Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Use of Metal Detectors	**6.3031**	**04/03/23**
		Rescinds: **6.3031**	Issued: **02/01/21**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects.

A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension.

The director of schools shall develop procedures for implementing this policy.

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Discrimination/Harassment and Bullying/Intimidation and Cyberbullying	**6.304**	**04/03/23**
		Rescinds: **6.304**	Issued: **02/01/21**

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

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

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

DEFINITIONS[4]

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

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

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.[5]

COMPLAINTS AND INVESTIGATIONS

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall promptly report such information to the principal/designee.[6]

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.[3] All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate and investigation within forty-eight (48) hours of receipt of the report.[4] If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.[7]

The principal/designee shall notify the parent/legal guardian when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal/designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.[8]

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.[7] If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.[7]

RESPONSE AND PREVENTION[10]

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

REPORTS

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.[11]

By July 1 of each year, the director of schools/designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.[12]

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.[13]

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.[14]

Legal References

1. TCA 49-6-4503(a), (b)(3); 20 USCA §§ 1681 to 1686
2. TCA 49-6-4503(b)(11)
3. TCA 49-6-4503(b)(12)
4. TCA 49-6-4503(b)(2), (13)
5. TCA 49-2-120
6. TCA 49-6-4503(b)(5)
7. TCA 49-6-4503(b)(6)
8. TCA 49-6-4503(b)(14)
9. 20 USCA § 1232g
10. TCA 49-6-4503(b)(4), (7)-(8)
11. TCA 49-6-4503(d)(3)
12. TCA 49-6-4503(c)(2)(B)
13. TCA 49-6-4503(b)(9)
14. TCA 49-6-4503(b)(10)

Cross References

Appeals to and Appearances Before the Board 1.404
Section 504 and ADA Grievance Procedures 1.802
Staff-Student Relations 5.610
Student Goals 6.100
Title IX & Sexual Harassment 6.3041
Code of Conduct 6.300
Student Concerns 6.305
Reporting Child Abuse 6.409
Emergency Contact Information 6.410
Student Suicide Prevention 6.415

Hickman County School System

Student Discrimination/Harassment, and Bullying/Intimidation	6.304AP

Purpose:

The purpose of the procedure on bullying is to promote consistency of approach and to create a climate in which all types of bullying are regarded as unacceptable. Attitudes and practices can contribute to bullying, to lower levels of confidence, self-esteem and lack of achievement.

Goals:

The Hickman County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. The anti-bullying program with Hickman County Schools seeks to accomplish the following goals:

- To promote a secure and happy environment free from threat, harassment and any type of bullying behavior.
- To take positive action to prevent bullying from occurring.
- To inform parents and students of the school's expectations and to foster a productive partnership which helps to maintain a bully-free environment.
- To make staff aware of their role in fostering the knowledge and attitudes which will be required to achieve the above items.

Definition of Bullying Bullying/Intimidation/Harassment

- An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:
- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, national, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. For further clarification, see Policy 6.304.

Crucial Factors to Combat Bullying

1. Awareness and involvement on the part of adults, with regards to bully-victim problems.
2. Survey of bully/victim problems to determine the scope of the problem in each school.
3. School assemblies regarding bully/victim problems.
4. Appropriate supervision during recess, lunch time and changing of classes by adult staff.

5. Consistent and immediate consequences for aggressive behavior.
6. Implementation of SWPBS (School Wide Positive Behavior Supports) for each school.
7. Specific class rules against bullying.
8. Unit of studying on bullying completed through the guidance departments.
9. Serious individual talks with bullies and with victims.Serious talks with parents of bullies and victims.
10. Involving the school leadership team to discuss ways to include in SIP.
11. A curriculum which promotes communication, friendship and assertive skills such as the bucket filler method.
12. Improved communication among administrators, teachers, parents and staff.
13. Listening respectfully to bullying concerns raised by student, parents and staff.
14. Avoidance of sex-role stereotyping. (e.g. males need to be strong and tough).
15. Avoidance of competitiveness for academic and social/emotional activities.
16. Use of classmates to help alleviate the plight of victims and include them in group activities.

