

BRANDON TIDWELL
10820 N. Tidwell Rd., Bon Aqua, TN 37025

PIPPA TAYLOR
6585 Oak Hill Rd., Lyles, TN 37098

TIM HOBBS
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

DR. TABITHA CUDE
4141 Lewis Rd., Centerville, TN 37033



DOUG LANE
2059 Lake Dr., Centerville, TN 37033

DR. CHRISTY MAYS
450 Hwy 50, Centerville, TN 37033

JANE HERRON
PO Box 13, Nunnely, TN 37137

MARCY TIDWELL
DIRECTOR OF SCHOOLS
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

REGULAR BOARD MEETING
Monday, August 3, 2026 6:30 PM
Central Office - Room 203

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for August 3, 2026

VI. Regular Meeting Minutes for July 6, 2026

VII. Special Recognition

- A. Board Member Appreciation - Mr. Doug Lane
- B. Employee of the Month

VIII. Consent Agenda Items

- A. Board Chair's Report
 - 1. Chair's Countersigned Warrants
- B. Personnel Report
- C. Financial Report
- D. TSBA OPEB Quarterly Report

IX. Items Requiring Board Action

- A. Trip Request
 - 1. HCHS JROTC
- B. Approve New School Support Organization for HCHS JROTC
- C. Approve APEX Agreement with Centerville Elementary School
- D. Approve School Fees for 2026-2027
- E. Approve Tennessee School Plant Management Association Membership Dues
- F. Approve Proposal for School Bus Banners
- G. Approve Proposal Between EHHS and RJYoung
- H. Approve Arbiter Pay for HCHS

I. Approve Centerville Municipal Golf Course MOU for EHMS, HCMS, EHHS, HCHS for 2026-2027

J. Dynamix DPT Agreement - HCHS

K. FY26 Budget Closeout

L. Budget Amendments

M. Board Policies

1. Revised Board Policies (2nd Reading) 1.400, 2.100, 2.200, 4.215, 4.301, 4.600, 4.603, 4.605, 5.106, 5.200, 5.201, 5.302, 5.303, 5.600, 5.801, 6.200, 6.202, 6.205, 6.303, 6.306, 6.318, 6.4051, 6.4053, 6.506, 4.100, 4.300, 4.301, 5.104, 5.501, 6.100, 6.301, 6.303, 6.304, 6.3041

2. Board Policies Review 1.206--4.2012

X. Announcements

A. Special Called Session - August 6, 2026 - **Time To Be Determined**

B. Regular Board Meeting for September 14, 2026

C. If you are interested in attending, please remember to register for:

TSBA 2026 South Central Fall District Meeting - September 17, 2026 4:30--7:00

Lawrence Co. - E.O. Coffman Middle, 111 Lafayette Ave, Lawrenceburg, TN

D. If you are interested in attending, please remember to register for:

TSBA Leadership Conference & Annual Convention

November 5-8, 2026 - Gaylor Opryland Resort & Convention Center

XI. Closing Comments

A. Legislative Representative

B. Board Chair, Board Members and Director of Schools

XII. Adjourn

Doug Lane
2059 Lake Drive, Centerville, TN 37033

Pippa Taylor
6585 Oak Hill Rd., Lyles, TN 37098

Tim Hobbs
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

Dr. Tabitha Cude
4141 Lewis Rd., Centerville, TN 37033



Marcy Tidwell
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Dr. Christy Mays
450 Hwy. 50, Centerville, TN 37033

Brandon Tidwell
10820 N. Tidwell Rd., Bon Aqua, TN 37025

Jane Herron
PO Box 13, Nunnely, TN 37137

The Hickman County Board of Education will meet in regular session on Monday, August 3, 2026 at 6:30 p.m. in Room 203 of the Central Office complex. **A reception for Mr. Doug Lane will be held in the 1ST floor hallway from 6:00 p.m. – 6:25 p.m.**

- I. Call to Order
- II. Public Comment
Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. – 6:30 p.m.
- III. Moment of Silence
- IV. Pledge of Allegiance
- V. Agenda for August 3, 2026
- VI. Regular Meeting Minutes for July 6, 2026
- VII. Special Recognition
 - A. Board Member Appreciation—Board Chair
 - B. Employee of the Month—Brandon Tidwell
- VIII. Consent Agenda Items
 - A. Board Chair's Report
 1. Chair's Countersigned Warrants
 - B. Personnel Report
 - C. Financial Report
 - D. TSBA OPEB Quarterly Report
- IX. Items Requiring Board Action
 - A. Trip Request
 1. HCHS JROTC—Instructor and Cadets
 - B. Approve New School Support Organization for HCHS JROTC—Instructor and Christy Brumit
 - C. Approve APEX Agreement with Centerville Elementary School—Marcy Tindle-APEX Rep.
 - D. Approve School Fees for 2026-2027—Director of Schools
 - E. Approve Tennessee School Plant Management Association Dues—Director of Schools
 - F. Approve Proposal for School Bus Banners—Julia Thomasson
 - G. Approve Proposal Between EHHS and RJYoung—Cayla Moulton
 - H. Approve Arbiter Pay for HCHS—Business Officer

I. Approve Centerville Municipal Golf Course MOU for EHMS, HCMS, EHHS, HCHS for 2026-2027—Business Officer

J. Dynamix DPT Agreement – HCHS—Business Officer

K. FY26 Budget Closeout—Business Officer

L. Budget Amendments —Business Officer

M. Board Policies

1. Revised Board Policies (2nd Reading) 1.400, 2.100, 2.200, 4.215, 4.301, 4.600, 4.603, 4.605, 5.106, 5.200, 5.201, 5.302, 5.303, 5.600, 5.801, 6.200, 6.202, 6.205, 6.303, 6.306, 6.318, 6.4051, 6.4053, 6.506, 4.100, 4.300, 4.301, 5.104, 5.501, 6.100, 6.301, 6.303, 6.304, 6.3041—Misty Shelton

2. Board Policies Review—1.206—4.2012—Misty Shelton

X. Announcements

A. Special Called Session – August 6, 2026 – Time To Be Determined

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November 5-8, 2026 – Gaylor Opryland Resort & Convention Center

XI. Closing Comments

A. Legislative Representative—Christy Mays

B. Board Chair, Board Members and Director of Schools

XII. Adjourn

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026**

The Hickman county Board of Education met on July 6, 2026, at 6:30 PM in Central Office - Room 203.

Present: Jane Herron, Doug Lane, Christy Mays, Pippa Taylor, Brandon Tidwell,
Absent: Tabitha Cude, Tim Hobbs.

I. Call To Order

II. Public Comment

Citizens that would like an opportunity to speak to the Board of Education during public comment should sign up on the sheet provided at the meeting location. Anyone desiring to speak on any subject may speak for 3 minutes without prior school board notification. The sign-up sheet will be available from 5:30 p.m. - 6:30 p.m.

III. Moment of Silence

IV. Pledge of Allegiance

V. Agenda for July 6, 2026

Motion to approve the June 6, 2026 Agenda.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

VI. Regular Meeting Minutes for June 1, 2026

Motion to approve the Regular Meeting Minutes for June 1, 2026.

Motion made by Christy Mays.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

VII. Consent Agenda Items

Motion to approve the Consent Agenda Items.

Motion made by Doug Lane.

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

A. Board Chair's Report

1. Chair's Countersigned Warrants

B. Personnel Report

C. Financial Report

D. 2025-2026 Civil Rights Report

E. Hickman County Schools AI Usage Report

VIII. Items Requiring Board Action

A. Trip Request

1. EHHS FBLA/FCCLA

Motion to approve the EHHS FBLA/FCCLA trip.

Motion made by Jane Herron.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

B. HCHS Football Camp

Motion to approve the HCHS Football Camp.

Motion made by Brandon Tidwell.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

**HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026**

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

C. Recommendations for Tenure

Motion to approve the Recommendations for Tenure.

Motion made by Jane Herron.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

D. Personnel Decisions

Motion to approve the Personnel Decisions.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

E. Approve 2026-2027 Disciplinary Hearing Authority

Motion to approve the 2026-2027 Disciplinary Hearing Authority.

Motion made by Doug Lane.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

F. Approve Hickman County Schools' New Strategic Plan

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Motion to approve the Hickman County Schools' New Strategic Plan.

Motion made by Jane Herron.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

G. Approve Letter of Interest with Milestone Towers

Motion to approve the Letter of Interest with Milestone Towers.

Motion made by Christy Mays.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

H. Approve APEX Agreement with Hickman County Middle School

Motion to approve APEX Agreement with Hickman County Middle School.

Motion made by Jane Herron.

Motion seconded by Brandon Tidwell.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

I. Approve APEX Agreement with Centerville Intermediate School

Motion to approve APEX Agreement with Centerville Intermediate School.

Motion made by Doug Lane.

Motion seconded by Pippa Taylor.

Motion Result: Passed

Tabitha Cude: Absent

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Tim Hobbs: Absent
Jane Herron: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea
Yea: 5, Nay: 0, Absent: 2

J. 2026-2027 Salary Schedules & Pay Scales
Motion to approve the 2026-2027 Salary Schedules & Pay Scales Option A.
Motion made by Jane Herron.
Motion seconded by Brandon Tidwell.
Motion Result: Passed

Tabitha Cude: Absent
Tim Hobbs: Absent
Jane Herron: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea
Yea: 5, Nay: 0, Absent: 2

K. Budget Amendments (FY27)
Motion to approve the Budget Amendments (FY27) #1 & #2.
Motion made by Doug Lane.
Motion seconded by Christy Mays.
Motion Result: Passed

Tabitha Cude: Absent
Tim Hobbs: Absent
Jane Herron: Yea
Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea
Yea: 5, Nay: 0, Absent: 2

L. Close-Out Budget Amendments
Motion to approve the Close-Out Budget Amendments #40, #41, #42 & #43.
Motion made by Jane Herron.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Tabitha Cude: Absent
Tim Hobbs: Absent
Jane Herron: Yea
Doug Lane: Yea
Christy Mays: Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

M. FY27 Federal Placeholder Budgets

Motion to approve the FY27 Federal Placeholder Budgets.

Motion made by Doug Lane.

Motion seconded by Jane Herron.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

N. Board Policies

1. Revised Board Policies (1st Reading) 1.400, 2.100, 2.200, 4.2013, 4.215, 4.301, 4.600, 4.603, 4.605, 5.106, 5.200, 5.201, 5.302, 5.303, 5.600, 5.801, 6.200, 6.202, 6.205, 6.303, 6.306, 6.318, 6.4051, 6.4053, 6.506, 4.100, 4.300, 4.301, 5.104, 5.501, 6.100, 6.301, 6.303, 6.304, 6.3041

Motion to approve the Revised Board Policies (1st Reading) 1.400, 2.100, 2.200, 4.2013, 4.215, 4.301, 4.600, 4.603, 4.605, 5.106, 5.200, 5.201, 5.302, 5.303, 5.600, 5.801, 6.200, 6.202, 6.205, 6.303, 6.306, 6.318, 6.4051, 6.4053, 6.506, 4.100, 4.300, 4.301, 5.104, 5.501, 6.100, 6.301, 6.303, 6.304, 6.3041 with the exception of 4.2013.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Withdrawn

Motion to approve the Revised Board Policies (1st Reading) 1.400, 2.100, 2.200, 4.2013, 4.215, 4.301, 4.600, 4.603, 4.605, 5.106, 5.200, 5.201, 5.302, 5.303, 5.600, 5.801, 6.200, 6.202, 6.205, 6.303, 6.306, 6.318, 6.4051, 6.4053, 6.506, 4.100, 4.300, 4.301, 5.104, 5.501, 6.100, 6.301, 6.303, 6.304, 6.3041 with the exception of 4.2013.

Motion made by Jane Herron.

Motion seconded by Christy Mays.

Motion Result: Passed

Tabitha Cude: Absent

Tim Hobbs: Absent

Jane Herron: Yea

Doug Lane: Yea

Christy Mays: Yea

Pippa Taylor: Yea

Brandon Tidwell: Yea

Yea: 5, Nay: 0, Absent: 2

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Approve Board Policy 4.2013.
Motion made by Jane Herron.
Motion seconded by Brandon Tidwell.
Motion Result: Passed

Tabitha Cude:	Absent
Tim Hobbs:	Absent
Jane Herron:	Yea
Doug Lane:	Yea
Christy Mays:	Yea
Pippa Taylor:	Yea
Brandon Tidwell:	Yea

Yea: 5, Nay: 0, Absent: 2

2. Board Policies Review 3.218--3.403
Motion to approve Board Policies Review 3.218--3.403 for review.
Motion made by Doug Lane.
Motion seconded by Jane Herron.
Motion Result: Passed

Tabitha Cude:	Absent
Tim Hobbs:	Absent
Jane Herron:	Yea
Doug Lane:	Yea
Christy Mays:	Yea
Pippa Taylor:	Yea
Brandon Tidwell:	Yea

Yea: 5, Nay: 0, Absent: 2

IX. Announcements

A. Regular Board Meeting for August 3, 2026

B. TSBA 2026 South Central Fall District Meeting - September 17, 2026
Lawrence County - E.O. Coffman Middle, 111 Lafayette Ave., Lawrenceburg, TN

C. TSBA Leadership Conference & Annual Convention
November 5-8, 2026 - Gaylor Opryland Resort & Convention Center

X. Closing Comments

A. Legislative Representative

B. Board Chair, Board Members and Director of Schools

XI. Adjourn

Motion to Adjourn.
Motion made by Christy Mays.
Motion seconded by Pippa Taylor.
Motion Result: Passed

Tabitha Cude:	Absent
Tim Hobbs:	Absent
Jane Herron:	Yea

HICKMAN COUNTY BOARD OF EDUCATION
REGULAR BOARD MEETING---July 6, 2026

Doug Lane: Yea
Christy Mays: Yea
Pippa Taylor: Yea
Brandon Tidwell: Yea
Yea: 5, Nay: 0, Absent: 2

M Tidwell
JUL 7 2026

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41005076	County Of Hickman Misc Acct	1633	07/02/2026	141- -11140	\$39,631.77
41005077	Hickman County Trustee	2937	07/02/2026	141- -11140	\$3,188.67
141 Total:					\$42,820.44
Bank Total:					\$42,820.44
Bank Payment Count:					2

Date/Time: 7/8/2026 9:44 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
Page 1 of 1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41005078	Hickman County Trustee	2937	07/08/2026	141- -11140	\$173.06

141 Total: \$173.06

Bank Total: \$173.06

Bank Payment Count: 1

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41005079	AT & T	7542	07/09/2026	141- -11140	\$373.63
41005080	Bon Aqua Lyles Utility Distric	851	07/09/2026	141- -11140	\$4,147.15
41005081	Brewer Chemicals & Equip, LLC	861	07/09/2026	141- -11140	\$440.00
41005082	Bruhn & Bruhn Fire Protection, Inc.	885	07/09/2026	141- -11140	\$455.00
41005083	FinalForms	8194	07/09/2026	141- -11140	\$3,682.40
41005084	Meriwether Lewis Electric Coop.	3694	07/09/2026	141- -11140	\$51,443.88
41005085	PowerSchool Group, LLC	6349	07/09/2026	141- -11140	\$5,325.50
41005086	Republic Service, LLC #840	4739	07/09/2026	141- -11140	\$206.51
41005087	SSC Service Solutions Compass Group USA, Inc.	4832	07/09/2026	141- -11140	\$61,838.58
41005088	Tennessee Organization Of School Superintendents	5595	07/09/2026	141- -11140	\$2,552.00
41005089	Tidwell, Marcy	6830	07/09/2026	141- -11140	\$37.15
41005090	TNRMT	5357	07/09/2026	141- -11140	\$747,370.00
41005091	Town Of Centerville	5284	07/09/2026	141- -11140	\$7,742.24
41005092	Utrust	5781	07/09/2026	141- -11140	\$5,852.60
141 Total:					\$891,466.64
Bank Total:					\$891,466.64
Bank Payment Count:					14

Bank Name	Bank Number
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41005093	AT & T	7542	07/15/2026	141- -11140	\$100.20
41005094	Bluegrass Computer Systems, LLC	1030	07/15/2026	141- -11140	\$82,150.00
41005095	Bragg, Tonya	7984	07/15/2026	141- -11140	\$125.00
41005096	Cashier's Office	1736	07/15/2026	141- -11140	\$770.00
41005097	Department of Treasury	5817	07/15/2026	141- -11140	\$46.11
41005098	Everon FKA ADT Commercial	7196	07/15/2026	141- -11140	\$2,151.86
41005099	Fellowship Construction	2295	07/15/2026	141- -11140	\$147,287.55
41005100	Ferrellgas	7446	07/15/2026	141- -11140	\$237.41
41005101	First Farmers & Merchants Bank	8074	07/15/2026	141- -11140	\$15,271.49
41005102	Hatton, Lynn	5923	07/15/2026	141- -11140	\$155.00
41005103	Hatton, Mary Ellen	6676	07/15/2026	141- -11140	\$155.00
41005104	Lennox Industries, Inc.	6346	07/15/2026	141- -11140	\$1,525.76
41005105	Mayberry, Brandy	6647	07/15/2026	141- -11140	\$320.33
41005106	State Systems, LLC	5242	07/15/2026	141- -11140	\$15,000.00
41005107	Teachstone Training, LLC	6678	07/15/2026	141- -11140	\$156.00
41005108	Tennessee Bureau Of Investigation	5491	07/15/2026	141- -11140	\$100.00
41005109	The King's Daughter's School	7928	07/15/2026	141- -11140	\$1,312.50
41005110	Town Of Centerville	5315	07/15/2026	141- -11140	\$4,200.78
41005111	Visa	8268	07/15/2026	141- -11140	\$39.55
41005112	Warren, Amber	6731	07/15/2026	141- -11140	\$37.15
41005113	Zayo Education	2141	07/15/2026	141- -11140	\$2,075.55

141 Total:	\$273,217.24
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Bank Total:	\$273,217.24
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Bank Payment Count:	21
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Date/Time: 7/15/2026 11:18 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
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<u>Bank Name</u>	<u>Bank Number</u>
Federal	142

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001212	Krantz, Miranda	9432	07/15/2026	142-901-11140	\$77.76
142-901 Total:					\$77.76
Bank Total:					\$77.76
Bank Payment Count:					1

Date/Time: 7/15/2026 11:22 AM

Hickman County Finance
Payment Register By Account Control

User:

Misty Weems
Page 1 of 1

<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000836	Henry County School Nutrition	9431	07/15/2026	143- -11140	\$800.00

143 Total: \$800.00

Bank Total: \$800.00

Bank Payment Count: 1

<u>Bank Name</u>		<u>Bank Number</u>				
General Purpose		141				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
41005114	Allegra Print & Imaging	650	07/23/2026	141- -11140	\$798.36	
41005115	Amazon	727	07/23/2026	141- -11140	\$158.29	
41005116	American Fidelity Administrative Services, LLC	802	07/23/2026	141- -11140	\$563.55	
41005117	AT & T	7542	07/23/2026	141- -11140	\$362.50	
41005118	Deal, David	44	07/23/2026	141- -11140	\$125.00	
41005119	Department of Treasury	5817	07/23/2026	141- -11140	\$68.94	
41005120	Dickson Electric System	1806	07/23/2026	141- -11140	\$44,832.81	
41005121	Emerson, Robyn	2280	07/23/2026	141- -11140	\$146.45	
41005122	Tucker, Allison H.	9438	07/23/2026	141- -11140	\$37.15	
41005123	Handle With Care Behavior Management System, Inc.	9428	07/23/2026	141- -11140	\$3,650.00	
41005124	Williams, Jessica	9437	07/23/2026	141- -11140	\$37.15	
41005125	Main Street Media	8777	07/23/2026	141- -11140	\$450.00	
41005126	Mays, James	4065	07/23/2026	141- -11140	\$125.00	
41005127	Morgan, Jennifer D.	3832	07/23/2026	141- -11140	\$37.15	
41005128	Nashville State Community College	8069	07/23/2026	141- -11140	\$111.00	
41005129	Pace Analytical National	2230	07/23/2026	141- -11140	\$756.00	
41005130	Qualls, Patricia	9436	07/23/2026	141- -11140	\$37.15	
41005131	Really Good Stuff, LLC	4606	07/23/2026	141- -11140	\$138.30	
41005132	Republic Service, LLC #840	4739	07/23/2026	141- -11140	\$4,475.61	
41005133	Scenario Learning, LLC	6302	07/23/2026	141- -11140	\$7,266.00	
41005134	Stellar Therapy Services, LLC	8260	07/23/2026	141- -11140	\$1,875.81	
41005135	Toss	5723	07/23/2026	141- -11140	\$2,975.00	
41005136	Totty, Ashley	5748	07/23/2026	141- -11140	\$134.00	
41005137	Water Authority Of Dickson Co.	5874	07/23/2026	141- -11140	\$999.63	
141 Total:					\$70,160.85	
Bank Total:					\$70,160.85	
Bank Payment Count:					24	

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<u>Bank Name</u>		<u>Bank Number</u>				
Federal		142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
42001214	National Art Education Association	7782	07/23/2026	142-201-11140	\$120.00	
					142-201 Total:	\$120.00
42001213	Krantz, Miranda	9432	07/23/2026	142-901-11140	\$705.24	
					142-901 Total:	\$705.24
					Bank Total:	\$825.24
					Bank Payment Count:	2

<u>Bank Name</u>	<u>Bank Number</u>					
Cafeteria	143					
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>	
43000837	Centerville Elementary Cafeteria	1280	07/23/2026	143- -11140	\$20.00	
43000838	Centerville Intermediate School Cafeteria	1293	07/23/2026	143- -11140	\$20.00	
43000839	East Hickman Elementary School Cafeteria	2197	07/23/2026	143- -11140	\$20.00	
43000840	East Hickman High School Cafeteria	2177	07/23/2026	143- -11140	\$375.00	
43000841	East Hickman Intermediate School Cafeteria	2216	07/23/2026	143- -11140	\$20.00	
43000842	East Hickman Middle School Cafeteria	2218	07/23/2026	143- -11140	\$50.00	
43000843	Hickman Co High School Cafeteria	2747	07/23/2026	143- -11140	\$375.00	
43000844	Hickman Co Middle School	2788	07/23/2026	143- -11140	\$50.00	
43000845	Mi Cosina Mexican Restaurant	6216	07/23/2026	143- -11140	\$359.60	
43000846	Snappy's Pizza	5003	07/23/2026	143- -11140	\$236.94	
143 Total:					\$1,526.54	
Bank Total:					\$1,526.54	
Bank Payment Count:					10	

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<u>Bank Name</u>	<u>Bank Number</u>
Cafeteria	143

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
43000847	Hickman Co Board Of Ed.	2734	07/27/2026	143- -11140	\$5,734.40
43000848	Hickman County Trustee	2937	07/27/2026	143- -11140	\$2,948.26
143 Total:					\$8,682.66
Bank Total:					\$8,682.66
Bank Payment Count:					2

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<u>Bank Name</u>	<u>Bank Number</u>				
Federal	142				
<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
42001216	National Art Education Association	7782	07/27/2026	142-201-11140	\$175.00
142-201 Total:					\$175.00
42001215	Hickman Co Board Of Ed.	2734	07/27/2026	142-901-11140	\$38,363.57
142-901 Total:					\$38,363.57
Bank Total:					\$38,538.57
Bank Payment Count:					2

<u>Bank Name</u>	<u>Bank Number</u>
General Purpose	141

<u>Payment Number</u>	<u>Vendor Name</u>	<u>Vendor ID</u>	<u>Payment Date</u>	<u>Cash Account</u>	<u>Amount</u>
41005138	Arthur Tidwell Dba Art's House Painting	8647	07/27/2026	141- -11140	\$1,900.00
41005139	East Hickman High School	2110	07/27/2026	141- -11140	\$22,897.91
41005140	Ferrellgas	7446	07/27/2026	141- -11140	\$168.08
41005141	Hickman County High School	40	07/27/2026	141- -11140	\$13,170.20
41005142	Homestead Restaurant, Inc.	2755	07/27/2026	141- -11140	\$945.00
41005143	Istre, Eric	3185	07/27/2026	141- -11140	\$155.00
41005144	Lesson Pix	6265	07/27/2026	141- -11140	\$324.00
41005145	Lumen/Centurylink	4577	07/27/2026	141- -11140	\$54.76
41005146	Optimus Pest Solutions	47	07/27/2026	141- -11140	\$750.00
41005147	Riverside Insights	6689	07/27/2026	141- -11140	\$3,938.00
41005148	TSPMA Debbie Shedden	6663	07/27/2026	141- -11140	\$475.00

141 Total:	\$44,777.95
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Bank Total:	\$44,777.95
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Bank Payment Count:	11
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Doug Lane
2059 Lake Drive, Centerville, TN 37033

Pippa Taylor
6585 Oak Hill Rd., Lyles, TN 37098

Tim Hobbs
9220 Old Bon Aqua Rd., Bon Aqua, TN 37025

Dr. Tabitha Cude
4141 Lewis Rd., Centerville, TN 37033



Marcy Tidwell
Director of Schools
115 MURPHREE AVENUE
CENTERVILLE, TN 37033

Dr. Christy Mays
450 Hwy. 50, Centerville, TN 37033

Brandon Tidwell
10820 N. Tidwell Rd., Bon Aqua, TN 37025

Jane Herron
PO Box 13, Nunnally, TN 37137

Memorandum

To: Board Members
From: Marcy Tidwell
Date: 7/28/2026
Re: August Personnel Report

Leave of Absence

Professional

Support Staff

Hiring

Professional

Diana Fussell
Adam Vickery
Seth Creasy
Scotty Hunnicutt
Kinsley Spears
Jenna Leigh Campbell Field
Valerie Gonzales
Chris Smith
Colton Hunt
Randy Murphree
Gregory Palm
Norman Moss
Ruth Anderson
Joseph Gordon
Jake Burton
Valerie Totty
Alex Handy
Judy Culver

EHMS Sp Ed
EHMS PE
EHHS Math
HCHS Band Director
CIS 3rd Grade
EHHS ELA
EHHS Spanish
EHHS Math
EHHS Wellness
HCHS Weight Training
HCHS History
HCHS Math
EHHS Biology
EHHS Math
EHHS History
CES 2nd Grade
EHMS Science/SS
EHIS Sp Ed

Hiring (cont.)

