos los estudiantes, cualquier padre, familiar u otro visitante que ingrese a la escuela debe presentarse en la oficina y escanear una identificación para recibir un pase de visitante. El tiempo de instrucción es muy importante para el éxito de cada estudiante. Se promoverá en gran medida el tiempo de instrucción ininterrumpida durante todo

el año escolar. Si desea reunirse con un maestro sobre el progreso de su hijo, Por favor haga arreglos con el maestro para reunirse con ellos durante su tiempo de planificación.

Los padres podrán acompañar a sus hijos al salón de clases por la mañana hasta el 16 de agosto. Después de este tiempo, se espera que los estudiantes caminen de forma independiente a su salón de clases.

FORMULARIO DE INFORMACIÓN DEL ESTUDIANTE

Durante la primera semana de clases, el maestro de su hijo enviará a casa un formulario de información para que usted lo complete. Esta información se guarda en la oficina de la escuela en caso de una emergencia. Asegúrese de que todos los números de teléfono y direcciones sean precisos y estén escritos con claridad. Recuerde poner el nombre y número de teléfono de una persona con la que pueda contactar en caso de que no pueda localizarlo. **Notifique a la escuela si tiene un cambio de dirección o número de teléfono durante el año.** ¡Es muy importante que nuestros registros se mantengan actualizados!

TAREA

Los deberes contribuyen al desarrollo de la independencia y la responsabilidad por parte del alumno. El propósito de la tarea es reforzar las habilidades enseñadas, prepararse para las habilidades futuras y desarrollar hábitos de estudio positivos. Toda la tarea debe completarse diariamente. Se fomenta el seguimiento de las tareas por parte de los padres; sin embargo, los estudiantes deben completar las tareas con una mínima ayuda de los padres. La cantidad, duración y tipo de tarea variarán según las necesidades individuales de su hijo. La Junta de Educación del Condado de Hickman ha establecido las siguientes pautas para las tareas:

Grados 1 y 2: Si es necesario, la tarea no debe exceder los quince (15) minutos por día.

Si su hijo dedica demasiado tiempo a la tarea, solicite una conferencia con el maestro de su hijo.

POLÍTICA DE SNACKS: SNACKS Y BEBIDAS

Los refrigerios pueden hacer una contribución positiva a la dieta diaria y la salud nutricional de un niño, especialmente si el énfasis está en servir refrigerios caseros que sean bajos en grasa y contenido de azúcar. Se puede proporcionar una lista de refrigerios saludables a través de nuestra Oficina Coordinada de Salud Escolar si lo solicita. Los estudiantes tienen acceso a agua fresca en todo momento en la escuela a través de nuestras estaciones de llenado de agua. El agua y el zumo 100% de frutas son las bebidas preferidas cuando se traen de casa. **Los estudiantes no deben traer refrescos, refrescos, bebidas energéticas, bebidas dulces o con cafeína como merienda o almuerzo.**

SERVICIOS DE SALUD

Una enfermera escolar de tiempo completo está presente en el personal en todo momento. La enfermera brinda servicios de salud obligatorios por el estado, como exámenes de visión y

audición y mantenimiento de registros médicos y vacunas. Se notifica a los padres sobre cualquier deficiencia auditiva o visual. La enfermera escolar también brinda atención a los estudiantes con lesiones o enfermedades que ocurren en la escuela. Si un niño se enferma durante el horario escolar, se hará todo lo posible para comunicarnos con usted. Se espera que los padres hagan arreglos para recoger al niño de la escuela lo antes posible. En situaciones de emergencia, se puede contactar al personal del 911. Si un estudiante requiere transporte a un hospital y uno de sus padres no está disponible, el personal de la escuela acompañará al niño al hospital y permanecerá hasta que llegue un miembro de la familia. **Informe a la escuela sobre cualquier problema médico que tenga su hijo, incluidas alergias, asma, soplo cardíaco, convulsiones, etc. Además, proporcione a la escuela un número de teléfono actualizado y un contacto de emergencia. Esta información debe completarse en el formulario de inscripción del estudiante el primer día de clases.**

Aunque hay una enfermera de tiempo completo en el personal, es posible que no asuma la responsabilidad de evaluar los signos de enfermedad o lesión que hayan ocurrido en el hogar. Estos deben derivarse a su médico de familia o a una sala de emergencias. **Un niño que ha estado vomitando o que tiene diarrea o fiebre (más de 100 grados) debe permanecer en casa hasta que desaparezcan los síntomas durante al menos 24 horas.**

RETIRO DE ESTUDIANTES

Si se muda o retira a su hijo de la escuela, venga a la oficina de la escuela unos días antes de la fecha de retiro. Devuelva todos los libros de la escuela o biblioteca y pague todas las tarifas antes de irse. La nueva escuela de su hijo solicitará registros estudiantiles. Se retendrán los registros si nuestra escuela no ha dado la autorización total.

