

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