Support Staff

LaQuisha Waters
Cindy Monroe
Hailey Tidwell
Megan Fowler
Jamie Clavey Capps
Katie Griffin
Lauren Sanders
Cassie Duff
Noel Wood
Laura Sanders
Melody Tidwell
Lorie Cervantes
Mary Katherine Prince
Christy Fisher

Student Support Class
EHES Pre-K
EHMS PE
CES Sp Ed Pre-K
EHMS Sp Ed
EHMS Sp Ed
CES Sp Ed
CES Regular Ed
CES Regular Ed
EHMS Bookkeeper
EHMS Sp Ed
EHIS P-Time Sp Ed
HCMS P-Time Sp Ed
EHES Sp Ed Pre-K

Resignation

Professional

Dr. Belinda Anderson
Christy McManus
Morro Dukle
Jennifer Clendenion
Shannon Kwiatkowski
Molly Reasons
Tonya Daugherty
Will Patterson
Ryan Wall
Ryan Harrison

Interim Director
Instructional Coach
CES Pre-K
EHMS Sp Ed
HCHS ELA
EHMS Teacher
Coordinated School Health
HCHS History
HCHS Teacher
HCMS Teacher

Support Staff

Amanda Redden Strauser
Samantha Rhea
Deborah McCoy
Emily Warren Crumpler

EHES Sp Ed Pre-K
School Nutrition
School Nutrition
CIS Assistant

Retirement

Professional

Support Staff

Transfers

Professional

Brandy Mayberry
Abigail Capps
Rachel Owens
Jamie Lawson
Deana Graham
Jeannie Stubblefield
Levi Griego

CES to HCMS
HCMS to HCHS
CES 1st to CES Pre-K
CIS to HCHS Media Specialist
EHIS to District Academic Coach
EHHS to HCHS
EHIS to Student Support Class

Support Staff

Megan Bailey

HCHS to Student Support Class

Appointment

Professional

Support Staff

Levi Gribbons
Heath Curfman

EHMS Golf Coach
HCMS Girls Soccer Coach

Open Positions

www.hickmank12.org

Click On Employment Opportunities

***Denotes a relationship under board policy 1.108. Applicants are qualified for the positions**

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141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	2,773,333.00	(2,883,955.24)	103.99%	231,111.08	(6,712.40)	2.90%
40120	Trustee's Collections - Prior Year	75,000.00	(67,270.00)	89.69%	6,250.00	(3,069.94)	49.12%
40125	Trustee's Collections - Bankruptcy	500.00	(57.20)	11.44%	41.67	(2.15)	5.16%
40130	Cir Clk/Clk & Master Collections-Pr Yr	40,000.00	(34,068.48)	85.17%	3,333.33	(9,589.97)	287.70%
40140	Interest And Penalty	15,000.00	(12,527.60)	83.52%	1,250.00	(730.34)	58.43%
40161	Payments In Lieu Of Taxes - T. V. A.	3,500.00	(2,503.09)	71.52%	291.67	(208.59)	71.52%
40162	Payments In Lieu Of Taxes-Local	6,000.00	(6,000.00)	100.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	2,975,000.00	(3,618,726.24)	121.64%	247,916.67	(615,335.08)	248.20%
40270	Business Tax	45,000.00	(42,480.40)	94.40%	3,750.00	(5,821.69)	155.25%
41110	Marriage Licenses	1,300.00	(1,358.50)	104.50%	108.33	(180.50)	166.62%
43570	Receipts From Individual Schools	30,000.00	(17,693.06)	58.98%	2,500.00	(6,259.73)	250.39%
43582	Community Service Fees - Adults	200.00	(77.00)	38.50%	16.67	(30.43)	182.58%
44120	Lease/Rentals/PPP	7,500.00	(4,105.00)	54.73%	625.00	(2,420.00)	387.20%
44170	Miscellaneous Refunds	30,000.00	(44,586.59)	148.62%	2,500.00	(3,334.83)	133.39%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	(360.00)	12.00%	250.00	0.00	0.00%
44570	Contributions & Gifts	20,000.00	(30,525.00)	152.63%	1,666.67	(500.00)	30.00%
44990	Other Local Revenues	30,000.00	0.00	0.00%	2,500.00	0.00	0.00%
46175	On-Behalf Contributions For OPEB	40,000.00	0.00	0.00%	3,333.33	0.00	0.00%
46510	Tennessee Investment in Student	25,081,234.00	(25,315,106.52)	100.93%	2,090,102.83	(2,483,057.17)	118.80%
46513	TISA - On-behalf Payments	0.00	(38,101.08)	0.00%	0.00	(38,101.08)	0.00%
46515	Early Childhood Education	445,000.00	(423,283.23)	95.12%	37,083.33	(185,605.90)	500.51%
46520	School Food Service	22,000.00	(16,839.13)	76.54%	1,833.33	0.00	0.00%
46550	Driver Education	10,000.00	(6,585.61)	65.86%	833.33	0.00	0.00%
46590	Other State Education Funds	1,181,691.94	(924,745.30)	78.26%	98,474.33	(345,808.70)	351.17%
46596	Paid Parental Leave	0.00	(20,349.43)	0.00%	0.00	(20,349.43)	0.00%
46610	Career Ladder Program	37,500.00	(29,615.89)	78.98%	3,125.00	0.00	0.00%
46790	Other Vocational	1,687,754.26	(1,094,324.85)	64.84%	140,646.19	(968,923.81)	688.91%
46851	State Revenue Sharing -T.V.A.	220,000.00	(198,185.25)	90.08%	18,333.33	(49,546.32)	270.25%
46980	Other State Grants	59,525.19	(59,525.19)	100.00%	4,960.43	(59,525.19)	1,200.00%
46990	Other State Revenues	100,000.00	(240,878.39)	240.88%	8,333.33	(24,087.84)	289.05%
47143	Special Education - Grants To States	16,574.12	(16,574.12)	100.00%	1,381.18	(16,574.12)	1,200.00%
47640	Rotc Reimbursement	65,000.00	(68,981.80)	106.13%	5,416.67	(13,796.36)	254.70%
48130	Contributions	0.00	(22,000.00)	0.00%	0.00	(22,000.00)	0.00%
48990	Other	4,000.00	(124,179.84)	3,104.50%	333.33	(87,323.67)	26,197.10%
49700	Insurance Recovery	64,055.14	(71,799.44)	112.09%	5,337.93	(1,204.47)	22.56%
49800	Transfers In	10,000.00	0.00	0.00%	833.33	0.00	0.00%

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141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
	Total Revenues	35,114,667.65	(35,437,368.47)	100.92%	2,926,222.30	(4,970,099.71)	169.85%
Expenditures							
71100	Regular Instruction Program	(17,557,910.46)	16,849,659.79	95.97%	(1,463,159.21)	1,153,841.95	78.86%
71150	Alternative Instruction Program	(317,021.00)	260,301.15	82.11%	(26,418.42)	76,082.35	287.99%
71200	Special Education Program	(3,771,508.18)	3,750,770.72	99.45%	(314,292.35)	1,057,328.94	336.42%
71300	Career and Technical Education	(2,060,687.40)	1,367,717.08	66.37%	(171,723.95)	412,616.79	240.28%
72110	Attendance	(225,221.00)	165,271.35	73.38%	(18,768.42)	27,316.94	145.55%
72120	Health Services	(982,067.39)	947,476.62	96.48%	(81,838.95)	273,490.83	334.18%
72130	Other Student Support	(1,249,822.00)	1,172,076.89	93.78%	(104,151.83)	244,669.10	234.92%
72210	Regular Instruction Program	(1,737,310.43)	1,607,497.27	92.53%	(144,775.87)	470,492.42	324.98%
72220	Special Education Program	(535,982.10)	519,285.03	96.88%	(44,665.18)	111,160.61	248.88%
72230	Career and Technical Education	(221,945.22)	166,600.23	75.06%	(18,495.44)	27,656.65	149.53%
72250	Technology	(559,224.00)	473,471.65	84.67%	(46,602.00)	38,931.30	83.54%
72290	Other Programs	(35,000.00)	30,497.82	87.14%	(2,916.67)	0.00	0.00%
72310	Board Of Education	(697,742.00)	612,633.53	87.80%	(58,145.17)	25,946.52	44.62%
72320	Director Of Schools	(338,617.00)	325,226.68	96.05%	(28,218.08)	118,322.15	419.31%
72410	Office Of The Principal	(2,116,218.00)	1,906,770.50	90.10%	(176,351.50)	435,409.05	246.90%
72510	Fiscal Services	(50,000.00)	45,000.00	90.00%	(4,166.67)	45,000.00	1,080.00%
72610	Operation Of Plant	(2,704,798.00)	2,571,742.68	95.08%	(225,399.83)	122,816.51	54.49%
72620	Maintenance Of Plant	(1,441,028.19)	1,257,607.47	87.27%	(120,085.68)	180,966.01	150.70%
72710	Transportation	(2,059,921.80)	1,872,869.10	90.92%	(171,660.15)	409,159.89	238.35%
72810	Central And Other	(318,544.00)	143,328.35	44.99%	(26,545.33)	19,994.49	75.32%
73100	Food Service	(76,748.69)	74,168.19	96.64%	(6,395.72)	69,568.19	1,087.73%
73300	Community Services	(114,189.00)	112,343.37	98.38%	(9,515.75)	39,992.23	420.27%
73400	Early Childhood Education	(535,338.00)	502,516.35	93.87%	(44,611.50)	125,594.35	281.53%
76100	Regular Capital Outlay	(1,687,947.78)	1,297,338.10	76.86%	(140,662.32)	361,131.15	256.74%
	Total Expenditures	(41,394,791.64)	38,032,169.92	91.88%	(3,449,565.97)	5,847,488.42	169.51%
Total	141 General Purpose School	(6,280,123.99)	2,594,801.45	41.32%	(523,343.67)	877,388.71	167.65%

Expenditures in excess of Revenues

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142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
47131	Vocational Educ - Basic Grants To	123,906.21	(123,823.06)	99.93%	10,325.52	(74,130.56)	717.94%
47141	Title 1 Grants To Local Educ Agencies	1,305,599.16	(1,109,935.45)	85.01%	108,799.93	(237,359.03)	218.16%
47143	Special Education - Grants To States	1,085,813.68	(1,026,780.12)	94.56%	90,484.47	(229,674.93)	253.83%
47145	Special Education Preschool Grants	53,018.44	(34,037.09)	64.20%	4,418.20	(20,350.62)	460.61%
47146	English Language Acquisition Grants	0.00	(96,397.76)	0.00%	0.00	(10,190.46)	0.00%
47148	Rural Education	84,010.08	(84,705.34)	100.83%	7,000.84	(45,120.91)	644.51%
47189	Eisenhower Prof Development State	247,254.21	(123,448.46)	49.93%	20,604.52	(57,746.99)	280.26%
47309	COVID-19 Grant D	74,500.00	(73,000.00)	97.99%	6,208.33	(41,975.00)	676.11%
47401	American Rescue Plan Act Grant #1	0.00	0.00	0.00%	0.00	0.00	0.00%
47590	Other Federal Through State	136,548.80	(9,324.78)	6.83%	11,379.07	(9,324.78)	81.95%
Total Revenues		3,110,650.58	(2,681,452.06)	86.20%	259,220.88	(725,873.28)	280.02%
Expenditures							
71100	Regular Instruction Program	(876,353.30)	768,309.39	87.67%	(73,029.44)	105,891.19	145.00%
71200	Special Education Program	(824,638.85)	761,721.94	92.37%	(68,719.90)	146,500.24	213.18%
71300	Career and Technical Education	(108,744.55)	108,661.78	99.92%	(9,062.05)	3,114.15	34.36%
72130	Other Student Support	(29,864.22)	23,377.84	78.28%	(2,488.69)	61.92	2.49%
72210	Regular Instruction Program	(944,006.81)	712,960.04	75.52%	(78,667.23)	98,314.23	124.97%
72220	Special Education Program	(296,093.27)	285,254.52	96.34%	(24,674.44)	41,759.60	169.24%
72230	Career and Technical Education	(4,849.58)	4,849.20	99.99%	(404.13)	3,460.12	856.19%
72710	Transportation	(26,100.00)	16,317.35	62.52%	(2,175.00)	2,079.00	95.59%
Total Expenditures		(3,110,650.58)	2,681,452.06	86.20%	(259,220.88)	401,180.45	154.76%
Total	142 School Federal Projects	0.00	0.00	100.00%	0.00	(324,692.83)	0.00%

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143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43521	Lunch Payments - Children	0.00	(822.90)	0.00%	0.00	0.00	0.00%
43522	Lunch Payments - Adults	22,000.00	(20,636.17)	93.80%	1,833.33	(4.50)	0.25%
43523	Income From Breakfast	2,500.00	(2,591.38)	103.66%	208.33	(8.50)	4.08%
43525	A La Carte Sales	265,000.00	(190,572.46)	71.91%	22,083.33	(104.49)	0.47%
43570	Receipts From Individual Schools	0.00	0.00	0.00%	0.00	0.00	0.00%
44110	Investment Income	1,000.00	(139.10)	13.91%	83.33	(8.15)	9.78%
44170	Miscellaneous Refunds	0.00	0.00	0.00%	0.00	0.00	0.00%
46990	Other State Revenues	0.00	(505.10)	0.00%	0.00	0.00	0.00%
47111	USDA School Lunch Program	1,800,000.00	(1,561,586.87)	86.75%	150,000.00	(16,296.60)	10.86%
47112	USDA - Commodities	0.00	(106,627.00)	0.00%	0.00	(106,627.00)	0.00%
47113	Breakfast	750,000.00	(606,783.98)	80.90%	62,500.00	(8,155.56)	13.05%
47114	USDA - Other	0.00	(7,514.64)	0.00%	0.00	0.00	0.00%
49700	Insurance Recovery	0.00	(10,151.72)	0.00%	0.00	0.00	0.00%
	Total Revenues	2,840,500.00	(2,507,931.32)	88.29%	236,708.33	(131,204.80)	55.43%
Expenditures							
73100	Food Service	(2,957,934.00)	2,590,405.69	87.57%	(246,494.50)	40,364.79	16.38%
	Total Expenditures	(2,957,934.00)	2,590,405.69	87.57%	(246,494.50)	40,364.79	16.38%
Total 143	Central Cafeteria	(117,434.00)	82,474.37	70.23%	(9,786.17)	(90,840.01)	-928.25%

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Hickman County Finance
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Fund: 141 General Purpose School

AccountNumber	Account Description	Beginning Balance	Debits	Credits	Ending Balance	
141-34110- - -	Encumbrances - Current Year	0.00	206,809.11	550,463.77	(343,654.66)	
141-34560- - -	Restricted For Instruction	(5,715.53)	0.00	0.00	(5,715.53)	
141-34587- - -	Restricted For Hybrid Retirement Stabilization Fnd	(727,503.52)	0.00	0.00	(727,503.52)	
141-34655- - -	Committed For Education	(3,626,394.12)	0.00	0.00	(3,626,394.12)	
141-34765- - -	Assigned For Support Services	(107,186.37)	0.00	0.00	(107,186.37)	
141-39000- - -	Unassigned	(5,739,289.90)	0.00	0.00	(5,739,289.90)	
141-39000- - -	Budget Unassigned	0.00	5,006,050.00	0.00	5,006,050.00	
Total		Fund Balance	(10,206,089.44)	5,212,859.11	550,463.77	(5,543,694.10)
Fund Totals: 141	General Purpose School		(10,206,089.44)	5,212,859.11	550,463.77	(5,543,694.10)

Beginning Unassigned less Budget Unassigned \$733,23990

Hickman County Finance
Summary Financial Statement
July 2026

141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
40110	Current Property Tax	3,020,404.00	0.00	0.00%	251,700.33	0.00	0.00%
40120	Trustee's Collections - Prior Year	75,000.00	0.00	0.00%	6,250.00	0.00	0.00%
40125	Trustee's Collections - Bankruptcy	500.00	0.00	0.00%	41.67	0.00	0.00%
40130	Cir Clk/Clk & Master Collections-Pr Yr	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
40140	Interest And Penalty	15,000.00	329.81	-2.20%	1,250.00	329.81	-26.38%
40161	Payments In Lieu Of Taxes - T. V. A.	2,500.00	0.00	0.00%	208.33	0.00	0.00%
40162	Payments In Lieu Of Taxes-Local	6,000.00	0.00	0.00%	500.00	0.00	0.00%
40210	Local Option Sales Tax	3,100,000.00	301,922.39	-9.74%	258,333.33	301,922.39	-116.87%
40270	Business Tax	45,000.00	2,798.77	-6.22%	3,750.00	2,798.77	-74.63%
41110	Marriage Licenses	1,300.00	104.50	-8.04%	108.33	104.50	-96.46%
43570	Receipts From Individual Schools	25,000.00	0.00	0.00%	2,083.33	0.00	0.00%
43582	Community Service Fees - Adults	200.00	30.43	-15.22%	16.67	30.43	-182.58%
44120	Lease/Rentals/PPP	7,500.00	2,020.00	-26.93%	625.00	2,020.00	-323.20%
44170	Miscellaneous Refunds	40,000.00	34.17	-0.09%	3,333.33	34.17	-1.03%
44530	Sale Of Equipment	15,000.00	0.00	0.00%	1,250.00	0.00	0.00%
44560	Damages Recovered From Individuals	3,000.00	0.00	0.00%	250.00	0.00	0.00%
44570	Contributions & Gifts	20,000.00	0.00	0.00%	1,666.67	0.00	0.00%
46175	On-Behalf Contributions For OPEB	50,000.00	0.00	0.00%	4,166.67	0.00	0.00%
46510	Tennessee Investment in Student	25,367,661.00	605,189.40	-2.39%	2,113,971.75	605,189.40	-28.63%
46513	TISA - On-behalf Payments	17,332.00	0.00	0.00%	1,444.33	0.00	0.00%
46515	Early Childhood Education	425,000.00	185,605.90	-43.67%	35,416.67	185,605.90	-524.06%
46520	School Food Service	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
46550	Driver Education	10,000.00	0.00	0.00%	833.33	0.00	0.00%
46590	Other State Education Funds	240,000.00	0.00	0.00%	20,000.00	0.00	0.00%
46596	Paid Parental Leave	0.00	20,349.43	0.00%	0.00	20,349.43	0.00%
46610	Career Ladder Program	27,360.00	0.00	0.00%	2,280.00	0.00	0.00%
46851	State Revenue Sharing -T.V.A.	220,000.00	0.00	0.00%	18,333.33	0.00	0.00%
46990	Other State Revenues	200,000.00	0.00	0.00%	16,666.67	0.00	0.00%
47640	Rotc Reimbursement	75,000.00	6,898.00	-9.20%	6,250.00	6,898.00	-110.37%
48990	Other	110,000.00	34,758.90	-31.60%	9,166.67	34,758.90	-379.19%
Total Revenues		33,165,757.00	1,160,041.70	-3.50%	2,763,813.08	1,160,041.70	-41.97%
Expenditures							
71100	Regular Instruction Program	(16,664,770.00)	196,076.78	1.18%	(1,388,730.83)	196,076.78	14.12%
71150	Alternative Instruction Program	(291,725.00)	0.00	0.00%	(24,310.42)	0.00	0.00%
71200	Special Education Program	(3,845,600.00)	2,485.78	0.06%	(320,466.67)	2,485.78	0.78%
71300	Career and Technical Education	(1,310,584.00)	13,816.33	1.05%	(109,215.33)	13,816.33	12.65%
72110	Attendance	(205,253.00)	5,247.21	2.56%	(17,104.42)	5,247.21	30.68%

Hickman County Finance
Summary Financial Statement
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141 General Purpose School		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
72120	Health Services	(902,100.00)	13,029.41	1.44%	(75,175.00)	13,029.41	17.33%
72130	Other Student Support	(1,471,460.00)	32,946.88	2.24%	(122,621.67)	32,946.88	26.87%
72210	Regular Instruction Program	(1,676,004.00)	29,624.10	1.77%	(139,667.00)	29,624.10	21.21%
72220	Special Education Program	(603,815.00)	15,555.91	2.58%	(50,317.92)	15,555.91	30.92%
72230	Career and Technical Education	(189,805.00)	12,669.38	6.67%	(15,817.08)	12,669.38	80.10%
72250	Technology	(515,026.00)	107,600.39	20.89%	(42,918.83)	107,600.39	250.71%
72290	Other Programs	(70,000.00)	0.00	0.00%	(5,833.33)	0.00	0.00%
72310	Board Of Education	(697,521.00)	374,325.53	53.67%	(58,126.75)	374,325.53	643.98%
72320	Director Of Schools	(360,799.00)	23,546.80	6.53%	(30,066.58)	23,546.80	78.32%
72410	Office Of The Principal	(2,041,958.00)	110,667.49	5.42%	(170,163.17)	110,667.49	65.04%
72510	Fiscal Services	(50,000.00)	0.00	0.00%	(4,166.67)	0.00	0.00%
72610	Operation Of Plant	(2,841,298.00)	484,454.85	17.05%	(236,774.83)	484,454.85	204.61%
72620	Maintenance Of Plant	(1,315,721.00)	170,127.64	12.93%	(109,643.42)	170,127.64	155.16%
72710	Transportation	(2,255,027.00)	149,502.11	6.63%	(187,918.92)	149,502.11	79.56%
72810	Central And Other	(122,500.00)	18,345.28	14.98%	(10,208.33)	18,345.28	179.71%
73100	Food Service	(47,198.00)	0.00	0.00%	(3,933.17)	0.00	0.00%
73300	Community Services	(117,173.00)	0.00	0.00%	(9,764.42)	0.00	0.00%
73400	Early Childhood Education	(576,470.00)	12,059.20	2.09%	(48,039.17)	12,059.20	25.10%
76100	Regular Capital Outlay	0.00	9,400.00	0.00%	0.00	9,400.00	0.00%
Total Expenditures		(38,171,807.00)	1,781,481.07	4.67%	(3,180,983.92)	1,781,481.07	56.00%
Total	141 General Purpose School	(5,006,050.00)	2,941,522.77	58.76%	(417,170.83)	2,941,522.77	705.11%

Hickman County Finance
Summary Financial Statement
July 2026

142 School Federal Projects		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
47131	Vocational Educ - Basic Grants To	70,564.65	74,130.56	-105.05%	5,880.39	74,130.56	-1,260.64%
47141	Title 1 Grants To Local Educ Agencies	1,013,739.25	0.00	0.00%	84,478.27	0.00	0.00%
47143	Special Education - Grants To States	895,716.00	0.00	0.00%	74,643.00	0.00	0.00%
47145	Special Education Preschool Grants	28,498.00	20,350.62	-71.41%	2,374.83	20,350.62	-856.93%
47189	Eisenhower Prof Development State	175,617.42	0.00	0.00%	14,634.79	0.00	0.00%
47590	Other Federal Through State	72,544.04	0.00	0.00%	6,045.34	0.00	0.00%
	Total Revenues	2,256,679.36	94,481.18	-4.19%	188,056.61	94,481.18	-50.24%
Expenditures							
71100	Regular Instruction Program	(691,386.65)	0.00	0.00%	(57,615.55)	0.00	0.00%
71200	Special Education Program	(637,582.82)	0.00	0.00%	(53,131.90)	0.00	0.00%
71300	Career and Technical Education	(54,771.98)	0.00	0.00%	(4,564.33)	0.00	0.00%
72130	Other Student Support	(29,945.38)	0.00	0.00%	(2,495.45)	0.00	0.00%
72210	Regular Instruction Program	(543,121.18)	20,645.83	3.80%	(45,260.10)	20,645.83	45.62%
72220	Special Education Program	(286,631.16)	4,554.32	1.59%	(23,885.93)	4,554.32	19.07%
72230	Career and Technical Education	(5,240.17)	0.00	0.00%	(436.68)	0.00	0.00%
72710	Transportation	(8,000.02)	0.00	0.00%	(666.67)	0.00	0.00%
	Total Expenditures	(2,256,679.36)	25,200.15	1.12%	(188,056.61)	25,200.15	13.40%
Total	142 School Federal Projects	0.00	119,681.33	100.00%	0.00	119,681.33	0.00%

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143 Central Cafeteria		Year-To-Date			Month-To-Date		
Account	Description	Budget Estimate	Actual	% of Budget	Estimate Avg/Mth	Actual	% of Avg
Revenues							
43522	Lunch Payments - Adults	22,000.00	0.00	0.00%	1,833.33	0.00	0.00%
43523	Income From Breakfast	2,500.00	0.00	0.00%	208.33	0.00	0.00%
43525	A La Carte Sales	225,000.00	0.00	0.00%	18,750.00	0.00	0.00%
44110	Investment Income	1,000.00	0.00	0.00%	83.33	0.00	0.00%
47111	USDA School Lunch Program	1,624,084.00	0.00	0.00%	135,340.33	0.00	0.00%
47113	Breakfast	692,409.00	0.00	0.00%	57,700.75	0.00	0.00%
	Total Revenues	2,566,993.00	0.00	0.00%	213,916.08	0.00	0.00%
Expenditures							
73100	Food Service	(2,565,628.00)	387,452.98	15.10%	(213,802.33)	387,452.98	181.22%
	Total Expenditures	(2,565,628.00)	387,452.98	15.10%	(213,802.33)	387,452.98	181.22%
Total	143 Central Cafeteria	1,365.00	387,452.98	-	113.75	387,452.98	-

Account Activity Summary
Hickman
04/01/2026 - 06/30/2026

Beginning Value - Investment Account	\$	3,009,342.04
Beginning Value - Alternative Invest. Acct.	\$	390,067.32
Total Beginning Value ^{1 See Definitions}	\$	3,399,409.36
Additions ²		
Contributions ³	\$	-
Dividends & Interest ⁴	\$	35,714.67
Withdrawals ⁵		
TSBA Fee ⁶	\$	(2,124.63)
MS Fees ⁷	\$	(1,396.62)
System Distributions ⁸	\$	-
Unadjusted Investment Earnings ⁹	\$	247,356.11
Ending Value - Investment Account	\$	3,211,713.07
Ending Value - Alternative Invest. Acct.	\$	467,245.82
Total Ending Value ¹⁰	\$	3,678,958.89

Definitions:

1. **Beginning Value:** The total account value at the start of business on the first day of the specified reporting period.
2. **Additions:** All credits to the account in which total account value is increased within the specified reporting period.
3. **Contributions:** The sum of total cash deposits and/or other asset transfers into the Morgan Stanley account from outside of the Morgan Stanley account and by instruction of the client within the specified reporting period.
4. **Dividends and Interest:** The sum of all dividend, interest, and capital gain payments credited to the account and those in the which settlement date lies within the specified reporting period. **NOTE:** Any dividend, interest, or capital gain distribution in which a settlement date lies outside of the reporting period or in which was included in the beginning value will not be included 'Dividends and Interest' total for the period.
5. **Withdrawals:** The sum of total cash and/or other asset transfers out of the Morgan Stanley account to any other account whether inside or outside of the firm.
6. **TSBA Fee:** The fee calculated by instruction of the client and is based on the account value at the end of business on the last day of the prior quarter.
7. **MS Fees:** The sum of all quarterly fees charged by Morgan Stanley and any adjustments made to this charge within the specified reporting period in which client is in agreement for investment advisory and brokerage services provided.
8. **System Distributions:** The sum of any distributions to the beneficiary (public school system) of the GASB 45 Trust within the specified reporting period.
9. **Unadjusted Investment Earnings:** The earnings of asset investments in the Morgan Stanley account unadjusted for any fees charged or withdrawals in the account by instruction of Morgan Stanley or the client and within the specified reporting period.
10. **Ending Value:** The Account Value at the end of business on the last day of the specified reporting period.

The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.

