Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Public Hearings	**1.401**	**11/06/23**
		Rescinds: **1.401**	Issued: **10/04/21**

The Board may hold public hearings in the following circumstances:

1. When a licensed employee is dismissed during a contract period. Any licensed employee of the Board is entitled to a hearing, upon written request,[1] and shall be advised of the same in the event of a dismissal;

2. When a student has been suspended and the resolution has not been satisfactory;

3. When a parent or legal guardian shall contest the school assignment of their child;[2] and/or

4. When the Board deems it to be in the public interest.

Any individual(s) requesting a hearing before the Board will make such request in writing stating the purpose of the hearing, the action desired, and, in the case of contesting a school assignment, the specific reasons for requesting the transfer. All requests for hearings must be received by the Board or director of schools within the time limit prescribed by law for that category of hearing.

Legal References

1. TCA 49-2-203(a)(6); TCA 49-2-301(EE)(i); TCA 49-5-512
2. TCA 49-6-3201

Cross References

Board Committees 1.300
Appearances Before the Board 1.404
Separation Practices for Tenured Teachers 5.200
Separation Practices for Non-Tenured Teachers 5.201

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Notification of Meetings	**1.402**	**11/06/23**
		Rescinds: **1.602**	Issued: **08/07/23**

Adequate notice of meetings[1] in the case of regular meetings shall consist of the approval of a schedule of all regular meetings for the Board for a year and subsequent posting of this list in the Board/director of schools' office and in each of the public schools. The schedule shall also be sent to the president of the local education association[2] and to the local news media for periodic announcement. No other notice of regular meetings shall be necessary beyond those stated and the holding of the particular regular meetings at the appointed times, if the date and time of the next regular meeting was announced at the last held board meeting.

In the case of special board meetings, notice shall be posted in the same locations with notice sent to the local news media and the president of the local education association, as in the case of regular meetings, at least forty-eight (48) hours prior to the meeting.

The only exception permitted is in case of emergency, defined for this policy as "a sudden, generally unexpected occurrence or set of circumstances demanding immediate action." In such exceptions, notice shall be given to all appropriate parties as is practical.

All notices of special board meetings shall state the time, place, and purpose of the meeting.

Notice of all meetings with actionable items on the agenda, with the exception of teacher disciplinary hearings, shall include information on how community members can participate in the public comment portion of the board meeting. [3]

Legal References

1. TCA 8-44-103
2. TCA 49-2-202(c)(1)
3. Public Acts of 2023, Chapter No. 300

Cross References

School Board Meetings 1.400

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Agendas	**1.403**	**11/06/23**
		Rescinds: **1.403**	Issued: **11/01/21**

The Executive Committee of the Board shall be responsible for developing an agenda for each board meeting. Any board member may place items on the agenda for discussion. The particular order may vary from meeting to meeting in keeping with the business at hand.

For a regular board meeting, the agenda (which shall include the consent agenda), together with supporting materials, shall be distributed to board members at least five (5) days prior to the scheduled date of the meeting. The agenda shall be available for public inspection and/or distribution when it is distributed to the board members. At the beginning of each meeting the Board shall, by a majority vote, approve the agenda for the meeting, which may involve the addition to or deletion of items previously included on the agenda. The Board, however, shall not revise board policies or adopt new ones, unless such action has been scheduled.

Staff members or citizens of the district may suggest items for the agenda.

For items to be considered on the agenda, they must be received in the director of schools' office ten (10) days prior to the scheduled date of the Monday meeting. The person(s) requesting an item on the agenda shall forward any background information to the director of school's office so that the material will be included in the delivery to the board members prior to the meeting.

ANNUAL AGENDA

At the beginning of each fiscal year, the Board shall adopt an annual planning calendar, stating month-by-month actions required by law and those required to carry out the Board's annual goals and objectives and the State Board of Education's performance standards.

