Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Athletic Regulation	**4.3011**	**10/02/23**
		Rescinds: **4.3011**	Issued: **06/05/22**

Athletics are co-curricular sports activities under the direct control of the principal. The principal will be directly accountable to the director of schools and the Board in all matters pertaining to athletics according to the following guidelines:

1. GENERAL REGULATIONS APPLICABLE TO BOTH MIDDLE AND HIGH SCHOOL ATHLETICS

a. Any student desiring to participate in interschool competitive athletics must have a physical examination prior to participating in the first regular practice session. A report of this medical examination must be on file in the principal's office before this requirement will be considered as having been met. Cost of the examination shall be borne by the parent or guardian.

b. No out-of-state contests will be scheduled without written permission from the Board.

c. The participant of any varsity sport must maintain academic eligibility according to TSSAA/TMSAA guidelines. However, jointly, the principals of the middle schools, or the principal of the high school, may require additional eligibility standards if submitted as written administrative policy to the director of schools and approved by the Board.

d. The conduct of players, spectators, or school personnel reflects directly upon the school system as a whole. Good sportsmanship and appropriate conduct are expected from all student athletes, coaches and spectators. In the event any student of Hickman County Schools behaves inappropriately at a sporting event, the principal or designee will impose appropriate disciplinary consequences. If any spectator, whether student or adult, behaves in a manner that results in the TSSAA imposing a fine on the school for unruly behavior, then any such person will be barred from attending any extracurricular activities of the HCSS until such fine (currently $250) has been reimbursed to the Hickman County Board of Education. Upon a second offense, a minimum two game suspension will be imposed as well as any additional fines. Therefore, conduct of players, spectators, or school personnel that does not exemplify the best sportsmanship will result in that school being suspended from athletic participation in the sport concerned with the infraction. The Board will determine the duration of the suspension.

e. No athletic contest will begin at any of the schools unless the principal of the host school or his designated representative is present and remains for the entire contest. The principal or his designee shall accompany each team on trips.

f. The player's conduct must be acceptable before participation in any school athletics.

g. It shall be the responsibility of the parent(s) or guardian to provide health and hospitalization insurance for all students participating in interscholastic events.

h. Every effort should be made to have a certified sports trainer, nurse practitioner or physician present at all home varsity football and basketball games.

i. The head coach and principal must see that insurance forms are completed as soon as possible after an injury.

j. The physician in charge of the treatment will make the final decision as to when the student may resume participation in athletics.

k. The organized athletic program shall not take up any part of the required school day.[1]

2. REGULATIONS APPLICABLE TO HIGH SCHOOL VARSITY ATHLETICS ONLY

a. All football games must be scheduled on an afternoon or night that does not precede a regular school day with students in attendance.

b. TSSAA by-laws shall control the operation of high school athletics.

c. All students in the secondary school shall be urged to participate in intramural activities. Students not registered in physical education classes should be especially encouraged to participate in the program.

3. REGULATIONS APPLICABLE TO K-8 ATHLETICS ONLY

a. The total basketball games allowed per team in a school which serves any combination of grades K-8 shall not exceed twenty (20) during a school year. Tournaments shall count as two games notwithstanding the number of games in which each team participates in a tournament. Practice can begin no earlier than four (4) weeks prior to the first scheduled game and shall end after the last tournament or regular season game in which the team participates.[2]

b. If competitive contests are held with other schools, scout troops, church teams, etc., the principal(s) of the school(s) involved shall be in charge at all times.

c. No out-of-town athletic contest shall be scheduled without permission from the principal.

d. All other rules applicable to athletics will be determined by a committee of Principals and Athletic Directors from each of the schools and approved by the Board.

Legal References

1. TCA 49-6-1002

Hickman County Board of Education

	Descriptor Term: **Field Trips / Excursions / Competitions**	Descriptor Code: **4.302**	Issued Date: **06/05/22**
		Rescinds: **4.302**	Issued: **05/04/20**

The Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the Board's desired educational goals.