The above measures are considered part of an effective school- wide anti-bullying program, per research on this topic.

Staff Responsibilities

1. To implement procedures to confront bullying in any form.
2. To listen to all parties involved in incidents.
3. To investigate and document as fully as possible.
4. To take appropriate action, or to refer the matter to a member of the administration.
5. To record and inform parents of bullying incidents.
6. To promote the use of a range of teaching and learning styles and strategies which challenge bullying behavior.
7. To promote open management styles which facilitate communication and consultation throughout the school setting.
8. To foster by example the values the school believes in.
9. To promote the use of interventions which are the least intrusive and most effective.
10. To hold regular discussions on this issue with administration, staff, students and parents.
11. To support victims of bullying by means of individual and peer counseling.
12. To initiate efforts to change the behavior of the bullies through class discussions, counseling, reinforcement and sanctions where appropriate

Hickman County Board of Education

	Descriptor Term: **Title IX & Sexual Harassment**	Descriptor Code: **6.3041**	Issued Date: **04/03/23**
		Rescinds: **6.3041**	Issued: **02/01/21**

General

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited.[1] This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s).[2] The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint.[3] These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.[3]

All employees shall receive training on complying with this policy and federal law.[4]

TITLE IX COORDINATOR[5]

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment. He/she shall be kept informed by school-level personnel of all investigations and shall provide input on an ongoing basis as appropriate.

Any individual may contact the Title IX Coordinator at any time using the information below:

115 Murphree Ave.

931-729-3391

becky.malugin@hickmank12.org

DEFINITONS[4]

"Complainant" is an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

"Respondent" is an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

"Sexual harassment" is conduct on the basis of sex that satisfies one or more of the following:[3]

1. A school district employee conditioning an aid, benefit, or service of an education program or activity on an individual's participation in unwelcome sexual conduct;

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the education program or activity; or

3. Sexual assault,[6] dating violence,[7]domestic violence,[8] or stalking[9] as defined in state and federal law.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;

2. Verbal harassment or abuse;

3. Sexually suggestive pictures;

4. Sexually suggestive gesturing;

5. Harassing or sexually suggestive or offensive messages that are written or electronic;

6. Subtle or direct propositions for sexual favors; and

7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

"Supportive measures" are non-disciplinary, non-punitive, individualized services and shall be offered to the complainant and the respondent, as appropriate. These measures may include, but are not limited to, the following:

1. Counseling;

2. Course modifications;

3. Schedule changes; and

4. Increased monitoring or supervision.

The measures offered to the complainant and the respondent shall remain confidential to the extent that maintaining such confidentiality would not impair the ability of the school district to provide the supportive measures.

GRIEVANCE PROCESS

Upon learning of an instance of alleged sexual harassment, even if no formal complaint is filed, the Title IX Coordinator shall:

1. Promptly contact the complainant to discuss the availability of supportive measures;
2. Consider the complainant's wishes with respect to supportive measures;
3. Inform the complainant of the availability of supportive measures; and
4. Explain the process for filing a formal complaint.[10]

While the school district will respect the confidentiality of the complainant and the respondent as much as possible, some information may need to be disclosed to appropriate individuals. All disclosures shall be consistent with the school district's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action.

Disciplinary consequences or sanctions shall not be initiated against the respondent until the grievance process has been completed. Unless there is an immediate threat to the physical health or safety of any student arising from the allegation of sexual harassment that justifies removal, the respondent's placement shall not be changed.[11] If the respondent is an employee, he/she may be placed on administrative leave during the pendency of the grievance process.[12] The Title IX Coordinator shall keep the Director of Schools informed of any employee respondents so that he/she can make any necessary reports to the State Board of Education in compliance with state law.[13]

Complaints

Any individual who has knowledge of behaviors that may constitute a violation of this policy shall immediately report such information to the Title IX Coordinator, however, nothing in this policy requires a complainant to either report or file a formal complaint within a certain timeframe. If the complaint involves the Title IX Coordinator, the complaint shall be filed with the Director of Schools.

