Hickman County Board of Education

	Descriptor Term: **Reporting Child Abuse**	Descriptor Code: **6.409**	Issued Date: **08/01/22**
		Rescinds: **6.409**	Issued: **05/03/21**

General

The Director of Schools shall:[1]

1. Designate one employee as the Child Abuse Coordinator (the Coordinator) and an additional employee to serve as the Alternate Child Abuse Coordinator (the Alternate) for each school;

2. Require that the Coordinator and the Alternate receive appropriate training;

3. Supply the Coordinator with all necessary resources;

4. Ensure that all employees working directly with students annually complete the child abuse training program required by state law.[2]

The Coordinator shall assist any employee with appropriately reporting and responding to instances of child abuse or child sexual abuse.

REPORTING

All personnel shall be alert for any evidence of child abuse, sexual abuse, or neglect.[3] If personnel know or have reasonable cause to suspect child abuse, sexual abuse, or neglect, a report shall be filed immediately with the Coordinator, the Department of Children's Services (DCS), and law enforcement.[4] When alleged abuse involves someone employed by, previously employed by, or otherwise affiliated with the school, the report may be made directly to the DCS and law enforcement prior to notifying the Coordinator.[5]

The report shall include, to the extent known by the reporter:[6]

1. The name, address, telephone number, and age of the child;

2. The name, telephone number, and address of the parents or persons having custody of the child;

3. The nature and extent of the abuse or neglect; and

4. Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect.

The Director of Schools/designee shall develop reporting procedures, including sample indicators of abuse and neglect, and shall disseminate the procedures to all school personnel.

CONFIDENTIALITY

District employees shall keep all information regarding any child abuse confidential in accordance with state law.

INVESTIGATIONS

School administrators and employees have a duty to cooperate, provide assistance, and information in child abuse investigations[7] including permitting DCS teams to conduct interviews while the child is at school. The principal may control the time, place, and circumstances of the interview but may not insist that a school employee be present even if the suspected abuser is a school employee or another student. The principal is not in violation of any laws by failing to inform parent(s)/guardian(s) that the child is to be interviewed even if the suspected abuser is not a member of the child's household.[8]

Legal References

1. TCA 49-6-1601
2. TCA 37-1-408; Public Acts of 2022, Chapter No. 841
3. TCA 37-1-403(a)(1); TCA 37-1-412; TCA 37-1-602; TCA 37-1-605(a)(4)
4. TCA 37-1-403(a)(2); TCA 49-6-1601
5. Public Acts of 2022, Chapter No. 781
6. TCA 37-1-403(b)
7. TCA 37-1-611(b)
8. Tenn. Op. Atty. Gen. No. 87-101 (June 9, 1987)

Cross References

Recommendations and File Transfers 5.203
Staff-Student Relations 5.610
Interrogations and Searches 6.303
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041
Promoting Student Welfare 6.400

Hickman County Board of Education

	Descriptor Term: **Accidents and Illnesses**	Descriptor Code: **6.410**	Issued Date: **05/03/21**
		Rescinds: **6.410**	Issued: **02/04/19**

Parent(s) of all students shall provide the schools with medical authorization which shall contain the following information:

1. Parents' location and phone number during the school day;
2. The name, address and phone number of the student's physician(s);
3. Directions in the event that medical treatment is needed;
4. Information concerning a student's particular physical disability or medical condition.

The authorization will be required annually and will be kept on file in the principal's office.

If a student suffers an injury or becomes ill, the staff member in charge shall have the responsibility to render first-aid or ensure that it is rendered.

In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency medical authorization form will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached.

Principals will inform the director of schools immediately of any serious injuries suffered by students while under jurisdiction of the school. A report of each accident taking place in a school will be filed in the offices of both the principal and the director of schools. Forms for reporting accidents will be made available from the office of the director of schools. In all accidents serious enough to require medical attention or requiring the student to be taken home, or in all cases that the staff member in charge deems desirable, reports will be made and filed as stated above.

No student will be taken and left at home or sent home unless a parent, or someone designated by the parent(s), is at home to accept the responsibility of the student.

Parents who object to the procedures contained in this policy shall submit to the principal a written emergency plan for his approval.

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Wellness	**6.411**	**05/03/21**
		Rescinds: **6.411**	Issued: **01/06/20**

The Hickman County Board recognizes the value of proper nutrition, physical activity, and other health conscious practices and the impact that such practices have on student academic achievement, health, and wellbeing. In order to provide an environment conducive to overall student wellness, this policy shall be followed by all schools in the Hickman County School District.[1]

COMMITMENT TO COORDINATED SCHOOL HEALTH

All schools shall implement CDC's Coordinated School Health approach to managing new and existing wellness-related programs and services in schools and the surrounding community based on State law and State Board of Education CSH Standards and Guidelines. The district's coordinated school health coordinator shall be responsible for overseeing compliance with State Board of Education CSH Standards and Guidelines in the school district.

SCHOOL HEALTH ADVISORY COUNCIL[2,3]

An advisory council shall be established to serve as a resource to school sites for implementing policies. The council shall consist of individuals representing the school and community, including parents, students, teachers, school administrators, health professionals, school food service representatives, and members of the public. The primary responsibilities of the council include but are not limited to:

1. Developing, implementing, monitoring, reviewing and as necessary, making recommendations as to physical activity and nutrition;
2. Ensuring all schools within the district create and implement an action plan related to all School Health Index modules;
3. Ensuring results of the action plan are annually reported to the council; and,
4. Ensuring school level results include measures of progress on each indicator of the School Health Index.

The State Board of Education's Coordinated School Health and Physical Education Policies shall be used as guidance by the Council to make recommendations. The Hickman County School Board may consider recommendations of the Council in making policy changes or revisions.