The following guidelines shall be followed in planning and conducting field trips and excursions:

1. Any teacher desiring to take a group of students on an educational field trip must obtain advance approval of the principal and the director of schools;

2. The trip must have a definite purpose and reflect careful planning. Students should be prepared by general class discussion and/or research;

3. If bus transportation is required, the principal or his/her designee shall make the necessary arrangements. A fee will be charged to the school for mileage when school system buses are used;

4. Signed parental permission forms must be obtained for every student making an off-campus trip beyond the immediate vicinity of the school. The principal shall ensure that these forms are kept on file for the remainder of the school year. The form for parental permission must include: purpose, date, time of departure and return, travel plans, destination, number of chaperones, personal expense involved, rules of conduct and penalties for violation, and other facts necessary for parents to be fully informed. This information is to be completed by the school before the form is signed by the parent;

5. No day field trip shall extend beyond twelve (12) hours.

6. Overnight educational trips and chaperones must be approved by the principal and the director of schools in advance. These groups must be accompanied by at least one regular staff member and others from the school who are appropriate for adequate supervision and shall be responsible for student conduct while away. There must be at least one female and one male chaperone if the trip is for a mixed group;

7. Students shall not be penalized for participating in approved school-sponsored trips and activities. Teachers shall permit students to make up class assignments missed because of a trip or activity;

8. All accidents that occur on a school-sponsored trip must be reported by the teacher to the principal immediately upon returning to school. Serious accidents involving personal injury must be reported immediately to the principal and/or director of schools. An

emergency shall be dealt with promptly by the teacher or other members of the school staff by taking appropriate action, including sending the student to the hospital or summoning medical aid or ambulance. In cases where it is necessary to send the student to the hospital, reasonable effort must be made to notify the parents.

9. Any school-sponsored trip which is out-of-state and/or overnight must have prior approval by the Board.

INDEPENDENTLY PLANNED TRIPS

Trips privately planned by school district employees, acting outside the scope of their employment, are not authorized by the school district.

These trips are not approved by the Board and are not considered a part of the curriculum. Total responsibility for privately planned trips rests with the chaperone(s) as well as with the parent(s)/guardian(s) of the students participating in the trip. The following restrictions shall apply:

1. Board funds or resources shall not be used;

2. School district materials shall not be used;

3. The Board shall not assume any liability;

4. Employees are not authorized to act on behalf of the school district;

5. Recruitment efforts made by an employee shall not occur during the instructional school day; and

6. Absences caused by participation in privately planned trips shall be considered unexcused.

Cross References

Advertising and Distribution of Materials in the Schools 1.806
Special Use of School Vehicles 3.402
Extracurricular Activities 4.300
Attendance 6.200

Hickman County Board of Education

	Descriptor Term: **Instructional Materials**	Descriptor Code: **4.400**	Issued Date: **10/21/24**
		Rescinds: **4.400**	Issued: **08/05/24**

All classrooms and learning centers shall be equipped with the instructional materials needed to provide quality learning experiences for students.

The Board seeks to provide a wide range of instructional materials that cover all levels of difficulty, generate critical thinking, and support the educational programs. The director of schools shall develop procedures to review and reconsider instructional materials that are allegedly inappropriate.

A list of instructional materials adopted for use across the school system shall be revised annually by building administrators under the direction of the director of schools.

Upon request, parents/guardians shall have the ability to inspect the following items: instructional materials; teaching materials; teaching aids; handouts; and tests that are developed by and graded by their child's teacher. The director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

There is included in the TISA an amount of money sufficient to pay two hundred dollars ($200) for every teacher in kindergarten through grade twelve (K-12). This money shall be used by the teachers for instructional supplies and shall be given to each teacher by October 31 of each school year so that the teacher may spend it at any time during that school year on instructional supplies as determined necessary by the teacher.[1] $200.00 TISA allocations will be distributed by August 1st of each school year, unless otherwise explained by the Director of Schools.

Legal References

1. TCA 49-3-359

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Textbooks	**4.401**	**08/05/24**
		Rescinds: **4.401**	Issued: **12/04/23**

SELECTION[1,2]

The selection of textbooks shall be completed according to the laws and policies required by the State of Tennessee and the State Textbook Commission. The responsibility for textbook selection rests with the local textbook selection committees subject to approval by the Board. Use of textbooks and instructional materials not on the list approved by the State Textbook Commission is permissible if the Board submits a waiver to the State Board of Education and such waiver is approved. The director of schools shall establish a procedure for providing citizens of the community with an opportunity to examine proposed textbooks prior to their final adoption,[3] including public notice of time and location at which textbooks may be examined. Once the proposed textbooks have been approved by the Board, the director of schools shall post the list of all approved textbooks and instructional materials adopted for use across the school system on the school system's website and send a copy of the list to the commissioner of education.[2]

When proposing procurement of new textbooks, the director of schools shall provide the Board with a signed document from the textbook publisher(s) stating they have confirmed the subject textbook(s) comply with TCA 49-6-1019 (also known as "Prohibited Concepts in Instruction"). If a signed statement from the publisher is unavailable, a thorough review of the textbook(s) shall be performed by a qualified person familiar with the subject law and provide a signed statement.