If a complaint involves allegations of child abuse, including child abuse on school grounds, appropriate notification shall be made per the board policy on reporting child abuse.

Upon receipt of a formal complaint, the Title IX Coordinator shall promptly:[14]

1. Provide written notice of the allegations, and the grievance process to all known parties to give the respondent time to prepare a response before an initial interview;
2. Inform the parties of the prohibition against making false statement or knowingly submitting false information;
3. Inform the parties that they may have an advisor present during any subsequent meetings; and
4. Offer supportive measures in an equitable manner to both parties.

If the Title IX Coordinator dismisses a complaint, written notice, including the reasons for dismissal, shall be provided to both parties simultaneously.[15]

Investigations[16]

The Complaint Manager shall serve as the investigator and be responsible for investigating complaints in an equitable manner that involves an objective evaluation of all relevant evidence. The burden for obtaining evidence sufficient to reach a determination regarding responsibility rests on the school district and not the complainant or respondent.

Once a complaint is received, the investigator shall initiate an investigation within forty-eight (48) hours of receipt of the complaint. If an investigation is not initiated within forty-eight (48) hours, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.

All investigations shall be completed within twenty (20) calendar days from the receipt of the initial complaint. If the investigation is not complete within twenty (20) calendar days, the investigator shall provide the Title IX Coordinator with appropriate documentation detailing the reasons why the investigation has not been completed.

All investigations shall:

1. Provide an equal opportunity for the parties to present witnesses and evidence;

2. Not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence;

3. Refrain from requiring, allowing, relying upon, or otherwise using questions or evidence that seek disclosure of information protected under a legally recognized privilege unless such privilege has been waived;[17]

4. Provide the parties with the same opportunities to have others present during any grievance proceeding;

5. Provide to parties whose participation is requested written notice of the date, time, location, participants, and purpose of all investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;

6. Provide both parties an equal opportunity to inspect and review any evidence directly related to the allegations in the formal complaint; and

7. Result in the creation of an investigative report that fairly summarizes relevant evidence.

    a. Prior to the completion of the investigative report, the investigator shall send to each party the evidence subject to inspection and review. All parties shall have at least ten (10) days to submit a written response which shall be taken into consideration in creating the final report.

Within the parameters of the federal Family Educational Rights and Privacy Act,[18] the Title IX Coordinator shall keep the complainant and the respondent informed of the status of the investigation process. At the close of the investigation, a written final report on the investigation will be delivered to

the parent(s)/guardian(s) of the complainant, parent(s)/guardian(s) of the respondent, and to the Director of Schools.

Determination of Responsibility[19]

The respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.[20] The preponderance of evidence standard shall be used in making this determination.[21]

The Director of Schools shall act as the decision-maker. He/she shall receive the final report of the investigation and allow each party the opportunity to submit written questions that he/she wants asked of any party or witness prior to the determining responsibility.

The decision-maker shall make a determination regarding responsibility and provide the written determination to the parties simultaneously along with information about how to file an appeal.

A substantiated charge against a student may result in corrective or disciplinary action up to and including expulsion. A substantiated charge against an employee shall result in disciplinary action up to and including termination.

After a determination of responsibility is made, the Title IX Coordinator shall work with the complainant to determine if further supportive measures are necessary. The Title IX Coordinator shall also determine whether any other actions are necessary to prevent reoccurrence of the harassment.

APPEALS[22]

Either party may appeal from a determination of responsibility based on a procedural irregularity that affected the outcome, new evidence that was not reasonably available at the time of the determination that could affect the outcome, or an alleged conflict of interest on the part of the Title IX Coordinator or any personnel chosen to facilitate the grievance process. Appeals shall be submitted to the Title IX Coordinator within ten (10) days of a determination of responsibility.