Additionally, each school will have a Healthy School Team consisting of teachers, students, parents, and administrators.[2] The Team shall hold Healthy School Team meetings during the school year to assess needs and oversee planning and implementation of school health efforts.

The director of schools/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining the policy goals. The assessment will be made available to the public.

COMMITMENT TO NUTRITION

All schools within the Hickman County District shall participate in and are committed to offering school meals that are consistent with the USDA child nutrition programs, which may include but not be limited to, the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the After School Snack Program.[4,5,6]

Meals shall be accessible to all students in a non-stigmatizing manner. Students will be given 10 minutes of breakfast and 20 minutes after sitting down for lunch to enjoy healthy meals and relax in a pleasant environment. Good nutritional habits shall be encouraged. All food including vending machines, fundraising items, and concessions must meet guidelines set forth by the Healthy, Hunger-free Kids Act, 2010, Smart Snacks in Schools.[4,5,6] Schools shall follow the State Child Nutrition Program limit on days in which non-healthy foods may be used for fundraisers.

It is the intent of the Hickman County School District to protect and promote student's health by permitting advertising and marketing for only those foods and beverages that are permitted to be sold on the school campus, consistent with the District's wellness policy. Food and beverage marketing is defined as advertising and other promotions in schools. Food and beverage marketing often includes an oral, written, or graphic statements made for the purpose of promoting the sale of a food or beverage product made by the producer, manufacturer, seller, or any other entity with a commercial interest in the product.

All foods offered on the school campus may meet or exceed the USDA Smart Snacks in School nutrition standards including through: celebrations and parties, classroom snacks brought by parents, rewards, and incentives.

The school principal/designee shall be responsible for overseeing the school district's compliance with the State Board of Education Rules and Regulations for sale of food items in the school district.[2,5,6]

DISTRICT GOALS

The Hickman County District will promote healthy nutrition through various activities, including nutrition related newsletters, informational links on the district website, healthy eating posters and bulletin boards in dining areas, and informational booths at various community functions. Nutrition Education will be offered as part of a standards based program designed to provide students with the knowledge and skills needed to promote and protect their health as outlined in the State Board of Education Health Education and Lifetime Wellness Standards. District nutrition goals, and measurement of their effectiveness, are updated annually in the state Coordinated School Health report.

COMMITMENT TO PHYSICAL ACTIVITY AND PHYSICAL EDUCATION[7]

The board recognizes that physical activity is extremely important to the overall health of a child. Schools shall support and promote physical activity. Physical activity may be integrated into any areas of the school program.

Physical Education classes shall be offered as part of a standards based program designed to provide developmentally appropriate moderate to vigorous physical activity as an integral part of the class. All physical education classes shall comply with the State Board of Education's Physical Education Standards. In addition to the district's physical education program, non-structured physical activity periods shall be offered as required by law. Supervised recess/physical activity shall be offered daily to all K-8 students.

Schools shall continue to offer after school sports and activities. Physical activity shall not be employed as a form of discipline or punishment.

COMMITMENT TO CURRICULUM[3]

All applicable courses of study should be based on State-approved curriculum standards.

SCHOOL HEALTH INDEX[3]

All schools within the district shall annually administer a baseline assessment on each of the recommended School Health Index modules. Results shall be submitted to the School Health Advisory Council and reported to the State Department of Education.

COMPLIANCE[8]

The superintendent/designee will ensure compliance with the school Wellness Policy, to include an assessment of the implementation of the Wellness Policy and the progress made in attaining policy goals.

Recordkeeping

Coordinated School Health will retain records to document compliance with the requirements of the wellness policy.

Annual Notification of Policy

Coordinated School Health will inform families and the public each year of information about the wellness policy, including updates and implementation status. This information will be made to the public via district website and/or district wide communications, and actively encourage their involvement.

Triennial Progress Assessments

Every three years, Coordinated School Health will evaluate compliance with the wellness policy to assess the implementation of the policy and include:

- Compliance with the wellness policy
- How the wellness policy compares to the wellness policy assessment tool
- Description of the progress made in attaining the goals of the wellness policy, which are the annual goals found in the Coordinated School Health annual report.

The School Health Coordinator is responsible for managing the triennial assessment. The School Health Advisory Council and the individual schools will monitor schools' compliance with the wellness policy. Coordinated School Health will inform families and community members of the availability of the triennial assessment via district website and/or district-wide communications.

Revisions and Updating the Policy

The School Health Advisory Council will update or modify the wellness policy based on the results of the annual School Health Index and triennial assessments. The wellness policy will be assessed and updated as indicated at least every three years, following the triennial assessment. The District will notify the public about the content of or any updates to the wellness policy annually through the district website and/or district-wide communications.

Community Involvement, Outreach, and Communications

The District is committed to being responsive to community input. Hickman School District will actively communicate with representatives of the School Health Advisory Council and others can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of means appropriate for the district.

Legal References

1. TCA 49-1-1002
2. State Board of Education Policy 4.204
3. State Board of Education Policy 4.206
4. 42 USCA § 1758b
5. TRR/MS 0520-01-06
6. 7 CFR § 210 and 220
7. TCA 49-6-1021
8. 7 CFR § 210.31(f)

Cross References

Student Suicide Prevention 6.415

Hickman County Board of Education

	Descriptor Term: **Prevention and Treatment of Sports-Related Concussions**	Descriptor Code: **6.413**	Issued Date: **05/03/21**
		Rescinds: **6.413**	Issued: **02/04/19**

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sports related concussions. The Board recognizes that concussions can be a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of concussions and head injuries. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING[1]

The director of schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the *Concussion in Sports – What You Need to Know* online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a concussion and head injury information sheet approved by the Tennessee Department of Health: the director of schools, licensed healthcare professionals (if appointed), each school athletic director, and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s)/guardian(s) shall review the concussion and head injury information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent (s) / guardian (s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a concussion recognition and head injury safety education course program and signed concussion and head injury information sheets shall be maintained by the director of schools or his/her designee for a period of three (3) years.

