Hickman County Board of Education

	Descriptor Term: **Food Service Management**	Descriptor Code: **3.500**	Issued Date: **04/04/22**
		Rescinds: **3.500**	Issued: **01/06/20**

The School Nutrition Program will be operated on a nonprofit basis and will comply with all rules and regulations pertaining to nutrition, health, sanitation, internal accounting procedures, and service of foods and will meet all state and federal and local requirements necessary for participation.[1]

The system's food service supervisor will oversee the program. All products and services necessary for the operation of the school nutrition department shall be procured using the Board-approved procurement plan which must comply with federal and state purchasing procedures.

School Nutrition may include the following programs: National School Lunch Program, Fresh Fruit and Vegetable Program, School Breakfast Program, Seamless Summer Option and Afterschool Snack Program. Meals and snacks that are offered shall meet the federal requirements for reimbursement as defined by federal regulations.[2]

As required for participation in the School Nutrition Programs, the Board agrees to the following:

1. Meals/snacks must be made available to all students in attendance.

2. Free and reduced-price meals/snacks must be made available to students who are determined eligible for these benefits.

Students will be permitted to bring their lunches from home and to purchase allowable beverages and a la carte items at school.

The sale of competitive foods must be in compliance with all local procedures, but at a minimum must be as stringent as the current federal regulations concerning competitive foods.[3]

Procedures for implementing guidelines established by the State Department of Education, School Nutrition Program are on file in the district food service procedures manual.

Students Requesting Modified Meals

The School Nutrition Program shall make reasonable modifications to accommodate children with disabilities. These modifications will be made on a case-by-case basis when supported by a written statement from a licensed healthcare professional who is authorized to write prescriptions under state law. The director of schools shall develop procedures for notifying parents/guardians of the process for requesting meal modifications, and arrange for an impartial hearing process to resolve grievances related to requests for modifications based on a disability.

CHARGE POLICY

Collection of Unpaid Meal Charges

The district shall make reasonable efforts to collect debts resulting from unpaid meal charges prior to the end of the school year. Uncollected charges from the previous fiscal year shall be considered delinquent debt. The director shall establish reasonable methods and a timeframe for collection of delinquent debt. Any use of third parties to collect delinquent debt must be approved by the board. Upon recommendation of the director, the board may classify delinquent debt as bad debt, which shall be considered uncollectable and categorized as an operating loss.[4]

OFFER VS. SERVICE

Students in all schools, grades K through 12, have the option of refusing one of the four items offered for breakfast. Students in all schools, grades K through 12, have the option of refusing two of the five items offered for lunch; however, the student must choose at least 1/2 cup fruit or 1/2 cup vegetable.

COMMUNITY USE OF SCHOOL KITCHENS

When school kitchens are used, a member(s) of the cafeteria staff must be present to supervise the use of the equipment. When food service facilities are used by outside agencies, an adequate fee approved by the Board will be charged and the manager will ensure that no USDA commodities or supplies provided for the regular program are used.

School food service receipts will be used only to pay regular food service operating costs.

COMPETITIVE FOODS/VENDING MACHINES[3]

Any sale of food and beverages (other than competitive foods) to students during school hours will be under the supervision of the school food service department and the revenue will be deposited to the food service account.

The sale of all competitive food and beverages to students during the school hours shall be limited to those approved by the Secretary of Agriculture and controlled by the principal.

Vending machines in the schools will be controlled so that they will not offer competition to the school lunch program or encourage poor eating habits. Vending machines may be operated in the school with the approval of the principal.

Vending machines located in the dining area must have the approval of the Department of School Nutrition to guarantee compliance with applicable state and federal laws, rules and regulations. The proceeds from the vending machines must be deposited into the school's food service account.