Account Contribution Summary
Hickman
04/01/2026 - 06/30/2026

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
		Total Deposits	0.00	

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Account Dividend & Interest Summary
Hickman
04/01/2026 - 06/30/2026

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/01/2026	Dividend	BLACKROCK HIGH EQ INCOME INST	2,098.37	Cash
04/01/2026	Dividend	JANUS HENDERSON MLT SEC INC I	1,626.18	Cash
04/01/2026	Dividend	JOHN HANCOCK BOND I	1,715.03	Cash
04/01/2026	Dividend	PGIM SHORT-TERM CORP BOND Z	648.81	Cash
04/01/2026	Dividend	PGIM TOTAL RETURN BOND Z	1,040.18	Cash
04/02/2026	Dividend	CION ARES DIVERSIFIED CREDIT U	1,123.23	Cash
04/10/2026	Dividend	VICTORYSHARES FREE CASH FLOW	50.98	Cash
04/30/2026	Cashless Dividend	BLACKSTONE BCRED	1,013.44	Cash
04/30/2026	Cashless Dividend	BREIT CL S-P3	142.98	Cash
04/30/2026	Interest Income	MORGAN STANLEY BANK N.A.	0.58	Cash
04/30/2026	Interest Income	MORGAN STANLEY PRIVATE BANK NA	22.55	Cash
05/01/2026	Dividend	BLACKROCK HIGH EQ INCOME INST	1,836.89	Cash
05/01/2026	Dividend	JANUS HENDERSON MLT SEC INC I	1,476.75	Cash
05/01/2026	Dividend	JOHN HANCOCK BOND I	1,550.74	Cash
05/01/2026	Dividend	PGIM SHORT-TERM CORP BOND Z	540.33	Cash
05/01/2026	Dividend	PGIM TOTAL RETURN BOND Z	991.20	Cash
05/04/2026	Dividend	CION ARES DIVERSIFIED CREDIT U	1,094.35	Cash
05/11/2026	Dividend	VICTORYSHARES FREE CASH FLOW	20.54	Cash
05/21/2026	Cashless Dividend	BREIT CL S-P3	143.43	Cash
05/29/2026	Cashless Dividend	BLACKSTONE BCRED	1,022.21	Cash
05/29/2026	Interest Income	MORGAN STANLEY PRIVATE BANK NA	22.68	Cash
06/01/2026	Dividend	BLACKROCK HIGH EQ INCOME INST	2,036.70	Cash
06/01/2026	Dividend	JANUS HENDERSON MLT SEC INC I	1,423.22	Cash
06/01/2026	Dividend	JOHN HANCOCK BOND I	1,454.51	Cash
06/01/2026	Dividend	PGIM SHORT-TERM CORP BOND Z	499.09	Cash
06/02/2026	Dividend	CION ARES DIVERSIFIED CREDIT U	1,138.22	Cash
06/04/2026	Dividend	PGIM TOTAL RETURN BOND Z	1,009.92	Cash
06/10/2026	Dividend	VICTORYSHARES FREE CASH FLOW	64.05	Cash
06/16/2026	LT Cap Gain	AMERICAN EUPAC F2	5,455.45	Cash
06/18/2026	Dividend	ISHARES CORE MSCI EAFE ETF	2,589.60	Cash
06/18/2026	Dividend	ISHARES CORE S&P U.S. GROWTH	280.55	Cash
06/18/2026	Dividend	ISHARES CORE S&P U.S. VALUE	388.29	Cash
06/22/2026	Cashless Dividend	BREIT CL S-P3	143.88	Cash
06/26/2026	Cashless Dividend	BLACKSTONE BCRED	1,030.54	Cash
06/30/2026	Interest Income	MORGAN STANLEY PRIVATE BANK NA	19.20	Cash
		Total Dividends and Interest	35,714.67	

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Account Fee Summary
Hickman
04/01/2026 - 06/30/2026

ACTIVITY DATE	ACTIVITY	DESCRIPTION		TYPE
04/08/2026	CASH TRANSFER	FUNDS TRANSFERRED	-2,124.63	Cash
04/08/2026	Service Fee	ADV FEE 04/01-04/30	-445.22	Cash
04/21/2026	Service Fee	NET PLATFORM FEE	0.00	Cash
05/07/2026	Service Fee	ADV FEE 05/01-05/31	-475.52	Cash
06/05/2026	Service Fee	ADV FEE 06/01-06/30	-475.88	Cash
		Total Withdrawals	-3,521.25	

***Cash Balance Includes Cash, Bank Deposits, MMF Balance, and Unsettled Cash.**

Unless otherwise indicated, this information is not intended to be a substitute for the official account statements that you receive from us. This information is approximate and subject to adjustment, updating and correction and is for illustrative and general reference purposes only. We are not responsible for any clerical, computational or other inaccuracies, errors or omissions. We obtain market values and other data from various standard quotation services and other sources, which we believe to be reliable. However, we do not warrant or guarantee the accuracy or completeness of any such information. The values that you actually receive in the market for any investment may be higher or lower than the values reflected herein. To the extent there are any discrepancies between your official account statement and this information, you should rely on the official account statement. This information should not be considered as the sole basis for any investment decision. The Bank Deposit Program (BDP) is a cash sweep feature whereby clients can chose to have their available free credit balances automatically deposited into interest bearing, FDIC-insured deposit accounts at up to three banks ("Program Banks"): (1) Morgan Stanley Bank, N.A. and/or Morgan Stanley Private Bank, National Association (together, the "Morgan Stanley Banks"), or (2) Citibank, N.A. The Program Banks are FDIC members. Morgan Stanley Smith Barney LLC ("Morgan Stanley") is a registered broker-dealer, not a bank. Morgan Stanley and the Morgan Stanley Banks are affiliates. Unless specifically disclosed to you in writing, other investments and services offered to you through Morgan Stanley are not insured by the FDIC, are not deposits of or other obligations of, or guaranteed by, the Program Banks and involve investment risks, including possible loss of principal amount invested.

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The information and data contained in this report are from sources considered reliable, but their accuracy and completeness is not guaranteed. This report has been prepared for illustrative purposes only and is not intended to be used as a substitute for monthly transaction statements you receive on a regular basis from Morgan Stanley Smith Barney LLC. Please compare the data on this document carefully with your monthly statements to verify its accuracy. The Company strongly encourages you to consult with your own accountants or other advisors with respect to any tax questions.



Hickman County Schools Board Agenda Item Request

Date: 10 July 2026

Name of School: HICKMAN COUNTY HIGH SCHOOL

Item Request: RAIDER COMPETITION

Explanation:

Request permission to participate in Raider competitions on 29 Aug Rhea High School Tn,

Sept 19 East Hamilton HS TN & 26 Warren County HS TN. 22-26 Oct Army Nationals. Fort Knox Ky.

All Service Nationals 30 Oct -1 Nov Molina GA. All these competitions listed will be over night trips.

The other competitions are in Tennessee and planning on leaving the afternoon of 28 Aug, 18 and 25 Sept.

We will use two 7 passanger vans for travel.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

Seneca Moore

Signature of Building Principal:

Ruby Emerson



AGREEMENT FOR EXCLUSIVE SPONSORSHIP AND DEPOSITS

Prepared for:

Zach Bentley, Principal
Centerville Elementary School
104 Mary Field Ave.
Centerville, TN 37033

Created By:

Apex Bank
314 N. Public Square
Centerville, TN 37033

This agreement has been entered into as of _____ between the following entities, Apex Bank and Centerville Elementary School; the mutual agreement is as follows:

Centerville Elementary School will open and continually operate in good standing all banking-related accounts for the duration of this agreement, and Apex Bank will provide Centerville Elementary School the following:

	<u>Estimated Value</u>
• Summit Business Checking Accounts	
○ Interest bearing at 0.20%	\$ 100
• Waive all fees	\$ 500
• \$2,000 yearly donation	\$2,000

Annual estimated donation: \$ 2,600

Total estimated donations over the 5-year agreement: \$ 13,000

The parties further agree as follows:

1. The term of this agreement is for 5 years, beginning _____ and expiring on _____.
2. It is also agreed that Centerville Elementary School will fully transition full banking account relationship to Apex Bank no later than August 1, 2026.
3. The Apex Bank Logo will be displayed:
 - Rights to place signage on / under the scoreboard in the school gymnasium
4. Coordinate with the principal to arrange an on-site visit to meet with teachers and staff.
5. Flex classes throughout the year with students.
6. All Centerville Elementary School accounts will be held at Apex Bank through the term of this agreement. Contingent upon the clearing of two checks written in 2023 on old account that have not cleared that account yet. Funds to just cover those items will be left in old account only.

Centerville Elementary School does hereby agree to release, acquit, and forever discharge Apex Bank from any and all claims, actions, causes of action, lawsuits, damages, liabilities, obligations, warranties, agreements, rights, costs, expenses,

attorneys' fees, judgments, claims, counterclaims, cross claims, and demands of any nature whatsoever, in any way relating to the subject matter of the Agreement, including damage to person or property.

Authorized representatives from Centerville Elementary School and Apex Bank do hereby agree to enter into this agreement by signing below.

Zach Bentley, Principal
Centerville Elementary School
Date: _____

Marcy Tindle
Apex Bank
Date: _____

Account Opening Documentation:

- Proof of EIN
- Letter from Principal stating Apex Bank has permission to open account
- List of all signers on accounts
 - Two forms of ID on all signers
 - Driver's License
 - SS Card, Voters Registration Card, Health Insurance Card, etc



CENTERVILLE ELEMENTARY SCHOOL

Zach Bentley, Principal
931-729-2212

104 Mary Field Ave.
Centerville, TN 37033

To Whom It May Concern:

This letter is to inform you that Centerville Elementary School will not be collecting school fees from students for the 2026-2027 school year.

Sincerely,

Zach Bentley
Principal



Centerville Intermediate School

**110 Mary Field Avenue
Centerville, TN 37033**



Phone 931-729-2748

Fax 931-729-5497

Principal, Rose Korte Stites

Assistant Principal, Tarrah Lawson

CIS will not request any school fees for the 2026-2027 school year.

Sincerely

A handwritten signature in cursive script, appearing to read "Rose Korte Stites".

Rose Korte Stites

Hickman County Middle School

Principal
Tina S. Thigpen
Assistant Principal
Cassie Hale
Athletic Director
Tony Roder



1639 Bulldog Boulevard
Centerville, TN 37033

Phone: 931-729-4234
Fax: 931-701-2221

July 24, 2026

Dear Mrs. Tidwell and Members of the Hickman County School Board,

For the 2026-2027 school year, HCMS school fees include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered. In addition, there will be a fee associated with our BAND program as follows:

All marching band students = \$150
Non-marching band students = \$75

Respectfully,

A handwritten signature in black ink that reads "Tina S. Thigpen".

Tina S. Thigpen



Hickman County High School

Robyn Emerson, Principal

Shannon Britt, Assistant Principal

1645 Bulldog Boulevard - Centerville, TN 37033

Telephone 931-729-2616 - Fax 931-729-2925

1. Parking Fee - \$10.00

2. Graduation

- Caps and Gowns: \$50.00. Price may vary depending on JHA pricing. A limited number is provided for students who can not afford them.
- A student who does not have enough credits may be required to pay up to \$150 for summer school if they are short two credits to participate in graduation. Refunds are issued upon completion of the summer school program.

3. Club Fees/Dues

- Art Club - \$5.00
- Beta Club - \$35.00 for new members, \$10.00 for returning members
- Book Club - No fee, but students pay for their books monthly if fundraisers do not cover the expense.
- Pride and Spirit - \$5.00
- FBLA - \$25.00
- FCCLA - \$20.00
- HOSA - \$20.00
- Skills USA - \$15.00 (not required for cosmetology, but recommended)
- FFA - \$15.00
- All clubs are voluntary.

4. Various classes require students to purchase materials(this falls under the waiver system)

- Cosmetology - Beginning students must purchase a mannequin head, which costs \$50, and an intermediate to advanced student's mannequin may cost \$50-\$60. If a student cannot afford one, there are options available to help them acquire what they need. A first-year student will also need a smock, which costs \$40.00.
- Intro to Fashion - \$5.00

- Family Studies - \$5.00
- Consumer Science - \$10.00

5. Sports and Band (most expenses are covered by funds raised through these activities' fundraisers. There is no fee charged to participate, but a student may be asked to pay for camp, shoes, uniforms, etc.)

- Girls Basketball - nothing
- Boys Basketball - nothing
- Football - nothing
- Golf - a fee to pay to play at the golf course if the student does not have a membership
- Cheer - must purchase uniforms
- Softball - nothing
- Baseball - \$150 included shirts, shorts, hat, hoodies
- Track - Student to buy a hoodie or a jacket
- Girls Soccer - unsure, new coach this year
- Boys Soccer - unsure, new coach this year
- Tennis - Students to buy a uniform
- Band - \$150 per member (band members have multiple opportunities to fundraise to cover the fee.

6. Dual Enrollment/AP Courses

- Some of these courses may require fees that are paid directly to the partnering university or TCAT institution. In most cases, the Tennessee Dual Enrollment Grant covers these costs. However, if a student's GPA falls below the required eligibility level or the student chooses to enroll in additional dual enrollment courses beyond what the grant covers, the student and parent will be responsible for any associated tuition and fees.
- Additionally, students enrolled in Advanced Placement (AP) courses may be responsible for an AP exam fee if they register for an exam and later cancel after the established deadline. This expectation is outlined in the AP testing agreement that both the student and parent sign at the beginning of the course.



East Hickman Elementary School will not have any fees for the upcoming 2026-2027 school year.

Leigha Coble, Principal

EAST HICKMAN INTERMEDIATE SCHOOL

East Hickman Intermediate School will not charge any fees for the 2026-27 school year.

Kathy Dick, Principal

Jana Willis
Principal

Kristin Dunn
Assistant Principal



EAST HICKMAN MIDDLE SCHOOL
9414 EAST EAGLE DRIVE
LYLES TN 37098
931-670-4237

EHMS school fees for the 2026-2027 school year include TBD costs associated with field trips taken throughout the school year. Students who are deemed eligible for field trips and need assistance will have their fees covered.

Sports:

Football fee- \$150 for returning players, \$200 for new players

Cheerleading fee- must purchase uniforms, shoes and warm-ups

Volleyball-\$105

Softball-\$125



East Hickman High School

7700 Hwy 7
Lyles, TN 37098
Phone (931) 670-1366

Ms. Cayla Moulton
Principal

Ms. Megan Moore
Assistant Principal

2026-2027 School Year

1. Parking Fee - \$10.00

2. Graduation

- Caps and Gowns: \$50.00. Price may vary depending on JHA pricing. A limited number is provided for students who can not afford them.
- A student who does not have enough credits may be required to pay up to \$150 for summer school if they are short two credits to participate in graduation. Refunds are issued upon completion of the summer school program.

3. Club Fees/Dues

- Varies by club: typically under \$50.
- Voluntary participation

4. Reward trips

- Varies by trip
- Usually under \$30
- Voluntary participation

5. Athletics and Band

- Students purchase footwear
- \$150.00 Band Camp Fee for two weeks
 - Multi-sibling discount \$25.00
- Additional Fees-
 - Shoes \$40.00 (Only required the first year)
 - T-Shirt \$20.00 (Required every year)
- Cheerleading- shoes, warm ups, campwear, squad classes, uniforms, accessories, etc. Fees are offset by fundraising opportunities.
- Other sports may charge fees to participate- not to exceed \$350
 - Students are given opportunities to fundraise to help offset cost of participation

6. Various classes require students to purchase materials

- Cosmetology - Beginning students must purchase a mannequin head, which costs \$50, and an intermediate to advanced student's mannequin may cost \$50-\$60. If a student cannot afford one, there are options available to help them acquire what they need. A first-year student will also need a smock, which costs \$40.00.
- Science Lab: Consumable materials not to exceed \$20.
- This falls under the waiver system

7. Dual Enrollment/AP Courses

- These courses may include fees that students are responsible for paying directly to the university or TCAT institution they are affiliated with. The Tennessee Dual Enrollment (TN DE) Grant covers most costs; however, students may incur additional expenses if their GPA drops below eligibility requirements or if they choose to enroll in additional courses beyond the grant coverage. Please note that books and other required course materials are not covered by the grant and must be paid for out of pocket by the student. In addition, AP students may be charged a test fee if they indicate they plan to take the exam and later decide not to. This agreement is included in a contract that is signed by both the student and parent at the beginning of the course.



Date	Invoice #
7/15/2026	929

P.O. No.

[illegible]



Tennessee School Plant
MANAGEMENT ASSOCIATION

Memorandum

To: Superintendents and Facility Directors

From: Dr. Tammy (*Grissom*) Ganger, TSBA Executive Director
Debbie Shedden, TSPMA Executive Director

Subject: Tennessee School Plant Management Association Membership Dues

Date: July 15, 2026

The Tennessee School Boards Association (TSBA) and the Tennessee School Plant Management Association (TSPMA) have partnered to provide your school system with the following benefits:

1. Facilities training annually at several TSPMA Conferences including:
 - a. TSPMA Annual Conference June 7-9, 2027 at the Gatlinburg Convention Center in Gatlinburg; Registration free for districts with paid membership.
 - b. Additional TSPMA Conferences:
 - Fall Core Certification Class, October 21, 2026 at Union University in Jackson. Must be paid membership and Core Classes paid.
 - Fall Conference October 22, 2026 at Union University in Jackson, TN; Registration free for districts with paid membership.
 - Winter Core Certification Class, February 4, 2027 at the Gatlinburg Convention Center in Gatlinburg, TN. Must be paid member, and Core Certification paid.
 - Winter Conference February 5, 2027 at the Gatlinburg Convention Center, Gatlinburg, TN; Registration free for districts with paid membership.
 - c. TSPMA quarterly district meetings; Registration free for districts with paid membership.
 - d. Webinars on topics relevant and critical to school facility managers; Registration free for districts with paid membership.
2. Assistance to your facilities personnel in developing long range capital improvement plans for your district.
3. Assistance to your facilities personnel in developing appropriate preventative maintenance schedules for your facilities and equipment and proper cleaning standards for your school facilities.
4. Serve as a contact for you and your board chairman on questions related to your facility concerns.
5. Most importantly, TSPMA has launched a Core Certification Program that will aid your Facility/Operations Directors, Energy Specialists, and all of your school facility professionals. It is designed to give a well-rounded understanding of key elements crucial to K-12 school facilities, and higher education, and give your personnel the knowledge to face everyday challenges.

We encourage you and/or your school facilities personnel to join TSPMA. The annual membership fee is \$475.00. With TSPMA membership, you will have engineers, construction managers, business managers, educational facilities managers and educators that

have a vast knowledge of school system operations and management at your fingertips. For more information on membership, please visit www.tspma.org.

If you have any questions or concerns about your facilities, please contact Debbie Shedden, TSPMA Executive Director at debbiegshedden@att.net or 423-921-2652 or Dr. Tammy Ganger, TSBA Executive Director at tammyg@tsba.net or 615-815-3901.

Thank you.

Advertising Agreement

The Hickman County School System ("Hickman") agrees to partner exclusively with District Solutions LLC ("DS") to implement the proposed School Bus Advertising Program for the 2026–2027 school year. The initial program term will run through September 2027. Estimated program debut: October 2026.

The parties agree as follows:

1. Hickman shall permit DS to place advertisements on their school buses via signage (specifications provided in Proposal).
2. All advertising message copy / content are subject to the final approval of Hickman Director of Schools and Transportation Director (coordinated by DS).
3. A maximum of two advertisements measuring a maximum of 36" by 90" will be allowed on each school bus. One on the rear passenger side and one on driver side of bus. The size of commercial advertising per quarter panel shall not exceed thirty-six (36") inches in height and ninety (90") inches in length, including any border or framing. The commercial advertising shall consist of lettering on a color background. Commercial advertising shall not cover any structural or sheet metal damage or alteration.
4. Advertising shall be limited to that approved by the Tennessee Legislature for the exterior of school buses as follows:

No commercial advertising of tobacco or alcohol products shall be permitted. Political campaign advertising shall be expressly prohibited.

No commercial advertising of food items that pursuant to T.C.A. 49-6-2307 cannot be sold or offered for sale to pupils in grade pre-kindergarten through 8 through vending machines.

5. All revenue generated by DS will be split: 55% to Hickman, 45% to DS.
6. Advertising Rates – DS shall establish advertising rates for the School Bus Banner Program based on market conditions and advertiser demand. Current standard rates are generally \$75 per month per sign for 1–2 signs, \$65 per month per sign for 3–6 signs, and \$60 per month per sign for 7 or more signs.

DS may offer promotional, grandfathered, volume, or other negotiated rates. Any material exceptions to the standard rate structure shall be communicated to and approved by Hickman County Schools prior to implementation.

7. Checks will be mailed monthly after payment from DS's client has been received. Payment from client to DS shall be a condition precedent for any payment obligation from DS to Hickman. Checks will be mailed to: Hickman County School District – 115 Murphree Avenue, Centerville, TN, 37033.

8. If any damage occurs to the bus signs, due to (i.e., weather, vandalism, etc.) DS and Hickman will share all responsibility to replace the cost of the sign 45%/55%. At the end of the term of this Agreement, all buses shall be restored to their original condition, and all signage will be professionally removed, leaving no vestiges of the signs.

9. If a bus with a current paying sponsor becomes a Spare bus, DS and Hickman will divide the cost to replace the sign to a Route bus, 45%/55%.

10. DS shall provide a detailed commission report each month (number of signs sold to each sponsor, at what cost, with copy of signed agreement upon request) along with monthly check to Hickman County Schools at the end of each month (Except the two summer months, June and July)

11. Both parties submit to the jurisdiction of the State of Tennessee and venue in Hickman County, Tennessee, for any dispute which arises.

Hickman County Schools Signature and Date

District Solutions Signature and date

School Bus Banner Program

Prepared for: Hickman County Schools

Prepared: 7/15/2026



About the Company

District Solutions provides Tennessee Public Schools with a no-cost, monthly revenue stream, by delivering a comprehensive, full-service, School Bus Advertising program.

Our Objective - To allow schools to focus on safety and education of students while we administer our advertising program to drive revenue.

To Provide an innovative and cost effective solution for local and regional businesses to make thousands of impressions per day, while giving back to their community through their support of public education.

Driving Revenue To 18 Tennessee School Districts



Current School System Partners

A Winning Partnership with District Solutions

- ✓ No Investment
- ✓ No Risk
- ✓ New Revenue

District Solutions manages the entire program and delivers revenue monthly to Hickman County Schools

❖ District Solutions

- ❖ Understands your fleet, and the opportunities available to maximize revenue
- ❖ Partners with local, regional, and national advertisers on an annual basis
- ❖ Assist in messaging guidelines for advertisers
- ❖ Develops creative design for advertising clients
- ❖ Facilitates the approval process with the district and transportation department
- ❖ Coordinates the production, installation, and removal of bus signs
- ❖ Collects payment paid monthly to school system with commission report
- ❖ Delivers revenue at NO COST to the district



Guidelines

1. All advertising content is subject to final approval by district leadership and the transportation department
2. No alcohol, tobacco, gambling, political, religious affiliated, or inappropriate content permitted
3. District retains discretion to reject any advertiser
4. Maximum of two advertisements per bus (drivers side and passenger side)
 1. (36" x 90") maximum size. (<https://law.justia.com/codes/tennessee/title-49/chapter-6/part-21/section-49-6-2109/>)



Bus Sign Examples



National and Local Sponsors



National Sponsors



Local Sponsors

Info for Advertisers

Local

- Generate thousands of local impressions daily in your community
- Gain Loyalty with customers with your visible support of the schools
- Target specific schools to have your bus signs travel to

Consistent

- School buses travels consistent routes at peak times each day
- School bus advertising is reliable. When school is running, so too will your bus signs, everyday
- Your traveling signs can NOT be turned off, DVR'd skipped, or thrown away
- School buses travel slow and consistently STOP. Which means more time for people to view your bus signs

Cost Effective

- Signs as low as \$5 day!
- More than 95% of American are reached by media targeting drivers, passengers, and pedestrians
- Achieve Positive Brand Association with the community as the majority of your funds goes to support the school system



Hickman County Schools Projected School Bus Advertising Rate Card

Bus Signs 36" x 90" (max. size)	Monthly Rate Per Bus Sign	*Average Monthly Impressions	Cost Per Impressions (000)	Production/Install. per sign
1-2 Signs	\$75	45,000	\$2.57	\$125-\$150
3-6 Signs	\$65	95,000	\$1.93	\$125-\$150
7+ Signs	\$60	225,000	\$1.72	\$125-\$150

*Average monthly school days - 23. <https://www.tdot.tn.gov/APPLICATIONS/traffichistory>.

Projected Revenue Opportunity

- At 100% sold out, the bus banner program is expected to bring in \$5,200 per month
 - \$65/month per sign * 80 Bus Signs or 40 HCS Daily Route Buses (Passenger Side and Drivers Side)
- 55% to Hickman County Schools
 - \$2,860/month
- 45% to District Solutions
 - \$2,340/month

Over the 10 month school year, at capacity, \$28,600 can be expected to go directly to Hickman County Schools, annually.



What This Means For HCS

- Fund transportation department initiatives
- Provide driver incentives or bonuses
- Offset fuel and maintenance costs
- Support student programs
- **Flexible funding to be used at the district's discretion.**



Simple Business Plan

- No cost to the district
- No operational burden
- Fully managed, proven, turnkey program
- New, recurring monthly revenue to be used by at the district's discretion



FAQs

Q: Why are school districts using this program to generate funds?

A: Schools are facing budget deficits that could result in a reduction in services and programs for children. So, they are seeking to generate their own revenue to help solve their budget problems through this innovative program.

Q: Are there any restrictions on the types of ads that can run?

A: Yes. All advertisements must be presented in the form of an age-appropriate, positive message. Tobacco, alcohol, and political campaign advertising are not permitted. The school districts retain final approval for all advertisements and artwork, which are submitted by District Solutions upon each new sponsorship.

Q: What is the sign made of and does it harm the bus?

A: The signs are made from a premium polymeric vinyl coated with a special laminate that is weather- and fade-resistant and engineered to last in the elements for at least five years. The signs are professionally installed by our trained vinyl applicators, and removal of the signs will not harm the exterior of the bus in any way.

Q: Does the school spend any money on this program?

A: No. District Solutions provides a turn key program, handling all sales, art design, fee collection, sign installation and sign removal. There is no cost to the district. The revenue is to be used at the school district's discretion.

Q: What does the School Bus Advertising program do?

A: It helps businesses build brand awareness, while providing much needed funding for local schools. The ads are seen every day by thousands of people as the buses travel around town.



Contact Us



Todd Isaacs

Owner/Founder

District Solutions

925 Garrett Street Suite 312

Atlanta, GA 30316

(404) 983-3001

todd@schoolbusbanners.com

www.schoolbusbanners.com

Thank you!



EMERGENCY EXIT

MAURY COUNTY SCHOOLS

COLUMBIA
Pediatrics

1600 Nashville Hwy. Columbia, TN - 1003 Reserve Blvd. Sp



(931) 388-8965



Proudly Served by
Maury County





PREPARED FOR:

East Hickman High School

By: Lila Bleu Chivers

7/20/2026

Proposed Equipment- Canon options

Canon imageFORCE 6155

- *Print/Copy Speed: up to 55 ppm (BW, Letter)*
- *Scan Speed: up to 270 ipm (300 dpi) (BW/Color, Duplex)*
- *Print up to 12" x 18"*
- *Includes two 550-sheet paper cassettes*

- *Proposed Accessories: 2/3 Hole Punch Unit, Staple Finisher Lite, Buffer Pass Unit, Cassette Feeding Unit*



Canon imageFORCE C3126i

- *Color Multifunction Printer*
- *Prints up to 26 ppm*
- *Prints up to 12x18"*
- *Dimensions (W x D x H): 22-1/4" x 29-3/8" x 35-3/8"*

- *Proposed Accessories: Cassette Feeding Unit*



EXISTING Ricoh IM C300F

- *Color Laser Multifunction Printer*
- *Prints up to 31 ppm, copy, scan, fax*
- *Prints up to 8.5"x14" (Legal)*
- *Paper capacity up to 2,000 pages*



Proposed Equipment- Ricoh options

Ricoh IM 5510

- *BW Multifunction Printer*
- *Prints up to 55 ppm*
- *Prints up to 12x18"*
- *Dimensions (HxWxD): 37.9" x 23.1" x 27.6"*
- *Proposed Accessories: Punch Unit, Internal Finisher, Paper Feed Unit*



Ricoh IM C2510

- *Color Multifunction Printer*
- *Prints up to 26 ppm*
- *Prints up to 12x18"*
- *Dimensions (W x D x H): 22-1/4" x 29-3/8" x 35-3/8"*



EXISTING Ricoh IM C300F

- *Color Laser Multifunction Printer*
- *Prints up to 31 ppm, copy, scan, fax*
- *Prints up to 8.5"x14" (Legal)*
- *Paper capacity up to 2,000 pages*



Pricing Options

Canon:

36-Month: \$692.11/month

48-Month: \$607.71/month

60-Month: \$556.80/month

Ricoh:

36-Month: \$613.41/month

48-Month: \$545.94/month

60-Month: \$505.25/month

- **Service included on each lease option**
- Includes unlimited B&W prints/month and unlimited color prints/month
- Service included which covers toner replacement, service calls, labor, parts, and all other consumables except paper and staples
- Print volumes can be adjusted at any point throughout the contract.



WE MAKE IT RIGHT GUARANTEE

Careful attention to customer satisfaction is the reason we've been in business since 1955.

Our policy is very simple. If you are not happy with our equipment, service, supplies, billing - anything - let us know and we'll make it right, right away.

**Chip Crunk
President & CEO**



RJYoung.com • 800-347-1955



Hickman County Schools Board Agenda Item Request

Date:

7/29/2020

Name of School:

HCHS

Item Request:

Arbiter Pay

Explanation:

Source of payment for our
officials association. (Online Payment)

3 year agreement

Continuation of the process
already in place.