Hickman County School System

Agendas	1.403AP

Hickman County Schools Board Agenda Item Request

Date: _____

Name of School: _____

Item Request: _____

Explanation:

_____

_____

_____

Attachments (if necessary and appropriate):

Signature of Person requesting to be placed on the agenda: _____

Signature of Building Principal or Director of Schools: _____

Hickman County Board of Education

	Descriptor Term: **Rules of Order**	Descriptor Code: **1.405**	Issued Date: **11/06/23**
		Rescinds: **1.405**	Issued: **11/01/21**

The rules contained in the current edition of *Robert's Rules Of Order, Newly Revised,* shall govern the Board in all cases to which they are applicable, except as otherwise provided by any statutes applicable to the Board, or by policies of this Board including the following exceptions:

VOTING METHOD

When a formal vote is taken on any question brought before the Board, the decision shall be made on the basis of a majority of the membership of the Board.[1]

Roll call votes will be used at the discretion of the chairman or upon the request of any board member. Each member's vote shall be recorded in the minutes on a roll call vote. Upon request, any member's individual vote may be recorded in the minutes. No secret votes shall be used.[2]

CHAIRMAN'S PARTICIPATION

The person chairing a meeting may participate in discussion, make motions, and vote on all issues as any other member without relinquishing the chair.[3]

Legal References

1. TCA 49-2-202(g); Tenn. Att'y Gen. Op. No. 14-102 (Dec. 2, 2014)
2. TCA 8-44-104(b)
3. *Reeder v. Trotter*, 142 Tennessee 37 (1919)

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Minutes	**1.406**	**11/06/23**
		Rescinds: **1.406**	Issued: **11/01/21**

The director of schools shall keep, or cause to be kept, complete and accurate minutes of all meetings of the Board.[1] The draft of the minutes of the previous meeting shall be sent to all board members with the agenda for the subsequent meeting. Following their approval by the Board, the minutes shall be signed by the chairman and director of schools. The minutes shall become permanent records of the Board and shall be made available to interested citizens and the news media upon request.[2,3] A copy shall be provided to all board members, the president of the local education association, and to each of the schools no more than thirty (30) days after approval by the Board.[4]

The minutes shall include:

1. The nature of the meeting (regular or special), time, place, date, board members present or absent, and the approval of the minutes of the preceding meeting;[2]

2. A record of all motions, proposals, and resolutions passed or denied by the Board, together with the names of the members making and seconding the motions, and a record of the members voting "aye" and "nay" in the event of a roll call vote;[2]

3. Reports, documents, and objects relating to a formal motion may be omitted from the minutes, if they are referred to and identified by title and date;[5]

4. Names of persons addressing the Board and the purpose of their remarks; and

5. A brief account of those items discussed, and whether or not any motions were made regarding those items.

Legal References

1. TCA 49-2-301(b)(1)(C)-(D)
2. TCA 8-44-104(a)
3. TCA 10-7-503(a)(1)(B), (a)(2)(B)
4. TCA 49-2-203(a)(10)
5. OP Tenn. Atty. Gen. 79-284 (June 11, 1979)

Cross References

Duties of Officers 1.201

Hickman County Board of Education

	Descriptor Term: School District Records	Descriptor Code: 1.407	Issued Date: 07/07/25
		Rescinds: 1.407	Issued: 02/05/24

The director of schools shall maintain all school district records required by law, regulation and board policy. Any citizen of Tennessee shall be permitted during business hours to inspect public records maintained by the school district unless otherwise prohibited by law. Any citizen of Tennessee may request in writing and receive copies of open public records subject to the payment of reasonable cost.[1,2,3,4]

No records pertaining to individual students will be released for inspection by the public or any unauthorized persons. In addition, information, records, and plans related to security and safety will not be released for public inspection.[5]

All requests to inspect or receive copies of records shall be submitted to the student data base administrator, the district's public records request coordinator and records custodian.[6]

Prior to producing any record, the records custodian shall ensure confidential information is redacted. Original documents remain intact and confidential information in copies produced for a requestor shall be redacted. The director of schools shall develop a procedure to redact confidential information.