Upon receipt of an appeal, the Title IX Coordinator shall:

1. Assign an impartial hearing officer within five (5) days of receipt of the appeal; and

2. Notify the parties in writing.

During the appeal process, the parties shall have a reasonable, equal opportunity to submit written statements. Within ten (10) calendar days, the hearing officer shall issue a written decision describing the result of the appeal and the rationale for the result. The written decision shall be provided simultaneously to both parties.

RETALIATION[23]

Retaliation against any person who makes a report or complaint or assists, participates, or refuses to participate in any investigation of an act alleged in this policy is prohibited.

Legal References

1. 34 CFR § 106.1
2. 34 CFR § 106.8(b),(c)
3. 34 CFR § 106.45(b)(1)(iii); 34 CFR § 106.45(b)(10)(D)
4. 34 CFR § 106.30(a)
5. 34 CFR § 106.8(a)
6. 20 USCA 1092(f)(6)(A)(v); TCA 36-3-601(10); TCA 71-6-302
7. 34 USCA 12291(a)(10)
8. 34 USCA 12291(a)(8); TCA 40-14-109
9. 34 USCA 12291(a)(30); TCA 39-17-315; TCA 36-3-601(11)
10. 34 CFR § 106.44(a)
11. 34 CFR § 106.44(c)
12. 34 CFR § 106.44(d)
13. TRR/MS 0520-02-03-.09(2); TCA 49-5-417(c)
14. 34 CFR § 106.45(b)(2)
15. 34 CFR § 106.45(b)(3)
16. 34 CFR § 106.45(b)(5); 34 CFR § 106.45(b)(1)(v)
17. 34 CFR § 106.45(b)(1)(x)
18. 20 USCA § 1232g
19. 34 CFR § 106.45(b)(7)
20. 34 CFR § 106.45(b)(1)(iv)
21. 34 CFR § 106.45(b)(1)(vii)
22. 34 CFR § 106.45(b)(8)
23. 34 CFR § 106.71

Cross References

Section 504 and ADA Grievance Procedures 1.802
Discrimination/Harassment of Employees (Sexual, Racial, Ethnic, Religious) 5.500
Complaints and Grievances 5.501
Staff-Student Relations 5.610
Code of Conduct 6.300
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Reporting Child Abuse 6.409

Hickman County Board of Education

	Descriptor Term: **Student Concerns**	Descriptor Code: **6.305**	Issued Date: **09/19/23**
		Rescinds: **6.305**	Issued: **04/03/23**

Decisions made by school personnel, such as aides, teachers, or assistant principals, which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal/designee. To appeal, students shall contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within four (4) school days. The appeal shall be decided confidentially and promptly, preferably within five (5) school days.

However, if the principal does not make a decision within five (5) school days or not to the satisfaction, students or parent(s)/guardian(s) may appeal at that time by contacting the Director of Schools/designee at the central office. The information provided should include the student's name, the school, and a description of the problem.

An investigation and decision shall be made within two (2) school days by the Director of Schools and communicated to the school principal and student by telephone. A written copy of the decision also shall be sent to the student and the principal.

If the decision is not made to the satisfaction of the students or parent(s)/guardian(s) they may appeal to the School Board within (5) school days. The information provided should include the student's name, the school, description of the complaint and all written documentation including but not limited to prior written decision(s) that were provided by the principal and Director of Schools. The student(s), or parent(s)/guardian(s) will send with their appeal whether it is to be an open or closed meeting (disciplinary hearing on suspensions of greater than 10 days only).

All documentation will be provided to the School Board from the Director of Schools.

The Board Chairman will call a special called meeting to handle the appeal.

The appeal for disciplinary hearing (see conditions above) will be in a closed meeting unless the student or student's parent or guardian requests in writing within 5 days after the receipt of written notice of the hearing that the hearing will be conducted as an open meeting. The Board cannot conduct any other business if the hearing is closed to the public.