VIAJES AL CAMPO

De vez en cuando los profesores planifican actividades fuera de la escuela diseñadas para brindar a los estudiantes una experiencia de primera mano sobre lo que han estado aprendiendo en clase. Un maestro acompañará todas las excursiones relacionadas con la escuela. Los padres deben firmar un formulario de permiso con anticipación para cada viaje. El formulario describirá el propósito del viaje e incluirá si hay una tarifa por la actividad. Generalmente se solicita una pequeña tarifa para cubrir los gastos de transporte y admisión. **Los estudiantes deben tener buen comportamiento para asistir a las excursiones.** Se utilizará la discreción del director para determinar si a un estudiante se le permite asistir a excursiones debido a problemas de disciplina. **Todos los estudiantes deben viajar en autobús hacia y desde el destino de la excursión.**

COMUNICACIÓN FAMILIAR

Contamos con un sistema de llamadas llamado Skylert que se comunicará con usted por teléfono y/o mensaje de texto para alertarle sobre salidas tempranas y cierres de escuelas debido al clima. Este es también el sistema que usaremos dentro de nuestra escuela para mantenerlo informado sobre los próximos eventos. Debido a esto, es importante que tengamos números de teléfono actualizados, tanto de casa como de celular, para los padres/tutores. Si estos números cambian durante el año escolar, comuníquese con nuestra oficina o notifique al

maestro de su hijo para que podamos actualizar nuestros archivos. También nos comunicamos diariamente a través de nuestra aplicación dojo en el aula. Asegúrese de descargar la aplicación gratuita y unirse a la clase de su hijo.

CURRÍCULO BÁSICO

El plan de estudios de la Escuela Primaria East Hickman se basa en los estándares del estado de Tennessee para los grados K - 12. Los padres pueden ver una publicación de estos estándares del plan de estudios en cualquier momento previa solicitud al maestro o al director.

ARTE MUSICAL

Todos los estudiantes de la Escuela Primaria East Hickman participan en un programa de arte/música con un instructor certificado una vez por semana. Cada uno se impartirá durante un semestre.

GUÍA

El consejero vocacional está disponible para los estudiantes para asesoramiento individual y grupal durante todo el año. El asesoramiento en grupos pequeños está disponible para ciertos estudiantes previa recomendación de un padre o maestro. El consejero también se reúne con cada clase una vez por semana como parte de nuestra rotación de enriquecimiento.

BIBLIOTECA

Cada estudiante tiene un tiempo de biblioteca programado regularmente durante cada semana. Durante este tiempo, a los estudiantes se les permite sacar libros de la biblioteca. A los estudiantes también se les enseña un plan de estudios de biblioteca. Anime a su hijo a cuidar adecuadamente los libros prestados de la biblioteca y a devolverlos a tiempo. Si un libro se pierde, se daña o no se devuelve, el estudiante debe pagar para reemplazar el libro.

EDUCACIÓN FÍSICA

La educación física se programa dos veces por semana para cada estudiante. Se anima a los estudiantes a tener en la escuela zapatos deportivos con suelas que no dejen marcas.

PRUEBAS

Como parte del programa de pruebas estandarizadas a nivel distrital, los estudiantes de segundo grado tomarán una prueba de rendimiento en la primavera de cada año. La prueba incluye secciones sobre lectura, artes del lenguaje y matemáticas. Todos los estudiantes participarán en una evaluación web de Aims tres veces al año que mide su crecimiento durante el año escolar.

POLICIAS Y PROCEDIMIENTOS

POLÍTICA DE ASISTENCIA ESCOLAR DEL CONDADO DE HICKMAN

La asistencia es un factor clave en el rendimiento estudiantil y el éxito académico, por lo tanto, se espera que los estudiantes y los padres o tutores asuman la responsabilidad de asistir cada

día que la escuela esté en sesión. La jornada escolar oficial para los estudiantes comienza a las 8:00 a. m. y continúa hasta las 2:50 p. m. a menos que así se indique en el calendario escolar aprobado por la junta. Ver política de junta 6.200

NOTAS PARA LOS PADRES/MÉDICO

Se seguirán los niveles de asistencia. Si su hijo presenta signos de enfermedad, comuníquese con la escuela. Después de un total de ocho (8) notas de los padres, las ausencias posteriores requerirán documentación de una fuente profesional.

AUSENCIAS

Las ausencias se clasificarán como justificadas o injustificadas según lo determine el director o su designado. Las ausencias justificadas incluirán:

Enfermedad personal

Enfermedad grave o muerte de un familiar directo

Doctor o cita dental

Familia emergencia

Condiciones climáticas extremas

Observancias religiosas

Situación inusual aprobada por el director.

EJEMPLOS DE AUSENCIAS INJUSTIFICADAS INCLUYEN (PERO NO SE LIMITAN A):

ausentismo escolar

Compras

Actividades recreativas

Cumpleaños u otra celebración

Problemas de transporte (aparte del proporcionado por la escuela)

Dormir demasiado

Trabajo o entrevista de trabajo

Si un estudiante está ausente de clase, un padre o tutor debe proporcionar a la oficina del director una explicación por escrito de la ausencia del niño. La explicación por escrito de las ausencias debe realizarse dentro de los tres (3) días escolares posteriores al regreso del estudiante. Cualquier ausencia para la cual no se proporcione una explicación por escrito se considerará injustificada.

TARDANZAS Y SALIDAS TEMPRANAS

Las tardanzas crónicas y las salidas tempranas se consideran problemas de asistencia. A los estudiantes que demuestren un patrón de asistencia inusual se les puede exigir que se presenten ante el comité de asistencia escolar. Una práctica continua de llegadas tarde/salidas anticipadas puede requerir comparecer ante el Consejo de Ausentismo Escolar. Le recomendamos que intente programar las citas con el médico y el dentista de su hijo durante el horario escolar. Si esto no es posible, debe venir a la oficina y registrar la salida de su hijo.

Cada vez que un estudiante llega a la escuela después de las 8:00 a. m. o sale antes de las 2:50 p. m., el programa informático de asistencia cuenta automáticamente que el niño está ausente de la escuela por la cantidad de minutos en que el niño llega tarde o sale temprano. Estos pueden acumularse hasta un día de ausencia y pueden afectar la asistencia perfecta.

