Hickman County Board of Education

	Descriptor Term: **Special Education**	Descriptor Code: **4.202**	Issued Date: **06/03/24**
		Rescinds: **4.202**	Issued: **12/04/23**

The Board shall provide access to a free appropriate public education to all students with disabilities ages 3- 21, inclusive, residing within the jurisdiction of the school system. The plan for implementation of appropriate instruction and special education services shall be in accordance with the current Rules, Regulations, and Minimum Standards of the State Board of Education,[1] and state[2] and federal[3] law.

The Board shall develop and periodically update a local plan for providing special education services for students with disabilities. Specifically, the Board assures that:

1. All students with disabilities living within the school system have available to them a free, appropriate public education which emphasizes special education and related services to meet their unique needs; and

2. The rights of students with disabilities and their parents are protected.

The plan shall aim toward meeting the following objectives:

1. To carry out a comprehensive screening and assessment plan emphasizing the early identification and evaluation of students with disabilities.

2. To use the Individual Educational Program (IEP-Team) for reviewing assessment, formulating programming, and determining placement for every student with a disability, including review of proposed suspensions when appropriate, in accordance with the State Board of Education Rules, Regulations, and Minimum Standards;

3. To ensure that placements are made which educate students with disabilities with non-students with disabilities to the maximum extent appropriate in the schools these children would normally attend if they did not have a disability and with age-appropriate peers;

4. To provide each student with a disability with an individual educational program (IEP) specifically designed to meet his unique needs;

5. To provide continuing evaluation of each student with a disability's progress, including at least annual review of his IEP and complete re-evaluation at least every three (3) years;

6. To ensure that procedural safeguards required by state and federal laws are adhered to; and

7. To involve parents of students with disabilities in a meaningful dialogue with school personnel which will begin with initial referral and continue throughout the student's educational career.

Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101
3. 20 USCA §§ 1400-1482; 29 USCA § 794; 34 CFR § 300.504

Cross References

Compulsory Attendance Ages 6.201
Alternative Education 6.319
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404
Special Education Students 6.500

Hickman County Board of Education

	Descriptor Term: **Summer Instructional Programs**	Descriptor Code: **4.204**	Issued Date: **07/08/24**
		Rescinds: **4.204**	Issued: **08/07/23**

General

The following programs will be made available to students:[1,2]

1. Traditional summer school;
2. Learning loss bridge camps;
3. After-school learning mini camps (2021-2023); and
4. Summer learning camps (2021-2023).

These programs shall be organized and operated in accordance with state law as well as guidelines provided by the Tennessee Department of Education. Funding for all programming shall be provided for in the annual budget and take into account any available grants. The Board may adopt tuition rates for those students attending a traditional summer school program.[3]

SUMMER PROGRAMMING[2]

The Director of Schools shall present a recommended summer programming plan to the Board each year, no later than the regularly scheduled May meeting, outlining the following:

1. Courses offered;
2. Transportation;
3. Class size ratios;
4. Budget, including staff compensation;
5. School nutrition needs;
6. Staffing;
7. Enrollment criteria; and
8. Any additional necessary information.

ATTENDANCE REQUIREMENTS[2]

Priority students, as defined by state law, shall not be required to attend summer programs.

Local attendance requirements are listed in the administrative procedures.

The Director of Schools shall be responsible for developing administrative procedures regarding the attendance requirements of priority students in each program.

THIRD GRADE PROMOTION/RETENTION LAW & MAKE UP DAYS[4]

Students who are required to attend summer programming in order to be promoted to fourth grade shall attend with a ninety percent (90%) attendance rate. Students shall attend fourteen and one half (14.5) days out of the sixteen (16) days required for summer school attendance. If more days are missed, students may make up a total of 1.5 days within two weeks. Missed days will be documented, and options for make-up days will be provided by the summer programming committee.

Parents shall be provided information on the summer program attendance policy by written and verbal communication.

The Director of Schools/designee shall develop administrative procedures regarding the documentation of student attendance including make-up days and the administration of the post-test for students who participate in summer programming.