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda:

D.J. Key

Signature of Building Principal:

per Mr. Elkins

MEMORANDUM OF UNDERSTANDING

For the Use of Centerville Municipal Golf Course between

Hickman County Schools, TN and Town of Centerville

This Memorandum of Understanding (MOU) is between the School Board of the County of Hickman, and the Town of Centerville on behalf of the Centerville Municipal Golf Course, for the use of the golf course facilities by the golf athletic programs at the following schools: East Hickman Middle School, Hickman County Middle School, East Hickman High School, and Hickman County High School.

I. Responsibilities of the Hickman County Board of Education:

The Hickman County Board of Education shall provide:

1. An annual fee of \$8,000.00 payable to the Centerville Municipal Golf Course, due by June 30, 2027.
2. Communicate clearly and consistently with the Golf Course Superintendent regarding the scheduling of practices and matches for the golf teams for each school.
3. Students in grades 6-8 will be asked to pay no more than a \$5.00 fee for each use of the golf course facilities for scheduled practices and matches. Up to ten (10) players will be allowed to use the course facilities free of charge.
4. Students in grades 9-12 that participate on the golf team will be responsible for paying the fee approved by the Centerville Municipal Golf Course for each use of the golf course facilities or purchase a junior or family pass for the use of the Centerville Municipal Golf Course facilities.

II. Responsibilities of the Town of Centerville:

The Town of Centerville shall provide:

1. Use of the facilities at Centerville Municipal Golf Course including the course, clubhouse restrooms, and practice areas during scheduled practices and matches. The golf course will be unavailable for use by the school teams on Thursday and Friday of each week. The range and practice green will be available for school team use on Thursday of each week.
2. Up to ten (10) students in grades 6-8 that participate on the middle school golf teams will be allowed to use the golf course facilities without charge during scheduled practices and matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school. Outside of the schedule agreed upon between the Golf Course Superintendent and the golf coaches at each middle school, players will be responsible for paying the fee approved by the Centerville Municipal Golf Course or purchase a junior or family pass for use of the Centerville Municipal Golf Course facilities. Player counts over ten (10) will be required to pay a \$5.00 fee to use the facilities.

3. Closure of the golf course for afternoon golf matches on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

4. Labor and setup of the golf course for golf matches that are hosted by each school on a schedule agreed upon between the Golf Course Superintendent and the golf coaches at each school.

III. General Terms and Conditions

The agreed upon fee of \$8,000.00, will be paid in a one-time installment, due by no later than June 30, 2027. This signed agreement will remain in effect, with no additional fees to be assessed to the Hickman County Board of Education, or one of its schools listed in the MOU for use of the Centerville Municipal Golf Course, and will be reviewed annually.

Any amendments to this Memorandum of Understanding shall be submitted to each party in writing and approved by each party in writing. The parties hereto have executed this Memorandum of Understanding as of _____.

READ CAREFULLY BEFORE SIGNING

Centerville Municipal Golf Course Superintendent

Town of Centerville Mayor

Hickman County Board of Education Chair

Hickman County Director of Schools



DYNAMIX

PHYSICAL THERAPY

Sports Medicine Agreement

Dynamix Physical Therapy, LLC (herein called "Dynamix") and _____ (herein called "Client") are hereby entering into a Sports Medicine Agreement (herein called "Agreement") as of _____, 20____.

Upon execution of this Agreement, Dynamix shall become the exclusive sports medicine director of the Client.

- Any medical sideline/court/field personnel will be cleared by Dynamix DOSM Ross Pope and meet Dynamix approved criteria for direct care of athletes. It is agreed that medical providers not authorized by Ross Pope, DOSM will not be permitted access to stand on sideline/court/field for treatment or advertising purposes. Dynamix will provide Client with notification of any approved additions to the Dynamix Sports Medicine team.

Under the terms of this Agreement, the Client shall receive the following sports medicine services:

- High School Football
 - Blanket coverage for all varsity games (home, and playoff)
- High School Basketball (Boys/Girls)
 - Blanket coverage for all varsity home and playoff tournament game
- All other sports
 - On-call access
 - Weekly well checks with coaches (Sports "in season" only)

Under the terms of this Agreement, Dynamix shall receive the following advertising/marketing opportunities:

- Branding of the Athletic Courts and Fields with Dynamix Logo (where applicable)
- In game recognition (Public address, radio, video scoreboard, or other applicable medium) as being the sports medicine partner of the client

Term: The term for this agreement shall be three (3) years from the date of execution.

Termination of Agreement: Upon the early termination of this Agreement by the Client, notification of intent to terminate this agreement shall be done in writing and sent to the mailing address listed below:

- Client: _____
- Dynamix: _____

Other: Items that are mutually agreed to, regarding this agreement, that are outside of the language of this document shall be listed below in the space provided:

Signatures:

Dynamix:
Name (Print): _____

Client:
Name (Print): _____

Name (Signature): _____

Name (Signature): _____

Title: _____

Title: _____

Date: _____

Date: _____

Hickman County Board of Education
 Budget Amendment - 44
 Fund 141 - General Purpose
 6/30/2026

Account	Description	Debit	Credit	Justification
72120 - 599 - -	Other Charges	713.20		Needed to reimburse unspent Behavioral Health Opioid Grant Funds
72120 - 599 - BH -	Other Charges		713.20	
TOTALS		\$ 713.20	\$ 713.20	

Approved:



Board Chair

7-31-26

Attest:



Marcy Tidwell

7-27-26

Hickman County Board of Education
 Budget Amendment No. 3
 Federal Programs (Fund 142)
 August 3, 2026

Account		Description		Debit	Credit		Justification
47131 - - 811		Revenue		\$ 50,000.00			CTE Perkins Reserve Grant
71300 - 499 - 811		Other Supplies & Materials			13,500.00		
71300 - 730 - 811		Vocational Instruction Equipment			35,000.00		
72130 - 524 - 811		InService			1,500.00		
				\$ 50,000.00	\$ 50,000.00		

Approved:

Attest:

Board Chair

Marcy Tidwell

Hickman County Board of Education

Budget Amendment No. 4

General Purpose (Fund 141)

August 3, 2026

Account	Description	Debit	Credit	Justification
73300 - 189	Other Salaries & Wages	72,642.00		To budget Family Resource personnel expenditures into location Cost Center
73300 - 189 - FRC	Other Salaries & Wages		40,091.00	
73300 - 189 - FRE	Other Salaries & Wages		32,551.00	
73300 - 201	Social Security	5,557.11		
73300 - 201 - FRC	Social Security		3,066.96	
73300 - 201 - FRE	Social Security		2,490.15	
72410 - 399	Other Contracted Svc	80,000.00		To budget for Contracted Services (ie: copier contracts) for each school
72410 - 399 - CES	Other Contracted Svc		10,000.00	
72410 - 399 - CIS	Other Contracted Svc		10,000.00	
72410 - 399 - EHIS	Other Contracted Svc		10,000.00	
72410 - 399 - EHES	Other Contracted Svc		10,000.00	
72410 - 399 - EHMS	Other Contracted Svc		10,000.00	
72410 - 399 - EHHS	Other Contracted Svc		10,000.00	
72410 - 399 - HCMS	Other Contracted Svc		10,000.00	
72410 - 399 - HCHS	Other Contracted Svc		10,000.00	
71100 - 189 -	Other Salaries & Wages	276,400.00		To track Differentiated Pay Plan expenditures
71100 - 189 - DP	Other Salaries & Wages		276,400.00	
71100 - 201 -	Social Security	21,144.60		
71100 - 201 - DP	Social Security		21,144.60	
71100 - 449 -	Textbooks	50,000.00		To properly record insturction software
71100 - 471 -	Software		50,000.00	
		\$ 505,743.71	\$ 505,743.71	

Approved:

Attest:

Board Chair

Marcy Tidwell

Hickman County Board of Education
Budget Amendment No. 5
General Purpose (Fund 141)
August 3, 2026

Account	Description	Debit	Credit	Justification
46790 - - ISM 76100 - 706 - ISM	Revenue Building Construction	162,559.04	162,559.04	Remove item that was expensed in FY 2026
		\$ 162,559.04	\$ 162,559.04	

Approved:

Attest:

Board Chair

Marcy Tidwell

Hickman County Board of Education
Budget Amendment No. 6
General Purpose (Fund 141)
August 3, 2026

Account	Description	Debit	Credit	Justification
48130 - - BH	Revenue - Opioid Grant	165,000.00		Move budgeted capital items which were completed in FY 2025 to Maintenance need at HCHS
72120 - 130 - BH	Social Workers		101,924.00	
72120 - 189 - BH	Other Salaries		15,000.00	
72120 - 201 - BH	Social Security		8,944.69	
72120 - 204 - BH	Retirement		10,523.16	
72120 - 207 - BH	Medical Insurance		18,608.15	
72120 - 599 - BH			10,000.00	
		\$ 165,000.00	\$ 165,000.00	

Approved:

Attest:

Board Chair

Marcy Tidwell

Hickman County Board of Education

Budget Amendment No. 7

General Purpose (Fund 141)

August 3, 2026

Account	Description	Debit	Credit	Justification
71100 - 116 -	Teachers	377,148.79		Adjustment to salary lines based on staff reduction
71100 - 201 -	Social Security	26,400.42		
71100 - 204 -	Retirement	26,400.42		
71150 - 116 -	Teachers	27,015.00		
71150 - 201 -	Social Security	1,891.05		
71150 - 204 -	Retirement	1,739.77		
72110 - 105 -	Supervisor	101,712.00		
72110 - 189 -	Other Salaries		10,000.00	
72110 - 201 -	Social Security	6,419.84		
72110 - 204 -	Retirement	3,816.30		
72120 - 130 -	Social Worker	51,924.00		
72120 - 189 -	Other Salaries	51,611.60		
72120 - 201 -	Social Security	7,247.49		
72120 - 204 -	Retirement	4,645.04		
72210 - 105 -	Supervisor	15,000.00		
72210 - 201 -	Social Security	1,050.00		
72210 - 204 -	State Retirement	982.50		
39000 - -	Unassigned Fund Balance		695,004.21	
		\$ 705,004.21	\$ 705,004.21	

Approved:

Attest:

Board Chair

Marcy Tidwell



Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: August 2026

2nd Reading

Policy 1.400 - School Board Meetings

Public Chapter 852 creates flexibility for Boards during a natural disaster or inclement weather event. It allows board members to join a meeting electronically when fewer than a quorum is physically present. This exception may be used three times per year.

Policy 2.100 - Fiscal Management Goals

Recent guidance from the Comptroller's office recommends that Boards require annual internal control reviews.

Policy 2.200 - Annual Operating Budget

The new guidance from the Comptroller's office also recommends that Boards include a provision on the fund balance and encourages Boards to select this amount in consultation with their local funding body. Additionally, new state laws require districts to annually provide: (1) a certified copy of the budget signed by both the Director and the funding body to the Commissioner; and (2) planning and budgetary reports to the Office of Research and Accountability in the Office of the Comptroller of the Treasury.

NEW Policy 4.215 - Instructional Use of Digital Devices

TSBA created this new policy in response to a requirement in Public Chapter 808. This new state law requires Boards to adopt a policy prioritizing teacher-led instruction and the use of non-electronic instructional materials in grades K-5. There are several exceptions to the law, including, but not limited to, assessments, remediation, students with IEPs/504 plans, and virtual schools.

Policy 4.301 - Interscholastic Athletics

Students attending small private schools will now be permitted to participate in interscholastic athletics in accordance with TSSAA or TMSAA guidelines. If a school is a member with these organizations, private school students zoned for the particular school shall be able to participate in interscholastic athletics to the same extent as other students, but only in athletic programs that are not offered by the private school. If a school is not a member with these organizations, private school students zoned for the particular school shall be able to participate in interscholastic athletics to the same extent as other students.

Policy 4.600 - Grading System

This new law clarifies that the high school grading system will apply to coursework completed by students in middle school. TSBA has added clarifying information to this policy. Please note that Public Chapter 901 also includes a requirement that will go into effect for the **2027-2028** school year. Beginning in that school year, districts are required to automatically enroll students who achieve a

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performance level of "exceeds expectations" on the math portion of the 7th-grade TCAP exam in Algebra I instead of an 8th-grade math course, unless a parent/guardian opts them out.

Policy 4.603 - Promotion & Retention

TSBA has updated policy 4.603 to include another pathway for students to be promoted to fourth grade. This is based on Public Chapter 1030, which permits this promotion if the student was administered a state-mandated assessment in third grade and demonstrated proficiency in ELA based on scoring in the **fiftieth percentile** on the most recently administered universal reading screener. This will apply to the schools selected for a pilot with the TDOE.

Policy 4.605 - Graduation Requirements

Recent changes to state law alter the Move on When Ready early graduation requirements. Public Chapter 912 adds the Classic Learning Test as an option for students seeking to graduate early through this pathway. Additionally, Public Chapter 1040 requires the Director of Schools to annually report the total number of Move on When Ready requests to the Department of Education. TSBA has also updated this policy to clarify that students who successfully complete high school credit before grade nine shall receive graduation credit for that coursework.

Policy 5.106 - Application and Employment

State law now requires all school districts to use the E-Verify program to ensure that an employee is eligible to work in the U.S. Previously, this was an optional program. This is already a practice within our system.

Policy 5.200 - Separation Practices for Tenured Teachers &

Policy 5.201- Separation Practices for Non-Tenured Teachers

Previously, a teacher who resigned and breached their contract mid-year could have their license suspended by the State Board of Education if the local Board submitted a complaint. Public Chapter 898 removes the option for Boards to file these types of complaints.

Policy 5.302 - Sick Leave &

Policy 5.303 Personal and Professional Leave

Public Chapter 1022 is intended to shift flexibility from sick leave to the personal and professional leave category. Professional employees will now earn: 8 sick days a year for 10-month contracts; 9 sick days a year for 11-month contracts; and 10 sick days a year for 12-month contracts. Additionally, professional employees will now earn four days of personal and professional leave per year instead of two.

Policy 5.600 - Staff Rights & Responsibilities

An update to the Teacher Code of Conduct requires teachers to refrain from any sexually related behaviors with students, including students who have graduated or withdrawn in the immediately preceding twelve months.

Policy 5.801 - Director of Schools Recruitment and Selection

State law now permits Boards to conduct an executive session to interview candidates applying to serve as Director of Schools. The new change to state law allows boards to conduct interviews behind closed doors. This was previously not an option under state law. If Boards want to use this option, TSBA recommends updating the corresponding policy. Please note that voting and deliberation must be done in an open meeting, and the new law requires minutes of the executive session to be published. Additionally, candidates now have the option to request that their applications remain confidential if the Board chooses to use an executive session. **If you would like to keep the current process, no change is needed.**

Policy 6.200 - Attendance

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Public Chapter 844 requires districts to determine whether a mid-year transfer student was previously enrolled in a public school in the same school year and request the student's attendance records. The receiving district must then include the unexcused absences from the previous school district in the student's current total to implement the appropriate truancy intervention tier, if applicable.

Policy 6.202 - Home Schools

Previously, state law required certain actions if a homeschool student fell below grade level. Public Chapter 912 has removed this portion of the statute. Additionally, this new law changes the types of tests that may be administered to homeschool students and permits the parent to select a standardized test.

Policy 6.205 - Student Assignments

State law now requires that principals create a safety plan for a student with an order of protection against another student.

Policy 6.303 - Questioning Students and Searches

Public Chapter 1040 expands on last year's legislation regarding who may conduct searches of students. This new law adds school employees who have completed the required orientation and training to the list of individuals who may conduct searches authorized by the principal.

Policy 6.306 - Interference/Disruption of School Activities

A recent change to state law requires Boards to have a policy on alerting parents when a classroom evacuation occurs in response to another student's behavior.

Policy 6.318 - Admission of Suspended or Expelled Students

Public Chapter 760 permits school districts to continue an investigation of a student disciplinary incident even if the student withdraws. Further, it clarifies that the investigation and/or disciplinary consequences may resume if the student re-enrolls.

Policy (6.412aTSBA) HCSS 6.4051 - Emergency Allergy Response Plan

The policy contains a provision on schools storing epinephrine in case of emergency. TSBA recommends updating it with the new version. Public Chapter 947 updates state law to clarify that epinephrine may be purchased in a variety of forms, not solely as an auto-injector. We have updated the relevant model policy to align with that language.

NEW Policy 6.4053 - Outside Applied Behavior Analysis Therapy

Boards are required to adopt a policy on outside applied behavior analysis therapy per Public Chapter 1112. This new state law requires Boards to adopt a policy allowing these private pay providers access to school property if they are under contract with parents/guardians and have signed a memorandum of understanding with the district. The Department of Education will be issuing guidance on this topic. TSBA will send out an update to the model policy, if needed.

Policy 6.506 - Students from Military Families

Public Chapter 834 updates requirements for school districts regarding students from military families. Previously, state law allowed Boards to choose how much time these students had to provide documentation of relocation to the district. Per this recent change, students must now provide this information within one calendar year of the date of enrollment. The new law further clarifies that districts must take appropriate steps to assist any of these students with IEPs, 504 plans, or individualized family service plans. Additionally, Public Chapter 834 states that if a military family relocates outside of the district, any students enrolled in grades 11 or 12 must be allowed to remain enrolled in the same high school until they either graduate or withdraw.

Policies 4.100 4.300 4.301 5.104 5.501 6.100 6.301 6.303 6.304 6.3041 Changes Per Public Chapter 938

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Public Chapter 938 requires any policy that "includes a reference to a natural person's sex or gender to state that those terms are defined as the immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth." These changes **must be in place by January 1, 2027**.

Up for Review:

- 1.206 Student Board Representative
- 3.404 Private Vehicles
- 3.500 Food Service Management
- 3.600 Insurance Management
- 3.601 Student Insurance Program
- 3.602 Workers' Compensation
- 4.101 Instructional Standards
- 4.200 Curriculum Development
- 4.201 Basic Program and Class Size Ratios
- 4.2012 Lifetime Wellness

Thank you for your careful consideration of these policies.

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

Hickman County Board of Education

	Descriptor Term: School Board Meetings	Descriptor Code: 1.400	Issued Date: 01/12/26
		Rescinds: 1.400	Issued: 11/06/23

- 1 The Board will transact all business at official meetings which may be either regular or special.
- 2 Every meeting of the Board, except those allowed to be closed by law, will be open to the public.¹
- 3 Open meetings will be physically accessible to all students, employees, and interested citizens.²
- 4 Cameras, camcorders or other photographic equipment may be used during Board meetings. The
- 5 Board has the right to limit the use of such equipment if it interferes with the conducting of Board
- 6 business by motion and majority vote.³
- 7 Board, Special Called, Budget, Work sessions or any meeting where public notice is to be give will be
- 8 recorded via livestream.

9 **REGULAR MEETINGS**

- 10 Regular meetings of the Board shall be held on the first (1st) Monday of each month at 6:30 p.m.
- 11 When appropriate, the meeting shall be rescheduled by the chairman.

12 **SPECIAL MEETINGS**

- 13 The Board shall hold such special meetings as necessary to transact the business of the Board. Such
- 14 meetings shall be called by the chairman whenever, in his/her judgment, the interests of the schools
- 15 require it, or when requested to do so by a majority of the Board.⁴

- 16 Special meetings may be called for either of the following purposes:

- 17 1. To enable the Board to concentrate and take action on a single problem or set of problems;
- 18 or
- 19
- 20 2. To enable the Board to take emergency action between regular meetings.

- 21 Only business related to the call of the meeting, and details related to agenda items shall be discussed
- 22 or transacted by the Board at a special meeting.

23 **ELECTRONIC ATTENDANCE⁵**

- 24 Absent board members may attend a regular or special meeting by electronic means if the member is
- 25 absent because of work, a family emergency, or the member's military service. If a board member is
- 26 absent due to military service, he/she may participate electronically as often as he/she is able to do so.

- 1 However, a board member may not participate electronically more than two (2) times per year for
- 2 absences due to work and/or family emergencies.

3 *General Requirements*

- 4 The following requirements apply to all electronic attendance, regardless of the reason for the
- 5 member's absence:

- 6 1. A quorum of the Board must be physically present at the meeting in order for any member to
- 7 attend electronically, except in the case of inclement weather or natural disasters (permitted for
- 8 a maximum of three times per year);
- 9 2. Any member wishing to participate electronically must do so using technology that allows the
- 10 chair to visually identify the member.
- 11 3. The responsibility for the connection lies with the member wishing to participate electronically.
- 12 No more than three (3) attempts to connect shall be made unless the Board chooses to make
- 13 additional attempts.

14 *Work-Related Absence*

- 15 The following requirements apply to electronic attendance due to a work-related absence:

- 16 1. The Board member must be absent from the county due to work.
- 17 2. The member wishing to participate must give the chair and Director of Schools at least five (5)
- 18 days' notice prior to the meeting of the member's desire to participate electronically.

19 *Sickness or Period of Convalescence*

- 20 A board member may attend a meeting by electronic means if sick or in a period of convalescence on
- 21 the advice of a healthcare professional; however, he/she may only participate electronically three (3)
- 22 times per year for this reason.

23 *Inclement Weather or Natural Disaster*

- 24 A board member may attend a meeting by electronic means due to inclement weather or natural
- 25 disaster if the schools in the school district are closed; however, he/she may only participate
- 26 electronically three (3) times per year for this reason.

27 *Family Emergency*

- 28 The following requirement applies to electronic attendance due to a family emergency:

- 29 1. The member must be absent due to the hospitalization of the member or the death or
- 30 hospitalization of the member's spouse, father, mother, son, daughter, brother, sister, son-in-
- 31 law, daughter-in-law, stepson, stepdaughter, father-in-law, mother-in-law, brother-in-law, or
- 32 sister-in-law.

Legal References

1. [TCA 8-44-102; TCA 49-6-804\(c\)](#)
2. [28 CFR § 36.201\(a\); 28 CFR § 36.202](#)
3. [Tenn. Att'y Gen. Op. No. 95-126 \(December 28, 1995\)](#)
4. [TCA 49-2-202\(c\)\(1\)](#)
5. [TCA 49-2-203\(c\)](#)

Cross References

School Board Legal Status and Authority 1.100
Board Committees 1.300
Notification of Meetings 1.402
Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802

Hickman County Board of Education

Descriptor Term:

Fiscal Management Goals

Descriptor Code:

2.100

Issued Date:

03/02/26

Rescinds:

2.100

Issued:

02/05/24

General

The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools under its jurisdiction.¹

In fiscal management, the Board seeks to achieve the following goals:

1. To engage in advance planning, with broad-based staff and community involvement;
2. To establish levels of funding which will provide quality education for the system's students;
3. To use the available techniques for budget development and management;
4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and
5. ~~To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.~~ Require the Director of Schools to develop procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, internal controls, and all other areas of fiscal management. Financial policies and accompanying procedures shall be reviewed annually to ensure ongoing compliance.²

Legal References

1. [Internal School Funds Manual, Section 3-1](#)
2. [Tenn. Comptroller of the Treasury, Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)](#)

Cross References

School District Goals 1.700

Hickman County Board of Education

	Descriptor Term: Annual Operating Budget	Descriptor Code: 2.200	Issued Date: 03/02/26
		Rescinds: 2.200	Issued: 02/05/24

General

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.¹

Central Office

PREPARATION PROCEDURES

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal should be balanced, consistent with Board policy and contract conditions, to include provisions for:

- Programs to meet the needs of the entire student body
- Staffing arrangements adequate for proposed programs
- Maintenance of the district's equipment and facilities
- Efficiency and economy
- An unrestricted fund balance of _____ (enter percentage, at least two months (approximately 16.7%) of budgeted operating revenues of expenditures). The Board shall determine the fund balance percentage that meets fiscal health standards and expectations of both school board members and takes into consideration feedback from the County Commission.²

Budget preparation shall be the responsibility of the director of schools² and the chairman of the Board. The director of schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

The director of schools and the chairman of the Board shall develop a budget preparation calendar no later than February 15 of the current school year.⁴ The calendar shall be used as a guide for coordinating

the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the director of schools.

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45) days prior to the actual date the budget is to be adopted by the county commissioners.³

If the proposed budget is rejected, the board shall submit a revised budget proposal within ten (10) business days after receiving notice of the rejection.⁴

Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the Commissioner of Education.³

Within thirty (30) days of the beginning of each fiscal year, the Director of Schools shall submit to the Commissioner a complete and certified copy of its entire school budget for the school year that is signed by the Director of Schools and the County Commission.⁵

Beginning in 2027, the Director of Schools/designee shall annually provide the following to the Office of Research and Accountability in the office of the Comptroller of the Treasury by August 1:

1. A planning and budgetary report for the upcoming school year; and

2. An expenditure report for the immediately preceding school year.⁶

Legal References

1. [*Internal School Funds Manual, Section 4-35*](#)
2. [TCA 49-2-203\(a\)\(9\); Tenn. Comptroller of the Treasury, *Fiscal Health Principles for Tenn. School Districts and Local Governments \(2026\)*](#)
3. [TCA 5-9-402\(d\)\(4\)](#)
4. [TCA 5-9-402\(d\)\(5\)\(C\)](#)
5. [TCA 49-2-301\(b\)\(1\)\(X\); TRR/MS 0520-01-02-.13\(2\)\(a\); Public Acts of 2026, Chapter No. 1012](#)
6. [Public Acts of 2026, Chapter No. 1007](#)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

New Policy

Hickman County Board of Education

Monitoring: Review: Annually, in November	Descriptor Term: Instructional Use of Digital Devices	Descriptor Code: 4.215	Issued Date:
		Rescinds:	Issued:

1 General¹

2 In-person, teacher led instruction shall be the primary mode of instruction for students in grades
3 kindergarten through five (K-5).

4 Digital devices shall be utilized in these grades only when there is a clear educational benefit,
5 including use for remediation purposes. Further, electronic assessments and instructional tools shall be
6 developmentally appropriate and aligned with state academic standards.

7 The Director of Schools shall provide guidance to staff on appropriate use of technology for these
8 grades. The academic tech specialist shall create a process for ensuring that digital instruction complies
9 with this framework and state law.

10 SOCIAL MEDIA USE

11 Students in grades kindergarten through five (K-5) are prohibited from accessing social media
12 platforms using district provided internet during the school day.

13 COMMUNICATION WITH PARENTS/GUARDIANS

14 At the beginning of each school year, the Director shall ensure that principals provide
15 parent(s)/guardian(s) with information on digital device use in the classroom. This shall include the
16 types of devices used and the instructional purposes for such use.
17

Legal References

1. [Public Acts of 2026, Chapter No. 808](#)

Cross References

Use of the Internet 4.406

Hickman County Board of Education

Descriptor Tenn:

Interscholastic Athletics

Descriptor Code:

4.301

Issued Date:

07/07/25

Rescinds:

4.301

Issued:

08/05/24

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.²

Student athletes shall only be allowed to participate in athletic activities or events that align with the student’s sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student’s sex at birth.

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

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

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

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

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school

day without written permission from the Board.⁷ This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

SEVERE WEATHER⁴

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

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

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

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

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#); [Public Acts of 2026, Chapter No. 938](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

Cross References

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

9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Hickman County Board of Education

	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 03/03/25
		Rescinds: 4.600	Issued: 10/21/24

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

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

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

Schools teaching grades nine (9) through twelve (12) shall use the uniform grading system established by the State Board of Education. This shall also apply to students enrolled in eighth grade for the grades achieved on high school courses. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

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

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

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

The following high school courses will have weighted grades:

Honors English (Grades 9-12)	Trigonometry
Honors Biology I and II	Honors Algebra II
Honors Physical Science	Honors Geometry
Honors Chemistry	Dual Enrollment College Courses

1	Honors Physics	Honors American History
2	Honors Anatomy	Honors Algebra I
3	Calculus	
4	SDC SAILS Statistics	Dual Enrollment TCAT
5	SDC Pre-Calculus	

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

- 8 • Honors Courses – three (3) percentage points;
- 9
- 10 • Local and Statewide Dual Credit, Capstone Industry Certification Aligned – four (4) percentage
- 11 points; and
- 12
- 13 • Advanced Placement, Cambridge International, College Level Exam Program (CLEP),
- 14 International Baccalaureate Courses, and Dual Enrollment Courses – five (5) percentage points.