Cuando registre la salida de un niño, tenga una identificación con fotografía. listo

ABSENTISMO / CONSEJO DE ABSENTISMO

El ausentismo escolar se define como una ausencia sin excusa adecuada durante un día escolar completo, una parte importante del día escolar o la mayor parte de cualquier clase durante el día escolar en el que está programado un estudiante. Los estudiantes que acumulen cinco (3) ausencias injustificadas serán informados al director o su designado quien, a su vez, enviará una notificación por escrito al Director de Responsabilidad. El estudiante y los padres/tutores recibirán una notificación por escrito de la escuela sobre la ley de asistencia escolar obligatoria en Tennessee y comparecerán ante el Consejo de Ausentismo. El incumplimiento de la notificación escrita dentro de los tres (3) días posteriores a la recepción de dicha notificación podría resultar en la presentación de una petición en el tribunal de menores. Se emitirá una notificación por escrito cada vez que un estudiante acumule cinco (5) ausencias injustificadas.

TRABAJO DE MAQUILLAJE

Todo el trabajo de clase o los exámenes perdidos (ya sea una ausencia justificada o injustificada) se pueden recuperar siempre que el estudiante haga la solicitud inmediatamente después de regresar a la escuela y siempre que no se le quite tiempo de instrucción a otros estudiantes. Se recibirá una calificación de incompleto por cualquier trabajo perdido hasta que se complete. Un estudiante puede tener hasta tres (3) días para recuperar el trabajo de una sola ausencia y hasta cinco (5) días para recuperar el trabajo de una ausencia de más de un solo día.

POLÍTICA DE CALIFICACIONES

El sistema de calificación básico se expresa mediante valor numérico. Los valores numéricos equivalen a las siguientes calificaciones con letras:

A 90 – 100

B 80 – 89

C 70 – 79

D 60 – 69

F Por debajo de 60

Las boletas de calificaciones se entregan al final de cada período de nueve semanas y las calificaciones se determinan según el trabajo diario, las tareas orales y escritas y los exámenes. Cuando las boletas de calificaciones se envían a casa, deben ser firmadas por el padre o tutor y devueltas al maestro dentro de un período de tiempo razonable. La boleta de calificaciones proporciona un medio de comunicación entre usted y el maestro. También habrá

dos (2) conferencias de padres y maestros durante el año. Aproveche esta oportunidad para reunirse con el maestro de su hijo. Sin embargo, si se necesitan conferencias adicionales, comuníquese con el maestro para programar una reunión. Ver política de la junta 4.600

POLÍTICA DE PROMOCIÓN Y RETENCIÓN

La Junta de Educación del Condado de Hickman espera que los estudiantes cumplan con los estándares de nivel de grado y progresen en cada grado dentro de un año escolar. Para lograr esto, la instrucción se centrará en los Estándares Curriculares de TN. Los métodos de instrucción deben adaptarse a las diferentes necesidades de cada estudiante e incluir estrategias para abordar las deficiencias académicas. Las escuelas y los padres deben formar asociaciones que involucren a los padres en la educación de sus hijos para promover el aprendizaje de los estudiantes y fomentar la responsabilidad compartida entre los estudiantes, los padres y el personal. La comunicación significativa entre los padres y la escuela es lo mejor para los estudiantes. Ver política de la junta 4.603

RETENCIÓN

Los estudiantes que no logren un progreso adecuado en el cumplimiento de los estándares de nivel de grado serán identificados tan pronto como sea posible en el año escolar y en su carrera escolar. La medida principal del rendimiento estudiantil debe ser la determinación del dominio de los objetivos y logros establecidos en los Estándares Curriculares. Sin embargo, los factores que deben considerarse al promover o retener a un estudiante incluyen el nivel de capacidad, el rendimiento y la preparación académica del niño.

AUTORIDAD PARA DECISIONES DE RETENCIÓN

Se pueden tomar decisiones de retención cuando, a juicio del maestro, los padres/tutores y el director, dicha retención sea lo mejor para el interés educativo del estudiante. La autoridad final recae en el director cuando hay una disputa sobre si el estudiante debe ser retenido.

NOTIFICACIÓN A LOS PADRES

La notificación oficial por escrito del progreso del estudiante se realiza mediante informes de progreso y/o trabajos calificados firmados y devueltos. Los maestros notificarán a los padres por escrito sobre la necesidad de programar una conferencia para discutir la necesidad de mejora de un estudiante si el desempeño académico de un estudiante lo pone en riesgo de repetir un grado. Los maestros deben solicitar una reunión con los padres de los estudiantes que corren el riesgo de no cumplir con los estándares de promoción a más tardar al final de las terceras nueve semanas para los estudiantes en los grados K-8.

NORMAS DE PROMOCIÓN PARA LOS GRADOS K-5

Se utilizarán los siguientes criterios para la identificación y la toma de decisiones con respecto a la retención de estudiantes de K-5:

- Calificaciones y otros indicadores de rendimiento académico que pueden incluir, entre otros, el progreso del estudiante en el trabajo diario, tareas, evaluaciones en el aula, con un promedio del 60% requerido para aprobar una materia;

- Resultados de pruebas estandarizadas al nivel de grado o superior;
- Factores físicos, sociales y emocionales; y
- Recomendaciones de maestros, directores y/o padres.

Dicha identificación en todos los niveles de grado se basará principalmente en el nivel de competencia del estudiante en lectura, artes del lenguaje y matemáticas. Los maestros pueden utilizar el nivel de madurez (edad, tamaño, adaptación social y de aula) del estudiante para determinar la promoción y retención.