The appeal will then be heard and voted on by the School Board and this decision will be final.

The Director of Schools will implement the decision of the School Board. A written copy of the decision will be sent to the principal, student, and parent (s)/guardian(s).

Legal References

1. TCA 49-6-3401
2. TCA 8-44-101

Cross References

Appeals To & Appearances Before the Board 1.404
Instructional Program 4.100
Student Discrimination, Harassment, Bullying, Cyber-bullying, and Intimidation 6.304
Title IX & Sexual Harassment 6.3041

Hickman County Board of Education

	Descriptor Term: **Interference/Disruption of School Activities**	Descriptor Code: **6.306**	Issued Date: **04/03/23**
		Rescinds: **6.306**	Issued: **12/07/21**

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

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

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

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

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

REMOVAL OF STUDENT[3]

If a student repeatedly or substantially interferes with the learning environment, the teacher may submit a written request along with the required documentation to the principal/designee to remove the student from the teacher's classroom. The student will be given notice of the rationale for the request as well as the opportunity to offer an explanation.
The principal/designee will investigate the request and make a decision regarding the student's placement. The principal will notify the teacher as to his/her decision.
If a teacher abuses or overuses the student removal process, the principal/designee shall address the abuse or overuse with the teacher and may require the teacher to complete additional professional development to improve the teacher's classroom management skills.

Appeal Process

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

Legal References

1. TCA 49-6-4102
2. TCA 49-6-3401
3. Public Acts of 2021, Chapter No. 77

Cross References

Suspension/Expulsion/Remand 6.316
Safe Relocation of Students 6.4081
Discipline procedures 6.313

Hickman County Board of Education

	Descriptor Term: **Drug-Free Schools**	Descriptor Code: **6.307**	Issued Date: **04/03/23**
		Rescinds: **6.307**	Issued: **02/01/21**

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs[1] shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities;
3. Implementing the relevant portions of the Drug-Free Youth Act[2] ;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants and prescription drugs.[3]

Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.[4] Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs will be made available through the school office.

Legal References

1. TRR/MS 0520-01-03-.08(2)(d)
2. TCA 55-10-701 *et seq.*; 20 USCA § 7116
3. TCA 39-17-715; TCA 39-17-432
4. TCA 49-6-3401; TCA 49-6-4209

Cross References

Alcohol & Drugs in the Workplace 1.804
Zero Tolerance Offenses 6.309
Suspension 6.316

Hickman County Board of Education

	Descriptor Term: **Student Alcohol and Drug Testing**	Descriptor Code: **6.3071**	Issued Date: **04/03/23**
		Rescinds: **6.3071**	Issued: **02/01/21**

The possession and/or use of illegal drugs, and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over the counter medications or other chemicals or substances is likewise prohibited. Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.[1] The board will pay costs of any testing required pursuant to this policy.[2]

Reasonable Suspicion Drug Testing

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:[3]

1. A school board policy on alcohol and drug use has been violated;

2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;

3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;

4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or

5. Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must be met:

1. A particular student has violated school policy;

2. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;

4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and

5. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be the Assistant Principal.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;

2. Summon an appropriate qualified witness;

3. Discuss with the student the basis for the determination that a test is necessary;

4. Inform the student of the procedures which shall be followed in administering the test;

5. Notify the parent or guardian of the student of the impending test; and

6. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

Random Drug Testing of Students Participating in Extracurricular Activities[4]

Students involved in any voluntary extracurricular activities shall be subject to random drug tests. Parents and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

Extracurricular activity is defined as voluntary participation in activities not falling within the scope of regular curriculum and carrying no academic credit. This includes participating in athletic programs, cheerleading, band, clubs, student leadership positions, etc.