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

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

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

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

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

31	E	Excellent
32	S	Satisfactory
33	U	Unsatisfactory

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

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

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

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

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

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

GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS³

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

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

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

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

LOTTERY SCHOLARSHIP DAY

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

Legal References

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

Cross References

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

Hickman County Board of Education

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

PROMOTION¹

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

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

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

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

1. Date of enrollment;

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

VOLUNTARY RETENTION

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

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

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

PROMOTION PLANS⁶

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

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

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

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

1 RETENTION⁷

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

6 *Decision of Retention*⁹

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

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

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

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

26 *Decision of Retention – Third Grade*¹⁰

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

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

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

- c. The student is retested before the next school year and scores proficient in ELA;
- d. The student attends a learning loss bridge camp before the next school year, maintains a ninety percent (90%) attendance rate, and demonstrates adequate growth on the post-test at the end of the camp; or
- e. The student receives tutoring for the entirety of the next school year in accordance with state law.
- f. Beginning with the 2023-2024 school year, the student demonstrates proficiency in ELA standards by scoring within the fiftieth percentile on the most recently administered state-provided benchmark assessment and the district provides tutoring services to the student during the entire fourth grade school year and notifies the student's parent/guardian, in writing, of the benefits of enrolling the student in summer programming.
- g. The student was administered a state-mandated assessment pursuant to TCA 49-1-616(d) as a third-grade student and the student demonstrates proficiency in ELA based on the student scoring within the fiftieth percentile on the most recently administered universal reading screener approved by the State Board of Education or the Tennessee universal reading screener.¹¹

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

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

Decision of Retention – Fourth Grade¹⁰

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

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

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

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

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

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

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

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

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

Decision of Retention – Students with Disabilities¹¹

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

APPEALS^{8,12}

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

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

Legal References

1. [20 USCA § 1400 et seq.](#); [29 U.S.C. § 794 \(Section 504\)](#); [TRR/MS 0520-01-03-.16](#); [TCA 49-6-3115](#)
2. [TRR/MS 0520-01-03-.16\(5\)](#)
3. [TCA 49-1-905\(e\)](#)
4. [TRR/MS 0520-01-03-.16\(4\)](#)
5. [Public Acts of 2024, Chapter No. 829](#)
6. [TRR/MS 0520-01-03-.16\(6\)](#)
7. [TRR/MS 0520-01-03-.16\(6\)\(f\)](#)
8. [TRR/MS 0520-01-03-.16\(6\)\(e\)](#)
9. [TRR/MS 0520-01-03-.16\(6\)\(g\)](#)
10. [TRR/MS 0520-01-03-.16\(7\)](#)
11. [29 U.S.C. § 794 \(Section 504\)](#); [20 USCA § 1400 et seq.](#); [TRR/MS 0520-01-03-.16\(7\)\(e\)](#); [Public Acts of 2024, Chapter No. 989](#); [Public Acts of 2026, Chapter No. 1030](#)
12. [TRR/MS 0520-01-03-.16\(3\)](#); [TRR/MS 0520-01-02-.17\(7\)](#); [TCA 49-6-3102\(e\)\(1\)](#)
13. [TRR/MS 0520-01-03-.16\(7\)\(f\)](#)

Cross References

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

Hickman County Board of Education

Descriptor Term:

Graduation Requirements

Descriptor Code:
4.605

Issued Date:
09/09/24

Rescinds:
4.605

Issued:
11/07/22

General

The program of studies shall include areas required by the State Board of Education.

Before high school graduation, every student shall:¹

1. Achieve the specified units of credit;
2. Have satisfactory records of attendance and conduct;
3. Take the ACT or SAT prior to graduation;² and
4. Pass a United States civics test.³

Students achieving the minimum twenty-two credits will be awarded a state diploma. In order to receive a Hickman County diploma, students shall obtain twenty-four credits.

SPECIAL EDUCATION STUDENTS⁴

Special education students who earn the prescribed twenty-four (22) credit minimum shall be awarded a regular high school diploma.

Special Education Diploma

A special education diploma shall be awarded to students who have not met the requirements for a regular high school diploma but have:⁵

1. Completed four (4) years of high school;
2. Made satisfactory progress on their IEP; and
3. Maintained satisfactory records of attendance and conduct.

Occupational Diploma

Special education students who do not meet the requirements for a regular high school diploma may be awarded an occupational diploma if the student has:^{1,4}

1. Completed at least four (4) years of high school;
2. Made satisfactory progress on their IEP;
3. Maintained satisfactory records of attendance and conduct;
4. Completed the occupational diploma Skills, Knowledge, and Experience Mastery Assessment (SKEMA); and
5. Has two (2) years of paid or non-paid work experience.

1 The decision to attain an occupational diploma shall be made at the conclusion of the student's 10th grade
2 year or two (2) academic years prior to the expected graduation date.

3 Students who have received a special education diploma or an occupational diploma shall continue to
4 make progress towards a regular high school diploma until the end of the school year in which they turn
5 twenty-two (22) years old.

6 *Alternate Academic Diploma*

7 Special education students who do not meet the requirements for a regular high school diploma may be
8 awarded an alternate academic diploma if the student has:⁴

- 9 1. Completed at least four (4) years of high school;
- 10 2. Participated in the high school alternate assessments;
- 11 3. Earned the prescribed twenty-two (22) credit minimum;
- 12 4. Made satisfactory progress on their IEP;
- 13 5. Maintained satisfactory records of attendance and conduct; and
- 14 6. Completed a transition assessment that measures postsecondary education and training,
15 employment, independent living, and community involvement.

16 **STUDENT LOAD**

17 All full time students in grades 9-12 shall be enrolled each semester in subjects that produce a minimum
18 of five (5) units of credit for graduation per year. Students with hardships and gifted students may appeal
19 this requirement to the director of schools and then to the board.⁶

20 **EARLY GRADUATION⁷**

21 High school students shall be permitted to complete an early graduation program. Students intending to
22 graduate early shall inform the school principal of this intent prior to the beginning of 9th grade or as
23 soon thereafter as the intent is known.

24 In order to graduate early, students must meet the following requirements:

- 25 1. Earn the required seventeen (17) credits;
- 26 2. Achieve a benchmark score for each required end-of-course exam;
- 27 3. Attain a cumulative GPA of at least 3.2 on a 4.0 scale;
- 28 4. Meet the minimum ACT or SAT or Classic Learning Test (CLT) benchmark score;
- 29 5. Obtain a qualifying benchmark score on a world language proficiency assessment; and
- 30 6. Complete at least two (2) types of the following courses:
 - 31 a. AP;
 - 32 b. IB;
 - 33 c. Dual enrollment; or
 - 34 d. Dual credit.

35 The director of schools shall develop administrative procedures to ensure that the early graduation
36 program is conducted in accordance with state law, including reporting the total number of requests to
37 graduate early to the TN Department of Education.⁹

Legal References

1. [TCA 49-6-6001; State Board of Education Policy 2.103; TRR/MS 0520-01-03-.06](#)
2. [TCA 49-6-6001\(b\); State Board of Education Policy 2.103](#)
3. [TCA 49-6-408; State Board of Education Policy 2.103](#)
4. [TRR/MS 0520-01-03-.06; State Board of Education Policy 2.103](#)
5. [TCA 49-6-6005; State Board of Education Policy 2.103](#)
6. [TRR/MS 0520-01-03-.06\(18\)](#)
7. [TCA 49-6-8103; State Board of Education Policy 2.103](#)
8. [Public Acts of 2026, Chapter No. 912](#)
9. [Public Acts of 2026, Chapter No. 1040](#)

Cross References

Class Size Ratios 4.201
Alternative Credit Options 4.209
Honor Roll, Awards, & Class Ranking 4.602

Hickman County Board of Education

Descriptor Term:

Application and Employment

Descriptor Code:

5.106

Issued Date:

11/05/24

Rescinds:

5.106

Issued:

08/07/23

APPLICATION

An individual desiring a position shall make application to the Director of Schools on forms developed by his/her office. To ensure the safety and welfare of students and staff, the district shall require criminal history background checks and fingerprinting of applicants for teaching positions and any other positions that require proximity to children.¹ If applying for a teaching position, the Director of Schools shall also check the applicant's license status in the State Board of Education's database to determine if there is a hold on that applicant's license, and if so, the reasoning behind the hold.²

Knowingly falsifying information shall be sufficient grounds for termination of employment and shall also constitute a Class A misdemeanor which shall be reported to the District Attorney General for prosecution.³

Any costs incurred to perform these background checks and fingerprinting shall be paid by the applicant. The Board shall reimburse the applicant if a position is offered and accepted.⁴

Professional Employees

The application shall include a transcript of credits earned at the colleges or universities attended along with references from persons such as previous employers, college professors, and supervisors of student teachers. Other information shall include whether such applicant has been dismissed for cause from a school district.⁵ If previously employed by a local board of education, the applicant shall provide evidence of acceptable resignation.

No person shall be employed:

1. Who does not hold a valid license to teach or a temporary permit to teach from the State Board of Education;⁶
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health, or on a similar registry in another jurisdiction;⁷
4. Who does not present a physician's certificate showing a satisfactory health record or has any contagious or communicable disease in such form that might endanger the health of school children;⁸
5. Who refuses to take and subscribe to an oath to support the Constitution of the State of Tennessee and of the United States of America;⁹

6. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
7. Who does not receive a satisfactory background check.¹⁰
8. Who has not had their information verified using E-Verify¹⁰

Support Employees

No person shall be employed:

1. Who has any contagious or communicable disease in such form that might endanger the health of school children;⁸
2. Who has been identified by the Department of Children's Services as a perpetrator of child abuse, severe child abuse, child sexual abuse, or child neglect or who poses an immediate threat to the health, safety, or welfare of children;⁷
3. Who is listed on the state's abuse of vulnerable persons registry maintained by the Department of Health;⁷
4. Who has not complied with the Immigration Reform and Control Act of 1986;¹¹
5. Who fails to make a full disclosure of any prior criminal record and any prior dismissals from employment for cause; or
6. Who does not receive a satisfactory background check.¹⁰
7. Who has not had their information verified using E-Verify¹⁰

EMPLOYMENT

After checking references and receiving written recommendations, the Director of Schools shall hire and assign qualified applicants.

Initial Employment for Professional Employees

The Director of Schools shall notify such person, in writing, of the offer and conditions of employment. Upon receipt of employment notification, such person shall respond within the timeline established by state law.¹² From the date of the written acceptance, such person is considered to be under employment with the district and is subject to all rights, privileges, and duties.

Legal References

1. [TCA 49-5-406; TCA 49-5-413](#)
2. [State Board of Education Policy 5.501](#)
3. [TCA 49-5-406\(a\)\(2\)\(A\)](#)
4. [TCA 49-5-413\(c\)](#)
5. [TCA 49-2-131](#)
6. [TCA 49-5-403; TCA 49-5-101; TCA 49-5-106](#)
7. [TCA 49-5-413\(e\)](#)
8. [TCA 49-5-404](#)
9. [TCA 49-5-405](#)
10. [TCA 49-5-413\(a\), \(f\); Public Acts of 2026, Chapter No. 772](#)

Cross References

Orientation and Probation 5.107
 Compensation Guides & Contracts 5.110
 Background Investigations 5.118
 Recommendations and File Transfers 5.203
 Interim Employees 5.700
 Qualifications and Duties of the Director of Schools 5.802

11. Immigration Reform and Control Act of 1986, Pub. L. No. 99-603, 100 Stat. 3359, 8 USCA § 1101 *et seq.*
12. TCA 49-5-406(b)

Hickman County Board of Education

Descriptor Term:

Separation Practices for Tenured Teachers

Descriptor Code:
5.200

Issued Date:
05/04/26

Rescinds:
5.200

Issued:
02/03/25

1 ALTERNATIVE WORK ASSIGNMENT

2 During an investigation of any accusations that may lead to further disciplinary action, the Director of
3 Schools or his/her designee, may choose to reassign the impacted employee to a different work
4 location and/or duties. This alternative work assignment would last until the investigation is complete
5 and any findings are used to determine what, if any, further action is necessary. Alternative work
6 assignments may be designated in lieu of suspending an employee without pay, as deemed appropriate
7 by the Director of Schools or his/her designee.

8 SUSPENSION PENDING AN INVESTIGATION ¹

9 The director of schools may suspend a teacher at any time that may seem necessary, pending
10 investigation or final disposition of a case before the board or an appeal. If the matter under investigation
11 is not the subject of an ongoing criminal investigation or a department of children's services
12 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
13 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a
14 teacher with pay. If vindicated or reinstated, the teacher shall be paid full salary for the period of
15 suspension.

16 SUSPENSION OF THREE DAYS OR LESS ^{2,3}

17 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
18 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
19 provided with written notice, including the reasons for the suspension along with an explanation of the
20 evidence; (2) given an opportunity to respond to the director at a conference, if requested within five
21 (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may be
22 represented by counsel at the conference, which shall be recorded.

23 Under no circumstances shall a director of schools suspend a tenured teacher with pay. If reinstated, the
24 tenured teacher shall be paid full salary for the period of suspension, unless suspension without pay is
25 deemed to be an appropriate penalty.

26 DISMISSAL OR SUSPENSIONS GREATER THAN THREE DAYS⁴

27 The Board shall maintain a list of qualified individuals who have indicated a willingness to act as
28 impartial hearing officers, as defined under Tennessee law.

29 When charges are made against a tenured teacher, charging the teacher with offenses which may justify
30 dismissal or a suspension greater than three days, the charges shall be made in writing, specifically stating
31 the offenses which are charged and shall be signed by the party or parties making the charges.

If, in the opinion of the Board, the charges are of such nature as to warrant the release or a suspension greater than three days of the teacher, the director of schools shall give the teacher a written notice of this decision, a copy of the charges against the teacher, and a copy of a form provided by the Commissioner of Education advising the teacher of his/her legal duties, rights and recourse.

A tenured teacher who has been given notice of charges against him/her may within thirty (30) days after receipt of notice give written notice to the director of schools of his/her request for a hearing.

The director of schools shall, within five (5) days after receipt of request, assign a hearing officer from the list maintained by the Board.

The hearing officer shall notify the parties, or their attorney, of the officer's assignment and direct the parties or the attorneys for the parties, or both, to appear before the hearing officer for simplification of issues and the scheduling of the hearing. That hearing shall be set no later than thirty (30) days following receipt of the initial request for a hearing. In the discretion of the hearing officer, all or part of any prehearing conference may be conducted by telephone if each participant has an opportunity to participate, be heard, and to address proof and evidentiary concerns. The hearing officer is empowered to issue appropriate orders and to regulate the conduct of the proceedings.

Either party may appeal to the Board of Education an adverse ruling by giving written notice of appeal within ten (10) working days of the hearing officer's delivery of the hearing officer's written findings and conclusions. The director of schools shall prepare a copy of the proceedings, including all transcripts and evidence, documentary or otherwise, and transmit the same to the Board within twenty (20) days of the receipt of the notice of appeal.

The Board shall hear the appeal on the record, and no new evidence may be submitted by either party. The appealing party may appear before the Board to argue why the adverse ruling should be over-turned. In no event should such argument last more than fifteen (15) minutes, unless the Board should vote to extend additional time. At the conclusion of the hearing, any member of the Board may vote to sustain the decision of the Hearing officer, send the record back for additional evidence, revise the penalty or reverse the decision. The Board shall render its decision within ten (10) working days after the conclusion of the hearing. In the event that the decision of the Board is appealed to the Chancery court, the Board shall transmit the entire record prepared by the director and reviewed by the Board to the Chancery court for its review.

RESIGNATION

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation. A teacher who fails to give such notice, in the absence of justifiable extenuating circumstances, shall forfeit all tenure status. The Board may waive the thirty (30) days' notice requirement and permit a teacher to resign in good standing.⁵

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;

2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's certificate. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸~~

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits. Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system.

Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#), [TCA 49-5-512\(d\)](#)
3. [TCA 49-5-511\(a\)\(2\)](#)
4. [TCA 49-5-511; 512; 513](#)
5. [TCA 49-5-508\(a\)](#); [Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-508\(c\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

Hickman County Board of Education

Descriptor Term:

Separation Practices for Non-Tenured Teachers

Descriptor Code:

5.201

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Rescinds:

5.201

Issued:

02/03/25

1 **ALTERNATIVE WORK ASSIGNMENT**

2 During an investigation of any accusations that may lead to further disciplinary action, the Director of
3 Schools or his/her designee, may choose to reassign the impacted employee to a different work
4 location and/or duties. This alternative work assignment would last until the investigation is complete
5 and any findings are used to determine what, if any, further action is necessary. Alternative work
6 assignments may be designated in lieu of suspending an employee without pay, as deemed appropriate
7 by the Director of Schools or his/her designee.

8 **SUSPENSION PENDING AN INVESTIGATION¹**

9 The director of schools may suspend a teacher at any time that may seem necessary, pending
10 investigation or final disposition of a case before the board or an appeal. If the matter under investigation
11 is not the subject of an ongoing criminal investigation or a department of children's services
12 investigation, and if no charges for dismissal have been made, a suspension pending investigation shall
13 not exceed ninety (90) days in duration. Under no circumstances shall the director of schools suspend a
14 non-tenured teacher with pay. If vindicated or reinstated, the non-tenured teacher shall be paid full salary
15 for the period of suspension.

16 **SUSPENSION OF THREE DAYS OR LESS²**

17 A director of schools/designee may suspend a teacher for incompetence, inefficiency, neglect of duty,
18 unprofessional conduct and insubordination. Before an employee is suspended he/she shall be: (1)
19 provided with written notice, including the reasons for the suspension along with an explanation of the
20 evidence; (2) given an opportunity to respond to the director at a recorded conference, if requested within
21 five (5) days; and (3) given a written decision of the suspension within ten (10) days. Both parties may
22 be represented by counsel at the conference, which shall be recorded.

23 **DISMISSAL OR SUSPENSION GREATER THAN THREE DAYS²**

24 The director of schools may dismiss or suspend for more than three days any non-tenured teacher **during**
25 **the contract year** for incompetence, inefficiency, insubordination, improper conduct or neglect of duty
26 after giving the non-tenured teacher, in writing, due notice of the charges.

27 The director of schools shall give the non-tenured teacher an opportunity for a full and complete hearing
28 before an impartial hearing officer.

29 The Board will appoint an impartial hearing officer to conduct such hearings. The hearing officer will
30 hear the case and the employee shall have the right to:

1. be represented by counsel;
2. call and subpoena witnesses;
3. examine all witnesses; and
4. require that all testimony be given under oath.

Factual findings and decisions in all dismissal cases shall be reduced to written form and delivered to the affected employee within ten (10) working days following the close of the hearing. The employee may appeal the decision to the Board within ten (10) working days of the hearing officer rendering the written decision to the employee. Written notice of appeal to the Board shall be given to the director of schools. Within twenty (20) days' of receipt of notice, the director shall prepare a copy of the proceedings, transcript, documentary and other evidence presented and provide the Board a copy of the same.

The Board shall hear the appeal. No new evidence shall be introduced. The non-tenured teacher may appear in person or be represented by counsel and argue why the decision should be modified or reversed. The Board shall take one of the following actions:

1. sustain the decision;
2. send the record back if additional evidence is necessary; or
3. revise the penalty or reverse the decision.

Before any decision to dismiss is made, a majority of the membership of the Board shall concur in sustaining the charges. The Board shall render a decision on the appeal within ten (10) working days after the conclusion of the hearing.

The director of schools shall also have the right to appeal any adverse ruling by the Hearing Officer in same manner as the non-tenured teacher.

Within twenty (20) days after receipt of notice of the decision of the Board, either party may appeal to the chancery court in the county where the school system is located. The Board shall provide the entire record of the hearing to the court.

NONRENEWAL

Non-tenured teachers are subject to the same rules and regulations and are entitled to the privileges of employment enjoyed by tenured teachers except that they have no claim upon continuing employment or tenure protections.

The principal is responsible for discussing deficiencies as part of the evaluation process with the non-tenured teacher and providing assistance for overcoming these deficiencies.

The director of schools is under no obligation to re-employ non-tenured teachers at the end of their contract period. If the director of schools determines not to renew the contract of a non-tenured teacher, the following action shall be taken:

1. The Board shall be notified at the next regular board meeting; and
2. Written notice of non-renewal shall be sent to the teacher by certified mail or overnight carrier, or by email within five (5) business days following the last instructional day for the school

year.³ If the reason for nonrenewal is due only to a loss of funding for the position, then the notice shall include a statement listing it as the cause for nonrenewal.⁴

RESIGNATION

A teacher shall give the director of schools notice of resignation at least thirty (30) days before the effective date of the resignation.⁵ The Board may waive the thirty (30) days-notice requirement and permit a teacher to resign in good standing.

The conditions under which it is permissible to break a contract with the Board are as follows:⁶

1. The incapacity on the part of the teacher to perform the contract as evidenced by the certified statement of a physician approved by the Board;
2. The release by the Board of the teacher from the contract which the teacher has entered into with the Board.

Any teacher on leave shall notify the director of schools in writing at least thirty (30) days' prior to the date of return if the teacher does not intend to return to the position from which he/she has taken leave. Failure to render such notice may be considered a breach of contract.⁷

~~Upon a breach of contract, the Board, upon a motion recorded in its minutes, may file a complaint with the State Board of Education and request the suspension of a teacher's certificate. After the State Board of Education has provided the teacher an opportunity for defense during a hearing, the State Board of Education may suspend the certificate for no less than thirty (30) and no more than three hundred sixty-five (365) days.⁸~~

RETIREMENT

Retirement shall mean a termination of services under conditions which will allow the employee to draw benefits from retirement plans and/or social security benefits.

Employees eligible for retirement benefits may elect to retire at any age according to the provisions of the retirement system. Central office personnel shall assist employees in securing retirement benefits; however, it shall be the responsibility of the retiring employee to provide verification of eligibility in writing from TCRS to the central office. It shall be the responsibility of the retiring employee to file for benefits.

(Note: Nonrenewal of non-tenured teachers after the contract year is not suspension or dismissal and does NOT follow the suspension/dismissal procedures outlined in this policy. Rather, nonrenewal of non-tenured teachers after the contract year follows the nonrenewal procedures outlined in this policy.)

Legal References

1. [TCA 49-5-511\(a\)\(3\)](#)
2. [TCA 49-2-301\(b\)\(1\)\(EE\)](#); [TCA 49-5-512](#)
3. [TCA 49-5-409](#)
4. [TCA 49-5-409\(b\)\(2\)](#)

Cross References

Public Hearings 1.401
Teacher Tenure 5.117
Recommendations and File Transfers 5.203

5. [TCA 49-5-508; Public Acts of 2026, Chapter No. 898](#)
6. [TCA 49-5-411\(a\)](#)
7. [TCA 49-5-706](#)
8. [TCA 49-5-411\(b\)](#)

Hickman County Board of Education

Descriptor Term:

Sick Leave

Descriptor Code:
5.302

Issued Date:
05/04/26

Rescinds:
5.302

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02/03/25

LICENSED PERSONNEL

~~The time allowed for sick leave for professional personnel shall be one (1) day for each month employed during the school year and shall accumulate for an unlimited number of days.¹~~

Professional personnel shall earn sick leave as outlined below and these days shall accumulate for an unlimited number of days.¹

- 10-month contract = 8 sick days earned per year
- 11-month contract = 9 sick days earned per year
- 12-month contract = 10 sick days earned per year

Sick leave shall be defined as: illness of a teacher from natural causes or accident, quarantine, or illness or death of a member of the immediate family of a teacher, including the teacher's wife or husband, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law, and sister-in-law.²

A signed statement listing the cause of absence shall be provided by the employee on forms furnished by the director of schools and shall promptly be given to the immediate supervisor in support of all claims for sick leave pay. A falsified statement shall be grounds for dismissal. An employee absent for five (5) consecutive working days shall submit a doctor's statement verifying illness or injury of the employee or immediate family member.

Frequent use and/or suspected misuse of sick leave by an employee are sufficient grounds for requiring a physician's certificate stating the reason for absence.

A certificate from the physician on forms furnished by the Board may be required in support of any claim for sick leave pay.

In case of doubt, the Board of Education shall have final authority as to who is entitled to leave under this section and the time for which the leave may be allowed.

A teacher in need of sick leave shall be allowed to use unearned sick leave up to the amount of days which such teacher may accumulate during the remainder of the school year in which he is employed. Such advance use of sick leave shall be charged to sick leave accumulated in the same school year.

Upon termination of the employment of such teacher-before-such-days are earned or at the end of the school year, there shall be deducted from the final salary of each teacher an amount based on his daily rate of pay sufficient to cover the excess sick leave days used by him and if such final salary is

1 insufficient for this purpose the teacher shall be liable for reimbursement of any amount in excess of
2 his final salary.

3 The principal shall notify the director of schools' office at once if an employee is sick beyond the limit
4 of his/her sick leave accumulation. The substitute teacher, beyond this point, must have a certificate or
5 permit and must be paid according to the state salary scale.

6 Permanent, cumulative sick leave records for each active professional employee shall be kept in the
7 director of schools' office.

8 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
9 school system, provided that the director of schools of the system in which the accumulated leave was
10 held provides notarized verification.³

11 **SUPPORT PERSONNEL**

12 Sick leave shall be the same for support personnel as for certified employees.

13 The time allowed (days earned) for sick leave shall be one (1) day for each month an employee is
14 employed except bus drivers, who shall earn one half (1/2) day for each month employed.

15 Sick leave shall be cumulative for all earned days not used.

16 At the termination of the employment of any employee, all unused sick leave accumulated by the
17 employee shall be terminated.

18 The immediate supervisor may require a physician's certificate stating the reason for absence.

19 Frequent and misuse of sick leave by an individual are sufficient grounds for requiring a physician's
20 certificate stating the reason for absence.

21 A teacher, upon employment, may transfer his/her accumulated sick leave from another Tennessee
22 school system, provided that the director of schools of the system in which the accumulated leave was
23 held provides notarized verification.

1. [TCA 49-5-710\(a\)\(1\); Public Acts of 2026, Chapter No. 1022](#)
2. [TRR/MS 0520-01-02-.04\(2\)](#)
3. [TCA 49-5-710\(a\)\(5\)](#)

Workers' Compensation 3.602
Orientation and Probation 5.107
Short Term Leaves of Absence 5.300
Family and Medical Leave 5.305
Physical Assault Leave 5.307

Hickman County Board of Education

Descriptor Term:

Personal and Professional Leave

Descriptor Code:

5.303

Issued Date:

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Rescinds:

5.303

Issued:

12/05/22

Personal and professional leave shall be granted in accordance with laws of the State of Tennessee and rules and regulations of the State Board of Education.

~~Certified employees shall earn personal and professional leave at the rate of one day for each half-year employed for a total of two (2) days per year.~~ Professional employees shall earn personal and professional leave at the rate of two (2) days for each half-year employed for a total of four (4) days per year. Employees may have their days of personal leave prior to having earned it. Any personal and professional leave remaining unused at the end of a year shall be credited to sick leave.¹

If, at the termination of services, any employee has been absent for more days than leave has been earned, an amount sufficient to cover the excess days used shall be deducted from the employee's final salary payment.²

Subject to the following conditions, personal leave may be taken at the discretion of the employee:

1. Except in emergency, each employee shall give the principal at least one day's notice in writing of intent to take leave;
2. The approval of the principal of the school shall be required:³
 - a. If more than ten percent (10%) of the teachers in any given school request its use on the same day;
 - b. If requested during any prior established student examination period;
 - c. If requested on the day immediately preceding or following a holiday or vacation period.
 - d. If personal leave is requested for days scheduled for professional development or in-service training, according to a school calendar adopted by the Board prior to the commencement of the school year; or
 - e. If personal leave is requested for days scheduled for parent-teacher conferences, according to a school calendar adopted by the Board prior to the commencement of the school year.