PRUEBAS DE ALCOHOL Y DROGAS PARA ESTUDIANTES

Los estudiantes serán notificados por escrito al comienzo de cada año escolar o en el momento de la inscripción que estarán sujetos a pruebas de drogas y alcohol durante el año escolar. Los directores están autorizados a ordenar pruebas de drogas para estudiantes individuales cuando existe una causa razonable para creer que:

1. Se ha violado la política de la junta escolar sobre el consumo de alcohol y drogas;
2. Una búsqueda en los casilleros produjo evidencia de la presencia de drogas y/o alcohol;
3. Una búsqueda de personas y contenedores arrojó evidencia de presencia de droga y/o alcohol;
4. Una búsqueda de vehículos arrojó evidencia de la presencia de drogas y/o alcohol; o
5. A través de observación u otra información razonable reportada por un maestro, miembros del personal o otros estudiantes que un estudiante está usando drogas y/o alcohol en la propiedad escolar. El informe de un estudiante. no puede be la única base de información a utilizar.
6. Al recibir información razonable, el director deberá tomar las siguientes medidas.
 - *Llamar al estudiante a la oficina del director u otro lugar privado;
 - *Convocar a un testigo apropiado para el procedimiento y ayudar en el avance del procedimiento;
 - *Informar al estudiante sobre el contenido de la información disponible para él/ella que es la base Para el determinación de que es necesaria una prueba;
 - *Notificar al padre o tutor del estudiante sobre el examen inminente;
 - *Informar al estudiante sobre los procedimientos que se seguirán en la administración del examen; y
 - *Dar al estudiante la oportunidad de rechazar el examen e informar al estudiante que si la prueba es nDe no tomarse la sanción será la suspensión de la escuela y una audiencia ante la autoridad de audiencia disciplinaria.

El testigo apropiado llevará al estudiante a un lugar designado en la escuela y recogerá una muestra del estudiante. La muestra se tomará de una manera que proteja los derechos de privacidad de los estudiantes y asegure que la integridad de la muestra en sí no se vea comprometida. El tipo de muestra tomada dependerá de la sustancia en cuestión y del ensayo realizado en la misma. La muestra deberá ser apropiada para una detección precisa de

la sustancia en cuestión. Una vez tomada, el director le dará a la muestra un número de identificación que de ninguna manera revelará la identidad del estudiante. El director enviará la muestra para su análisis a un laboratorio acreditado por el Departamento de Salud y Medio Ambiente de Tennessee y designado por la Junta.

POLÍTICA DE DISCIPLINA

El Apoyo al Comportamiento Positivo en toda la Escuela (PBS, por sus siglas en inglés) es un marco proactivo basado en equipos para crear y mantener escuelas seguras y efectivas. Se pone énfasis en la prevención de conductas problemáticas, el desarrollo de habilidades sociales y el uso de resolución de problemas basada en datos para abordar las preocupaciones de conducta existentes. PBS en toda la escuela aumenta la capacidad de las escuelas para educar a todos los estudiantes utilizando intervenciones individualizadas, en el aula y en toda la escuela basadas en investigaciones. Se basa en la premisa de que todos los estudiantes pueden beneficiarse de prácticas bien implementadas y basadas en evidencia para mejorar el comportamiento estudiantil.

En EHES nos esforzamos por llevar a cabo la disciplina de manera positiva. Creemos que el buen comportamiento se puede lograr mediante elogios y recompensas en lugar de castigos. Los estudiantes que siguen las expectativas de comportamiento de toda la escuela pueden esperar cosechar las recompensas de su arduo trabajo y consideración hacia los demás. Sin embargo, el comportamiento inadecuado dará lugar a un castigo.

Se darán informes de disciplina para:

- Violación persistente de cualquier regla del salón de clases o de la escuela;
- Comportamiento disruptivo en el aula que impide el aprendizaje de otros;
- Comportamiento de pelea o volátil;
- Lenguaje abusivo o grosero;
- Acoso o amenazas a otros;
- Robo

Todos los informes de disciplina entregados serán documentados y se entregarán copias a:

- Principal
- Padres (para ser firmado y devuelto a la escuela)
- Profesor de aula/profesor referente

Los maestros de aula y de enriquecimiento pueden emitir informes disciplinarios por infracciones que ocurran mientras los estudiantes están bajo su supervisión. Se insta a los asistentes de maestros y maestros sustitutos a buscar ayuda de un maestro de ese nivel de grado si un problema de disciplina justifica un informe disciplinario.

Nuestra escuela implementará un sistema de referencia de conducta de tres niveles este año escolar. Los maestros de aula, los maestros/consejeros de conducta y los administradores serán parte de este sistema cansado. Si su hijo no sigue las reglas o expectativas del salón de

clases, el maestro le notificará (nivel 1). Si el comportamiento continúa, serán remitidos a nuestro maestro de conducta o consejero vocacional (nivel 2). Si las consecuencias en el aula y/o los planes de conducta no mejoran, los padres y los estudiantes deberán reunirse con los administradores (nivel 3). Si el comportamiento es grave, los estudiantes pasarán automáticamente a la administración (nivel 3). El plan de niveles de comportamiento se adjunta al final del manual. Si tiene alguna pregunta, comuníquese con la Sra. Coble.

RECOMPENSAS

Los estudiantes serán recompensados por su buen comportamiento a través de días de recompensa mensuales de PBS. Estos días incluyen, entre otros, conos de nieve, películas, juegos adicionales al aire libre, etc.