Legal References

1. TCA 49-6-2302, 2303; TRR/MS 0520-01-06
2. 7 CFR § 210.10-.13
3. 7 CFR § 210.11
4. 2 CFR § 200.426

Cross References

Investment Earnings 2.402
Deposit of Funds 2.500
Financial Reports and Records 2.701

Students will be charged for breakfast and lunch meals offered in the Hickman County School System according to the following rate:

All Schools: Breakfast	$1.50
Adult/Staff/Visitor Breakfast	$2.75
K-5 Schools: Lunch	$2.50
6-12 Schools: Lunch	$2.75
Adult staff/visitor lunch:	$4.00
Visitor Holiday Meals	$6.00
Visitor Child Holiday Meals	$4.00

Students that bring money will be asked to do so in an envelope that includes the following information on the front of the envelope: Student Name, Teacher Name, Breakfast Amount, Lunch Amount, and Extra Items Amount. Monies will be submitted to the cafeteria and deposited into student accounts.

Students with delinquent accounts for three (3) days of meals will receive a letter from the cafeteria manager reminding them of the amount they owe for the meals that have been served. Students with delinquent accounts for five (5) days of meals will receive a personal phone call to speak with them. After five days of delinquent accounts, students will be asked to select items from the hot line of food that offers two hot meal choices daily.

Hickman County Board of Education

	Descriptor Term: **Insurance Management**	Descriptor Code: **3.600**	Issued Date: **04/04/22**
		Rescinds: **3.600**	Issued: **01/06/20**

General

The insurance program shall provide coverages in a minimum of the following broad categories:

1. Property: Buildings and contents against fire, extended coverage, vandalism and malicious mischief, boiler and machinery explosion, and vehicles;
2. Liability: Board members, Director of Schools, and employees resulting from discharging their duties, and students participating in work-based learning;[1]
3. Workers' compensation; and
4. Fidelity: Blanket bond and fiscal agent's bond as required by statute.[2]

The Director of Schools shall continually review the insurance program to ensure that adequate protection is being provided at a reasonable price.

GROUP HEALTH

The Board may provide group health insurance for all full-time employees.[3] The Director of Schools, after consultation with personnel, shall recommend carriers of insurance for programs in which the Board makes partial or full payments. The Board shall approve all insurance carriers.

The Director of Schools/designee shall develop procedures to ensure the privacy of HIPAA protected information.[4]

ANNUITIES[5]

Board-approved companies for tax-sheltered annuities shall include all companies presently having contracts with employees.

The addition of a company to the list of Board-approved companies shall be considered on written request of agents of the company.

Written request for a change in annuity deductions shall be reported to the payroll office on or before the first day of the month in which such change is to be effective.

Legal References

1. TCA 49-11-902
2. TCA 49-2-102; TCA 8-19-101 *et seq.*
3. TCA 49-2-209
4. 45 CFR § 164.302 *et seq.*
5. TCA 49-2-208

Cross References

Payroll 2.802
Work-Based Learning 4.211

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Student Insurance Program	**3.601**	**04/04/22**
		Rescinds: **3.601**	Issued: **01/06/20**

Student accident insurance will be made available for purchase on an optional basis. The policy shall be reviewed annually and approved by the Board upon recommendation of the director of schools. Applications and information brochures will be sent home with the students during the first week of school.

Files will be maintained in the principal's office listing students subscribing to the plan.

The principal shall ensure that each student, before participating in interscholastic athletics and/or band, either purchases the insurance policy offered or presents a statement signed by the parent(s) which assures the school that the parent(s) has personal insurance or is willing to accept all financial responsibilities related to participation and travel. Forms for such permission and agreements will be furnished by the principal and will be kept on file in the principal's office.

Teachers shall be eligible to participate in the student insurance program.

Cross References

Interscholastic Athletics 4.301

Hickman County Board of Education

	Descriptor Term: **Workers' Compensation**	Descriptor Code: **3.602**	Issued Date: **04/04/22**
		Rescinds: **3.602**	Issued: **01/06/20**

The Board shall maintain adequate workers' compensation coverage according to state statutes and shall post and maintain in a conspicuous place on the business premises a printed notice regarding worker's compensation as prescribed by the commissioner of labor and workforce development.[1]

The Board shall establish a medical panel consisting of at least three (3) or more reputable physicians or surgeons, not associated together in practice, if available. The names of the physicians or surgeons shall be posted in conspicuous places throughout the maintenance, transportation, clerical, and professional areas of participating schools. Any claimant may select an operating surgeon or attending physician listed on the medical panel for treatment of on-the-job injuries.[2] Any specialized treatment of injuries must be administered by practitioners or specialists upon referral by the medical panel.