Legal References

1. TRR/MS 0520-01-03-.03(8); TCA 49-6-1502, 1503
2. TCA 49-6-1504
3. TCA 49-6-3003
4. State Board of Education Policy 3.300

Cross References

Extended Contracts 5.112

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Enrollment in Advanced Courses	**4.205**	**07/08/24**
		Rescinds: **4.205**	Issued: **05/02/22**

General

Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.[1]

To enroll in these courses, students shall meet the following standards:

1. Honors Courses: grades and TCAP/EOC scores
2. Dual Credit Courses: grades and TCAP/EOC scores
3. Industry Certification-Aligned Courses: grades and TCAP/EOC scores
4. Dual Enrollment: grades and TCAP/EOC scores
5. Advanced Placement: grades and TCAP/EOC scores
6. Cambridge International: grades and TCAP/EOC scores
7. College Level Exam Program: grades and TCAP/EOC scores
8. International Baccalaureate: grades and TCAP/EOC scores

The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.

NOTIFICATION[1]

Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in advanced courses. The notification shall state that a student will remain enrolled in the course unless the parent/guardian timely submits a written request for removal. The Director of Schools shall determine the deadline to submit the request for removal.

Students may also be removed from an advanced course if the student's teacher determines that the student should be removed based on performance after thirty (30) days of instruction and the principal approves the request to remove the student.

COLLEGE LEVEL COURSES[2]

Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.

These courses may be offered at the high school, postsecondary institution, or online. If not offered on the high school campus, the Board shall not be responsible for transportation. Any tuition or fees due to enrollment in college level courses are the responsibility of the parent(s)/guardian(s).

Grades earned in such college level courses shall be used to determine class rank, grade point average, and class valedictorian or salutatorian.

DUAL ENROLLMENT

Students may earn credit by enrolling in a postsecondary institution and taking college level courses. Students who take and pass dual enrollment courses at a postsecondary institution shall have their postsecondary credits accepted for high school credit as a substitution for an aligned graduation requirement course.[3]

Legal References

1. TCA 49-6-1012; State Board of Education Policy 3.301
2. TRR/MS 0520-01-03-.03(8)
3. TRR/MS 0520-01-03-.03(4)(c)

Hickman County Board of Education

	Descriptor Term: **Homebound Instruction**	Descriptor Code: **4.206**	Issued Date: **07/08/24**
		Rescinds: **4.206**	Issued: **05/02/22**

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program.[1] The homebound instruction program shall consist of three (3) hours of instruction per week for a period of time determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

Recertification shall be obtained after the expiration of each period of homebound instruction if the student's physician certifies, in writing, that the student has a medical condition that prevents him/her from returning to the regular instructional program.

COVID-19 QUARANTINE

Students on homebound instruction who are temporarily quarantined due to a positive COVID-19 test result or possible exposure to COVID-19 may participate in remote instruction during the period of quarantine only.

Legal References

1. TCA 49-10-1101; TRR/MS 0520-01-02-.10

Cross References

Alternative Credit Options 4.209
Virtual Education Program 4.212
Student Communicable Diseases 6.403
Acquired Immune Deficiency Syndrome 6.404

Hickman County Board of Education

	Descriptor Term: **English Learners**	Descriptor Code: **4.207**	Issued Date: **07/08/24**
		Rescinds: **4.207**	Issued: **05/02/22**

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the district, the district shall take reasonable actions to provide the student equal access to its programs. Students who are English learners ("EL") shall be identified, assessed, and provided appropriate services. No child shall be admitted to or excluded from any program or extra-curricular activity based on the student's surname or EL status.[1]

The director of schools shall evaluate the effectiveness of the district's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

ENGLISH LANGUAGE INSTRUCTION PROGRAM

The board directs the administration to develop and implement language instruction programs that:[2]

1. Appropriately identify EL students in a timely, valid, and reliable manner.
2. Determine the appropriate instructional environment for EL students.
3. Provide EL students with a language assistance program that is educationally sound and proven successful.
4. Annually assess the English proficiency of EL students and monitor the progress of students in order to determine their readiness for standard instructional program.
5. Monitor the progress of students that have exited the EL program.