REMOVAL FROM ATHLETICS[1]

Any student athlete who shows signs, symptoms and/or behaviors consistent with a concussion during an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by the coach or other designated individuals.

No student athlete who has been removed from an athletic activity or competition due to a concussion or suspected concussion shall be allowed to return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return. "Health care provider" means a Tennessee licensed medical doctor (M.D.), osteopathic physician (D.O.), or a clinical neuropsychologist with concussion training or a physician's assistant (P.A.) with concussion training who is a member of a health care team supervised by a Tennessee licensed medical doctor or osteopathic physician.[2]

This requirement for clearance prior to a student athlete returning to an athletic activity shall not apply if there is a legitimate explanation other than a concussion for the signs, symptoms, and/or behaviors observed.

The director of schools or his/her designee shall ensure that all protocols approved by the Tennessee Department of Health or required by law relative to the provisions of this policy are followed and implemented within each school.

Legal References

1. TCA 68-55-502
2. TCA 68-55-501

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Prevention and Treatment of Sudden Cardiac Arrest	**6.414**	**05/03/21**
		Rescinds: **6.414**	Issued: **02/04/19**

Sudden cardiac arrest (SCA) is a condition in which the heartbeat stops abruptly and unexpectedly, preventing blood flow to the brain, the heart, and the rest of the body. In order to ensure the safety of students that participate in interscholastic athletics, it is imperative that student athletes, coaches, and parents are educated about the nature and treatment of sudden cardiac arrest. The Board recognizes that sudden cardiac arrest is a serious health issue and should be treated as such.

The Board adopts the guidelines and other pertinent information and forms developed by the Tennessee Department of Health to inform and educate coaches, school administrators, student athletes, and parent(s) / guardian(s) of the nature, risk and symptoms of sudden cardiac arrest. These guidelines and materials may be viewed on the Department of Health's website and shall be made available to interested parties through the Central Office.

This policy shall govern all activities and those individuals involved in those activities which constitute an organized athletic game or competition against another team or in practice or preparation for an organized game or competition. It does not govern those activities or individuals involved in those activities which are entered into for instructional purposes only or those that are incidental to a nonathletic program or lesson.

REQUIRED TRAINING[1]

The director of schools shall ensure that each school's athletic director and coaches, employed or volunteer, annually complete the ***National Federation of State High School Associations Elective Course – Sudden Cardiac Arrest*** online course. This course may be accessed online at www.nfhslearn.com.

Prior to the annual initiation of practice or competition, the following persons must review and sign a sudden cardiac arrest information sheet approved by the Tennessee Department of Health: each school athletic director, licensed healthcare professionals (if appointed), and each coach, employed or volunteer.

In addition, prior to the annual initiation of practice or competition, all student athletes and their parent(s) / guardian(s) shall review the sudden cardiac arrest information sheet approved by the Tennessee Department of Health. A form confirming this review shall be signed and returned by the student athlete, if the athlete is eighteen (18) years of age or older; or by the student athlete's parent(s) / guardian(s), for athletes younger than eighteen (18) years of age.

All documentation of the completion of a sudden cardiac arrest education course program and signed sudden cardiac arrest information sheets shall be maintained by the director of schools or his/her designee for a period of three (3) years.

Removal from Athletics[1]

Any student athlete who shows signs, symptoms and/or behaviors consistent with sudden cardiac arrest during or after an athletic activity or competition shall be immediately removed for evaluation by a licensed healthcare professional, if available, and if not, by a coach or other designated individuals. Signs, symptoms and/or behaviors include, but are not limited to: passing out; fainting; unexplained shortness of breath; chest pains; dizziness; racing heart rate; and extreme fatigue.

Student athletes who have been removed from an athletic activity or competition shall not return to any supervised team activities involving physical exertion, including games, competitions, or practices, until the student athlete has been evaluated by and received written clearance on forms approved by the Department of Health from a licensed health care provider for a full or graduated return.

Penalties[1]

A coach found in violation of the provisions of this policy related to removal from play and return to play shall be subject to the following penalties:

1. For a first violation, suspension from coaching any athletic activity for the remainder of the season;
2. For a second violation, suspension from coaching any athletic activity for the remainder of the season and the next season; and
3. For a third violation, permanent suspension from coaching any athletic activity.

Legal References

1. TCA 68-6-101, et seq.

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Suicide Prevention	**6.415**	**05/03/21**
		Rescinds: **6.415**	Issued: **02/04/19**

The Board is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 (TALK).

PREVENTION[1]

All district employees shall attend either the annual in-service training in suicide prevention or participate in other equivalent training approved by the director of schools. The training shall include, but not be limited to, identification of risk factors, warning signs, intervention and response procedures, referrals, and postvention.

The director of schools shall identify a district suicide prevention coordinator responsible for planning and coordinating the implementation of this policy. Each school principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation.

INTERVENTION[1]

Any employee who has reason to believe that a student is at imminent risk of suicide shall report such belief to the principal or designee. Belief that a student is at imminent risk of suicide shall include, but not be limited to, the student verbalizing the desire to commit suicide, evidence of self-harm, or a student self-refers.

Upon notification, the principal or designee shall ensure the student is placed under adult supervision. Emergency medical services shall be contacted immediately if an in-school suicide attempt occurs. The principal or designee shall contact the director of schools or designee as soon as practicable.