Prior to performing a random drug test on a student participating in extracurricular activities, the following conditions must be met:

1. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;

2. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;

3. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and

4. Tests shall be conducted in the presence of a witness. Persons who shall act as witnesses shall be the Assistant Principal.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test.[5]

Drug Testing Process

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will

ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Specimens shall be retained for ten (10) days.[6]

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:[7]

1. If the results of the analysis are negative, they shall be reported as negative and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.

2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. All records of the test, request for a test or indication a student has been tested shall be confidential student records in accordance with state law. The Hickman County School System is not responsible for student treatment expenses incurred as a result of positive drug and/or alcohol test administered by the school district.

The board will provide students testing positive an assessment to determine the severity of the student's alcohol and drug problem and a recommendation for referral to intervention or treatment resources as appropriate.[8]

Penalties

Each confirmed incident will result in a referral to the Youth Services Officer (YSO).

First offense students will be suspended from all extra-curricular activities for one calendar year.

Second offense students will be suspended from all extra-curricular activities for duration of time enrolled or reenrolled in the Hickman County school system.

Malicious use of authority granted by this policy by any school personnel may be grounds for dismissal.[9]

Legal References

Cross References

1. TCA 49-6-4213
2. TCA 49-6-4213(g)
3. TCA 49-6-4213(a)(1)
4. TCA 49-6-4213(a)(2)
5. TCA 49-6-4213(k)(2)
6. TCA 49-6-4213(d)
7. TCA 49-6-4213(j)-(k)
8. TCA 10-7-504
9. TCA 49-6-4213(l)
10. TCA 49-6-4213(m)

Alcohol & Drugs in the Workplace 1.804
Drug-Free Schools 6.307
Disciplinary Hearing Authority 6.317

Hickman County Board of Education

	Descriptor Term: **Bus Conduct**	Descriptor Code: **6.308**	Issued Date: **04/03/23**
		Rescinds: **6.308**	Issued: **02/01/21**

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus.[1]

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed. A driver may remove a student in the event that the driver finds it necessary for the safety of the other student passengers or the driver, provided that the driver secures the safety of the ejected student for the uncompleted trip. A driver shall report to school authorities as soon as possible, but no later than the end of the route, any student refusing to obey the driver or exiting the bus without the driver's permission at a point other than the student's destination for that trip.[2]

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus, or if he/she disobeys state or local rules and regulations pertaining to student transportation.

The suspension of a student from riding the school bus shall follow the same procedures as for any other school suspension.

Any student who gets off the bus at any point between the pick-up point and school must present the bus driver with a note of authorization from the parent or the principal of the school that the student attends.

Any student wishing to ride a bus other than his/her designated bus must have written parental permission and the approval of the principal or his/her designee.

Students who transfer from bus to bus while enroute to and from school shall be expected to abide by the discipline policies adopted by the Board and rules adopted by the staff of the terminal school.

USE OF PHOTOGRAPHS AND VIDEO FOOTAGE

Cameras or video cameras may be used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

The district shall comply with all applicable state and federal laws related to photographs and video footage.[3] These materials shall be maintained for five (5) days. Parent(s)/guardian(s) may submit requests to view photographs and video footage to the Director of School/designee, and a time shall be arranged for viewing. The Director of Schools/designee shall be present when parent(s)/guardian(s) are provided the opportunity to review photographs and video footage.[4]

The Director of Schools shall develop procedures governing the use of cameras and video cameras in accordance with the provisions of state and federal law and established board policies.

Legal References

1. TCA 49-6-2008
2. TCA 49-6-2118(d)
3. TCA 10-7-504; 20 USCA §1232g
4. TCA 49-6-2119

Cross References

Student Transportation Management 3.400
Scheduling and Routing 3.401
Code of Conduct 6.300
Suspension 6.316
Student Records 6.600
Annual Notification of Rights 6.401
Inspection & Correction of Student Records 6.602

Hickman County Board of Education

	Descriptor Term: **Zero Tolerance Offenses**	Descriptor Code: **6.309**	Issued Date: **08/05/24**
		Rescinds: **6.309**	Issued: **08/07/23**

In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:[1]

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to, a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. § 921)[2]

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year.