PARENTAL NOTIFICATION[3]

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year, or within the first two weeks of a student being placed in a language instruction educational program (LIEP). At a minimum, the notice will include the following:[3]

1. The reason for identifying the child as an EL student;
2. The child's level of English language proficiency, including how the level was assessed, and the status of the child's academic achievement;
3. Methods of instruction used in the program, methods of instruction in other available programs, and how they differ;

4. How the program meets the educational strengths and needs of the student, and how the program will help the student reach English language proficiency and meet academic standards;

5. Program exit requirements, rate of transition to a standard instructional program classroom, and expected rate of high school graduation;

6. How the program meets the goals of an EL student with an IEP; and

7. Information on the parents' right to withdraw the student from the program or choose another program or method of instruction if available.

Parental involvement will be encouraged and parents will be regularly apprised of their child's progress.[4]

Legal References

1. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(D); TRR/MS 0520-01-19
2. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 3113(b)(3)(B); TRR/MS 0520-01-19
3. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(A); TRR/MS 0520-01-19
4. Elementary and Secondary Education Act, as amended by ESSA (Pub. L. 114-95), § 1112(e)(3)(C); TRR/MS 0520-01-19

Cross References

Parent and Family Engagement 4.502

Hickman County Board of Education

	Descriptor Term: **Adult Education Program**	Descriptor Code: **4.208**	Issued Date: **07/08/24**
		Rescinds: **4.208**	Issued: **05/02/22**

An Adult Education Program shall be provided to enable students and out-of-school youth who are seventeen (17) years of age and over to meet high school graduation requirements and receive a high school diploma.[1]

The director of schools shall appoint a member of the staff to coordinate, plan and develop the program.

Written parental permission and the approval of the coordinator is required for those students under 18 years of age.

Legal References

1. TCA 49-6-409; TRR/MS 0520-01-02-.05; TRR/MS 0520-01-02-.06

Cross References

Compulsory Attendance Ages 6.201

Hickman County Board of Education

	Descriptor Term: **Alternative Credit Options**	Descriptor Code: **4.209**	Issued Date: **07/08/24**
		Rescinds: **4.209**	Issued: **05/02/22**

ONLINE COURSES

High school students may earn credit to be applied toward graduation requirements by completing online courses offered through agencies or institutions approved by the Board. Credit from these online courses may be earned only in the following circumstances:

1. The course is not offered at the high school, or although the course is offered at the high school, the student has an unavoidable scheduling conflict;

2. The course will serve as a supplement to homebound instruction;

3. The student had been served by a recognized home school during the 2018 – 2019 school year and has re-enrolled in the local education agency;

4. The student has been expelled from a regular school setting, but educational services are to be continued; or

5. The principal, with agreement from the student's teachers and parent(s)/guardian(s), determines the student requires a differentiated or accelerated learning environment.

The express approval of the principal/designee shall be obtained before a student enrolls in an online course. Enrollment in approved online courses will be considered on a case by case basis by the principal and teachers. The school shall receive an official record of the final grade before credit toward graduation will be recognized.

Through a supervision plan, the school shall be responsible for providing appropriate supervision and monitoring of students taking online courses.

COURSE ACCESS PROGRAM

Students in grades seven through twelve (7-12) may participate in the statewide course access program. To become eligible to participate, students shall:

1. Meet all prerequisite requirements for the course access course; and

2. Be unable to enroll in a comparable course at the student's school because:
   a. A comparable course is not offered; or
   b. A legitimate situation exists that prevents the student from enrolling in a comparable course.[1]

The Director of Schools shall develop administrative procedures to ensure that students and parent(s)/guardian(s) are given written notice of their right to appeal any denial of a course access course enrollment in a timely manner.[2] All appeals shall be submitted in writing to the Board within ten (10) days of a denial.

After a timely appeal is made, the Board will provide written notification to the student and parent(s)/guardian(s) of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the appeal is submitted. At the hearing, the Board shall determine whether there was an error in denying the student the ability to participate in the course access program.[3]

Legal References

1. TRR/MS 0520-01-14-.03(1)
2. TRR/MS 0520-01-14-.03(7)
3. TRR/MS 0520-01-14-.03(6)

Cross References

Homebound Instruction 4.206
Grading System 4.600
Graduation Requirements 4.605

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Credit Recovery	**4.210**	**07/08/24**
		Rescinds: **4.210**	Issued: **11/07/22**

GENERAL[1]

The director of schools shall ensure that credit recovery facilitators receive training regarding course organization, online instruction management and related technology.