REQUESTS FOR INSPECTION[2]

Citizens requesting to inspect public records shall submit their request and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. Requests may be made in person, in writing, by telephone, or electronic mail (email). The coordinator shall submit the information to the appropriate records custodian. The records custodian will contact the citizen and indicate when the records will be available to inspect.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request to inspect is denied, the records custodian shall provide the citizen with a records request denial letter indicating the basis for the denial.

REQUESTS FOR COPIES[2]

Citizens requesting copies of public records shall complete and submit the Records Request Form and a government issued photo identification card with the citizen's address to the district's public records request coordinator during normal business hours. The coordinator shall submit the Records Request Form to the appropriate records custodian.

The records custodian shall provide an estimate of the reasonable costs to produce the requested records. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of

Reasonable Charges found at https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf shall be used to determine the reasonable cost. The records custodian will provide the citizen with an invoice detailing the charges. The citizen shall pay the estimated reasonable costs by cash, money order or cashier's check prior to the district producing the copies.

If the records cannot be made available within seven (7) business days, the records custodian shall provide a records production letter indicating the time needed to complete the request.

If the request for copies is denied, the records custodian shall provide the citizen with a records request denial letter detailing the basis for the denial.

FREQUENT AND MULTIPLE REQUESTS

When the total number of requests for copies made by a requestor within a calendar month exceeds four (4), the requestor may be charged a fee for any and all labor that is reasonably necessary to produce copies of the requested records. Prior to charging a reasonable fee, the requestor shall be notified of this policy and provided with a Notice of Aggregation of Multiple Requestors form. The Tennessee Comptroller of the Treasury, Office of Open Records Counsel Schedule of Reasonable Charges found at https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf shall be used to determine the reasonable cost. Further, the names of persons inspecting records and the date of inspection shall be recorded.

RECORDS RETENTION

The director of schools and/or his designee(s) shall retain and dispose of school district records in accordance with the following guidelines:[8]

1. The director of schools and/or his/her designee(s) will determine if a particular record is of permanent or temporary value in accordance with regulations promulgated by County Public Records Commission and the Tennessee Institute for Public Services records manual;[9, 10]

2. Temporary value records which have been kept beyond the required time may be recommended to the Public Records Commission for destruction;[11,12]

3. The records that the State Librarian and Archivist desire to preserve in their facilities will be transferred to the State Library and Archives. The temporary value records rejected by the State Library and Archives may be transferred to another institution or destroyed; [11, 12, 13]

4. Permanent records will be kept in some usable form (digital, printed, microfilm, etc.). If the director of schools desires to destroy the original permanent record, these records must be reproduced by microfilming or some other permanent reproduction method. Permission to destroy any original permanent record after microfilming follows the same procedure noted above for temporary records;[10, 12] and

5. The director of schools shall establish procedures to safeguard against the unlawful destruction, removal or loss of records.[14]

DISTRICT PUBLIC RECORDS REQUEST COORDINATOR[15]

Student Data Base Administrator
Office of Information and Services
931-729-3391 Ext 2225

Legal References

1. TCA 49-2-301(b)(1)(Z)
2. TCA 10-7-503; Public Acts of 2025, Chapter No. 94
3. TCA 10-7-506(a)
4. TCA 49-2-104
5. TCA 10-7-504(p)
6. *Policy Related to Reasonable Charges a Records Custodian May Charge for Frequent and Multiple Requests for Public Records*, Tennessee Comptroller of the Treasury, *available at* https://www.comptroller.tn.gov/content/dam/cot/orc/documents/oorc/policies-and-guidelines/ScheduleofReasonableCharges.pdf; TCA 10-7-503(a)(1)(B),(C)
7. TCA 10-7-503(a)(7)(A)(vii)
8. TCA 10-7-503(h)(6)
9. TCA 10-7-401
10. TCA 10-7-406; TCA 10-7-301(5),(13)
11. TCA 10-7-404
12. TCA 10-7-413
13. TCA 10-7-414
14. TCA 39-16-504
15. TCA 10-7-503(g)(1)(D)

Cross References

Financial Reports and Records 2.701
Personnel Records 5.114
Student Records 6.600

Hickman County School System

School District Records	1.407AP

Public Inspection Records of the District, except those specifically exempted by statute, are open to public inspection at the office of the superintendent of schools and other offices where records are stored throughout the District.