Legal References

1. TCA 50-6-407
2. TCA 50-6-204(a)(3)(A)(i)

Cross References

Sick Leave 5.302
Physical Assault Leave 5.307

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Instructional Goals	**4.100**	**05/02/22**
		Rescinds: **4.100**	Issued: **02/03/20**

The Board approves the following broad-based instructional goals for students:

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities and scientific processes;
- To know the principles involved in making moral and ethical choices;
- To develop the basic skills of reading, writing, computation, spelling, speaking and problem solving;
- To develop a positive attitude toward learning as a lifelong endeavor;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation and world; and
- To learn to understand, respect and interact with people of different cultures, generations and races.

Cross References

School District Goals 1.700

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Instructional Standards	**4.101**	**08/01/22**
		Rescinds: **4.101**	Issued: **05/02/22**

General

The Board is charged with selection of the curriculum. No subjects or topics prohibited by state or federal law shall be taught.[1] The Director of Schools shall develop administrative procedures to implement this policy.

STATE STANDARDS[2]

Only Tennessee state standards shall be taught within the school district. The following are prohibited:

1. Instructional materials, textbooks, or supplemental materials created to align exclusively with Common Core; or

2. Instructional materials, textbooks, or supplemental materials that are marketed or otherwise identified as Common Core textbooks or instructional materials.

CURRICULUM AND INSTRUCTIONAL PROGRAMMING

All curriculum and instructional programming implemented in the school district shall adhere to state and federal laws. District employees shall not include or promote any concepts that would violate state law when providing instruction, using instructional or supplemental materials, or when implementing the instructional program and curriculum.[1]

The Director shall develop procedures to ensure that the district's instructional program complies with state law.

Complaints regarding teaching prohibited concepts in violation of state law shall be submitted per the regulation developed by the Tennessee Department of Education.[3]

Legal References

1. TCA 49-6-2202; TCA 49-6-1304; TCA 49-6-2206; TCA 49-6-1019
2. TCA 49-1-302(a)(8); TCA 49-1-314; Public Acts of 2022, Chapter No. 1085
3. TRR/MS 0520-12-04

Cross References

Reconsideration of Textbooks and Instructional Materials 4.402
Controversial Issues 4.800
Controversial Materials 4.801

Hickman County Board of Education

	Descriptor Term: **Curriculum Development**	Descriptor Code: **4.200**	Issued Date: **05/02/22**
		Rescinds: **4.200**	Issued: **02/03/20**

Under the leadership and direction of the curriculum director, a unified curriculum shall be developed within the statewide curriculum framework for the school system in each subject area, grades K-12, and presented to the Board for adoption.[1]

Teachers in each school shall participate in the systemwide development of the curriculum in their appropriate subject areas. Assignments for curriculum development in the elementary grades will be made by the principal.

The curriculum will be revised and updated regularly through in-service programs and curriculum planning sessions, with changes subject to approval by the Board.

At least one copy of the complete curriculum shall be placed in each school. Teachers shall be given a personal copy of the portion which pertains to their area of teaching. New teachers shall be given an appropriate copy and briefed on its content in relation to the total curriculum.

Each teacher shall follow a course of study based on curriculum guides and textbooks. The prepared course of study shall be reviewed annually and regularly updated and must be related to the individual needs and abilities of the students.

Experimentation with newer concepts of curriculum design, scheduling, and instructional techniques is encouraged but must have prior approval of the principal. An experimental program requires the approval of the director of schools, the Board, the Commissioner of Education and the State Board of Education.[1]

A course may become a permanent part of the school program after three (3) years of operation upon approval of the State Board of Education.

IMPLEMENTATION

The primary responsibility for the effective operation of the curriculum program and activities shall be delegated to the director of schools.