Credit recovery teachers shall comply with all State Board of Education certification requirements.[1]

ADMISSION AND REMOVAL[2]

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

1. The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and

2. The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

The board shall track students enrolled in credit recovery courses as directed by the Tennessee Department of Education.

INSTRUCTION AND CONTENT[2]

Credit recovery teachers shall work closely with credit recovery facilitators to correlate class content and instruction.

The director of schools shall ensure that all credit recovery courses:

1. Align with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education; and

2. Differentiate instruction to address individual student growth needs based on diagnostic assessment or End of Course data.

Students in credit recovery programs shall:

1. Complete a course skill-specific diagnostic to determine skill-specific goals;

2. Meet individual skill-specific goals in a flexible time frame as established by identified student need; and

3. Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

GRADES[2]

Students passing credit recovery shall receive a grade of sixty percent (60%) under the state uniform grading system. If the district utilizes a locally-adopted grading scale that differs from the uniform grading scale, a student passing credit recovery shall receive a D.[3]

Legal References

1. State Board of Education Policy 2.103; TRR/MS 0520-01-03-.03(12)
2. State Board of Education Policy 2.103
3. State Board of Education Policy 3.301

Cross References

Virtual Education Program 4.212
Grading System 4.600
Promotion and Retention 4.603

Hickman County Board of Education

	Descriptor Term: **Work Based Learning Program**	Descriptor Code: **4.211**	Issued Date: **07/08/24**
		Rescinds: **4.211**	Issued: **05/02/22**

Students shall have access to a system of structured work-based learning (WBL) experiences that allow them to apply classroom theories to practical problems as well as explore career options.

The director of schools shall develop administrative procedures to govern the efficient administration of the WBL program. Such procedures shall include, among other things, a process for evaluation and assessment of the program to ensure that it is of high quality and meets the needs of students.[1]

Legal References

1. TRR/MS 0520-01-03-.03(10); State Board of Education Policy 2.103

Cross References

Insurance Management 3.600
Release During School Hours 6.208

Hickman County Board of Education

	Descriptor Term: **Virtual Education Program**	Descriptor Code: **4.212**	Issued Date: **07/07/25**
		Rescinds: **4.212**	Issued: **07/08/24**

General

The Hickman County virtual education program is a course or series of courses offered by a school district to provide students a broader range of educational opportunities through the use of technology. Utilizing this program is temporary and shall not replace a student's regular instructional program.[1]

Class size ratios for the virtual education program shall comply with the requirements as outlined in state law.[2]

Virtual education programs[3] shall be made available to students for the following purposes:

1. Academic remediation, enrichment, or providing students access to a wider range of courses;

2. Continuity of educational service for students who are homebound;[4]

3. Continuity of educational service for students who are quarantining;[5] and

4. Continuity of educational service for students enrolled in an alternative school;[6]

5. Continuity of educational service when the district utilizes remote instruction due to dangerous or extreme weather conditions, a serious outbreak of illness affecting or endangering students or staff, or during the administration of end of course examinations or other examinations as allowed per state law;[7] or

6. Continuity of educational service when the district utilizes hybrid instruction due to dangerous or extreme weather conditions, or an emergency, as determined by the Director of Schools.[8]

ELIGIBILITY AND PARTICIPATION REQUIREMENTS

Students shall be eligible to utilize a virtual education program if participating in one of the above educational opportunities. The following factors shall also be taken into consideration when determining eligibility:

1. Attendance;

2. Grades; and

3. Technology survey.

ATTENDANCE

Student attendance in the virtual education program shall adhere to the general requirements of board policy 6.200 and any relevant administrative procedures.

Methods of confirming student attendance shall include two or more of the following:

1. Students participating in a phone call with a teacher, with parent/guardian support as appropriate for the age of the student;

2. Students participating in synchronous virtual instruction;

3. Students completing work in a learning management system; or

4. Students submitting work via hard-copy or virtual formats.

REMOVAL FROM VIRTUAL EDUCATION PROGRAM

A student may be removed from the virtual education program or denied future enrollment in a virtual education program based on disciplinary issues, attendance issues, or poor academic performance.