Prior to contacting the student's parent/guardian, the director of schools or designee shall determine if there could be further risk of harm resulting from parent/guardian notification. If parent/guardian notification could result in further risk of harm or endanger the health or well-being of the student, then local law enforcement and the Department of Children's Services shall be contacted.[2]

If appropriate, the director of schools or designee shall contact the student's parent/guardian and provide the following information:

1. Inform the parent/guardian that there is reason to believe the student is at imminent risk of suicide;
2. Assure the parent/guardian that the student is currently safe or inform the parent/guardian that emergency medical services were contacted;
3. Ask the parent/guardian whether he/she is aware of the student's mental state;
4. Ask the parent/guardian whether he/she wishes to obtain or has obtained mental health counseling for the student;
5. Provide the names of community mental health counseling resources if appropriate.

The director of schools or designee will seek parental permission to communicate with outside mental health care providers regarding a student. If the student is under the age of 18 and the parent/guardian refuses to seek appropriate assistance, the director of schools or designee shall contact the Department of Children's Services.[2]

The director of schools or designee shall document the contact with the parent/guardian by recording:

1. The time and date of the contact;
2. The individual contacted;
3. The parent/guardian's response; and
4. Anticipated follow-up.

The director of schools or designee shall ensure the student is under adult supervision until a parent/guardian or other authorized individual accepts responsibility for the student's safety.

Prior to a student returning to school, the director of schools or designee and/or principal shall meet with the student's parent/guardian, and student if appropriate. The parent/guardian shall provide documentation from a mental health care provider stating that the student has received care and is no longer a danger to themselves or others. The principal will identify an employee to periodically check in with the student to ensure the student's safety and address any problems with re-entry.

POSTVENTION[1]

Immediately following a student suicide death, the Crisis Team shall meet and implement the Crisis Management plan. At a minimum, the Crisis Management plan shall address the following:

1. Verification of death;
2. Preparation of postvention response to include support services;
3. Informing faculty and staff of a student death;
4. Informing students that a death has occurred; and
5. Providing information on the resources available to students.

The Crisis Team shall work with teachers to identify the students most likely to be impacted by the death in order to provide additional assistance and counseling if needed. Additionally, staff and faculty will immediately review suicide warning signs and reporting requirements. The director of schools or designee shall be responsible for all media inquiries.

Legal References

1. TCA 49-6-1901, et seq.
2. TCA 37-1-403

Cross References

News Releases, News Conferences and Interview 1.503
Crisis Management 3.203
Student Discrimination, Harassment, Bullying, Cyber-bullying and Intimidation 6.304
Promoting Student Welfare 6.400
Student Wellness 6.411

Hickman County Board of Education

	Descriptor Term: **Special Education Students**	Descriptor Code: **6.500**	Issued Date: **05/03/21**
		Rescinds: **6.500**	Issued: **02/01/21**

Special education students between the ages of three (3) and twenty-one (21), inclusive, shall receive the benefit of a free appropriate public education. These students shall be educated with the general student population to the maximum extent appropriate and should be placed in separate or special classes only when the severity of the disability is such that education in regular classes, even with the use of supplementary aids and services, cannot be accomplished satisfactorily.[1]

Eligibility standards and options of service for special education services shall be based upon the criteria specified in state regulations.[2]

Students receiving special education services shall not be restrained except as permitted by state law and regulations.[3,4] The Director of Schools shall develop administrative procedures to govern the following:

1. Personnel authorized to use isolation and restraint;

2. Training requirements for personnel working with special education students; and

3. Incident reporting procedures.[4]

Legal References

1. TCA 49-10-103(c)
2. TRR/MS 0520-01-09-.01
3. TCA 49-10-1301 *et seq.*
4. TRR/MS 0520-01-09-.23

Cross References

Special Education 4.202
Compulsory Attendance Ages 6.201
Alternative Education 6.319

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Married and/or Pregnant Students	**6.501**	**05/03/21**
		Rescinds: **6.501**	Issued: **02/04/19**

Married students, pregnant students, and student-parents shall have the same educational opportunities—curricular and extracurricular—as all other students.[1] They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all students.[2]

These students shall be allowed to represent their school in all school activities. They shall further be eligible for elected offices and for receiving school honors and awards.

Pregnant students must inform the guidance counselor and/or school principal once aware of being pregnant in order that support services may be provided as needed. Upon verification by a physician that the pregnancy has reached a stage where the health of the student will be impaired, health services will be provided as for any other health-impaired student.

No student shall bring a dependent child to the school premises for the purpose of child care during school hours.

Legal References

1. 20 U.S.C. § 1703
2. *State vs. Priest* 27 S. 2d 173 (1946); *In re Goodwin,* 39 S. 2d 731 (1949)

Cross References

Homebound Instruction 4.206

Hickman County Board of Education

	Descriptor Term: **Foreign Exchange Students**	Descriptor Code: **6.502**	Issued Date: **05/03/21**
		Rescinds: **6.502**	Issued: **02/04/19**

Any foreign student is eligible for acceptance into the foreign exchange student program, provided he/she is participating through any agency endorsed by the Council on Standards for International Educational Travel and is sponsored by an individual or organization and has a J-1 visa.[1] Before approval by the Board, the exchange program representative must make written application on behalf of the student in the local school serving the host family by June 15 for the next academic year. No foreign exchange student shall be brought into the United States by the sponsor unless he/she has been accepted **in writing** as a student by the director of schools/designee of the school in which he/she is to be enrolled. The school may accept the student after determining the following:

1. The student will have a sufficient command of the English language to enable them to participate in the general curriculum;
2. Appropriate curriculum offerings can be provided for the student; and
3. An overcrowded situation will not be further aggravated.