DRUGS[3]

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year.

ASSAULT[4,5]

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or SRO shall be expelled for a period of not less than one (1) calendar year.

ELECTRONIC THREATS

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year.

Valid threats of mass violence on school property or at a school-related activity as determined by a threat assessment team.[6]

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.[7]

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.[8]

Legal References

1. TCA 49-6-3401(g)
2. 18 USCA § 921(a)(3); 20 USCA § 7961
3. TCA 39-17-454; TCA 53-10-101
4. TCA 39-13-102
5. TCA 39-13-101(a)(1)
6. TCA 39-16-517; TCA 49-6-3401(g)(2)(D); Public Acts of 2024, Chapter No. 882
7. TCA 49-6-3401(g)(2); TCA 49-6-3402
8. TCA 49-6-4209; TCA 39-17-1312; 20 USCA § 7961(h)(1); Public Acts of 2024, Chapter No. 882

Cross References

Threat Assessment Team 3.204
Code of Conduct 6.300
Drug-Free Schools 6.307
Suspension 6.316
Student Disciplinary Hearing Authority 6.317
Alternative Education 6.319
Safe Relocation of Students 6.4081

Hickman County Board of Education

	Descriptor Term: **Dress Code**	Descriptor Code: **6.310**	Issued Date: **05/01/23**
		Rescinds: **6.310**	Issued: **10/03/22**

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school.

More specific guidelines appropriate for each type of school (elementary, intermediate, middle, and high) may be developed.[1] Principals, faculty members and students shall be involved in the development of each appropriate set of guidelines. These guidelines must receive Board approval prior to implementation, and shall be published in each school's student handbook.

When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall administer appropriate punishment, which may include suspension and/or expulsion.

The following guidelines shall apply:

Any clothing which is disruptive to classroom routine is inappropriate for school wear. Included as disruptive are the following:

- Wearing pajamas/house shoes (except on days designated by the school administration);
- Low cut, revealing blouses/tops;
- Clothing not size appropriate;
- Clothing bearing obscene words or pictures;
- Clothing bearing endorsements for alcohol or tobacco products;
- See-through clothing;
- Undergarments worn as outer garments (boxer shorts, long-johns);
- Clothing denoting students' membership in or affiliation with any gang associated with criminal activities; and
- Any jewelry that could be considered dangerous or disruptive will not be permitted.

Covering the trunk of the body includes making sure that:

- There shall be no holes in pants above the knee. Holes in the pants above the knee shall be patched with similar or like material of the pants;
- Underclothing is not exposed by slits or holes;
- No part of the body between shoulders and mid thigh shall be exposed; and
- Leggings and other compression-style garments may be worn so long as an opaque top garment covers the private body parts.

Any questionable attire would be left to the discretion of the principal.

The above rules would allow shorts for both girls and boys and sleeveless tops which cover the shoulders (but not tank tops). Skirts would have to be at least as long as shorts in order to be acceptable.

Administrative policies are to be developed by each school to address options and penalties for violation of the above guidelines.

Legal References

1. TCA 49-6-4215

Cross References

Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316

Hickman County Board of Education

	Descriptor Term: **Gang Activity or Association**	Descriptor Code: **6.3101**	Issued Date: **05/01/23**
		Rescinds: **6.3101**	Issued: **03/01/21**

Gangs which initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur.

Incidents involving initiations, hazing, intimidations, and/or related activities of such group affiliations which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

The director of schools will establish procedures and regulations to ensure that any student wearing, carrying or displaying gang paraphernalia,[1] or exhibiting behavior or gestures which symbolize gang membership, or causing and/or practicing in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The administration will provide in service training in gang behavior and characteristics to facilitate staff identification of students at-risk and promote membership in authorized school groups and/or activities as an alternative.

Legal References

1. TCA 49-6-4215