COMPLAINTS & RECONSIDERATION

The director of schools shall develop forms and procedures to enable citizens to file complaints regarding the selection or content of approved textbooks. Following the conclusion of this administrative process, a complainant may appeal an outcome to the Board.

DISTRIBUTION

The director of schools shall designate an employee to be responsible for the purchase and distribution of textbooks in each school. The principal shall be responsible for seeing that each student receives the required textbooks at no cost to the student.

CERTIFICATION

Annually, before the director of schools and the chair of the Board certifies compliance of textbooks to the commissioner (due by October 15 of each year), each principal shall provide a signed document stating they have confirmed each student in their school has the correct textbook for each class and that teachers are utilizing the textbook as part of their teaching process.

CARE OF TEXTBOOKS[4]

Textbooks are property of the Board and shall be returned at the end of the school year, upon completion of the course or upon withdrawal from a course or school. Parents are to sign an agreement stating they shall be responsible for the textbooks received and used by their children.

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books:

Age of Book	Amount Collected
1 - 2 years	100% of replacement cost
3 - 4 years	75% of replacement cost
5 or more years	50% of replacement cost

CARE OF DEVICES

Electronic devices used for instruction are property of the Board and shall be returned at the end of the year, upon completion of the course, or upon withdrawal from a school. Parents are to sign an agreement stating they will be responsible for the electronic devices received and used by their students. The signed agreement will include a reimbursement schedule for damages to electronic devices up to 100% replacement cost.

The Board shall approve and periodically review a schedule of fines for damaged books. In cases where the book is damaged to the extent it is no longer useable, the amount collected shall conform to the reimbursement schedule for lost books. A fine may only be assessed in cases where the pupil or parent damages, loses or defaces the textbook either through willful intent or neglect.

Following an interview with parties and an investigation, if needed, the principal may assess the appropriate fine and notify the parents in writing.

The principal may include with the notice a provision stating that failure to pay the fine imposed within a reasonable time may result in the imposition of one of the following sanctions:

1. Refusal to issue any additional textbooks until restitution is made;
2. Withholding of all grade cards, diplomas, certificates of progress, or transcripts until restitution is made;
3. Not allowing the pupil to take interim or final examinations or to earn course credit in the course for which the textbook is prescribed until restitution is made; or
4. Reducing the pupil's grade in the course for which the textbook is prescribed by one (1) letter grade or ten (10) percentage points until restitution is made.

The principal may waive the assessment of fines when in his/her judgment the student is the victim of uncontrollable circumstances and not responsible for the damages.

INSPECTION

A list of textbooks used by the schools shall be revised annually by building administrators under the direction of the director of schools. Textbooks shall be available for inspection by parents/guardians upon request, and the director of schools shall develop procedures for the inspection of materials and distribute these procedures to each principal.

Legal References

1. TCA 49-6-2207
2. TCA 49-6-2207(c), (e), (f); TCA 49-6-2202; TRR/MS 0520-01-18-.02
3. 20 USCA § 1232h(a); TCA 49-6-7003
4. TCA 49-3-310(1)(B); TRR/MS 0520-01-02-.16(2)

Cross Reference

Revenues 2.400
Surplus Property Sales 2.403
Library Materials 4.403
Controversial Materials 4.801
Student Fees and Fines 6.709

Hickman County Board of Education

	Descriptor Term: **Reconsideration of Instructional Materials and Textbooks**	Descriptor Code: **4.402**	Issued Date: **08/05/24**
		Rescinds: **4.402**	Issued: **11/07/22**

If a complaint is made, the following procedure is to be followed:[1]

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a formal "Request for Reconsideration of Instructional Materials".

3. Inform the director of schools (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.[2]

5. Upon receipt of the completed form, the principal requests review of the challenged materials by an ad hoc materials review committee within fifteen (15) working days, and notifies the appropriate supervisor and director of schools that such review is being done. The review committee is appointed by the principal, and includes certificated library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students.

6. The review committee shall take the following steps after receiving the challenged materials:

   a. Read, view or listen to the material in its entirety;
   b. Check general acceptance of the material by reading recognized and evaluative reviews;
   c. Determine the extent to which the material supports the curriculum;
   d. Complete the appropriate "Checklist for Reconsideration of Instructional Materials", judging the material for its strength and value; and
   e. Present recommendation to principal for further action and to the director of schools for purposes of information.