Prior to enrolling a foreign student, the principal or designee shall require, in addition to a valid student visa, the following documentation:

1. Citizenship;
2. Birthdate;
3. Health/immigration records, appropriate Tennessee Immunization record: i.e. green card;
4. Custody (including phone number, name and address of person responsible for the student); and
5. School records, including a transcript of academics (in English).

Admission requirements and all other considerations and expectations shall be the same for foreign students as for United States students. Students will be accepted only in grades 9-12. No more than two (2) foreign students and no more than two of the same nationality shall be placed in one school.

Students must have had acceptable academic achievement in their native countries and must have been screened for maturity and ability to get the maximum benefit from an exchange program. Exchange students must have an adequate command of the English language and be able to function without special assistance in regular classes. The principal shall be responsible for assignment to the appropriate grade level.

Each school shall name a faculty member as a student representative to serve as a liaison between the school and exchange program agency and as an adviser to exchange students. Contact person in Hickman County will be a counselor at the high school where the student will be enrolled.

The sponsoring individual/organization shall provide evidence to the school that the student will receive adequate financial support for the duration of his/her stay. Schools shall not hold fund-raising events to pay expenses incurred by exchange students.

Privately sponsored exchange students on an F-1 visa may be enrolled if an adult resident of the district has temporary guardianship and the student lives in the home of that guardian. Exchange students on an F-1 visa are required to pay tuition at the established district rate. F-1 visa student admission is limited to secondary schools and attendance may not exceed twelve (12) months.[2]

The sponsoring organization shall abide by all regulations of the Council on Standards for International Educational Travel, The State of Tennessee Department of Education, and the Hickman County Board of Education. Failure to do so could result in the refusal to continue education program for the exchange student in Hickman County.

The exchange student should be placed in the home of a host family which includes one or more students attending the particular high school or a family which has close contact with the school.

No exchange student will be issued a diploma from Hickman County Schools. However, each student will be allowed to participate in senior class activities for social interaction.

The area or state representative of the sponsoring organization will contact the high school counselor at least once a month for updates on the student.

Legal References

1. 22 CFR § 62.25
2. Immigration and Nationality Act § 214 (3)(m)(1)

Cross References

School Admissions 6.203

Hickman County Board of Education

	Descriptor Term: **Homeless Students**	Descriptor Code: **6.503**	Issued Date: **05/03/21**
		Rescinds: **6.503**	Issued: **02/04/19**

A homeless student shall have equal access to the same free, appropriate public education as provided to other children and youths.[1]

Homeless students are individuals who lack a fixed, regular, and adequate nighttime residence.[2] Homeless students include:[2]

1. Students sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; students living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; students living in emergency or transitional shelters; or students abandoned in hospitals;
2. Students who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodations for human beings;
3. Students living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or trains stations, or similar settings; and
4. Migratory students who are living in circumstances described above.

ENROLLMENT

Homeless students shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines.[3] Parents/guardians are required to submit contact information to the district's homeless corrdinator.[3]

PLACEMENT

For the purposes of this policy, school of origin shall mean the school that the student attended when permanently housed or the school in which the student was last enrolled, including a preschool/pre-k program.[9] School of origin shall also include the designated receiving school at the next grade level when the student completes the final grade level served by the school or origin.[4]

Placement shall be determined based on the student's best interest.[5] At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained, unless doing so would be contrary to a request made by the student's parent/guardian or the student in the case of an unaccompanied youth.[6] When determining placement, student-centered factors, including but not limited to impact of mobility on achievement, education, health, and safety shall be considered.[6] The choice regarding placement shall be made regardless of whether the student lives with their homeless parents/guardians or has been temporarily placed elsewhere.[7]

If it is not in the student's best interest to attend the school of origin, or the school requested by the parent/guardian or unaccompanied youth, the director or his/her designee shall provide a written explanation of the reasons for the determination, in a manner and form that is understandable to the

parent/guardian or unaccompanied youth.[6] The written explanation shall include a statement regarding the right to appeal the placement decision.[6] If the placement decision in appealed, the district shall refer the parent/guardian or unaccompanied student to the homeless coordinator, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.[8] Upon notice of an appeal, the director of schools shall immediately enroll the student in the school in which enrollment was sought pending a final resolution of the dispute, including all available appeals.[8]

RECORDS

Records ordinarily kept by the school shall be maintained for all homeless students. Information regarding a homeless student's living situation shall be treated as a student education record, and shall not be considered directory information.[9]

SERVICES[10]

The director of schools shall ensure that each homeless student is provided services comparable to those offered to other students within the district, including transportation, special education services, programs in career and technical education (CTE), programs for gifted and talented students, and school nutrition.

The director of schools shall designate a district homeless coordinator who shall ensure this policy is implemented throughout the district. The homeless coordinator shall ensure:

1. Homeless students are quickly identified and have access to education and support services, to include Head Start and district pre-k programs;
2. Coordination with local social service agencies and other entities providing services to homeless students;
3. Coordinate transportation, transfer of records, and other interdistrict activities with other school districts;
4. Coordinate transportation to the school or origin or choice for homeless students;
5. Refer homeless students and their families to health care services, dental services, mental health and substance abuse services, and housing services;
6. Assist homeless students in obtaining immunizations, medical or immunization records, and any additional assistance that may be needed;
7. Public notice of the educational rights of homeless students is disseminated in places frequented by parents/guardians of homeless students, including schools, shelters, public libraries, and soup kitchens; and
8. Unaccompanied youth are enrolled and informed of their status and independent students.

The director of schools shall develop procedures to ensure that homeless students are recognized administratively and that the appropriate and available services are provided for these students. The director shall ensure professional development is provided to school personnel providing services to homeless students.