POLÍTICA DE ADMINISTRACIÓN DE MEDICAMENTOS

El Sistema Escolar del Condado de Hickman ha actualizado la política sobre administración de medicamentos. Las siguientes recomendaciones provienen del asesor legal del Departamento de Educación de Tennessee:

El personal de la oficina escolar puede administrar medicamentos recetados a los estudiantes bajo las siguientes circunstancias:

1. Se recibe una solicitud o permiso escrito de los padres. El padre o tutor **debe** venga a la oficina y complete los formularios correspondientes.
2. El medicamento debe estar en el recipiente original con la orden (etiqueta) original del médico adjunta.
3. Los medicamentos se administrarán únicamente según lo prescrito por un médico, no por prescripción paterna.
4. Los medicamentos deben almacenarse de forma segura en todo momento.
5. Se lleva un registro de la administración de medicamentos.
6. Sólo se podrán administrar medicamentos orales o de aplicación externa.
7. El personal capacitado sólo podrá administrar medicamentos según las necesidades específicas. instrucciones en el envase original. La decisión sobre cuándo se debe administrar un medicamento "según sea necesario" la tomará el personal médico (enfermera escolar).

El personal del sistema escolar puede administrar medicamentos sin receta bajo las siguientes circunstancias:

1. Una solicitud escrita de los padres que incluya el nombre del medicamento, la dosis y los intervalos de frecuencia.
2. Los medicamentos deben suministrarse en el envase original.
3. El personal de la escuela documentará en un registro la administración de medicamentos de venta libre.

¡NO SE DEBEN TRAER NI TOMAR MEDICAMENTOS DE LA ESCUELA EN LOS AUTOBUSES ESCOLARES!

En un esfuerzo por garantizar la seguridad y el bienestar de todos los estudiantes, ningún medicamento, excepto inhaladores u otros medicamentos, que un médico haya indicado por escrito, debe llevar consigo el estudiante, no podrá transportarse en los autobuses escolares. Los padres deben hacer arreglos para la entrega de medicamentos a la escuela. En caso de que se envíe medicamento a la escuela en un autobús en violación de esta política, se utilizará el siguiente procedimiento:

Primer incidente de incumplimiento – El director enviará una carta a los padres o tutores del estudiante. Se pedirá a los padres que programen una conferencia con el director sobre el tema. Se adjuntará a la carta una copia de la póliza.

Segundo incidente de incumplimiento – Se hará una remisión al Tribunal de Menores de Hickman.

Condado y/o el Departamento de Servicios para Niños para la resolución del asunto.

ELIMINACIÓN DE MEDICAMENTOS

Se notificará por teléfono y mediante notas enviadas a casa a los padres una semana antes del final del año escolar que quedan medicamentos no utilizados en la escuela. Si un padre no recoge el medicamento restante, la eliminación se realizará al final del año escolar. Dos miembros del personal de la escuela estarán presentes a disposición. El personal escolar apropiado recibirá capacitación anualmente en los procedimientos de eliminación. Se deberá presentar documentación sobre la eliminación de todos los medicamentos.

PEDICULOSIS (PIOJOS)

Los sistemas escolares sirven como puntos focales para la transmisión de diversas enfermedades transmisibles, incluida la infestación de piojos. El objetivo del sistema escolar es diagnosticar estos casos lo más rápido posible e instruir a los padres sobre el tratamiento adecuado para minimizar y controlar los piojos en las escuelas. El diagnóstico de piojos se realiza mediante la inspección directa del cabello y el cuero cabelludo para detectar la presencia de piojos rastreros o liendres marrones. Ver política de la junta 6.4031

CÓDIGO DE VESTIMENTA DEL ESTUDIANTE

Se mantendrá el buen gusto y los estándares normales de la comunidad en la vestimenta y el arreglo personal de los estudiantes. La vestimenta de los estudiantes no será perjudicial para el ambiente educativo o la imagen pública de la escuela. No se permitirá cualquier forma de peinado, color o vestimenta que se considere contraria a la buena higiene, que distraiga o perturbe la apariencia, o que sea perjudicial para el propósito o la conducta de la escuela. No se permiten perforaciones faciales.

- Los estudiantes deben usar zapatos. No se permiten zapatos de skate de ningún tipo.
- Todos los vestidos deben cumplir con los estándares de decencia (masculinos y femeninos). Cualquier vestimenta considerada cuestionable quedará a discreción del director. Los tirantes finos, las blusas sin mangas, los hombros descubiertos, la espalda descubierta, los escotes bajos, los pantalones cortos, las faldas cortas, etc. no son apropiados para la escuela.

- No se pueden usar camisetas con impresiones inmorales, profanas, relacionadas con drogas o alcohol o sugerentes.
- El tronco del cuerpo debe estar completamente cubierto desde los hombros hasta la punta de las piernas tres (3) pulgadas por encima de la rodilla. No habrá agujeros en los pantalones por encima de la rodilla. Los agujeros en los pantalones por encima de la rodilla se remendarán con un material similar al de los pantalones. No es aceptable simplemente usar una prenda de vestir debajo del agujero.
- Las faldas/vestidos deben ser tan largos como los pantalones cortos para que sean aceptables.
- Cualquier ropa que interrumpa la rutina del salón de clases no es apropiada para la escuela, incluyendo:
 - Ropa excesivamente ajustada
 - Ropa con palabras o imágenes obscenas.
 - Ropa que contenga avales de productos de alcohol o tabaco.
 - ropa transparente
 - Ropa interior usada como prenda exterior.
 - Pantalones/shorts caídos
 - Inadecuado largo del pantalón (los pantalones no deben tocar el suelo)
 - Gorros o pañuelos de cualquier tipo.
 - **No se pueden usar pijamas en la escuela a menos que así lo indique el director.**

Para ayudar a los estudiantes a comprender la importancia de una apariencia adecuada en la escuela, solicitamos que todos los miembros de la familia que visiten la escuela o asistan a funciones escolares cumplan con el código de vestimenta. Se agradece su apoyo.