The instructional supervisors, principals and teachers shall work cooperatively in the instructional program.

The school principals shall be responsible for administering the established instructional programs and for the development and supervision of a coordinated plan for the improvement of instruction in their schools.

Legal References

1. TCA 49-1-302(a)(1)-(3), (8); TRR/MS 0520-01-03-.03

Cross References

Evaluations of Instructional Programs 4.702
In-Service & Staff Development Opportunities 5.113
Staff Rights & Responsibilities 5.600
Staff Time Schedules 5.602

Hickman County Board of Education

	Descriptor Term: **Basic Program**	Descriptor Code: **4.201**	Issued Date: **05/02/22**
		Rescinds: **4.201**	Issued: **02/03/20**

The Board shall not discriminate on the basis of sex, race, national origin, creed, age, marital status in its educational programs or activities.

Pupil-teacher ratios shall not exceed the averages outlined in state law. Further, class sizes shall not exceed the maximum allowed by state law.[1]

Curriculum material utilized shall reflect the cultural and racial diversity present in the United States and the variety of careers, roles and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion and disability. The curriculum shall foster respect and appreciation of the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.[2]

The course of study in the schools shall include those subjects required by the Legislature and Tennessee State Board of Education as follows: reading, writing, spelling, arithmetic, English, geography, hygiene, sanitation, music, drawing, black history and culture, physical education, and free enterprise. Specific topics required in the schools include: nature of alcoholic drinks, narcotics and smoking of cigarettes and their effect upon the human system; history of Tennessee and its Constitution; history of the United States and its Constitution; displaying of the American flag; highway safety; and defensive driving.

The Board reserves the right to add additional courses and to amend the content of prescribed courses as experience and the process of curriculum development indicate the desirability of such change.[3]

Legal References

1. TCA 49-1-104; TRR/MS 0520-01-02-.31(4)
2. 42 USCA § 12101; 34 CFR § 106.34
3. TCA 49-6-1001 to 1034, 1201-1205, 1301, 1302

Cross References

Graduation Requirements 4.605
Religious Content of Courses 4.804
Student Goals 6.100
Student Concerns, Complaints, and Grievances 6.305

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Lifetime Wellness	**4.2012**	**05/02/22**
		Rescinds: **4.2012**	Issued: **02/03/20**

Students in grades 9-12 shall complete a unit of lifetime wellness, a planned program to promote a lifelong process of positive lifestyle management that seeks to integrate the emotional, social, intellectual and physical dimensions of self for a longer, more productive, and higher quality of life, as a requirement for graduation.

Participation in marching band or interscholastic athletics shall not be substituted for this requirement.

Members of the professional staff shall work with the county and state health departments, the welfare department and members of the medical profession in promoting a program of good health for all pupils. Indications of a health problems shall be reported to the principal and the parents.

The following topics shall be included as part of the lifetime wellness course to help students reach the specified goals in the curriculum framework:

1. Disease Prevention and Control
2. Safety and First Aid
3. Mental Health
4. Nutrition
5. Substance Use/Abuse
6. Sexuality and Family Life
7. Personal Fitness and Related Skills

Cross References

Student Drug and Alcohol Use 6.307
Acquired Immune Deficiency Syndrome (AIDS) 6.404

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Family Life Education	**4.2013**	**05/02/22**
		Rescinds: **4.2013**	Issued: **08/02/21**

A family life education program shall be implemented within the school district in compliance with state law.[1]

The Board shall annually evaluate the program[3] and shall conduct public hearings and parental conferences at least once (1) each September as part of the evaluation.

A parent who chooses not to have a student participate in the family life education program shall submit such request in writing to the director of schools. A student who is excused from family life instruction shall be assigned alternative activities and shall not be penalized academically.

Prior to implementing the family life education curriculum, the Board shall conduct at least one (1) public hearing at which the plan will be explained and parents and community members shall be given the opportunity to express their opinions.