Professional leave is a short, temporary absence for the purpose of attending workshops and other meetings relating to school business or serving on boards and commissions which meet during daytime hours when appointed by a mayor, city council, county executive or county commission.⁴

Requests shall be submitted to the principal at least five (5) days prior to requested leave of absence.

- 1 In addition, certified employees shall be granted leave to serve on any board or commission of the state
2 when the appointment is made by the Governor or General Assembly. Such leave shall not be counted
3 against any other accumulated leave credits. The employee shall notify the principal at least five (5)
4 days prior to leave being taken.
- 5 Support Personal may use two (2) leave days per school year as "personal leave". Personal leave may
6 be used for religious holidays, deaths not covered by sick leave, civic duties, personal business, or for
7 attendance of professional meetings excluding optional in-service meetings).

Legal References

1. [TCA 49-5-711\(a\); TRR/MS 0520-01-02-.04\(3\);](#)
[Public Acts of 2026, Chapter No. 1022](#)
2. [TCA 49-5-711\(b\)](#)
3. [TCA 49-5-711\(c\)\(1\)](#)
4. [TCA 49-5-205](#)

Cross References

Short Term Leaves of Absence 5.300
Legislative Leave 5.309

Hickman County Board of Education

Descriptor Term:

Staff Rights & Responsibilities

Descriptor Code:

5.600

Issued Date:

03/03/25

Rescinds:

5.600

Issued:

08/07/23

In fulfilling any citizenship rights and responsibilities, employees shall give proper consideration to the educational welfare of students and ensure that no conflict exists with their actual duties.

Each staff member has the right to:

1. A work environment free from sexual, racial, ethnic, and religious discrimination/harassment;¹
2. Academic freedom within the confines of state law and board policy in order to create an atmosphere of freedom in the classroom;

Educators have the right to:²

1. Be treated with civility and respect as well as having his/her professional judgement and discretion respected;
2. Report any errant, offensive, or abusive content or behavior of a student to the principal and/or appropriate agencies;
3. Provide students with a safe environment;
4. Defend themselves and their students from physical violence or harm;³
5. Share information regarding a student's educational experience, health, or safety with the student's parent(s)/guardian(s) unless otherwise prohibited;⁴
6. Review all instructional material or curriculum before being utilized by students; and
7. Not be required to use his/her personal money to appropriately equip a classroom.

Each staff member has the responsibility to:

1. Make themselves familiar with and abide by, the laws of the state as these affect their work, the policies of the board and the procedures designed to implement them;
2. To adhere to the Teacher Code of Ethics;⁷
3. Exercise good judgment in selecting issues for discussion and balance the relative maturity of students and the students' right to know;

4. Be courteous and helpful in interacting and responding to parents, visitors and members of the public;
5. Keep all records and prepare and submit promptly all reports that may be required by state law, state board regulations, board policy and administrative procedures; and
6. Wear appropriate dress for work according to board guidelines and local school rules.
7. Report students who commit offenses of assault and battery or vandalism on school property endangering the life, health, or safety of others pursuant to state law;⁵ and
8. Receive benefits in accordance with state law if the educator is a teacher who is on leave due to a physical assault or other violent criminal act committed during the course of employment.⁶
9. Refrain from any sexually related behavior with students, including students who have graduated or withdrawn in the immediately preceding twelve (12) months;⁸

Legal References

1. [42 USCA § 2000e-2\(a\), \(b\); TCA 49-6-8004](#)
2. [TCA 49-5-209](#)
3. [TCA 49-6-2802](#)
4. [20 USCA § 1232g](#)
5. [TCA 49-6-4301](#)
6. [TCA 49-5-714](#)
7. [TCA 49-5-1001](#)
8. [Public Acts of 2026, Chapter No. 898](#)

Cross References

Curriculum Development 4.200
Controversial Issues 4.800
Religious Content of Courses 4.804
Staff-Student Relations 5.610
Ethics 5.611

Hickman County Board of Education

	Descriptor Term: Director of Schools Recruitment and Selection	Descriptor Code: 5.801	Issued Date: 04/07/25
		Rescinds: 5.801	Issued: 02/06/23

1 When a vacancy occurs, the appointment of a director of schools is a function of the Board.¹ The Board
2 is responsible for finding the person it believes can most effectively translate into action the policies of
3 the Board and the goals of the community and the professional staff.

4 The Board may employ a consultant to advise and assist the Board in the search and selection process.
5 However, final selection shall rest with the Board after a thorough consideration of qualified
6 applicants. An interim director of schools appointed during the time of a search shall not become a
7 candidate unless the Board expressly permits such inclusion in the selection procedures. A board
8 member may not apply for or in any other way be considered for the position of director of schools.²

9 If the Board chooses to conduct a search to fill the position, the Board shall initially develop the
10 following:

11 1. A job description

12 2. A timeline

13 3. A process for accepting and reviewing applications, including a process for handling public
14 versus non-public material (Note: Per state law, records of all applicants are public unless
15 candidates request their records be made private); and

16 4. Selection procedures which shall include, but not be limited to, the following:³

17 a. The Board may invite the community, including board employees, to participate in the
18 process of selecting a director of schools. Resumes of persons interviewed by the Board
19 shall be available in the central office for public inspection.

20 b. The interview process for each finalist shall include at least one interview with the
21 entire board.

22 c. Candidates shall be interviewed by the Board in an open session. Only board members
23 will be allowed to ask questions during the interview. The Board may additionally
24 choose to conduct closed-session one-on-one interviews between individual board
25 members and individual candidates. The Board may additionally choose to conduct
26 "town hall" type meetings where the public can engage the candidates with questions
27 via an appropriate moderator.

28 d. Candidates shall be interviewed by the Board in an executive session. All deliberation

1 shall occur during public meetings and requires minutes of the executive session to be
2 published..
3

- 4 e. The Board shall attempt to select a director by unanimous vote, but a simple majority
5 vote of the membership of the board shall be required for the appointment of a director
6 of schools.

Legal References

1. [TCA 49-2-203\(a\)\(13\)](#)
2. [TCA 49-2-203\(a\)\(1\)\(D\)](#)
3. [TCA 49-2-203\(a\)\(13\)\(B\); Public Acts of](#)
[2026, Chapter No. 1048](#)

Hickman County Board of Education

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

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

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

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

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

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

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

7. School-endorsed activities;

8. Summons, subpoena, or court order; or

9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:⁶

1. Attendance is checked and reported daily for each class;

2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;

3. All student absences are verified;

4. Written excuses are submitted for absences and tardiness;

5. System-wide procedures for accounting and reporting are followed.

TRUANCY

General

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

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

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

*Progressive Truancy Intervention Plan*⁸

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

Tier I

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

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

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

Tier II

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

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

Tier III

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

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

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

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

6 *Transfer Students and Truancy Tracking*

7 The district shall request attendance records for students enrolling after the start of the school year
8 from the previous public school district. Unexcused absences accumulated at a previous district for the
9 current school year shall be factored into the student's placement on the truancy intervention plan tiers,
10 if applicable.⁹

11 **NON-SCHOOL SPONSORED EXTRACURRICULAR ACTIVITY⁹**

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

- 18 1. Student's name and personal identification number;
- 19
- 20 2. Student's grade;
- 21
- 22 3. The dates of the student's absence;
- 23
- 24 4. The reason for the student's absence; and
- 25
- 26 5. The signatures of the student and parent/guardian.

27 **RELEASED TIME COURSE¹⁰**

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

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

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

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

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

5 **MAKE-UP WORK**

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

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

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

17 **STATE-MANDATED TESTS/END OF COURSE EXAMS**

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

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

25 **CREDIT/PROMOTION DENIAL**

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

29
30 1. Parents and students shall be advised if a student is in danger of credit/promotion denial due
31 to excessive absenteeism.

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

33 **DRIVER'S LICENSE REVOCATION²**

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

1 ATTENDANCE HEARING¹²

- 2 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial
3 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If
4 the student chooses to appeal, the student or their parent/guardian shall be provided written or actual
5 notice of the appeal hearing and shall be given the opportunity to address the committee. The committee
6 will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student
7 has met attendance requirements that will allow him/her to pass the course or be promoted. Upon
8 notification of the attendance committee decision, the principal shall send written notification to the
9 director of schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding
10 the excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to
11 appeal such action within two (2) school days to the director of schools/designee.
- 12 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.
- 13 Within five (5) school days of the director of schools/designee rendering a decision, the student's
14 parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.
15 Following the review, the Board may affirm or overturn the decision of the director of schools/designee.
16 The action of the Board shall be final.
- 17 The director of schools/designee shall ensure that this policy is posted in each school building and
18 disseminated to all students, parents, teachers and administrative staff.

Legal References

1. [TCA 49-6-3006](#)
2. [TCA 49-6-3017\(c\)](#)
3. [20 USCA § 1232g](#)
4. [TRR/MS 0520-01-02-.17\(5\); State Board of Education Policy 4.100](#)
5. [TCA 49-6-2904\(b\)\(5\)](#)
6. [TCA 49-6-3007](#)
7. [TCA 49-6-3021](#)
8. [TCA 49-6-3007; TCA 49-6-3009](#)
9. [TCA 49-6-3022; Public Acts of 2026, Chapter No. 844](#)
10. [TCA 49-2-130](#)
11. [TCA 49-2-203\(b\)\(7\); TCA 49-6-3002\(b\); Public Acts of 2025, Chapter No. 401](#)
12. [TRR/MS 0520-01-02-.17\(7\)](#)

Cross References

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

Hickman County Board of Education

	Descriptor Term: Home Schools	Descriptor Code: 6.202	Issued Date: 05/05/25
		Rescinds: 6.202	Issued: 08/07/23

A "home school" is a school conducted or directed by parent or parents or legal guardian or guardians for their own children. Home schools which teach K-12 where the parents are associated with an organization that conducts church-related schools (*as defined by §49-50-801*) which are supervised by such organization and which administer standardized achievement tests at the same time tests are given in their regular day schools are exempt from the following provisions, but must follow procedures issued by the State Department of Education.¹

A parent wishing to conduct a home school shall meet the following requirements:²

1. Provide annual notice to the director of schools before the commencement of each school year of the intent to conduct a home school;
2. Submit to the director of schools the name, number, age, grade level of children involved, location of the school, curriculum to be offered, proposed hours of instruction, qualifications of the parent/teacher, whether a college preparatory or general course of education will be taught in grades 9-12, and a description of the courses to be taught each year;
3. Maintain attendance records, subject to inspection of the local director of schools;
4. Submit attendance records to the director of schools at the end of each school year;
5. Provide instruction for at least four (4) hours per day for the same number of instructional days as are required by state law for public schools;³
6. Possess a high school diploma, GED, or HiSET;⁴
7. ~~Cooperate in the administration to home school students of appropriate tests by the Commissioner of Education, his/her designee or by a professional testing service;~~ Ensure the administration to home school students of appropriate tests approved by the State Board of Education or a standardized test selected by the parent-teacher that provides nationally normed analytics in English and math in grades five (5), seven (7), and nine (9);⁵
8. ~~Take action according to state law if home school student falls behind appropriate grade level;~~
9. Submit proof to the director of schools that the home school student has been vaccinated as required by law;⁵

10. Submit proof to the director of schools that other health services and examinations as required by law have been received by the home school student; and

11. In the event of illness or inadequacy of the home school parent-teacher to teach a specific subject, employ a tutor having the same qualifications as required of parent/teacher.

If one or more of these requirements are not met, the Board authorizes the director of schools to take formal action to bring the child into compliance with the Compulsory Attendance Law (until the child has reached age 17), either in the home school or in a public, private or church-related school.

It shall be the policy of this Board that public school facilities shall be available for home school instruction only when *all* of the following conditions exist:

1. Special needs courses are being taught which require services unavailable to the home school student;
2. These services cannot be provided through any means other than the public schools;
3. Requests for services are made known by the home school parent when notice is given to the director of schools of the intent to conduct a home school;
4. The director of schools investigates request and make recommendations to the Board;
5. No overcrowding, additional expenses, including providing transportation, or other special situations which interfere with the normal operation of the school system shall be incurred; and
6. Approval by the Board on a case-by-case basis.

The director of schools, through the attendance supervisor, shall have the attendance records of the home school inspected at least two (2) times each school year in order to provide assistance in implementing the Compulsory Attendance Law.

Student Performance⁶

~~If a home school student falls more than one (1) year behind his appropriate grade level in his/her comprehensive test score for two (2) consecutive tests, and if a certified teacher who would have taught the child at his/her grade level determines through appropriate means that the student is not learning disabled, the director of schools shall require the parents to enroll the child in a public, private or church-related school.~~

Legal References

1. [TCA 49-50-801\(a\)](#)
2. [TCA 49-6-3050\(b\), \(c\)](#)
3. [TCA 49-6-3004\(a\); TCA 49-6-3050\(b\)\(3\)](#)
4. [TCA 49-6-3050\(b\)\(4\)](#)
5. [TCA 49-6-5001; Public Acts of 2026, Chapter No. 912](#)
6. [TCA 49-6-3050\(b\)\(6\)](#)

Cross References

Compulsory Attendance Ages 6.201

Hickman County Board of Education			
	Descriptor Term: Student Assignments	Descriptor Code: 6.205	Issued Date: 05/05/25
		Rescinds: 6.205	Issued: 03/06/23

1 **TO SCHOOLS**

2 Students, including those in kindergarten, shall attend the school to which they are assigned.¹

3 Parents who are dissatisfied with the assignment of their children may, within ten (10) days after the
4 assignment, make application to the Board for a hearing requesting a transfer to another school.²

5 **TO CLASSES**

6 The principal shall be responsible for assigning all students to classes.

7 Students who enter the system from another school system are to be placed by the principal in the
8 grade and/or level as indicated by records from the former school. If the student's placement is
9 inappropriate in the grade or level assigned, he/she may be reassigned by the principal to another grade
10 level. Parents shall be kept advised.

11 The principal shall separate an alleged victim of child sexual abuse from an alleged perpetrator if the
12 abuse allegedly occurred while the child was under the supervision or care of the school. If available
13 and appropriate, a child shall be reassigned if a request is made by the child's parent or custodian and
14 the perpetrator has been: (1) substantiated by the department of children's services; (2) adjudicated by
15 a juvenile court to have committed the child sexual abuse; or (3) criminally charged.³

16 If an order of protection is issued to protect a student from another student enrolled in the same school,
17 then the principal shall develop a student safety plan and implement it for the student who is named as
18 the petitioner. This shall occur as soon as possible, but no later than five (5) school days from the date
19 on which the school receives a copy of the order of protection. When reasonably practicable and
20 appropriate, the building-level school safety team and the parent(s)/guardian(s) of the student named as
21 the petitioner shall provide input into the plan. The Director of Schools shall develop administrative
22 procedures to implement this process.⁴

Legal References

1. [TCA 49-6-3102, 3103](#)
2. [TCA 49-6-3201](#)
3. [TCA 49-6-3102\(h\), \(i\)](#)
4. [Public Acts of 2026, Chapter No. 862](#)

Cross References

Transfers Within the System 6.206
Homeless Students 6.503
Students in Foster Care 6.505

Hickman County Board of Education

Descriptor Term:

Interrogations and Searches

Descriptor Code:
6.303

Issued Date:
07/07/25

Rescinds:
6.303

Issued:
05/05/25

INTERROGATIONS BY SCHOOL PERSONNEL

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities.¹

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

1 SEARCHES BY SCHOOL PERSONNEL

2 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
3 procedures regarding the searching of students' lockers, vehicles, and containers which are consistent
4 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
5 all of the provisions of the School Security Act of 1981.^{1,6}

6 The school principal shall authorize all searches at the outset per state law.² All principal initiated
7 searches shall be conducted by a school security officer or a school administrator or school employee
8 designated by the Director of Schools who has completed the state required orientation and training.³
9 The following conditions shall apply to principal initiated searches:

10 1. All the following standards of reasonableness must be met:

- 11 a. A particular student has violated policy;
- 12 b. The search could be expected to yield evidence of the violation of school policy or
13 disclosure of a dangerous weapon or drug;
- 14 c. The search is in pursuit of legitimate interests of the school in maintaining order,
15 discipline, safety, supervision and education of students;
- 16 d. The primary purpose of the search is not to collect evidence for a criminal prosecution;
17 and
- 18 e. The search shall be reasonably related to the objectives of the search and not
19 excessively intrusive considering the age and sex of the student, (Sex shall be defined as
20 the "immutable characteristics of the person's reproductive system that identify the
21 person as male or female, as determined by anatomy and genetics existing at the time of
22 birth.") as well as the nature of the infraction alleged to have been committed.⁴

23
24 2. A school administrator shall be on-site at any principal-initiated search;

25
26 3. A school administrator shall oversee the search and may end the search at any time; and

27
28 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
29 guardian within a reasonable time of the search³

30 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
31 personal effects.

32 If a school resource officer searches a student, based on having probable cause, the principal shall
33 notify the Director of Schools/designee.⁵

34 USE OF ANIMALS

35 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
36 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched
37 and shall not be used to search the persons of students or visitors.

38 SEARCHES BY POLICE

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature.

If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#); [Public Acts of 2026, Chapter No. 1040](#)
4. [TCA 49-6-4205\(b\)](#); [Public Acts of 2026, Chapter No. 938](#)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Hickman County Board of Education

Descriptor Term:

Interference/Disruption of School Activities

Descriptor Code:
6.306

Issued Date:
06/02/25

Rescinds:
6.306

Issued:
04/03/23

Employees are authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control the conduct of any student while under the supervision of the school system.¹ This authority shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, excursions and all other activities under school sponsorship and direction.

Such measures may include the use of reasonable force to restrain or correct students and maintain order.

A student shall not use violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct which causes the disruption, interference or obstruction of any school purpose while on school property, in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off campus. Neither shall s/he urge other students to engage in such conduct.

Harassment, intimidation and other conduct that may be considered "bullying" will not be tolerated. Students shall not engage in conduct that has the effect of unreasonably interfering with another student's academic development or that creates a hostile or offensive learning environment.

A student found guilty of misbehavior may receive punishment ranging from verbal reprimand to suspension and/or expulsion dependent on the severity of the offense and the offender's prior record.²

REMOVAL OF STUDENT¹

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the principal/designee to remove the student from the teacher's classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.

The principal/designee will investigate the request and make a decision regarding the student's placement. The principal will notify the teacher as to his/her decision.

If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

Appeal Process

If the teacher's request for removal is denied, he/she may file an appeal with the Director of Schools/designee. He/she will review the teacher's request for removal as well as the decision of the principal/designee and make a determination as to the student's placement.

1 CLASSROOM EVACUATION

2 Some or all students may be removed from a classroom or instructional area due to violent, aggressive,
3 or severely disruptive behavior of another student that creates a safety concern or substantially
4 interrupts classroom instruction.³

5 *Parental Notification*

6 The principal/designee shall provide notification to the parent(s)/guardian(s) of each student in the
7 classroom or instructional area at the time of the classroom evacuation. The notification shall be
8 provided by the end of the day in which the classroom evacuation took place unless the event that
9 prompted the evacuation is an ongoing emergency or is otherwise under investigation by state or local
10 law enforcement.

11 Notification to the parent(s)/guardian(s) must include:³

- 12 1. The fact that a classroom evacuation occurred;
- 13
- 14 2. A brief description of the general nature of the incident sufficient to explain why the classroom
15 evacuation occurred; and
- 16
- 17 3. Any steps taken by the school to ensure the continued safety and supervision of students.

18 Parental notification provided in compliance with the Family Education Rights and Privacy Act
19 (FERPA) and other applicable privacy laws.⁴ No information shall be disclosed about the student
20 whose conduct caused the classroom evacuation, or any other student, if the disclosure would violate
21 privacy laws.

22 *Recordkeeping*

23 Each school shall maintain records of:

- 24 1. The date and time of the classroom evacuation;
- 25
- 26 2. The number of students evacuated;
- 27
- 28 3. The time and manner of parental notification; and
- 29
- 30 4. The staff member responsible for issuing parental notifications.

Legal References

1. [TCA 49-6-2804](#)
2. [TCA 49-6-3401](#)
3. [Public Acts of 2026, Chapter No. 850](#)
4. [20 USCA § 1232g](#); [TCA 10-7-504](#)

Cross References

Code of Conduct 6.300
Suspension 6.316
Safe Relocation of Students 6.4081

Hickman County Board of Education

	Descriptor Term: Admission of Suspended or Expelled Students	Descriptor Code: 6.318	Issued Date: 07/07/25
		Rescinds: 6.318	Issued: 08/05/23

1 **STUDENT READMISSION TO DISTRICT¹**

2 The district may continue a disciplinary investigation of a student who withdraws from the district
3 during the investigation. If the student later reenrolls in the district, then the disciplinary investigation
4 and/or consequences shall resume.

5 The Board may deny admission of any student (except those in state custody) who has been expelled
6 or suspended from another school district in Tennessee or another state even though the student has
7 established residency in the district in which he/she seeks enrollment.

8 After a request for enrollment is made, the Director of Schools shall investigate the facts surrounding
9 the suspension/expulsion from the former school district. The principal may ask the
10 parent(s)/guardian(s) in writing if their student has been adjudicated delinquent for an offense listed in
11 TCA 49-6-3051 and submit any records to the Director of Schools.¹ Based on the results of the
12 investigation, the Director of Schools shall make a recommendation to the Board to approve or deny
13 the request.

14 The Board shall not deny enrollment beyond the length of the imposed suspension/expulsion.

15 A student may be dismissed if it is determined subsequent to the enrollment that the student has been
16 suspended or expelled from the former school district.²

1. [Public Acts of 2026, Chapter No. 760](#)
2. [TCA 49-6-3051\(a\)](#)
3. [TCA 49-6-3401\(f\); 20 USCA § 1232g\(b\)\(4\), \(h\)](#)

School Admissions 6.203
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: Emergency Medication	Descriptor Code: 6.4051	Issued Date: 08/04/25
		Rescinds: 6.4051	Issued: 06/05/23

1 This policy addresses those instances when students need to receive medication in an emergency
2 situation. Board Policy 6.405 addresses instances wherein students take medicine during the school
3 day in non-emergency situations.

4 School personnel, who volunteer, under no duress or pressure and have been properly trained by a
5 registered nurse, are permitted to administer glucagon in emergency situation to a student based on
6 physician's order and/or the student's Individual Health Plan (IHP). If the school nurse is on site, the
7 nurse shall provide the service to the student.¹

8 The school nurse shall be responsible for updating and maintaining each IHP. There must be a
9 parent/guardian signature on file giving permission prior to training school personnel to administer
10 glucagon.

11 Following are specifics relating to glucagon and diazepam. Volunteer personnel, trained by a
12 registered nurse, may administer emergency medication to a student based on that student's Individual
13 Health Plan (IHP) or a physician's standing order. A call to 911 will be made in the event of these
14 emergencies.

15 DEFINITION OF GLUAGON

16 Glucagon is a hormone that helps the liver release sugar, thus increasing the level of sugar in the blood.
17 It must be injected with a syringe into the body like insulin.

18 WHEN TO USE GLUCAGON

19 Glucagon is administered when the student has low blood sugar and is unable to take liquid or food by
20 mouth because of unconsciousness or seizure activity as per a medical provider's written instructions.

21 TRAINING

- 22 1. Review physicians' orders for glucagon and parent/guardian permission on file.
- 23 2. The volunteer must complete an initial in-depth diabetes-related training recognizing
24 signs and symptoms of hypoglycemia and respond with student-specific interventions.
- 25 3. The volunteer trainee must be able to state glucagon's action and the need for its use.
- 26 4. The volunteer trainee must be able to state how glucagon should be prepared, the
27 dosage, and side effects as well as follow-up care after the administration of glucagon.

5. The volunteer trainee must be able to identify where glucagon will be stored (must be kept in a secure location away from heat and direct light) and readily available to the student.
6. The volunteer trainee will notify or delegate notification of EMS/911 personnel, parents/guardian, and the school nurse any time glucagon is administered to any student.
7. The volunteer trainee must document observations, administration of glucagon, and follow-up care on the appropriate diabetic and medication forms.
8. Training will be provided until competency is demonstrated, and retraining shall be completed on a yearly basis. Training will be documented and include a skills checklist, instructor's name, trainee's name, date of training, and documentation of competency of trainee to administer glucagon. A copy of the trainee's competency training form will be kept in the employee's personnel file.

DEFINITION OF DIAZEPAM (DIASTAT)

Diastat works to stop seizure activity by acting on brain cell interactions that inhibit the seizure discharges. This special formulation of diazepam is administered rectally as a gel.

School personnel who volunteer under no duress or pressure and who have been properly trained by a registered nurse or employed or contracted by the Hickman County School System may administer anti-seizure medication, including diazepam gel to a student in an emergency situation based on the student's IHP. If the school nurse is available, on site, and able to reach the student within the time limit for administration specified in the IHP, then the school nurse shall provide this service to the student.

WHEN TO USE DIASTAT

Upon the decision of a trained volunteer to administer diazepam gel (Diastat), school officials shall immediately summon local emergency medical services to the school to provide necessary monitoring of transport to safeguard the health and condition of the student.

Trained volunteer school personnel administering anti-seizure medications, any registered nurse who provides training to administer such medications, and any local board of education shall not be liable in any court of law for injury resulting from the reasonable and prudent assistance in the administration of such medications, if performed pursuant to the policies and guidelines developed by the departments of health and education and approved by applicable regulatory or governing boards or agencies.

The Hickman County School System shall not assign a student with epilepsy or other seizure disorder to a school other than the school for which the student is zoned or would otherwise regularly attend because the student has a seizure disorder.

A student's parent/guardian, who has given the student's school written authorization to administer anti-seizure medication, shall, in accordance with the student's IHP, notify the school administrator or school nurse if anti-seizure medication or prescription over-the-counter medicines are administered at a

time at which the student is not present in school. The student's IHP shall set forth with specificity the requirements of reporting administration of medication and for the dissemination of such information to volunteer school personnel trained to administer anti-seizure medication. Such notification shall be given after administration of medication before or at the beginning of the next school day in which the student is in attendance.

TRAINING

Prior to administration of an anti-seizure medication to a student by volunteer school personnel or a school nurse in an emergency situation, the student's parent/guardian shall provide:

1. The school with a written authorization to administer the medication at school;
2. A written statement from the student's health care practitioner, which shall contain the student's name, the name and purpose of the medication, the prescribed dosage, the route of administration, the frequency that the medication may be administered, and the circumstances under which the medication may be administered;
3. Prior to its date of expiration, the prescribed medication to the school is in its unopened, sealed package with the intact label affixed by the dispensing pharmacy.

EMERGENCY ALLERGY RESPONSE PLAN

The director of schools shall develop and maintain an Emergency Allergy Response Plan that meets state guidelines for managing students with life-threatening allergies. The Plan shall include measures to reduce exposure to allergens and procedures to treat allergic reactions. Components of the plan shall include, but are not limited to: education and training of personnel, record keeping/documentation, development and reviews of the allergy action plan, and protocols for classrooms and cafeterias that include strategies to reduce exposure to allergens.²

Using the state food allergy guidelines plan as a guide, the direction shall also develop a process to identify all students with food allergies and develop and implement an Individualized Health Care Plan (IHCP) with an Allergy Action Plan for each specific student.³

EPINEPHRINE³

Each school shall maintain epinephrine, either as auto-injectors, nasal sprays, or other forms, in at least two (2) unlocked, secure locations including, but not limited to, the school office and the school cafeteria.

In the event of such a reaction, the school nurse or other trained school personnel shall utilize epinephrine to respond, under a standing protocol from a physician.

The Director of Schools/designee is authorized to seek epinephrine through a prescription written to Hickman County School District. Upon the issuance of the auto-injectors, the Director of Schools shall ensure that they are placed within each school and that any needed trainings are conducted for staff.