7. If the complainant desires further action after receiving the recommendation of the committee and the decision of the principal, an appeal may be made to the Board.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982)
2. TCA 49-1-302(a)(8); TCA 49-1-314; TCA 49-6-2206; TCA 49-6-2206(b)(2)(A)

Cross References

Instructional Standards 4.101
Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Hickman County Board of Education

	Descriptor Term: **Library Materials**	Descriptor Code: **4.403**	Issued Date: **07/07/25**
		Rescinds: **4.403**	Issued: **10/21/24**

General

The Director of Schools shall be responsible for library collection development. Library materials shall be reviewed to ensure the content aligns with state law.[1] He/she shall post the list of library materials online. Library materials shall be reviewed to ensure the content aligns with state law. Prior to the purchase of new materials, librarians shall review the age and maturity level along with the reading level of the selected items for suitability. [1] A list of new materials shall be reviewed by the school administration.

STANDARDS[2]

The library collection shall adhere to the following criteria:

1. Materials shall be suitable for and consistent with the educational mission of the school;

2. Materials shall be appropriate for the age and maturity levels of the students who may access them. The determining factor will be based on an assessment of any mature themes or content (i.e., violence, sexual content, vulgar language, substance abuse);

3. Materials shall contain literary, historical, and/or artistic value and merit;

4. The collection as a whole shall offer a variety of viewpoints; and

5. Materials shall not be removed on the sole grounds that the item is religious.

Any materials that meet the following criteria shall be removed and excluded from the district's library collection:

1. Contains nudity, descriptions or depictions of sexual excitement, sexual conduct, excess violence, or sadomasochistic abuse as defined in state law [3];

2. Are patently offensive as defined in state law; or

3. Appeal to the prurient interest as defined in state law.

The Board shall be notified when any library materials are challenged or removed pursuant to this policy.

Grade level supervisors shall be responsible for periodically reviewing the district's library collection in line with these established standards. Any materials found to be out of alignment with the standards shall be removed, and this action shall be documented in writing and presented to the Director of Schools and the Board.

The Board supports principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States[1] and expressed in the *Library Bill of Rights* of the American Library Association.

Because opinions differ, there may be questions concerning some instructional and library materials despite the quality of the selection process.

COMPLAINTS[4]

If a complaint is made by an employee, student, or parent/guardian, this process is to be followed:

1. Inform the complainant of the selection procedures and make no commitments.

2. Request the complainant to submit a Request for Reconsideration of Library Materials form.

3. Inform the principal (and other appropriate personnel).

4. Keep challenged materials available for use during the reconsideration process.

Upon receipt of the completed form, the principal shall notify the Director of Schools. The principal shall request review of the challenged materials by an ad hoc materials review committee within ten business days. The review committee is appointed by the principal and includes certified library media personnel, representatives from classroom teachers, one or more parents, and may include one or more students. The principal will inform the Director of Schools of the review committee's progress. The review committee shall take the following steps after receiving the challenged materials:

1. Read, view, or listen to the contested material in its entirety;
2. Check general acceptance of the material by reading recognized and evaluative reviews;
3. Determine the extent to which the material supports the educational mission of the school;
4. Complete the appropriate Checklist for Reconsideration of Library Materials, judging the material for its strength and value; and
5. Present recommendation to principal for further action and to the Director of Schools for purposes of information.

The principal shall present a recommendation to the Director of Schools. The Director of Schools shall assess the findings along with the recommendation of the principal and present a recommendation to the Board.

The Board shall evaluate the recommendations of the principal and the Director of Schools along with the material to determine whether it is appropriate for the age and maturity levels of the students who

have access to the materials and whether the material is suitable for, and consistent with, the educational mission of the school. The Board shall review the findings and affirm, overturn, or modify the decision within sixty (60) days from which the feedback was received.

If it is determined that the material is not appropriate for the age and maturity levels of the students who have access to them or is not suitable for, and consistent with, the educational mission of the school, the material shall be removed from the library collection.