Legal References

1. 42 USCA §§ 11431 to 11435; McKinney-Vento Education Assistance Improvements Act of 2001, § 721
2. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95), § 725
3. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(C)(i), § 722(g)(3)(H)
4. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(G)
5. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(A)
6. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(B)
7. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(F)
8. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(E)
9. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(3)(D)
10. McKinney-Vento Act, as amended by ESSA (Pub. L. 114-95, § 722(g)(4) - (6)

Cross References

Student Transportation 3.400
Parent and Family Engagement 4.502
Promotion and Retention 4.603
School Admissions 6.203
Student Assignments 6.205
Transfers Within the System 6.206
Migrant Students 6.504

Hickman County Board of Education

	Descriptor Term: **Migrant Students**	Descriptor Code: **6.504**	Issued Date: **05/03/21**
		Rescinds: **6.504**	Issued: **02/04/19**

The Board directs the administration to identify migratory students in the district, as required by law, and to develop written administrative procedures for ensuring that migrant students receive services for which they are eligible. In developing and implementing a program to address the needs of migratory students the district will:[1]

1. Identify migratory students and assess the educational and related health and social needs of each student.

2. Provide a full range of services to migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.

3. Provide migratory children with the opportunity to meet the same statewide assessment standards that all students are expected to meet.

4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff.

5. Provide parents an opportunity for meaningful participation in the program.

If a migrant student is identified by the district, the director of schools or designee will notify the Tennessee Department of Education and request assistance if needed.

Legal References

1. 20 USCA §§ 6318, 6391, 6399

Cross References

School Admissions 6.203
Homeless Students 6.503

Hickman County Board of Education

	Descriptor Term: **Students in Foster Care**	Descriptor Code: **6.505**	Issued Date: **05/03/21**
		Rescinds: **6.505**	Issued: **02/04/19**

The Hickman County School System shall provide all students in foster care, to include those awaiting foster care placement, with a free and appropriate public education.

ENROLLMENT

Students in foster care, to include those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e. academic records, immunization records, health records, proof of residency), or missed the district's application or enrollment deadlines.[1]

PLACEMENT

The district and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

Placement shall be determined based on the student's best interest. At all times, a strong presumption that keeping the student in the school of origin is in the student's best interest shall be maintained.[2] For the purposes of this policy, school of origin shall mean the school in which the student was enrolled, including a preschool/pre-k program, at the time of placement in foster care or at the time of a placement change if the student is already placed in foster care.[3]

When determining placement, student-centered factors including, but not limited to, the following shall be considered:

1. Preferences of the student;
2. Preferences of the student's parent(s) or education decision maker(s);
3. The student's attachment to the school, including meaningful relationships with staff and peers;
4. Placement of the student's siblings;
5. Influence of the school climate on the student, including safety;
6. The availability and quality of the services in the school to meet the student's educational needs;
7. History of school transfers and how they have impacted the student;
8. How the length of the commute would impact the student;
9. Whether the student is receiving special education and related services, and if so, the availability of those required services in a school other than the school of origin; and
10. Whether the student is an EL and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin.

Transportation costs should not be considered when determining a student's best interest.

If it is not in the student's best interest to attend the school of origin, the director or his/her designee shall provide a written explanation of the reasons for the determination. The written explanation shall include a statement regarding the right to appeal the placement decision. If the placement decision is appealed, the district shall refer the student to the district coordinator for children in foster care, who shall carry out the dispute resolution process as expeditiously as possible and in accordance with the law.[2] Until the dispute is resolved, to the extent feasible, the student shall remain in his/her school of origin.[2]

TRANSPORTATION[3,4]

The district shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school or origin shall be provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

The director of schools shall develop administrative procedures to provide for transportation of students in foster care.[5] These procedures must ensure that:

1. Students in foster care needing transportation to their schools of origin will promptly receive that transportation in a cost-effective manner and in accordance with federal law; and
2. If there are additional costs incurred in providing transportation to the school of origin, the district will provide such transportation if:
    a. the local child welfare agency agrees to reimburse the district for the cost of such transportation;
    b. the district agrees to pay for the cost; or
    c. the district and local child welfare agency agree to share the cost.[4]

The district will ensure that a student in foster care, to include a student awaiting foster care placement, remains in his/her school of origin while any disputes regarding transportation costs are being resolved.

Legal References

Cross References

1. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95) § 1111(g)(1)(E)(ii)-(iii)
2. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)(i)-(iv)
3. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1111 (g)(1)(E)
4. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5); § 475(4)(A) of the Social Security Act, 42 U.S.C. § 675(4)(A)
5. Elementary and Secondary Education Act (ESEA), as amended by ESSA (Pub. L. 114-95), § 1112 (c)(5)(B)(i)

Attendance 6.200
School Admissions 6.203

Hickman County Board of Education

	Descriptor Term: **Students from Military Families**	Descriptor Code: **6.506**	Issued Date: **05/03/21**
		Rescinds: **6.503**	Issued: **10/07/19**

General

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

RELOCATION OF MILITARY SERVICE MEMBER[2]

A student who does not currently reside within the school district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the school district on relocation.

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

ABSENCES

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

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

Legal References

1. State Board of Education Policy 2.103
2. TCA 49-6-3101
3. TCA 49-6-3019

Cross References

Attendance 6.200
School Admissions 6.203
Attendance of Non-Resident Students 6.506

Hickman County Board of Education			
	Descriptor Term: **Purchasing**	Descriptor Code: **2.805**	Issued Date: **11/04/19**
		Rescinds: **2.805**	Issued: **08/07/17**

General

The school system will purchase competitively and seek maximum educational value for every dollar expended. Authorization to purchase shall be provided by the Board. The director of schools shall serve as purchasing agent for system-wide purchasing.[1] Principals shall serve as purchasing agents for individual schools.