Before a student is removed based on poor academic performance, the following interventions shall occur:

1. Notification of parent/guardian;

2. One-on-one assessment conducted by the principal/designee regarding any learning needs and academic performance; and

3. One-on-one virtual support sessions with the student.

ENROLLMENT AGREEMENT

The Director of Schools shall work with the Board's attorney to draft an enrollment agreement for students from other school districts that want access to virtual education program courses.

Legal References

1. TRR/MS 0520-01-03-.05(2)
2. TCA 49-1-104(h); State Board of Education Policy 3.206
3. TCA 49-16-101; TRR/MS 0520-01-03-.05(2)(a)
4. TRR/MS 0520-01-02-.10; TRR/MS 0520-01-09-.07
5. TRR/MS 0520-01-13-.01(1)(c)
6. TRR/MS 0520-01-02-.09; TCA 49-6-3402(i)
7. TCA 49-6-3004(i)
8. Public Acts of 2025, Chapter No. 484

Cross References

Emergency Closings 1.8011
Homebound Instruction 4.206
Credit Recovery 4.210
Alternative Education 6.319

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Use of Artificial Intelligence Programs	**4.214**	**08/05/24**
		Rescinds:	Issued:

General

Artificial Intelligence (AI) programs as defined by state law may be used by staff and students in the district.[1]

Only approved AI programs may be utilized in student instruction or in completing student work. The Director of Schools shall develop a procedure for staff to submit additional programs for approval.

A District level team made up of technology and instructional staff is tasked with overseeing the implementation of AI programs. These staff members will review artificial intelligence programs to ensure compliance with district policies as well as state and federal student data privacy laws and present recommendations to the Director of Schools for approval. Any approved programs shall be accessible to all students.

Employees shall not place personally identifiable information, financial information, intellectual property, or other confidential information into an AI system.

The Director of Schools shall incorporate training programs on AI into professional development for district staff. This training shall focus on responsible use of AI and best practices for use in school settings and include instruction regarding personally identifiable information and the need to comply with state and federal data privacy laws. Emphasis shall be placed on the importance of securing and properly storing any data that is collected by the district in compliance with state and federal law.

STAFF USE

Staff may use AI in the completion of their own work. This may include, but not be limited to, drafting communications, notes, images, and the development of content for instructional or administrative purposes, as well as analyzing data and information. The following requirements shall be adhered to when using AI in the completion of work:

1. Employees shall disclose their use of a generative AI tool if failure to do so would:
    a. Violate the terms of the use of the AI tool;
    b. Would mislead a supervisor or others as to the nature of the work; or
    c. Would be inconsistent with the teacher code of ethic;.[2]

2. Employees shall take all reasonable precautions to ensure the security of private student data when utilizing AI programs;

3. Outputs from AI programs shall be verified by reliable sources and reviewed prior to use in order to reduce the risk of errors and inaccuracies;

4. Outputs shall not be incorporated into proprietary content or works; and

5. Adhere to the policies on the employee AUP

STUDENT USE

Teachers may allow students to use approved AI programs for instructional purposes. Any such use shall align with approved instructional standards and curriculum. Prior to using AI, teachers shall ensure students are provided with appropriate instruction on the responsible use of AI.

ACADEMIC INTEGRITY

Students shall be instructed on responsible use standards including but not limited to the following:

1. Effective use of generative AI;

2. When it is appropriate to use AI in assignments;

3. How to determine whether AI responses are accurate;

4. Users assume responsibility for incorporating AI content responsibly; and

5. The difference between cheating and seeking support.

NOTICE TO PARENTS

The Director of Schools shall provide notice to parent(s)/guardian(s) about the use of AI programs in the district. An approved list of AI programs will be provided by posting them on the District website.

REPORTING

The Director of Schools shall submit a report to the Board of Education each June on how this policy will be enforced in the upcoming school year. The Board shall approve the report and the Director shall submit it to the Department of Education by July 1st.

Legal References

1. Public Acts of 2024, Chapter No. 550
2. TCA 49-5-1001

Cross References

Use of the Internet 4.406