Legal References

1. *Board of Education, Island Trees Union Free School District No. 26 v. Pico*, 457 U.S. 853, 102 S. Ct. 2799 (1982); TCA 49-6-3803
2. TCA 49-6-3803(a),(b); Public Acts of 2025, Chapter No. 270
3. TCA 39-17-901
4. TCA 49-6-3803(e), (f)

Cross References

Textbooks and Instructional Materials 4.400
School and System Websites 4.407
Controversial Materials 4.801

Hickman County Board of Education

	Descriptor Term: **Use of Copyrighted Materials**	Descriptor Code: **4.404**	Issued Date: **08/05/24**
		Rescinds: **4.404**	Issued: **06/05/22**

In order to define the fair and reasonable use that employees may make of copyrighted work for educational purposes without the permission of the copyright owner and to reduce the risk of copyright infringement, the Board shall require the following:

1. All employees shall adhere to the provisions of the United States Code regarding the copying and/or the use of copyrighted materials;[1]

2. In the case of computer software, the ethical and practical problems caused by computer software piracy shall be taught in all computer courses;

3. The director of schools shall establish specific regulations regarding the copying, distribution and use of copyrighted materials for instructional purposes; and

4. The principal of each school shall establish practices which will enforce this policy at the school level.

Legal References

1. 17 USCA §§ 106, 107, 110

Cross References

School and System Websites 4.407
Use of Multimedia 4.408
Student Publications 6.704

Hickman County Board of Education

	Descriptor Term: **Use of the Internet**	Descriptor Code: **4.406**	Issued Date: **07/07/25**
		Rescinds: **4.406**	Issued: **08/05/24**

The Board supports the right of staff and students to have reasonable access to various information formats and believes that it is incumbent upon staff and students to use this privilege in an appropriate and responsible manner.

Employees

Before any employee is allowed use of the district's Internet or intranet access, the employee shall sign a written agreement, developed by the director/designee that sets out the terms and conditions of such use. Any employee who accesses the district's computer system for any purpose agrees to be bound by the terms of that agreement, even if no signed written agreement is on file.

The director of schools shall develop and implement procedures for appropriate Internet use which shall address the following:

1. Development of the Network and Internet Use Agreement.
2. General rules and ethics of Internet access.
3. Guidelines regarding appropriate instruction and oversight of student Internet use.
4. A uniform signature block for use by all district employees; and
5. Prohibited and illegal activities, including but not limited to the following:[1]
    - Sending or displaying offensive messages or pictures
    - Using obscene language
    - Harassing, insulting, defaming or attacking others
    - Damaging computers, computer systems or computer networks
    - Hacking or attempting unauthorized access to any computer
    - Violation of copyright laws
    - Trespassing in another's folders, work or files
    - Intentional misuse of resources
    - Using another's password or other identifier (impersonation)
    - Use of the network for commercial purposes
    - Buying or selling personal items on the Internet

Students

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:[1]

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, defaming or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or attempting unauthorized access
- Violation of copyright laws
- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

INTERNET SAFETY MEASURES[2]

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that filters, blocks or otherwise prevents internet access (for both students and adults) to material that is obscene, child pornography [3] or harmful to students
- Prohibiting and preventing a use from sending, receiving, viewing, or downloading materials that are deemed to be harmful to minors;[4]
- Maintaining and securing a usage log
- Monitoring on-line activities of students

The Board shall provide reasonable public notice of, and at least one (1) public hearing or meeting to address and communicate, its Internet safety measures.

A written parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. The required permission/agreement form, which shall specify acceptable uses, rules of on-line behavior, access privileges and penalties for policy/ procedural violations, must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This document shall be executed each year and shall be valid only in the school year in which it was signed unless parent(s) provide written notice that consent is

withdrawn. In order to rescind the agreement, the student's parent/guardian (or the student who is at least 18 years old) must provide the director of schools with a written request.

Complaints alleging a violation of the internet safety measures shall be submitted to the District Technology Director. All complaints shall be reviewed to determine how to appropriately respond.

E-MAIL

Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/students have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.[5]

INTERNET SAFETY INSTRUCTION[6]

Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. The director shall provide adequate in-service instruction on internet safety. Parents and students will be provided with material to raise awareness of the dangers posed by the internet and ways in which the internet may be used safely.

SOCIAL NETWORKING

1. Students are prohibited from accessing social media platforms using district internet except when expressly authorized by a teacher for educational purposes.[7]

2. District staff who have a presence on social networking websites are prohibited from posting data, documents, photographs, or inappropriate information that is likely to create a material and substantial disruption of classroom activity.

3. District staff are prohibited from accessing personal social networking sites on school computers or during school hours except for legitimate instructional purposes.

4. The board discourages district staff from socializing with students on social networking websites. The same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium is unacceptable when done through the use of technology.

VIOLATIONS

Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of this District.