JUGUETES/CELULARES ESTÁN PROHIBIDOS

Los estudiantes no permiten teléfonos celulares en la escuela. Esto es una violación de la Política de la Junta Escolar del Condado de Hickman. Se harán cumplir las consecuencias incluidas en la política de la junta escolar.

Violaciones de teléfonos móviles

Primera ofensa: Teléfono confiscado y no entregado a los padres hasta el final del día escolar. Como condición para la liberación, los padres firman un formulario reconociendo castigos por futuras infracciones relacionadas con el uso de teléfonos celulares.

Reincidencia: Teléfono confiscado y no entregado a los padres hasta el final del último día escolar del período de calificaciones actual.

Tercera y posteriores infracciones: Teléfono confiscado y no entregado a los padres hasta el final del último día del año escolar actual.

NO se permiten iPods, reproductores de CD, juegos electrónicos, balones de fútbol y otros juguetes que puedan ser perjudiciales para el aprendizaje en la escuela, excepto en circunstancias especiales, como las actividades de los viernes divertidos. Estos artículos serán

contiscados. Un padre puede recuperar el artículo o se lo devolverá al estudiante en la última semana de clases.

INTIMIDACIÓN / ACOSO / DISCRIMINACIÓN

A los estudiantes se les proporcionará un ambiente de aprendizaje libre de discriminación/acoso sexual, racial, étnico y religioso. Será una violación de esta política que cualquier empleado o estudiante discrimine o acose a un estudiante mediante conducta o comunicación despectiva de naturaleza sexual, racial, étnica o religiosa. Las siguientes pautas se establecen para proteger a los estudiantes de la discriminación/acoso:

No se tolerará la discriminación/acoso estudiantil. La discriminación/acoso se define como conductas, insinuaciones, gestos o palabras, ya sean escritas o habladas, de naturaleza sexual, racial, étnica o religiosa que:

1. Excesivamente interferir con el trabajo o las oportunidades educativas del estudiante;
2. Crear un ambiente de aprendizaje intimidante, hostil u ofensivo;
3. Implica que la sumisión a dicha conducta se convierte en un término explícito o implícito. de recibir calificaciones o créditos; o
4. Implica que la sumisión o el rechazo de dicha conducta se utilizará como base para determinar las calificaciones del estudiante o su participación en una actividad estudiantil.

Las presuntas víctimas de discriminación/acoso deberán informar estos incidentes inmediatamente a un maestro, consejero o administrador del edificio. Las acusaciones de discriminación/acoso se investigarán a fondo. Sin embargo, se respetará la privacidad y el anonimato de todas las partes y testigos de las denuncias, porque la necesidad de confidencialidad de un individuo debe equilibrarse con las obligaciones de cooperar con las investigaciones policiales o los procedimientos judiciales, proporcionar el debido proceso al acusado y llevar a cabo una investigación exhaustiva. o para tomar las medidas necesarias para resolver una queja, la identidad de las partes y los testigos puede revelarse en circunstancias apropiadas a personas que necesiten saberla.

Un cargo fundamentado contra un empleado dará lugar a medidas disciplinarias que pueden incluir el despido. Un cargo fundamentado contra un estudiante puede resultar en medidas correctivas o disciplinarias que pueden incluir la suspensión.

No habrá represalias contra ninguna persona que denuncie acoso o participe en una investigación. Sin embargo, la presentación intencional de una denuncia falsa se considerará acoso y se tratará como tal. Cualquier estudiante disciplinado por violar esta política puede apelar la decisión de acuerdo con las políticas y procedimientos disciplinarios.

TOLERANCIA CERO

Para garantizar un entorno de aprendizaje seguro y protegido, no se tolerarán las siguientes infracciones:

ARMAS E INSTRUMENTOS PELIGROSOS

Los estudiantes no deberán poseer, manipular, transmitir, usar o intentar usar ningún arma peligrosa en los edificios escolares o en los terrenos escolares en ningún momento, o en vehículos y/o autobuses escolares o fuera de los terrenos escolares en una actividad, función o evento patrocinado por la escuela. evento.

Las armas peligrosas para los fines de esta política incluirán, entre otras, un arma de fuego o cualquier cosa manifiestamente diseñada, fabricada o adaptada con el fin de infligir la muerte o lesiones corporales graves o cualquier cosa que, por la forma de su uso o uso previsto, sea capaz de de causar la muerte o lesiones graves.

Los infractores de esta sección estarán sujetos a suspensión y/o expulsión de la escuela.

Armas de fuego (como se define en 18 U.S.C. 921)

De acuerdo con la ley estatal, cualquier estudiante que traiga o posea un arma de fuego en la propiedad escolar será expulsado por un período no menor a un (1) año calendario. El Director de Escuelas tendrá la autoridad de modificar este requisito de expulsión caso por caso.

DROGAS

De acuerdo con la ley estatal, cualquier estudiante que posea ilegalmente cualquier droga, incluida cualquier sustancia controlada o droga legendaria, será expulsado por un período no menor a un (1) año calendario. El Director de Escuelas tendrá la autoridad de modificar este requisito de expulsión caso por caso.