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an un-prescribed manner.

No school shall be obligated to pay for any expenditure made by a student or a teacher or by any other employee unless he/she first receives a written purchase order from the proper office or unless prior written permission or arrangements are made with the principal.

The Board shall purchase locally whenever the conditions are comparable or when it is most practical under the circumstances.

Individual Schools

The director of schools must approve the following purchases:

1. a single piece of equipment costing more than five thousand dollars ($ 5,000.00);
2. one that is to be attached to or one that requires alteration of the building; or
3. one that will become a permanent fixture.

Central Office[2]

ROUTINE PURCHASES

Routine purchases shall include expenditures for supplies, salaries, and routine expenditures required for the operation of the school system. These expenditures shall be anticipated and provided for in the budget and will normally be authorized by the Board at the beginning of the fiscal year. The director of schools or his/her designee shall make all routine purchases without further Board authorization; however, the Board shall be promptly informed if any substantial variation from budgeted estimates occurs or becomes necessary.

SPECIAL PURCHASES

Special purchases are those which are not routine and which may or may not be specifically identified by line item in the budget. Examples of special purchases are all capital expenditures such as for vehicles, buildings, major contracts, purchases of major equipment, items for long-term use and supplies of an unusual quantity or nature. All purchases in this category shall require specific prior Board approval on an item-by-item basis. In its approval, the Board may place constraints on the director of schools requiring Board evaluation and/or approval at various steps in the procurement process. This will be determined by the Board on an individual basis depending on the nature of the procurement action.

EMERGENCY PURCHASES

Emergency purchases are those which are necessary to avert hazards which threaten health or safety, to protect property from damage or to avoid major disruption of educational activities. If within budgetary limits and deemed essential, emergency purchases may be made by the director of schools. However, if the purchase is of such significant magnitude as to impact on the integrity of the budget, the chairman shall call a special or emergency meeting of the Board to deal with the matter. In any event, the Board shall be advised promptly of all emergency purchases.

PURCHASING OF SURPLUS PROPERTY

The director of schools and other employees designated by the Board shall be authorized to act for the Board in acquiring federal surplus property through the Tennessee General Services Department for surplus property and in entering into agreements, certifications and covenants of compliance concerning the use of federal surplus property.

Further, the director of schools is authorized to purchase any needed items through suppliers approved on the state bid list.

COOPERATIVE PURCHASING

The Board, at its option, will join in cooperative purchasing with other school systems to take advantage of lower prices for bulk purchasing and to reduce the cost involved in bidding whenever such buying appears to be to the benefit of the system.

ONLINE PURCHASING

The Board recognizes that online purchasing may provide opportunities for savings, but extra precaution should be used to ensure that accounting procedures are followed. Online purchasing shall be permitted with the following requirements:

1. Prior authorization must be obtained from the director of schools before setting up new online accounts, and schools shall maintain a list of accounts.

2. Online purchases must be for school purposes and made in accordance with established policies and procedures. School employees are prohibited from making personal purchases even with the intent of reimbursing the school system. School employees are prohibited from using a school's tax exempt status for personal purchases of any kind.[3]

3. The availability of money for the fund/account in question should be determined before Purchase Orders are approved.

4. All Purchase Orders must be properly filled out and approved prior to a purchase.

5. Price quotes should be obtained where possible and/or practical and retained with other purchase documentation.

PURCHASING WITH FEDERAL GRANT FUNDS

Before grant funds are obligated or expended, the director or his designee shall review the cost of a proposed expenditure and determine if it is an allowable use of federal grant funds.[4] The director will minimize the time that elapses between the transfer and disbursement of funds once an expenditure is approved.

No person officially connected with or employed by the school system may participate in the selection, award, or administration of a contract supported by a federal award if he or she has a real or apparent conflict of interest. A real or apparent conflict of interest arises when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Upon discovery of any potential conflict, the director shall disclose the potential conflict to the federal awarding agency in writing.[5]

Legal References

1. TCA 49-2-206(b)(3); TCA 6-36-115
2. *Tennessee Internal School Uniform Accounting Procedure Manual*, Section 4-8
3. TCA 49-2-608(1)
4. 2 CFR § 200.403
5. 2 CFR § 200.112

Cross References

Executive Committee 1.301
Credit Cards/Credit Lines 2.8051
Purchase Orders and Contracts 2.808
Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: **Bids and Quotations**	Descriptor Code: **2.806**	Issued Date: **11/04/19**
		Rescinds: **2.806**	Issued: **05/06/19**

General

All purchases of supplies, materials, equipment and contractual services shall be purchased and/or bid under the same criteria as the Hickman County government.[1]

EXEMPTIONS FROM COMPETITIVE BIDDING

Contracts for legal services, educational consultants, insurance purchased through a plan authorized and approved by any organization or governmental entities representing cities and counties and similar services by professional persons or groups of high ethical standards shall not be based upon competitive bids, but shall be awarded on the basis of recognized competence and integrity.[2,3]

Legal References

1. TCA 49-2-203(a)(3)
2. TCA 12-3-1209; TCA 12-4-107
3. TCA 29-20-407

Cross References

Executive Committee 1.301
Consultants 1.303
Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: **Purchase Orders and Contracts**	Descriptor Code: **2.808**	Issued Date: **11/04/19**
		Rescinds: **2.808**	Issued: **08/07/17**

General

All purchases made by the school system shall be by purchase order or formal contract, and no purchase shall be made nor payment approved unless covered by an approved purchase order. Purchase orders will include the following essentials:

1. A specification which adequately describes to the supplier the characteristics and the quality standards of the item required;

2. A firm, quoted, net delivered price, whenever possible; and

3. Signature of purchasing agent.

Contracts shall be made only with responsible suppliers with the following considerations:

1. The supplier has the potential ability to perform successfully under the terms and conditions of a proposed procurement;

2. Procurement records or files for purchases in amounts in excess of $10,000 shall provide at least the following pertinent information: justification for procurement in lieu of advertising, contractor selection, and the basis for the cost or price of negotiated.