VENDOR CONTRACTS[8]

Prior to entering into any contract for the provision of digital or online materials created or marketed for kindergarten through grade twelve (K-12), the district shall obtain an assurance that the vendor

shall adhere to state law. This determination includes ensuring that the vendor filters, blocks, or otherwise prevents access to pornography or obscenity and verifying that the technology prevents a user from sending, receiving, viewing, or downloading materials that are harmful to minors.

Legal References

1. TCA 39-14-602
2. 47 USCA § 254 (h)(5)(A) – (C), 254(l); 47 CFR § 54.520(c)(1)(i); 20 USCA § 7131
3. TCA 49-1-221(a)(1)(C)(i)
4. TCA 39-17-901; TCA 49-1-221(a)(1)(C)(ii)
5. TCA 10-7-512
6. TCA 49-1-221(a)(1)(E)
7. Public Acts of 2025, Chapter No. 195
8. TCA 49-1-221(c)

Cross References

Use of Email 1.805
Use of Artificial Intelligence Programs 4.214
School and System Websites 4.407
Controversial Materials 4.801
Student Publications 6.704

Hickman County Board of Education

	Descriptor Term: **Web Pages**	Descriptor Code: **4.407**	Issued Date: **08/05/24**
		Rescinds: **4.407**	Issued: **06/05/22**

CONTENT STANDARDS

In order to take advantage of the opportunities the Internet provides, the Board authorizes the creation of school and/or district web pages on the Internet. Only those web pages maintained in accordance with Board policy and established procedures shall be recognized as official representations of the district or individual schools. All information on a school or district web page must accurately reflect the mission, goals, policies, program and activities of the school and district. The web page must have a purpose which falls within at least one of three categories:

1. Support of curriculum and instruction — intended to provide links to Internet resources for students, parents, and staff in the district;

2. Public information —intended to communicate information about the schools and district to students, staff, parents, community and the world at large; and

3. District technology support —intended to provide and respond to instructional and administrative technology needs of students and staff.

All material on a school web site shall be either original to the school, in the public domain or posted with the express permission of its rightful owner. This includes, but is not limited to, text, graphics, pictures, video, sounds, music, characters, logos and trademarks. Web page publications shall follow all applicable copyright laws and guidelines.

Web sites developed under contract for the school district or within the scope of employment by district employees are the property of the school district.

PRIVACY STANDARDS[1]

1. Because Internet publications are available to the entire world, special care shall be taken to protect the privacy of students and staff. Web pages may not include personally identifying information regarding a student[1] such as: telephone numbers, addresses, names of other family members, names of friends, e-mail addresses, specific location of a student at any given time, grades or any other academic information. No confidential information shall be published on or linked to the web site.

2. Student work may be published on web pages only with written consent of the student's parent/guardian or the eligible student before each incident of publication. The authoring student shall also sign a copyright consent form.

3. Links to student e-mail accounts are prohibited.

4. Pictures of students may be included only under the following conditions:

   - Individual student pictures may be published on the web site only with written consent of the student's parent/guardian or eligible student.
   - Pictures of groups of students involved in a school-related activity may be published without consent; however, the students shall only be identified by the group name.
   - Students shall not be individually identified in pictures unless there is a special reason for doing so, such as recognition for receiving an award. In such cases, the student's parent/guardian or eligible student must give written consent.

ADVERTISING/SPONSORSHIPS

Any use of advertising or sponsorships that appears on a school web site must be approved by the school web administrator, the principal or the director of schools/designee. Guidelines for approval shall be established by the director of schools/designee and must be consistent with the board's policies and guidelines used in other school and district publications.

ADMINISTRATIVE PROCEDURES

The director of schools shall develop administrative procedures for development of web pages including content, quality and consistency standards and shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. A building principal shall make such designation for an individual school. Schools or departments who wish to publish a web page must identify the webmaster's name, e-mail address and phone number on the web page.

CONCERNS/COMPLAINTS

As with any instructional materials or publication used by or representing the school or district, the building principal or director of schools, respectively, is ultimately responsible for accuracy and appropriateness of the information made available on the web site. Concern about the content of any page(s) created by students or staff should be directed to the building principal or the director of schools' office when related to the district web site. If the concern is not resolved, persons who wish to file a formal complaint shall submit a written request for reconsideration of instructional material.

Legal References

1. 20 USCA § 1232g (a)(5)(A)-(B); *Elementary & Secondary Education* (20 USCA § 7908) Sec. 9528

Cross References

Use of Copyrighted Materials 4.404
Employee-Developed Materials 4.405
Use of the Internet 4.406
Controversial Materials 4.801
Student Publications 6.704