Legal References

1. [TCA 49-50-1602\(b\)](#)
2. [TCA 49-50-1602\(g\)](#)
3. [Public Acts of 2026, Chapter No. 947](#)

Cross References

Medicines 6.405

New Policy

Hickman County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Outside Applied Behavior Analysis Therapy	Descriptor Code: 6.4053	Issued Date: draft
		Rescinds:	Issued:

1 *General*

2 This policy applies to “private pay providers”, which include licensed behavior analysts, registered
3 behavior technicians, and licensed assistant behavior analysts, who are under contract with
4 parent(s)/guardian(s) of students with autism spectrum disorder or developmental delays.¹

5 Private pay providers shall adhere to the memorandum of understanding (“MOU”), board policies, and
6 state and federal laws while assisting students on school property and/or at school functions. This
7 includes adhering to student confidentiality laws for any student the private pay provider encounters.
8 The school district shall require a background check and fingerprinting of all private pay providers.

9 A private pay provider accompanying a student on campus shall be responsible for attending to the
10 ongoing needs of the student they are contracted to assist. The school district shall not request the
11 private pay provider to provide services to any other students, staff, or visitors.

12 The Director of Schools shall develop administrative procedures to implement this policy.

13 **IEP TEAM COORDINATION**

14 Private pay providers shall coordinate with the student’s IEP team by:

- 15 • Attending an onboarding session;
- 16
- 17 • Defining roles and communication channels;
- 18
- 19 • Conducting a review of relevant student records;
- 20
- 21 • Ensuring documentation is accurate and promptly provided to all parties; and
- 22
- 23 • Coordinating with the IEP team prior to each meeting.

24 **TERMINATION OF SERVICES**

25 Services of the private pay provider may be terminated for cause. Termination shall be based on
26 violation of the terms of the MOU. If termination is necessary, the Director of Special Programs shall
27 provide the parent/legal guardian with a letter outlining the reason for the termination.

1 APPEALS PROCESS

2 [Note: The Bord may insert an alternate appeal process.]

3 If a parent/legal guardian disagrees with the school district on the provision of services, a complaint
4 may be filed in writing with the Director of Schools. The Director shall appoint a panel to make a
5 decision on the appeal. The panel shall be composed of three individuals: a building level
6 administrator, a special education staff member, and one other school employee. The panel shall
7 review the complaint from the parent/legal guardian along with information provided by district staff
8 and make a determination on the matter within ten (10) business days.

Legal References

1. [Public Acts of 2026, Chapter No. 1112; 20 U.S.C. § 1401](#)

Hickman County Board of Education

	Descriptor Term: Students from Military Families	Descriptor Code: 6.506	Issued Date: 10/20/25
		Rescinds: 6.503	Issued: 07/10/23

1 General

2 The Director of Schools shall develop the necessary administrative procedures to ensure that students
3 with parent(s)/guardian(s) in the armed services are identified and that appropriate and available
4 services are provided for these students.¹

5 RELOCATION OF MILITARY SERVICE MEMBER²

6 A student who does not currently reside within the school district shall be allowed to enroll if he/she is
7 a dependent child of a service member who is being relocated to Tennessee on military orders. To be
8 eligible for enrollment, the student will need to provide documentation that he/she will be a resident of
9 the school district on relocation. This documentation must be provided to the school district within one
10 (1) calendar year from the date of enrollment.

11 ~~Within fifteen (15) days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of~~
12 ~~residency within the school district.~~

13 If the child of a military member enrolls per this policy and has an active 504 plan, IEP, or an
14 individualized family service plan, then the district shall take the necessary steps to ensure that services
15 are in place when the student enrolls.

16 ABSENCES

17 Principals shall provide students with a one (1) day excused absence prior to the deployment of and a
18 one (1) day excused absence upon the return of a parent/guardian serving active military service.

19 Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a
20 parent/guardian during a deployment cycle. The student shall provide documentation to the school as
21 proof of his/her parent's/guardian's deployment. Students shall be permitted to make up school work
22 missed during these absences.³

23 REMAINING IN THE DISTRICT⁴

24 If a student is enrolled in grades eleven (11) through twelve (12) and is a dependent child of a service
25 member who relocates on military orders resulting in the student no longer residing in the school
26 district due to relocation, the student shall have the option to remain enrolled in the same high school
27 until the student graduates or withdraws.

Legal References

1. [State Board of Education Policy 2.103](#)
2. [TCA 49-6-3101; Public Acts of 2026, Chapter No. 834](#)
3. [TCA 49-6-3019](#)
4. [Public Acts of 2026, Chapter No. 834](#)

Cross References

Attendance 6.200
School Admissions 6.203

Hickman County Board of Education

	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 07/07/25
		Rescinds: 4.100	Issued: 06/03/24

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.”²

Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.³

The Board approves the following broad-based instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;
- To know the principles involved in making moral and ethical choices;
- To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;

- 1 • To acquire knowledge and to develop skills in the management of personal and public
- 2 resources necessary for meeting obligations to self, family and society;
- 3
- 4 • To learn to act in a responsible manner;
- 5
- 6 • To learn of the rights and responsibilities of citizens of the community, state, nation and world;
- 7 and
- 8
- 9 • To learn to understand, respect and interact with people of different cultures, generations and
- 10 races.

Legal References

1. [42 USCA § 2000d et seq.](#)
2. [Public Acts of 2026, Chapter No. 938](#)
3. [Public Acts of 2025, Chapter No. 293; TCA § 49-50-1801; TCA § 49-50-1802](#)

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Hickman County Board of Education

Descriptor Term:

Extracurricular Activities

Descriptor Code:

4.300

Issued Date:

08/07/23

Rescinds:

4.300

Issued:

06/05/22

The following guidelines shall be followed in administering the student activities program:

1. The Board shall initially approve each specific extracurricular activity so that proper support and supervision may be assured.
2. The principal, after obtaining the recommendation of the faculty and the director of schools, shall determine which clubs and organizations will be permitted.
3. Each student activity must be under the guidance and direction of a certificated staff member.
4. All student activities must have the approval of the principal.
5. Student activities occurring before or after regularly scheduled school hours must be under the supervision of the principal or his/her designee.
6. Secret organizations shall not be operated in any school.
7. A student shall not be required to attend a school-sponsored student activity that is scheduled at a time which conflicts with his religious practices.¹
8. School-sponsored student activities during vacation periods shall be restricted to regularly scheduled athletic programs and major events which cannot be scheduled otherwise.
9. Student groups shall not participate in state or national activities which are not listed as approved activities by regional accrediting associations or state and national principals' associations without the approval of the director of schools.
10. A student on out-of-school suspension shall not be permitted to participate in school-sponsored activities.

Activities which restrict participation because of race, color, religion, sex, disabilities, or national origin are forbidden.² "Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth."²

11.

12. Activities sponsored by outside groups or agents will be approved only if they are co-sponsored by the school.

STUDENT CLUBS & ORGANIZATIONS³

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization. The Director of Schools shall develop administrative procedures outlining this recordkeeping process.

Legal References

1. TCA 49-6-1002(c)
2. 34 CFR § 106.41; [Public Acts of 2026, Chapter No. 938](#)
3. Public Acts of 2023, Chapter No. 353

Cross References

Special Use of School Vehicles 3.402
Interscholastic Athletics 4.301
Field Trips and Excursions 4.302
Attendance 6.200

Hickman County Board of Education

Descriptor Tenn:

Interscholastic Athletics

Descriptor Code:
4.301

Issued Date:
07/07/25

Rescinds:
4.301

Issued:
08/05/24

No person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, be treated differently from another person or otherwise be discriminated against in any athletic program of the school. Equal athletic opportunities shall be provided for members of both sexes.¹

Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.²

Student athletes shall only be allowed to participate in athletic activities or events that align with the student’s sex indicated on his/her original birth certificate.² The Director of Schools/designee shall require the parent/guardian to provide the student’s original birth certificate prior to participation in any interscholastic athletics. If the original birth certificate is not available or does not indicate the student’s sex at the time of birth, the parent/guardian shall provide medical documentation showing evidence of the student’s sex at birth.

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

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

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

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

No principal or teacher of any school under the control of the Board shall dismiss his/her school or any group of students for the purpose of attending the practice of any interscholastic sport during the school

day without written permission from the Board.⁷ This does not prevent the inclusion of regular physical training lessons in the daily school program.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days prior to the event.⁸

SEVERE WEATHER⁴

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

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

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

HOME SCHOOL STUDENT PARTICIPATION¹⁰

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

VIRTUAL SCHOOL STUDENT PARTICIPATION¹¹

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

Legal References

1. [34 CFR § 106.41](#); [20 USCA § 1681 et seq.](#)
2. [TCA 49-6-310\(a\)](#); [Public Acts of 2026, Chapter No. 938](#)
3. [TRR/MS 0520-01-02-.08\(1\)](#)
4. [TCA 49-6-3601](#)
5. [TCA 29-20-403](#)
6. [20 USCA § 1232h\(c\)](#); [TRR/MS 0520-01-13-.01\(1\)\(a\)](#)
7. [TCA 49-6-1002\(a\)](#)
8. [TCA 49-6-1002\(c\)](#)

Cross References

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

9. [TCA 49-2-120](#)
10. [TCA 49-6-3050\(e\)\(1\)\(B\)](#)
11. [Public Acts of 2025, Chapter No. 173](#)

Hickman County Board of Education

	Descriptor Term: Equal Opportunity Employment	Descriptor Code: 5.104	Issued Date: 11/05/24
		Rescinds: 5.104	Issued: 10/03/22

- 1 Opportunity for employment, as well as continuation and advancement in employment, shall be
2 afforded equally to members of all races, creeds, colors, sexes (Sex shall be defined as the “immutable
3 characteristics of the person’s reproductive system that identify the person as male or female, as
4 determined by anatomy and genetics existing at the time of birth” unless otherwise required by federal
5 law); religions, ages, national origins, and individuals with disabilities or veteran status with regard
6 only for qualifications for the positions involved.¹

Legal References

- I. [U.S. Constitution, Amendment XIV](#); [Title VII, Civil Rights Act of 1964](#); [Public Acts of 2026, Chapter No. 938](#); [Bostock v. Clayton Cnty., Georgia, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 \(2020\)](#); [Title VI, Civil Rights Act of 1964](#); [Title IX, Education Amendments of 1972](#); [Age Discrimination Act of 1967](#); [Section 504 of the Rehabilitation Act of 1973](#); [42 USCA § 12101-12213](#); [TCA 50-10-101](#)

Cross References

Section 504 and ADA Grievance Procedures 1.802
Recruitment of Employees 5.105
Discrimination/Harassment of Employees 5.500
Complaints and Grievances 5.501

Hickman County Board of Education

Descriptor Term:

Complaints and Grievances

Descriptor Code:

5.501

Issued Date:

05/05/25

Rescinds:

5.501

Issued:

03/06/23

EMPLOYMENT-RELATED COMPLAINTS/GRIEVANCES

The Board believes that differences of opinions arising in the course of employment should be resolved as quickly as possible and at the lowest supervisory level.

In instances of questions by an individual staff member concerning the interpretation of policies and procedures to that staff member, administrative practices within his/her particular school, and relationships with other employees, the staff member concerned must consult the administrative or supervisory personnel to whom he/she is responsible. If a satisfactory resolution of the problem cannot be reached after ample opportunity for consideration of the matter, the staff member concerned may discuss the matter with the next level of supervision up to and including the director of schools.

In instances where an individual staff member feels for personal reasons that he/she cannot discuss a problem with his/her immediate superior, he/she may take the problem directly to the director of schools. After review of the case, the director of schools shall take action as he/she deems appropriate and within a prompt, reasonable time shall notify all parties concerned of his decision.

HARASSMENT/DISCRIMINATION GRIEVANCES

Employees should notify any district complaint manager if they believe the Board, its employees or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy including:^{1,2,3}

1. Age Discrimination Employment Act;¹

2. Title II of the Americans with Disabilities Act⁴

3. Title IX of the Education Amendments of 1972⁵

4. Section 504 of the Rehabilitation Act of 1973⁶

5. Claims of sexual harassment under Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972^{7,5}

The complaint manager will endeavor to respond and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit

1 of other remedies and use of this grievance procedure does not extend any filing deadline related to the
2 pursuit of other remedies.

3 1. **Filing a Complaint** — An employee who wishes to avail himself or herself of this grievance
4 procedure may do so by filing a complaint with any district complaint manager. The employee
5 may request a complaint manager of the same sex. Sex shall be defined as the “immutable
6 characteristics of the person’s reproductive system that identify the person as male or female,
7 as determined by anatomy and genetics existing at the time of birth” unless otherwise required
8 by federal law.⁸ The complaint manager may assist the employee in filing a grievance.
9

10 2. **Investigation** — The complaint manager will investigate the complaint or appoint a qualified
11 person to undertake the investigation on his or her behalf. The complaint and identity of the
12 complainant will not be disclosed except (1) as required by law or this policy; or (2) as
13 necessary to fully investigate the complaint; or (3) as authorized by the complainant. The
14 complaint manager shall file a written report within ten (10) days of the filing of the grievance,
15 of his or her findings with the director of schools. If a complaint of sexual harassment contains
16 allegations involving the director of schools, the written report shall be filed with the Board.
17 The director of schools shall keep the Board informed of all complaints.
18

19 3. **Decision and Appeal** — After receipt of the complaint manager's report, the director of schools
20 shall render a written decision within five (5) days of the receipt of the report which shall be
21 provided to the employee. If the employee is not satisfied with the decision, the employee may
22 appeal the decision to the Board by making a written request to the complaint manager. The
23 complaint manager shall be responsible for promptly forwarding all materials relative to the
24 complaint and appeal to the Board. Thereafter, the Board shall render within thirty (30) days
25 from the date the appeal was received, review the report and affirm, overrule or modify the
26 decision and render a written finding which shall be provided to the complainant. This
27 grievance procedure shall not be construed to create an independent right to a Board hearing.

28 **APPOINTING COMPLAINT MANAGERS**

29 The director of schools shall appoint at least two complaint managers, one of each gender. The Federal
30 Rights Coordinator may be appointed as a complaint manager. The director of schools shall insert into
31 this policy the names, addresses and telephone numbers of current complaint managers. (see note)

32 *(Note: Title IX regulations require districts to identify the name, address and telephone number of the*
33 *person who is responsible for coordinating the district's compliance efforts. A policy should not be*
34 *adopted with a person's name in it; rather, the identifying information can be added and amended as*
35 *necessary.)*

Legal References

1. [Age Discrimination Employment Act, 29 USCA § 621; 42 USCA § 6101; 34 CFR § 110.25](#)
2. [Equal Pay Act, 29 USCA § 206\(d\)](#)
3. [Immigration Reform and Control Act, 8 USCA § 1324](#)
4. [Americans with Disabilities Act, 42 USCA § 12101](#)
5. [Title IX of the Education Amendments, 20 USCA § 1681](#)
6. [Section 504 of the Rehabilitation Act, 29 USCA § 701](#)
7. [Title VII of Civil Rights Act, 42 USCA § 2000e](#)
8. [Public Acts of 2026, Chapter No. 938; *Bostock v. Clayton Cnty., Georgia*, 590 U.S. 644, 140 S. Ct. 1731, 207 L. Ed. 2d 218 \(2020\)](#)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Equal Opportunity Employment 5.104
Discrimination/Harassment of Employees 5.500
Title IX & Sexual Harassment 6.3041

Hickman County Board of Education

Descriptor Term:

Student Goals

Descriptor Code:

6.100

Issued Date:

04/07/25

Rescinds:

6.100

Issued:

03/06/23

In order to establish an environment conducive to learning for each student, the Board establishes the following goals:

1. To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex or disabilities. ¹ Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”;²
2. To protect and observe the legal rights of students;
3. To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
4. To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
5. To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
6. To deal with students in matters of discipline in a fair and constructive manner;
7. To provide for the safety, health and welfare of students; and
8. To promote faithful attendance and good work.

Legal References

1. [20 USCA § 1703; TCA 49-6-3109](#)
2. [Public Acts of 2026, Chapter No. 938](#)

Cross References

School District Goals 1.700
Instructional Program 4.100

Student Discrimination, Harassment, Bullying, Cyber-
bullying, and Intimidation 6.304

Hickman County Board of Education

Descriptor Term:

Rights and Responsibilities of Students

Descriptor Code:

6.301

Issued Date:

05/05/25

Rescinds:

6.301

Issued:

04/03/23

The Board expects all school staff, students and parents to assume the responsibility for appropriate behaviors in the school.

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers and effects against unreasonable searches and seizure;
3. Expect that the school will be a safe place;
4. Have an appropriate environment conducive to learning;
5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin or disabilities¹; Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”;¹ and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;

- 1 9. Respect the authority of school administrators, teachers and other authorized personnel in
2 maintaining discipline in the school and at school-sponsored activities;
- 3 10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs and other
4 unauthorized substances or materials; and
- 5 11. Possess on school grounds only those materials which are acceptable under the law and accept
6 the consequences for articles stored in one's locker.

Legal References

1. [20 USCA § 1703; Public Acts of 2026, Chapter No. 938](#)

Hickman County Board of Education

Descriptor Term:

Interrogations and Searches

Descriptor Code:
6.303

Issued Date:
07/07/25

Rescinds:
6.303

Issued:
05/05/25

INTERROGATIONS BY SCHOOL PERSONNEL

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities.¹

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student, without the presence of parent(s)/guardian(s) or legal custodians and without giving the student constitutional warnings.

INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

The use of police women or female staff members is desirable in the interrogation of female students.

POLICE-INITIATED INTERROGATIONS

If the police deem circumstances of sufficient urgency to interrogate students at school for unrelated crimes committed outside of school hours, the police department shall first contact the principal regarding the planned interrogation, inform him/her of the probable cause to investigate within the school. The principal shall make reasonable effort to notify the parent(s)/guardian(s) or legal custodians of the interrogation unless circumstances require otherwise. The interrogation may proceed without attendance of the parent(s)/guardian(s) or legal custodians. The principal or his/her designee shall be present during the interrogation.

1 SEARCHES BY SCHOOL PERSONNEL

2 In order to ensure a safe and secure learning environment, the Director of Schools shall develop
3 procedures regarding the searching of students' lockers, vehicles, and containers which are consistent
4 with state law. The Director of Schools shall develop additional procedures to ensure compliance with
5 all of the provisions of the School Security Act of 1981.^{1,6}

6 The school principal shall authorize all searches at the outset per state law.² All principal initiated
7 searches shall be conducted by a school security officer or a school administrator or school employee
8 designated by the Director of Schools who has completed the state required orientation and training.³
9 The following conditions shall apply to principal initiated searches:

10 1. All the following standards of reasonableness must be met:

- 11 a. A particular student has violated policy;
- 12 b. The search could be expected to yield evidence of the violation of school policy or
13 disclosure of a dangerous weapon or drug;
- 14 c. The search is in pursuit of legitimate interests of the school in maintaining order,
15 discipline, safety, supervision and education of students;
- 16 d. The primary purpose of the search is not to collect evidence for a criminal prosecution;
17 and
- 18 e. The search shall be reasonably related to the objectives of the search and not
19 excessively intrusive considering the age and sex of the student, (Sex shall be defined as
20 the "immutable characteristics of the person's reproductive system that identify the
21 person as male or female, as determined by anatomy and genetics existing at the time of
22 birth.") as well as the nature of the infraction alleged to have been committed.⁴

23
24 2. A school administrator shall be on-site at any principal-initiated search;

25
26 3. A school administrator shall oversee the search and may end the search at any time; and

27
28 4. If a student is under the age of eighteen (18), the principal must notify the student's parent or
29 guardian within a reasonable time of the search³

30 School officials may conduct hand-held or walk-through metal detector checks of a student's person or
31 personal effects.

32 If a school resource officer searches a student, based on having probable cause, the principal shall
33 notify the Director of Schools/designee.⁵

34 USE OF ANIMALS

35 When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in
36 conducting searches, but the animals shall be used only to pinpoint areas which need to be searched
37 and shall not be used to search the persons of students or visitors.

38 SEARCHES BY POLICE

1 If public health or safety is involved, upon request of the principal who shall be present, police officers
2 may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for
3 drugs, weapons or items of an illegal or prohibited nature.

4 If the principal has received reliable information which he/she believes to be true that evidence of a
5 crime or of stolen goods, not involving school property of members of the school staff or student body,
6 is located on school property and that any search for such evidence or goods would be unrelated to
7 school discipline or to the health and safety of a student or the student body, he/she shall request police
8 assistance; and procedures to obtain and execute a search warrant shall thereafter be followed.

9 Anything found in the course of the search conducted in accordance with this policy which is evidence
10 of a violation of the law or a violation of student conduct standards may be:

- 11 1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It
12 should be tagged for identification at the time it is seized and kept in a secure place by the
13 principal or the principal's designee until it is presented at the hearing. At the discretion of the
14 principal, the items seized may be returned to the parent or guardian of a student or, if it has no
15 significant value, the item may be destroyed, but only with the express written permission of
16 the director of schools.
17
- 18 2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or
19 drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement
20 official after completion of an administrative proceeding at which its presence is reasonably
21 required.

22 Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her
23 designee may request the assistance of a law enforcement officer to:

- 24 1. Search any area of the school premises, any student or any motor vehicle on the school
25 premises; or
26
- 27 2. Identify or dispose of anything found in the course of a search conducted in accordance with
28 this policy.

29 The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect
30 that criminal evidence is about to be uncovered.

Legal References

1. [TCA 49-6-4203\(b\)](#)
2. [TCA 49-6-4204\(a\)](#); [TCA 49-6-4205\(a\)](#)
3. [Public Acts of 2025, Chapter No. 244](#); [Public Acts of 2026, Chapter No. 1040](#)
4. [TCA 49-6-4205\(b\)](#); [Public Acts of 2026, Chapter No. 938](#)

Cross References

Traffic and Parking Controls 3.403
Procedural Due Process 6.302
Reporting Child Abuse 6.409

5. [State v. R.D.S., No. M200801724COAR3JV, 2009 WL 2136324, at *1 \(Tenn. Ct. App. July 16, 2009\)](#)
6. [TCA 49-6-4201; Tenn. Op. Att'y Gen. No. 14-21 \(February 24, 2014\)](#)

Hickman County Board of Education

	Descriptor Term: Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	Descriptor Code: 6.304	Issued Date: 07/07/25
		Rescinds: 6.304	Issued: 06/02/25

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

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

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

DEFINITIONS⁴

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

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, ~~gender~~ sex (Sex shall be defined as the "immutable characteristics of the person's reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth.")⁵, age, disability, religion,) that is severe, pervasive, or persistent and creates a hostile environment.

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

1 *Hazing* - An intentional or reckless act by a student or group of students that is directed against any other
2 student(s) that endangers the mental or physical health or safety of the student(s) or that induces or
3 coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees
4 of the school district shall not encourage, permit, condone or tolerate hazing activities.

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

8 **COMPLAINTS AND INVESTIGATIONS**

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

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

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

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

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

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

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

37 Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and
38 complete investigation of each alleged incident. All investigations shall be completed and appropriate

intervention taken within twenty (20) calendar days from the receipt of the initial report.⁷ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁷

RESPONSE AND PREVENTION¹⁰

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

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

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

REPORTS

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

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

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

RETALIATION AND FALSE ACCUSATIONS

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

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

Legal References

1. [TCA 49-6-4503\(a\), \(b\)\(3\); 20 USCA §§ 1681 to 1686; Public Acts of 2025, Chapter No. 293](#)
2. [TCA 49-6-4503\(b\)\(11\)](#)
3. [TCA 49-6-4503\(b\)\(12\)](#)
4. [TCA 49-6-4503\(b\)\(2\), \(13\)](#)
5. [TCA 49-2-120; Public Acts of 2026, Chapter No. 938](#)
6. [TCA 49-6-4503\(b\)\(5\)](#)
7. [TCA 49-6-4503\(b\)\(6\)](#)
8. [TCA 49-6-4503\(b\)\(14\)](#)
9. [20 USCA § 1232g](#)
10. [TCA 49-6-4503\(b\)\(4\), \(7\)-\(8\)](#)
11. [TCA 49-6-4503\(d\)\(3\)](#)
12. [TCA 49-6-4503\(c\)\(2\)\(B\)](#)
13. [TCA 49-6-4503\(b\)\(9\)](#)
14. [TCA 49-6-4503\(b\)\(10\)](#)

Cross References

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

Hickman County Board of Education

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

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.¹ Sex shall be defined as the “immutable characteristics of the person’s reproductive system that identify the person as male or female, as determined by anatomy and genetics existing at the time of birth”.² This policy shall cover employees, employees’ behaviors, students, and students’ behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).² The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.³ These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.³

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

TITLE IX COORDINATOR⁵

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

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

115 Murphree Ave.

931-729-3391

mike.elkins@hickmank12.org

DEFINITIONS⁴

“Complainant” is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Respondent” is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

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

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

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

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

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

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

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

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

GRIEVANCE PROCESS

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

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

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

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

Complaints

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

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

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

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

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

3 **Investigations**¹⁶

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

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

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

16 All investigations shall:

- 17 1. Provide an equal opportunity for the parties to present witnesses and evidence;
18
- 19 2. Not restrict the ability of either party to discuss the allegations under investigation or gather
20 and present relevant evidence;
21
- 22 3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that
23 seek disclosure of information protected under a legally recognized privilege unless such
24 privilege has been waived;¹⁷
25
- 26 4. Provide the parties with the same opportunities to have others present during any grievance
27 proceeding;
28
- 29 5. Provide to parties whose participation is requested written notice of the date, time, location,
30 participants, and purpose of all investigative interviews, or other meetings, with sufficient time
31 for the party to prepare to participate;
32
- 33 6. Provide both parties an equal opportunity to inspect and review any evidence directly related to
34 the allegations in the formal complaint; and
35
- 36 7. Result in the creation of an investigative report that fairly summarizes relevant evidence.
37
 - 38 a. Prior to the completion of the investigative report, the investigator shall send to each
39 party the evidence subject to inspection and review. All parties shall have at least ten
40 (10) days to submit a written response which shall be taken into consideration in
41 creating the final report.

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

Determination of Responsibility¹⁹

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

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

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

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

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

APPEALS²²

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

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

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

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

1 RETALIATION²³

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

Legal References

1. [34 CFR § 106.1](#)
2. 34 CFR § 106.8(b),(c); [Public Acts of 2026, Chapter No. 938](#)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. [20 USCA 1092\(f\)\(6\)\(A\)\(v\)](#); [TCA 36-3-601\(10\)](#); [TCA 71-6-302](#)
7. [34 USCA 12291\(a\)\(10\)](#)
8. [34 USCA 12291\(a\)\(8\)](#); [TCA 40-14-109](#)
9. [34 USCA 12291\(a\)\(30\)](#); [TCA 39-17-315](#); [TCA 36-3-601\(11\)](#)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. [TRR/MS 0520-02-03-.09\(2\)](#); [TCA 49-5-417\(c\)](#)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. [20 USCA § 1232g](#)
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

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

Hickman County Board of Education

Monitoring: Review: Annually, in July	Descriptor Term: Student Board Representative	Descriptor Code: 1.206	Issued Date: 07/07/25
		Rescinds: 1.206	Issued: 10/21/24

The Board recognizes the value of communicating with students and considering their ideas and perspectives regarding the educational program. The Board also believes in supporting student leadership and fostering interest in public service. In order to facilitate student input and involvement, the Board establishes an advisory, non-voting Student Board Representative position.

One Student Board Representative will be selected from each High School by their principal or his/her designee. Preference will be given to students who attend the TSBA Scope Conference. Student Board Representatives shall serve a 1-year term, starting in September. S/he shall be a current Hickman County High School or East Hickman High School student in good standing entering his/her junior or senior year. In order to receive a diversity of opinions and perspective, the children of HCSS Staff and Board Members are not preferred.

The Board may remove a Student Board Representative during the term if s/he becomes ineligible or fails to fulfill his/her responsibilities. In the event of a vacancy prior to the expiration of the term, an alternate will be appointed by the Hickman County High School/East Hickman High School principal from the remaining TSBA Scope Candidates. If one is not able to serve, then the principal (s) shall select a student.