BATERÍA

De acuerdo con la ley estatal, cualquier estudiante que cometa agresión contra cualquier maestro, administrador o cualquier otro empleado de la escuela o el oficial de recursos escolares será expulsado por un período de no menos de un (1) año calendario. El Director de Escuelas tendrá la autoridad de modificar este requisito de expulsión caso por caso.

NOTIFICACIÓN

Cuando se determina que un estudiante ha violado esta política, el director de la escuela notificará a los padres o tutores del estudiante y al sistema de justicia penal o delincuencia juvenil según lo exige la ley.

REGISTROS PERMANENTES

De acuerdo con la Ley de Privacidad y Derechos Familiares de 1974, el padre/tutor o el estudiante, si tiene 18 años o más, puede inspeccionar y revisar los registros educativos relacionados con el estudiante. Por favor avise con al menos 48 horas de antelación si desea copias de estos registros. En los casos en que los padres están divorciados o separados, el padre que no tiene la custodia tiene derecho a los registros, avisos de reuniones, conferencias, etc., previa notificación al director del edificio, a menos que se lo niegue una orden judicial. **Si**

existen restricciones de custodia, es responsabilidad de los padres proporcionar a la escuela una copia de la orden judicial si los funcionarios escolares deben cumplir con sus órdenes.

Información de contacto del Departamento de Educación de Tennessee

Se pueden obtener respuestas a muchas preguntas y mucha información útil del Departamento de Educación del Estado llamando al 1.888.2112.3162 o visitando

<http://www.state.tn.us/education/speced/index.htm>

División de Servicios Legales

División de Educación Especial, Departamento de Educación de Tennessee

710 James Robertson Parkway

Torre Andrew Johnson, 5th Piso

Nashville, Tennessee 37243-0380

Teléfono: 615.253.2851

Fax: 615.253.5567 o 615.532.9412

Centro de recursos regionales del oeste de Tennessee

100 Berry Hill Drive

Jackson, Tennessee 38301

Teléfono: 731.421.5074

Fax: 731.421.5077

Centro de recursos regionales del este de Tennessee

2763 Island Home Blvd.

Knoxville, Tennessee 37290

Teléfono: 865.594.5691

Fax: 865.594.8909

Información de contacto del grupo de defensa infantil

En Además de los recursos estatales y locales disponibles para padres e hijos, existen muchas agencias y organizaciones que ofrecen apoyo, información, capacitación y ayuda para defender a las personas con discapacidades en Tennessee. Algunas de esas organizaciones incluyen:

El arco de Tennessee

<http://www.thearctn.org>

44 Vantage Way, Suite 550

Nashville, TN 37228

Teléfono: 615.248.5878 Número gratuito 1.800.835.7077

Apoyo y capacitación para padres excepcionales (STEP) <http://www.tnstep.org>

712 Plaza Profesional

Greenville, TN 37745
Tennessee medio
615.463.2310

información@tnstep.org

Centro de Defensa y Leyes de Discapacidad de Tennessee
416 21^{calle} Avenida Sur
Nashville, TN 37212

<http://www.tpainc.org>

Voces de Tennessee para niños
Tennessee medio

<http://www.tnvoices.org/main.htm>

1315 8th Avenida Sur

Nashville, TN 37203

Fax: 615.269.8914

Número gratuito de Tennessee: 800.670.9882

Correo electrónico: TVC@tnvoices.org

Estas son algunas de las organizaciones disponibles para ayudar con información, capacitación y promoción. Para obtener una lista más extensa, visite la base de datos de Tennessee Disability Services-Disability Pathfinder:

<http://mingus.kc.vanderbilt.edu/tidir/dbsearch.asp>

Esta información se proporciona como un servicio a personas que buscan vías adicionales de ayuda e información. El departamento de educación no pretende ser un respaldo o recomendación para ningún individuo, organización o servicio representado en esta página.

El Sistema Escolar del Condado de Hickman no discrimina en sus programas educativos, actividades o prácticas laborales por motivos de raza, sexo, origen nacional, religión, credo, edad, estado civil o discapacidad como lo exige el Título VI de las Leyes de Derechos Civiles. de 1964, el Título IX de las Enmiendas Educativas de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973. Se hacen todas las adaptaciones necesarias para la participación equitativa de los electores sin distinción de raza, género, discapacidad, situación económica o necesidades especiales según lo exige la ley. Sección 427 de la Ley de Disposición General de Educación y P. L. 107 – 110 NINGÚN NIÑO SE QUEDE ATRÁS.

MEDICATION GUIDELINES

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

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

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

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

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

EXCEPTION TO THE ABOVE RULES:

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

HICKMAN COUNTY SCHOOLS STUDENT HANDBOOK

FAMILY LIFE PLANNING CURRICULUM

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

T.C.A. 49-6-1302

Guidance for Grievances

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

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

Timing of Grievances

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

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

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

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

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



Office of Coordinated School Health

Dear Parent or Guardian,

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

Vision

Hearing

Blood Pressure

Height and Weight

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

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

Thank you,

Kara Hobbs, RDN, LD

Tonya Daugherty, RN

931-729-7730

Amy Gossett, RN

Centerville School Nurse

931-729-2212

Marla Beard, RN

East School Nurse

931-670-3044

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.

Meningococcal B Vaccine:

What You Need to Know

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

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

1 Why get vaccinated?

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

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

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

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

2 Meningococcal B vaccine

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

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

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

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

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

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

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

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

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

Your health care provider can give you more information.