3. A system for contract administration shall be maintained to assure supplier conformance with terms, conditions, and specifications of the contract or purchase order, and to assure adequate and timely follow-up of all purchases;

4. Contracts shall contain such provisions or conditions which will allow for administrative, contractual, or legal remedies in instances where suppliers violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

5. All contracts, amounts for which are in excess of $10,000, shall contain suitable provisions for termination including the manner by which it will be effected and the basis for settlement.

6. All contracts, including those of individual schools, will meet all requirements of state and federal laws, rules, and regulations.[1]

The purchasing agent shall advertise for bids and let contracts following authorization of purchase by the Board.

Legal References

1. TCA 49-2-203(a)(3); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-10; TCA 49-2-206(b)(2)

Cross References

Consultants 1.303
Purchasing 2.805
Requisitions 2.807
Credit Cards/Credit Lines 2.8051
Conflict of Interest 5.601

Hickman County Board of Education

	Descriptor Term: **Vendor Relations**	Descriptor Code: **2.809**	Issued Date: **11/04/19**
		Rescinds: **2.809**	Issued: **08/07/17**

General

Each order will be placed on the basis of quality, price, and delivery. Past service will be a factor if all other considerations are equal.

No person officially connected with or employed by the school system will be an agent for, or have any financial compensation or reward of any kind from any vendor for the sale of supplies, materials, equipment or service.[1]

Individual Schools[2]

Schools shall execute a written agreement with vendors for all fundraisers.2 The agreement shall include, but not be limited to, the following information:

1. The division of profits that result from the activity;
2. Payment of sales tax;
3. Delivery date(s);
4. Package prices or other charges; and
5. Scheduled dates of service.

Vendors visiting separate schools shall contact and secure the permission of each principal's office prior to visiting professional staff members. Vendors' visitations to schools shall not be permitted to interfere with the normal instructional and learning process.

Legal References

1. TCA 49-6-2003
2. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-32

Cross References

Visitors to the Schools 1.501
Advertising & Distribution of Materials in Schools 1.806
Fundraising Activities 2.601
Staff Gifts and Solicitations 5.605

Hickman County Board of Education

	Descriptor Term: **Payment Procedures**	Descriptor Code: **2.810**	Issued Date: **11/04/19**
		Rescinds: **2.810**	Issued: **08/07/17**

Central Office

The director of schools shall approve all claims for payment prior to their submission to the Board.[1]

As operating procedure, the director of schools shall present to the chairman of the Board at least monthly a list of bills for payment. The list will be supported by invoices and vouchers.[2]

Individual Schools

Schools may obligate themselves for the purchase of equipment, supplies, or services, provided payments are completed by June 30 of the current school year or a plan for future payments has been made by the principal and approved by the Board.

Legal References

1. TCA 49-2-206(b)(3)
2. TCA 49-2-206(b)(5)

Cross Reference

Executive Committee 1.301

Hickman County Board of Education

	Descriptor Term: **Student Activity Funds Management**	Descriptor Code: **2.900**	Issued Date: **11/04/19**
		Rescinds: **2.900**	Issued: **04/01/19**

Individual Schools

The activity funds of each school shall include athletic and student organization funds and any other fund belonging to any student group, class, or activity.

Whatever the source, all student activity funds shall be under the jurisdiction of the Board and under the specific control of the school principal. Contracts with fund-raising agencies must comply with board policy and be approved in writing by the director of schools. Budget for these accounts shall be submitted by October 1.

Principals and/or sponsors who knowingly authorize/allow unapproved fund-raising activities shall be subject to disciplinary action.[1]

Student activity funds shall be deposited in respective school activity accounts. Proper records of receipts and disbursements shall be maintained in accordance with the *Tennessee Internal School Uniform Accounting Policy Manual*.[2]

Revenue raised for specific purposes must be expended for that purpose, unless otherwise authorized in writing by both the activity group sponsor and the principal.[3]

An annual audit of the account and records of all student activity funds shall be conducted as a part of the audit of all other district funds.[4]

Any unencumbered class or activity funds automatically revert to the general activity fund of the school when a class graduates and chooses not to use the funds for a designated purpose or an activity is discontinued.

Funds derived from activities sponsored by parent-teacher associations, parent-teacher organizations or other support organizations are not subject to this policy, unless such funds are in sole custody of the school.[5,6]

COOPERATIVE ACTIVITIES

Certain activities which contribute to the general welfare of students do not easily lend themselves to classifications solely as school activities. Other activities by their nature involve cooperative effort with groups outside the student body. The benefits of such student activities shall be preserved if procedures can be established to provide proper accounting funds involved and to ensure substantial adherence to the principals governing students activity finance.

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Sections 4-31, 4-32
2. TCA 49-2-110(d); *Tennessee Internal School Uniform Accounting Policy Manual*, Section 5-2 through 5-9
3. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-1 through 4-3
4. TCA 49-2-112(a)(1)-(2)
5. TCA 49-2-110(f)
6. TCA 49-2-601 through 611

Cross References

Revenues 2.400
Deposit of Funds 2.500
Fundraising Activities 2.601
Accounting System 2.700
Audits 2.703
Gifts 6.710