Student Board Representative will:

- Attend all regularly scheduled, monthly board work sessions and business meetings.
- Contribute to board discussion by being prepared for meetings and providing student insight and perspective.
- Report to students about the work of the board and district activities.
- Give a report to the Board at the end of their 1-year term regarding their experience of serving and provide any appropriate information that may help to improve the effectiveness of such a service.
- Act and dress, while serving, in a manner consistent with other school board members and in accordance with the school board Code of Ethics.
- Maintain his/her status as a student in good standing during his/her term of service.

Student Board Representative may:

- Attend some board special events and meetings after consultation with the Board mentor, and if scheduling allows.
- Present a report at regular meetings regarding student activities in the district.

Student Board Representative will NOT:

- Make motions, second motions, or vote.

- Attend executive sessions.
- Hold board offices.
- Participate in board discussions or receive board materials concerning topics such as, but not limited to sensitive personnel matters, legal action strategy, negotiations strategy, individual student discipline, financial discussions or other confidential matters as deemed necessary by the Board.
- Receive compensation for their service to the school board.

The Board will:

- The Chair shall appoint a board member to serve as a mentor to each of the student board members. This mentor shall serve as the primary contact between the student members and the full board. The mentor will work with the student board members to support scheduling, meeting preparation, and other duties as necessary.
- Ensure that the Student Board Representative receives training and monthly materials needed to satisfactorily serve.
- Consider, respectfully, the Student Board Representative's positions and recommendations as one element of its decision-making process.

Hickman County Board of Education

	Descriptor Term: Private Vehicles	Descriptor Code: 3.404	Issued Date: 05/06/24
		Rescinds: 3.404	Issued: 04/04/22

The Board recognizes that certain employees may need to use their private vehicles for school purposes regularly or occasionally. To safeguard the school system, employees and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy shall be observed:

1. To use a private vehicle for school purposes, the employee must have the written permission of the director of schools or his designee.
 - a. This permission may be in the form of a standing permit for employees who use their own vehicles regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip signed by the transportation supervisor and director of schools.
2. Employees so authorized to use their vehicles for school business purposes shall be provided liability coverage by the school system.
3. The school system shall assume no responsibility for liability in case of accident, unless the employee has the proper authorization described above;
4. The Board specifically forbids any employee to transport students for school purposes without prior authorization by the director of schools or his designee; and
5. No student shall be sent on school errands in his, an employee's, or a system-owned vehicle.

The Board recognizes that volunteer parent drivers are often needed to use their private vehicles for school purposes. The volunteer parent drivers who use a private vehicle must provide proof of vehicle liability insurance coverage in the form of an insurance certificate in a sufficient amount, as determined by the director of schools.¹

Legal References

1. [TCA 29-20-403\(b\)\(3\); Tenn. Att'y Gen. Op. No. 04-136 \(August 24, 2004\)](#)

Hickman County Board of Education

	Descriptor Term: Food Service Management	Descriptor Code: 3.500	Issued Date: 06/03/24
		Rescinds: 3.500	Issued: 04/04/22

The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.¹

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using the Board-approved procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.²

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals/snacks must be made available to all students in attendance.

2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

The sale of competitive foods must be in compliance with all local procedures, but at a minimum must be as stringent as the current federal regulations concerning competitive foods.³

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

Students Requesting Modified Meals

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law. The director of schools shall develop procedures for notifying parents/guardians of the process for requesting meal modifications, and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

1 **CHARGE POLICY**

2 *Collection of Unpaid Meal Charges*

3 The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to
4 the end of the school year. Uncollected charges from the previous fiscal year shall be considered
5 delinquent debt. The director shall establish reasonable methods and a timeframe for collection of
6 delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board.
7 Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall
8 be considered uncollectable and categorized as an operating loss.⁴

9 **OFFER VS. SERVICE**

10 Students in all schools, grades K through 12, have the option of refusing one of the four items offered
11 for breakfast. Students in all schools, grades K through 12, have the option of refusing two of the five
12 items offered for lunch; however, the student must choose at least 1/2 cup fruit or 1/2 cup vegetable.

13 **COMMUNITY USE OF SCHOOL KITCHENS**

14 When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use
15 of the equipment. When food service facilities are used by outside agencies, an adequate fee approved
16 by the Board will be charged and the manager will ensure that no USDA commodities or supplies
17 provided for the regular program are used.

18 School food service receipts will be used only to pay regular food service operating costs.

19 **COMPETITIVE FOODS/VENDING MACHINES³**

20 Any sale of food and beverages (other than competitive foods) to students during school hours will be
21 under the supervision of the school food service department and the revenue will be deposited to the
22 food service account.

23 The sale of all competitive food and beverages to students during the school hours shall be limited to
24 those approved by the Secretary of Agriculture and controlled by the principal.

25 Vending machines in the schools will be controlled so that they will not offer competition to the school
26 lunch program or encourage poor eating habits. Vending machines may be operated in the school with
27 the approval of the principal.

28 Vending machines located in the dining area must have the approval of the Department of School
29 Nutrition to guarantee compliance with applicable state and federal laws, rules and regulations. The
30 proceeds from the vending machines must be deposited into the school's food service account.

Legal References

1. [TCA 49-6-2302, 2303; TRR/MS 0520-01-06](#)
2. [7 CFR § 210.10-.13](#)
3. [7 CFR § 210.11](#)
4. [2 CFR § 200.426](#)

Cross References

Revenues 2.400
Investment Earnings 2.402
Deposit of Funds 2.500
Financial Reports and Records 2.701

Hickman County Board of Education

Descriptor Term:

Insurance Management

Descriptor Code:

3.600

Issued Date:

06/03/24

Rescinds:

3.600

Issued:

04/04/22

General

The insurance program shall provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;
2. Liability: Board members, Director of Schools, and employees resulting from discharging their duties, and students participating in work-based learning;¹
3. Workers' compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.²

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board may provide group health insurance for all full-time employees.³ The Director of Schools, after consultation with personnel, shall recommend carriers of insurance for programs in which the Board makes partial or full payments. The Board shall approve all insurance carriers.

The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.⁴

ANNUITIES⁵

Board-approved companies for tax-sheltered annuities shall include all companies presently having contracts with employees.

The addition of a company to the list of Board-approved companies shall be considered on written request of agents of the company.

Written request for a change in annuity deductions shall be reported to the payroll office on or before the first day of the month in which such change is to be effective.

Legal References

1. [TCA 49-11-902](#)
2. [TCA 49-2-102](#); [TCA 8-19-101](#)
3. [TCA 49-2-209](#)
4. [45 CFR § 164.302](#)
5. [TCA 49-2-208](#)

Cross References

Payroll 2.802
Work-Based Learning 4.211

Hickman County Board of Education

	Descriptor Term: Student Insurance Program	Descriptor Code: 3.601	Issued Date: 06/03/24
		Rescinds: 3.601	Issued: 04/04/22

- 1 Student accident insurance will be made available for purchase on an optional basis. The policy shall
2 be reviewed annually and approved by the Board upon recommendation of the director of schools.
3 Applications and information brochures will be sent home with the students during the first week of
4 school.
- 5 Files will be maintained in the principal's office listing students subscribing to the plan.
- 6 The principal shall ensure that each student, before participating in interscholastic athletics and/or
7 band, either purchases the insurance policy offered or presents a statement signed by the parent(s)
8 which assures the school that the parent(s) has personal insurance or is willing to accept all financial
9 responsibilities related to participation and travel. Forms for such permission and agreements will be
10 furnished by the principal and will be kept on file in the principal's office.
- 11 Teachers shall be eligible to participate in the student insurance program.

Cross References

Interscholastic Athletics 4.301

Hickman County Board of Education

	Descriptor Term: Workers' Compensation	Descriptor Code: 3.602	Issued Date: 06/03/24
		Rescinds: 3.602	Issued: 04/04/22

1 The Board shall maintain adequate workers' compensation coverage according to state statutes and shall
2 post and maintain in a conspicuous place on the business premises a printed notice regarding worker's
3 compensation as prescribed by the commissioner of labor and workforce development.¹

4 The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or
5 surgeons, not associated together in practice, if available. The names of the physicians or surgeons shall
6 be posted in conspicuous places throughout the maintenance, transportation, clerical, and professional
7 areas of participating schools. Any claimant may select an operating surgeon or attending physician
8 listed on the medical panel for treatment of on-the-job injuries.² Any specialized treatment of injuries
9 must be administered by practitioners or specialists upon referral by the medical panel.

Legal References

1. [TCA 50-6-407](#)
2. [TCA 50-6-204\(a\)\(3\)\(A\)\(i\)](#)

Cross References

Sick Leave 5.302
Physical Assault Leave 5.307

Hickman County Board of Education

	Descriptor Term: Instructional Goals	Descriptor Code: 4.100	Issued Date: 07/07/25
		Rescinds: 4.100	Issued: 06/03/24

General

The Board shall not discriminate on the basis of race, color, religion, sex, national origin, or disability in its instructional program or activities.¹ Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities.²

The Board approves the following broad-based instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;
- To know the principles involved in making moral and ethical choices;
- To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation and world; and

- 1 • To learn to understand, respect and interact with people of different cultures, generations and
2 races.

Legal References

1. 42 USCA § 2000d *et seq.*
2. Public Acts of 2025, Chapter No. 293

Cross References

School District Goals 1.700
Student Goals 6.100
Student Concerns 6.305

Hickman County Board of Education

	Descriptor Term: Instructional Standards	Descriptor Code: 4.101	Issued Date: 06/03/24
		Rescinds: 4.101	Issued: 08/01/22

1 *General*

2 The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or
3 federal law shall be taught.¹ The Director of Schools shall develop administrative procedures to
4 implement this policy.

5 **STATE STANDARDS²**

6 Only Tennessee state standards shall be taught within the school district. The following are prohibited:

- 7 1. Instructional materials, textbooks, or supplemental materials created to align exclusively with
8 Common Core; or
9
- 10 2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise
identified as Common Core textbooks or instructional materials.

12 **CURRICULUM AND INSTRUCTIONAL PROGRAMMING**

13 All curriculum and instructional programming implemented in the school district shall adhere to state
14 and federal laws. District employees shall not include or promote any concepts that would violate state
15 law when providing instruction, using instructional or supplemental materials, or when implementing
16 the instructional program and curriculum.¹

17 The Director shall develop procedures to ensure that the district's instructional program complies with
18 state law.

19 Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the
20 regulation developed by the Tennessee Department of Education.³

Legal References

1. [TCA 49-6-2202](#); [TCA 49-6-1304](#); [TCA 49-6-2206](#);
[TCA 49-6-1019](#)
2. [TCA 49-1-302\(a\)\(8\)](#); [TCA 49-1-314](#); [TCA 49-6-2206](#)
3. [TRR/MS 0520-12-04](#)

Cross References

Reconsideration of Textbooks and Instructional Materials
4.402
Controversial Issues 4.800
Controversial Materials 4.801

Hickman County Board of Education

Descriptor Term:

Curriculum Development

Descriptor Code:

4.200

Issued Date:

06/03/24

Rescinds:

4.200

Issued:

05/02/22

Under the leadership and direction of the curriculum director, a unified curriculum shall be developed within the statewide curriculum framework for the school system in each subject area, grades K-12, and presented to the Board for adoption.^{1,2}

Teachers in each school shall participate in the systemwide development of the curriculum in their appropriate subject areas. Assignments for curriculum development in the elementary grades will be made by the principal.

The curriculum will be revised and updated regularly through in-service programs and curriculum planning sessions, with changes subject to approval by the Board.

At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a personal copy of the portion which pertains to their area of teaching. New teachers shall be given an appropriate copy and briefed on its content in relation to the total curriculum.

Each teacher shall follow a course of study based on curriculum guides and textbooks. The prepared course of study shall be reviewed annually and regularly updated and must be related to the individual needs and abilities of the students.

Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is encouraged but must have prior approval of the principal. An experimental program requires the approval of the director of schools, the Board, the Commissioner of Education and the State Board of Education.¹

A course may become a permanent part of the school program after three (3) years of operation upon approval of the State Board of Education.

IMPLEMENTATION

The primary responsibility for the effective operation of the curriculum program and activities shall be delegated to the director of schools.

The instructional supervisors, principals and teachers shall work cooperatively in the instructional program.

The school principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.03
2. TCA 49-6-1001, et seq.; TCA 49-6-1201; TCA 49-6-1301, 1302

Cross References

Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602

Hickman County Board of Education

Descriptor Term:

Basic Program and Class Size Ratios

Descriptor Code:

4.201

Issued Date:

08/05/24

Rescinds:

4.201

Issued:

06/03/24

The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in its educational programs or activities.

Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.¹

WAIVERS

The Director of Schools/designee may seek a waiver from the Commissioner of Education to extend the career and technical education (CTE) classes in grades six through twelve (6-12) as long as these class sizes do not exceed the maximum class size set for CTE. For grades six through eight (6-8), the class size may be extended, but the class size and average must not exceed those for general education classes in grades seven through twelve (7-12).²

If a natural disaster results in the enrollment of displaced students, the Commissioner of Education may grant a waiver from the maximum class sizes.

The Director of Schools shall apply for additional waivers as needed in compliance with state law.

Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

The course of study in the schools shall include those subjects required by the Legislature and Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and smoking of cigarettes and their effect upon the human system; history of Tennessee and its Constitution; history of the United States and its Constitution; displaying of the American flag; highway safety; and defensive driving.

The Board reserves the right to add additional courses and to amend the content of prescribed courses as experience and the process of curriculum development indicate the desirability of such change.

Legal References

1. [TCA 49-1-104; TRR/MS 0520-01-02-31\(4\)](#)
2. [TCA 49-1-104\(g\); Public Acts of 2024, Chapter No. 712](#)

Cross References

Graduation Requirements 4.605
Waivers of Statute, Rules, and Regulations 4.607
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns 6.305

Hickman County Board of Education

	Descriptor Term: Lifetime Wellness	Descriptor Code: 4.2012	Issued Date: 06/03/24
		Rescinds: 4.2012	Issued: 05/02/22

Students in grades 9-12 shall complete a unit of lifetime wellness, a planned program to promote a lifelong process of positive lifestyle management that seeks to integrate the emotional, social, intellectual and physical dimensions of self for a longer, more productive, and higher quality of life, as a requirement for graduation.

Participation in marching band or interscholastic athletics shall not be substituted for this requirement.

Members of the professional staff shall work with the county and state health departments, the welfare department and members of the medical profession in promoting a program of good health for all pupils. Indications of a health problems shall be reported to the principal and the parents.

The following topics shall be included as part of the lifetime wellness course to help students reach the specified goals in the curriculum framework:

1. Disease Prevention and Control

2. Safety and First Aid

3. Mental Health

4. Nutrition

5. Substance Use/Abuse

6. Sexuality and Family Life

7. Personal Fitness and Related Skills

Cross References

Student Drug and Alcohol Use 6.307

Acquired Immune Deficiency Syndrome (AIDS) 6.404

Internal School Funds Manual
Applicable Laws and Exhibits - Appendix A

Exhibit 1

FUNDRAISER AUTHORIZATION FORM

School Centerville Elementary
Fund/club/class account General Fund
Expected timeframe of fundraiser Year Long PBIS (once a month)
Proposed fundraising activities Kickback 20% from sales
Kona ICE Sales
Method of fundraising (in-person, crowdfunding, etc.) In person sales
Proposed uses of funds raised* Student incentives / staff
resources & materials / staff rewards
Expected student involvement (school-wide or specific school organization)
School wide
Method by which school will receive profit 20% Kickback from Gross
Sales

Requested by Leslie Wren Date 7-14-26
Name/Title

Approved by Jal B... Date 7/14/26
Principal

Approved by Marcy Tidwell (DB) Date 7-15-26
JUL 15 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the Director of Schools

** The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Internal School Funds Manual
Applicable Laws and Exhibits - Appendix A

Exhibit 1

FUNDRAISER AUTHORIZATION FORM

School Centerville Elementary
Fund/club/class account General
Expected timeframe of fundraiser July 28
Proposed fundraising activities T-shirt sales @ Open House
Method of fundraising (in-person, crowdfunding, etc.) In Person
Proposed uses of funds raised* Staff meals for PD /
Staff rewards / PBIS
Expected student involvement (school-wide or specific school organization)
School wide
Method by which school will receive profit T-shirt sales

Requested by Tessa Tucker / AP Date 7-6-26
Name/Title

Approved by Zach Buntz Date 7-6-26
Principal

Approved by Nancy Fidler Date JUL 7 2026
Director of Schools**

* Any change in proposed uses of funds raised must be approved by the Director of Schools

** The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards

Proposed fundraising activities: Reward Days Concessions
during the 2026-2027 School Year

Purposed Uses of funds raised
Rewards for students + staff

Expected student involvement (school-wide or specific school organization) _____
School-wide

Method by which school will receive profit Currency

Requested by Cassie Hale / AP Date 7/21/26
Name/Title

Approved by Jina S. Shupen Date 7/21/26
Principal

Approved by Mary Truwell Date JUL 27 2026
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name Rewards & Operation/Maintenance

Proposed fundraising activities: Spike Hike (Sept. 25, 2026)

Purposed Uses of funds raised

Rewards for students + staff as well as operational needs that may arise (such as paint, classroom upkeep supplies, etc...)

Expected student involvement (school-wide or specific school organization) _____

School-wide (those that wish to participate)

Method by which school will receive profit Currency

Requested by Cassie Hale /AP Date 7/21/26
Name/Title

Approved by Lina S. Shupen Date 7/21/26
Principal

Approved by Mary Fidler Date 7-27-26
Director of Schools*

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

Exhibit 1

PROPOSED FUNDRAISING ACTIVITIES

Fund/account name HCMS Cross Country

Proposed fundraising activities: Car Wash

Purposed Uses of funds raised Strength training equipment

Expected student involvement (school-wide or specific school organization) Set up, Car washing, tear down

Method by which school will receive profit Currency

Requested by K Clark Coach
Name/Title

Date 2026 July 22

Approved by Dina S. Higgins
Principal

Date 7/22/26

Approved by Marcy Tidwell
Director of Schools*

Date JUL 27 2026

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name:

Volleyball

Proposed Fundraising Activities:

Concessions

Proposed Uses of Funds Raised:

team needs

Expected Student Involvement (school-wide or specific school organization):

Volleyball

Method by which school will receive profit:

cash

Requested by (Name/Title):

Laura Sanders

Date:

7/27/26

Approved by (Principal):

Jana Wells

Date:

7-27-26

Approved by
(Director of Schools):

Marcy Tidwell

Date:

JUL 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name:

Football

Proposed Fundraising Activities:

Concessions

Proposed Uses of Funds Raised:

team needs

Expected Student Involvement (school-wide or specific school organization):

football

Method by which school will receive profit:

Cash

Requested by (Name/Title):

Laura Sanders

Date:

7/27/26

Approved by (Principal):

Jana White

Date:

7-27-26

Approved by
(Director of Schools):

Nancy Fidwell

Date:

JUL 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name:

Boys basketball

Proposed Fundraising Activities:

concessions

Proposed Uses of Funds Raised:

team needs

Expected Student Involvement (school-wide or specific school organization):

boys basketball

Method by which school will receive profit:

cash

Requested by (Name/Title):

Laura Sanders

Date:

7/27/26

Approved by (Principal):

Jana White

Date:

7-27-26

Approved by
(Director of Schools):

Nancy Tidwell

Date:

JUL 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Girls basketball

Proposed Fundraising Activities: concessions

Proposed Uses of Funds Raised: team needs

Expected Student Involvement (school-wide or specific school organization):

Girls basketball

Method by which school will receive profit: cash

Requested by (Name/Title):

Laura Sanders

Date:

7/27/26

Approved by (Principal):

Jana White

Date:

7-27-26

Approved by
(Director of Schools):

Nancy Tidwell

Date:

JUL 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Football

Proposed Fundraising Activities: Merch Store

Proposed Uses of Funds Raised: Will buy gear for coaches and players,

Expected Student Involvement (school-wide or specific school organization):

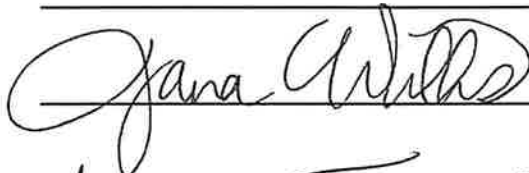
.None

Method by which school will receive profit: Gear for coaches polo's and jackets.

Requested by (Name/Title): Darren Kennedy

Date: 7/27/26

Approved by (Principal):



Date:

7-27-26

Approved by
(Director of Schools):



Date:

JUL 27 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: _____

Proposed Fundraising Activities: _____

Kona Ice

Proposed Uses of Funds Raised: _____

Rewards

Expected Student Involvement (school-wide or specific school organization): _____

School-wide

Method by which school will receive profit: _____

cash / check

Requested by (Name/Title): _____

Jana Willes

Date: _____

7-21-26

Approved by (Principal): _____

Jana Willes

Date: _____

7-21-26

Approved by
(Director of Schools): _____

Marcy Tidwell

Date: _____

JUL 22 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Girls Basketball

Proposed Fundraising Activities: Team-Jv playdate

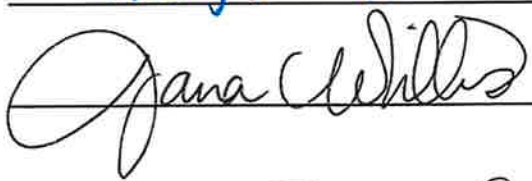
Proposed Uses of Funds Raised: Team expenses

Expected Student Involvement (school-wide or specific school organization):

None

Method by which school will receive profit: cash

Requested by (Name/Title): Tiffany Plunk Date: 7/15/26

Approved by (Principal):  Date: 7-15-26

Approved by (Director of Schools):  Date: JUL 15 2026

PROPOSED FUNDRAISING ACTIVITIES

Fund/Account Name: Football

Proposed Fundraising Activities: Banner Promotion

Proposed Uses of Funds Raised: Football Player Fees,
Football Practice Equipment, Football Gear, Player
meals, Concessions, Bus Rides, Ref fees

Expected Student Involvement (school-wide or specific school organization):

Football Team

Method by which school will receive profit: Check, Cash, Money
orders

Requested by (Name/Title): Football Coach Date: 7-14-26

Darren Kennedy

Approved by (Principal):

Jana Willis

Date: 7-14-26

Approved by
(Director of Schools):

Marcy Tidwell

Date: JUL 15 2026

PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School
7700 Hwy 7, Lyles, TN 37098
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name Class of 2027

Account Number _____

Proposed fundraising activities: Krispie Kreme Donuts

Purposed Uses of funds raised: Senior Class

Expected Student involvement (school-wide or specific school organization):
School-wide

Method by which school will receive profit: Cash

Requested by: Shelly Mahoney
Name/Title

7-8
Date

Acknowledge by: [Signature]
Bookkeeper

7/8/26
Date

Approved by: [Signature]
Principal

7/9/24
Date

Approved by: Marcy Tidwell
Director of Schools*

7-9-26
Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.



SCHOOL SUPPORT ORGANIZATIONS PROPOSED FUNDRAISING ACTIVITIES

(Pursuant to Section 49-2-604, TCA,

To be submitted prior to scheduling any fundraising activity.)

IN COMPLIANCE WITH SCHOOL BOARD POLICY 2.404 AND TCA SECTION 49-2-601 ET SEQ., OUR SCHOOL SUPPORT ORGANIZATION SUBMITS THIS PROPOSED FUNDRAISING ACTIVITY FOR THE DIRECTOR'S APPROVAL. WE REALIZE THAT THE DIRECTOR SHALL CONSIDER, AT A MINIMUM, THE FOLLOWING WHEN APPROVING OR DENYING A REQUEST BY A SCHOOL SUPPORT ORGANIZATION TO ENGAGE IN A FUNDRAISING ACTIVITY:

- 1) Whether the fundraising activity, as scheduled, conflicts with the fundraising activity of the school district or an individual school within the district, and
- 2) Whether the fundraising activity is consistent with the goals and mission of the school and/or the school district.

The undersigned submits that this fundraising activity is consistent with the goals and mission of the school and/or the school district, as well as the organization's mission, goals, and objectives.

ORGANIZATION: East Hickman First and Goal Football Booster

DATE OF PROPOSED FUNDRAISING 7/1/26 - 12/1/26

PROPOSED FUNDRAISING ACTIVITY: March tent and blanket sales.
Sell shirts, hats, blankets, etc. in a merch tent and pre order
sales.

PROPOSED USES OF FUNDS RAISED: We hope to use funds raised to
help with meal costs, facility costs, incentives or items for
players, end of season items - such as banquet cost, or uniform costs

OTHER COMMENTS/CONSIDERATIONS RELATED TO THE FUNDRAISER:

We plan to have merch tent at home games, but
also take up orders online/in person outside of games

REQUESTED BY Sarah Sawett / President DATE 7/8/26 ggw

SIGNATURE/TITLE
[Signature]
SCHOOL PRINCIPAL/DESIGNEE DATE 7/9/26

APPROVED BY [Signature] DATE 7-9-26
DIRECTOR OF SCHOOLS/DESIGNEE

PROPOSED FUNDRAISING ACTIVITIES



East Hickman High School
7700 Hwy 7, Lyles, TN 37098
Phone 931-670-1366 Fax 931-670-1039

Fund/Account Name General Athletics

Account Number _____

Proposed fundraising activities: Fish Dinner - sold & provided by
Apex Bank on Fri. Aug 21

Purposed Uses of funds raised: TO make improvements at our
athletic complexes

Expected Student involvement (school-wide or specific school organization): Sell tickets for
fish dinner

Method by which school will receive profit: Cheek - Apex Bank

Requested by: Carla Moulton

Name/Title

7-7-24

Date

Acknowledge by: _____

JJN

Bookkeeper

7/7/26

Date

Approved by: _____

Carl Moulton

Principal

7-7-24

Date

Approved by: _____

Marcy Tidwell

Director of Schools*

7-8-26

Date

* The Director of Schools must approve all fundraising activities that involve the participation of the general student population in the marketing process of the fundraising effort.

MEMORANDUM

TO: All County Officials and Department Heads

FROM: Jim Bates, County Mayor



DATE: January 9, 2026

RE: Travel Reimbursement Rates

The State of Tennessee has made some changes regarding travel rates. The following travel reimbursement rates are now in effect until further notice

The Milage Reimbursement Rate will go up to \$0.725 a mile.

Current Lodging Rates are **\$110.00** with the exceptions of the counties listed:

Williamson: \$130.00

Hamilton: \$117.00

Knox: \$119.00

Shelby: \$129.00

Davidson (Nashville)

September-October: \$ 248.00

November-August: \$217.00

***(See attached Lodging breakdown for more information)**

The rate of Reimbursement for Meals while traveling inside the State of Tennessee is now **\$68.00** with the exceptions of counties listed:

Williamson: \$86.00

Hamilton: \$74.00

Knox: \$74.00

Davidson: \$86.00

***(see attached Meals & Incidentals breakdown for more information)**

These rates took effect **January 1, 2026** and will remain until the State of Tennessee revises their policy. There are other rate changes pertaining to travel outside of the state.



Meals and incidental expenses (M&IE) rates and breakdown



The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter results... 75%

Primary destination ⓘ	County ⓘ	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Standard Rate	Applies for all locations without specified rates	\$68	\$16	\$19	\$28	\$5	\$51.00
Brentwood / Franklin	Williamson	\$86	\$22	\$23	\$36	\$5	\$64.50
Chattanooga	Hamilton	\$74	\$18	\$20	\$31	\$5	\$55.50
Knoxville	Knox	\$74	\$18	\$20	\$31	\$5	\$55.50
Memphis	Shelby	\$74	\$18	\$20	\$31	\$5	\$55.50
Nashville	Davidson	\$86	\$22	\$23	\$36	\$5	\$64.50

HICKMAN COUNTY BOARD OF EDUCATION MILEAGE REQUEST

Name		Title	Month/Year	Miles	Attach Conf/Training Flyer Explanation of Trip
Date					
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
From	To				
Total Miles					
@ \$0.725					
Signature _____					
Supervisor _____					
Code _____					