The goals of instruction for the family life education program shall be to:[2]

1. Provide accurate information about human reproduction, including conception, birth, and prenatal care, with specific emphasis on the family unit and the responsibilities and consequences relating to sexual activity;
2. Adapt this information to the age and grade level of students;
3. Promote, encourage and increase communication between parents and students;
4. Increase decision-making skills;
5. Offer information that will help students act responsibly;
6. Enhance and develop the student's self-esteem; and
7. Provide instruction on the prevention of dating violence.

Within these goals and at appropriate age and grade levels, the information presented will include:[2]

1. Anatomy, physiology, and psychology of adolescence and sexual growth;
2. Marriage and responsibilities of family life;
3. Responsibilities of parents and child care;
4. Legal aspects of sexual conduct;
5. Self-respect, self-control, and individual differences among people;
6. Community resources;
7. Pregnancy and childbirth; and

8. Instruction on education, intervention, prevention, and treatment of: (A) child sexual abuse, including such abuse that may occur in the home, in accordance with the declarations and requirements of §§ 37-1-601(a) and 37-1-603(b)(3); and (B) Human trafficking in which the victim is a child.

Instruction on family life education shall emphasize that abstinence from sexual relations is the only method of protection that is 100% effective.

Personnel involved in instruction regarding human sexuality will conduct such instruction with maturity and discretion. Personnel providing family life instruction shall receive in-service training prior to presenting such instruction.

Legal References

1. TCA 49-6-1302
2. TCA 49-6-1304
3. TCA 49-6-1304(b)

Family Life Education

In accordance with Board Policy 4.2013, the board of education will conduct public hearings and parental conferences at least once as part of the family life program. The hearings and conferences will be scheduled and conducted by supervisors over Coordinated School Health and Guidance services each year. This hearing will consist of the following:

1) Explanation of the family life plan for parents and community members
2) Opportunities for parents and community members to express their opinions

The program will follow the guidelines of Board Policy 4.2013 and will provide training for personnel involved in providing instruction within the family life program.

Hickman County Board of Education

	Descriptor Term: **Special Education**	Descriptor Code: **4.202**	Issued Date: **12/04/23**
		Rescinds: **4.202**	Issued: **05/02/22**

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

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

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

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

The plan shall aim toward meeting the following objectives:

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

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

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

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

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

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

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

Legal References

1. TRR/MS 0520-01-09
2. TCA 49-10-101 *et seq.*
3. 20 USCA §§ 1400-1485; 29 USCA § 794; 34 CFR § 300.504

Cross References

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

Hickman County Board of Education

Special Education

The Hickman County Board of Education recognizes and supports the need to provide special education services within the school district and offers programs across the county.

Students with disabilities must be taught in the framework of the general education curriculum. General education, vocational education and special education staff shall strive to coordinate their services as designated in each student's Individualized Education Plan (IEP), in order to meet the needs of each student who is eligible for special education supports and services.

The policy of the Hickman County School District is to ensure that students with disabilities are provided a free appropriate public education (FAPE). The state's BEP formula will be used to determine class size for all classrooms. Monitoring class size will occur periodically to ensure compliance with our district's policy and state guidelines.

To ensure the provisions of a free appropriate public education (FAPE) according to state law and the Individuals with Disabilities Education Act (IDEA) are being met, our district proposes the following:

- Education placement decisions for all students, including students with disabilities, shall be made based on the instructional needs of the students;
- Staff development and training shall be made available for general education and special education teachers (models, strategies, and interventions) for teachers working in an inclusive classroom.
- Interactive planning sessions shall be facilitated with special education and general education teachers regarding each student's IEP;
- General education teachers shall receive information on modifications and accommodations included in their students IEPs;
- All students in the general education classroom shall have access to instructional materials used in the class with alternative or supplemental materials provided as needed;
- Resources, supports, supplemental aid and materials shall be provided to help students progress in the general curriculum and be successful in the general education classroom (e.g., assistive technology devices and services, paraprofessional support, adaptations in the classrooms, etc.);

The Hickman County School System adopts the state and federal regulations in order to implement the provision of special education and related services. This is to ensure compliance with state and federal regulations in providing special education supports and services.