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

4 Risks of a vaccine reaction

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

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

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

5 What if there is a serious problem?

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

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

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

6 The National Vaccine Injury Compensation Program

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

7 How can I learn more?

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

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



Office use only

8/15/2019 | 42 U.S.C. § 300aa-26

Meningococcal ACWY Vaccine:

What You Need to Know

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

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

1 Why get vaccinated?

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

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

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

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

2 Meningococcal ACWY vaccine

Adolescents need 2 doses of a meningococcal ACWY vaccine:

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

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

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

3 Talk with your health care provider

Tell your vaccine provider if the person getting the vaccine:

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

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

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



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

8/15/2019 | 42 U.S.C. § 300aa-26

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

1111 Hickman County Board of Education

	Descriptor Term: Tobacco-Free Schools	Descriptor Code: 1.803	Issued Date: 02/05/24
		Rescinds: 1.803	Issued: 12/07/21

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.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is 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 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
25 2. Forms may be submitted in person, via phone, mail, or email.
26 a. Written complaints shall be submitted on forms located on the district's website. In the
27 case of a complaint received via phone, the person receiving the phone call shall be
28 responsible for filling out the form and submitting it to the transportation supervisor.

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 "warmed" 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 battery or other energy storage unit 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

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
31 Biology II	Calculus

1 Pre-Calculus

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

- 4 • Honors Courses – three (3) percentage points;
- 5
- 6 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual
7 Enrollment Courses – four (4) percentage points; and
- 8
- 9 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and
10 International Baccalaureate Courses – five (5) percentage points.

11 **Student Absent for State Mandated Exams:**

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

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

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

26 **Conduct shall be marked as follows:**

27 E.....Excellent
28 S.....Satisfactory
29 U.....Unsatisfactory

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

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

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

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

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

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

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

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

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

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

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

31 **LOTTERY SCHOLARSHIP DAY**

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

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 **PROMOTION**¹

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
- 15 2. The results of local assessments, if applicable;
- 16
- 17 3. State assessments, as applicable;
- 18
- 19 4. Home Literacy Reports;³
- 20
- 21 5. The overall academic achievement of the student;
- 22
- 23 6. The student's chance for success with more difficult material if promoted to the next grade;
- 24
- 25 7. Attendance; and
- 26
- 27 8. Social and emotional maturity.

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

- 30 1. Date of enrollment;
- 31
- 32 2. Additional information acquired after results of local assessment, screening, or monitoring are
33 released; or
- 34

- 1 3. Decisions made by a student's IEP team or extenuating medical or psychological information
2 on a case by case basis.

3 **PROMOTION PLANS⁵**

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

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

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

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

27 **RETENTION⁶**

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

32 *Decision of Retention⁸*

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

- 37 1. Adjustment to the current instructional strategies or materials;
38
39 2. Additional instructional time;

- 1
- 2 3. Individual tutoring outside of school hours;
- 3
- 4 4. Modification to the student's classroom assignment to ensure the student receives
- 5 instruction from a highly effective teacher; or
- 6
- 7 5. Attendance or truancy interventions.

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

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

13 *Decision of Retention – Third Grade⁹*

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

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

18 1. A student in third grade receiving a performance level rating of “approaching” on the ELA
19 portion of the student's most recent TCAP test may be promoted if:

- 20 a. The student is an English language learner and has received less than two (2) full years
21 of ELA instruction;
- 22 b. The student was previously retained in grades K-3;
- 23 c. The student is retested before the next school year and scores proficient in ELA;
- 24 d. The student attends a learning loss bridge camp before the next school year, maintains a
25 ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-
26 test at the end of the camp; or
- 27 e. The student receives tutoring for the entirety of the next school year in accordance with
28 state law.
- 29 f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in
30 ELA standards by scoring within the fiftieth percentile on the most recently
31 administered state-provided benchmark assessment and the district provides tutoring
32 services to the student during the entire fourth grade school year and notifies the
33 student's parent/guardian, in writing, of the benefits of enrolling the student in summer
34 programming.

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

- 1 a. The student is an English language learner and has received less than two (2) full years
2 of ELA instruction;
- 3 b. The student was previously retained in grades K-3;
- 4 c. The student is retested before the next school year and scores proficient in ELA; or
- 5 d. The student attends a learning loss bridge camp before the next school year, maintains a
6 ninety percent (90%) attendance rate, and receives tutoring for the entirety of the next
7 school year in accordance with state law.

8 *Decision of Retention – Fourth Grade*⁹

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

- 11 1. A student who is promoted to the fourth grade due to receiving tutoring for the entirety of the
12 next school year in accordance with state law or because of attending a learning loss bridge
13 camp must maintain a ninety percent (90%) attendance rate; and
14
- 15 2. A student receiving tutoring for the entirety of the next school year in accordance with state law
16 shall be required to show adequate growth on the fourth grade ELA portion of TCAP before the
17 student may be promoted to fifth grade.

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

19 *Decision of Retention – Students with Disabilities*¹⁰

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

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

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

33 For students where retention is required per the additional requirements for students in third and fourth
34 grade, parent(s)/guardian(s) may appeal this decision directly to the Department of Education in
35 accordance with state law.¹²

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

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

4 **COMPLAINTS AND INVESTIGATIONS**

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

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

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

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

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

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

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

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

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
RESPONSE AND PREVENTION¹⁰

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

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

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

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

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

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

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 COORDINATOR**⁵

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 **DEFINITIONS**⁴

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.

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

1 **Investigations**¹⁶

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

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

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

14 All investigations shall:

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

1 the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the
2 Director of Schools.

3 **Determination of Responsibility**¹⁹

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

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

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

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

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

18 **APPEALS**²²

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

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

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

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

32 **RETALIATION**²³

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

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