Examine/Obtain Copies:

Requests to inspect or receive copies of records shall be submitted to the student data base administrator, the district's public records request coordinator. Citizens requesting to inspect public records shall submit a records request form, along with a government issued photo identification card with the citizen's address. The records request form can be submitted in person or through email.

A fee of $0.15 per page will be assessed to copy records and an invoice will be provided to the citizen detailing the charges.

Records Request Form

Hickman County Board of Education

	Descriptor Term: **Board-Community Relations**	Descriptor Code: **1.500**	Issued Date: **11/06/23**
		Rescinds: **1.500**	Issued: **11/01/21**

In order to promote school-community interaction relating to the policy and operation of the schools, the Board will:

1. Strive to keep citizens of the school system regularly informed about all policies, problems and planning through channels of communication, its own efforts, and the office of the director of schools;

2. Encourage the public to inquire, learn about, and express a continuing interest in the operation of the schools;

3. Direct all school employees, including teachers, administrators and support service personnel to participate in good school-community interaction by:

   a. Transmitting pertinent and correct information to citizens upon request or upon initiative of school employees;

   b. Seeking ways to improve school-community relations; and

4. Recognize the right of news media to inquire, research and report to the public information about local schools.

The principal of each school shall be responsible for the development of a public relations program and shall promote programs which involve parents and the community with the school.

The director of schools shall be responsible for leadership in school-community relations. Through the use of his staff, he/she will promote a program to best coordinate the involvement of the schools and community.

Cross References

Visitors to the Schools 1.501
Board Meeting News Coverage 1.502
Advertising & Distribution of Materials in Schools 1.806
Crisis Management 3.203
Community Use of School Facilities 3.206
Staff Community Relations 5.606

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Visitors to the Schools	**1.501**	**08/05/24**
		Rescinds: **1.501**	Issued: **11/06/23**

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book, present their ID and be ran through the Raptor System. (Parents and/or Guardians will be notified about the Raptor System each new school year by way of student packets and/or handbooks. Signs will be posted outside of each school notifying visitors of the Raptor System.) Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school. [1]

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises.[2]

VISITOR CONDUCT

Persons who come onto school property shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The Director of Schools shall develop a visitor code of conduct to be presented to the board attorney, and then, approved by the Board.3 This code shall prohibit the following:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property; and
5. Physical attacks intended to harm an individual or substantially damage property.

The visitor code of conduct shall be posted on the district's website as well as the school's website, and copies of the code shall be provided to all teachers, counselors, administrative staff, and other school employees. In addition, each school entrance shall have the visitor code of conduct posted prominently along with the phone number of someone in the school's administration who can answer questions about the code.

Annually, parent(s)/guardian(s) shall be provided with a printed copy of the code of conduct, along with the phone number of someone in the school's administration who can answer questions about the code.

Parent(s)/guardian(s) shall sign a statement acknowledging that they have read and understood the code of conduct.

CONSEQUENCES FOR CODE OF CONDUCT VIOLATION

The principal or his/her designee has the authority to exclude from the school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.[2]

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

Students shall not bring non-student brothers or sisters to school. Requests to bring out-of-town visitors to school must be submitted to the principal.

Legal References

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406
3. Public Acts of 2024, Chapter No. 810

Cross References

Board-Community Relations 1.500
Section 504 and ADA Grievance Procedures 1.802
Vendor Relations 2.809
Safety 3.201
Security 3.205
School Volunteers 4.501
Care of School Property 6.311

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Board Meeting News Coverage	**1.502**	**11/06/23**
		Rescinds: **1.502**	Issued: **11/01/21**

A copy of the agenda and agenda materials will be sent in advance to members of the news media who request it. Additionally, all reports approved by the Board shall be made available to the media.

The press will be provided with working copies of the agenda and agenda materials upon request.

The chairman of the Board and/or the director of schools will be available after each meeting to answer questions and to clarify points of discussion and action.

Cross References

Board-Community Relations 1.500
News Releases, Conferences and Interviews 1.503