Hickman County Board of Education

	Descriptor Term: **Tobacco-Free Schools**	Descriptor Code: **1.803**	Issued Date: **02/05/24**
		Rescinds: **1.803**	Issued: **12/07/21**

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district.[1] Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.[2]

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms*.[3]

Legal References

1. 20 USCA § 6083; TCA 39-17-1604(6); TCA 39-17-1503(9), (10)
2. TCA 39-17-1604(10)
3. TCA 39-17-1605

Cross References

Community Use of School Facilities 3.206
Code of Conduct 6.300

Hickman County School System	
Tobacco Free Schools	**1.803AP**

Hickman County School System Tobacco Free Schools Procedure

The use of tobacco in any form is prohibited during school hours on school premises and school buses during transportation to and from school and school activities.

Penalties: Under 18: 1st Offense:

- Phone call to parents
- 2 days ISS
- SRO gives petition or citation 2nd Offense
- Phone call to parents
- 3 days ISS
- SRO gives petition or citation 3rd Offense
- Phone call to parents
- 5 days ISS
- SRO gives petition or citation

Over 18:
1st Offense:

- 2 days ISS

2nd Offense

- 3 days ISS

3rd Offense

- 5 days ISS

It is recommended that the student's parents be closely involved. It is also recommended that students watch the "Spit this" video and write a one page report on why tobacco is harmful.

Hickman County Board of Education

	Descriptor Term: **Alcohol & Drugs in the Workplace**	Descriptor Code: **1.804**	Issued Date: **02/05/24**
		Rescinds: **1.804**	Issued: **12/07/21**

General

Any employee who violates the terms of this policy shall be subject to disciplinary action, including but not limited to, suspension, dismissal, and/or referral for prosecution.[1]

The Director of Schools shall be responsible for providing a copy of this policy to all school district employees.

DEFINITIONS

"Workplace" shall include any school building or any school premise; any school-owned or any other school-approved vehicle used to transport students to and from school or school activities; and off-school property during any school-sponsored or school approved activity, event, or function.

"Illegal drugs" shall include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance as defined by federal law.[2]

"Unauthorized drugs" shall include, but are not limited to, inhalants; any designer, synthetic, derivative, analogous, or "look-alike" substances that are manufactured, designed, or intended to resemble and/or mimic the effects of illegal drugs; any legally prescribed drugs being used in a manner for which they were not intended or prescribed including, but not limited to, the use of prescription drugs prescribed for another individual; and any lawful substances that could result in impairment of physical or mental capacity that is threatening to the health or safety of the employee or others.[3]

"Alcohol" shall include, but is not limited to, spirits, liquor, wine, beer, and any liquid containing alcohol as defined by state and federal law.[4]

ALCOHOL & DRUG-FREE WORKPLACE

No employee while on or in the workplace shall unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any illegal or unauthorized drugs[1] or any alcohol.[5]

Legal References

1. Drug Free Workplace Act of 1988, 41 USCA § 8103; 34 CFR §§ 84.205 – 84.215
2. 21 USCA § 812
3. TCA 49-5-1003
4. TCA 57-4-102; 26 USCA § 5002
5. TCA 39-17-715

Cross References

Supervision 5.108
Drug & Alcohol Testing for Employees 5.403
Drug-Free Schools 6.307

Hickman County Board of Education

	Descriptor Term: **Use of Electronic Mail (e-mail)**	Descriptor Code: **1.805**	Issued Date: **04/08/24**
		Rescinds: **1.805**	Issued: **12/07/21**

Electronic mail capability among board members and district staff exists for the purpose of enhancing communication to better perform tasks associated with their positions and assignments. Therefore, all staff and board members who have access to the district network shall adhere to the following guidelines when sending or receiving messages via systemwide-electronic mail (e-mail):

1. Because all computer hardware and software belong to the Board, all data including e-mail communications stored or transmitted on school system computers shall be monitored. Employees/ board members have no right to privacy with regard to such data. Confidentiality of e- mail communication cannot be assured. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.[1]

2. Messages shall pertain to legitimate board/district business; e-mail shall not be used to circumvent requirements of the Open Meetings Act.[2] Board Members will be allowed full access to send electronic mail including group and individual addresses.

3. Staff/board members will be asked to sign an application for terms and conditions for Use of the Internet. Staff/board members shall not reveal their passwords to others in the network or to anyone outside of it. If anyone has reason to believe that a password has been lost or stolen or that e-mail has been accessed by someone without authorization, s/he shall contact the technology coordinator immediately.

4. It is the responsibility of the sender not to violate copyright laws.

5. Messages shall not be sent that contain material that may be defined by a reasonable person as obscene or that are racist, sexist or promote illegal or unethical activity.

Any usage contrary to the above shall be reported immediately to the director of schools and may result in the suspension and/or revocation of system access or if deemed necessary, appropriate disciplinary action may be taken.

Legal References

1. TCA 10-7-512
2. TCA 8-44-102

Cross References

Use of the Internet 4.406

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Advertising and Distribution of Materials in the Schools	**1.806**	**02/05/24**
		Rescinds: **1.806**	Issued: **12/07/21**

No part of the school system, including the facilities, the name, the staff, and the students, shall be used for advertising or promoting the interests of any commercial, political or other non-school agency or organization except that:

1. The school may cooperate in furthering the work of any non-profit, community-wide social service agency, provided that such cooperation does not restrict or impair the educational programs of the schools;

2. The school may participate in radio or television programs under acceptable commercial sponsorship when such programs are educationally beneficial;

3. Community, educational, charitable, recreational and other similar civic groups may advertise event pertinent to students' interests or involvement. Such advertisement, including the distribution of materials, shall be subject to any procedures related to time, place and manner established by the principal;

4. The materials must be submitted to and screened by the principal five (5) working days prior to the requested distribution date. The method of distribution will be passive distribution through the designated school information center. The principal may prohibit materials that:

    a. would likely to cause substantial disruption of the operation of the school;
    b. violate the rights of others;
    c. are obscene, lewd or sexually explicit;
    d. students would reasonably believe to be sponsored or endorsed by the school;
    e. are libelous;
    f. promote unhealthy activities;
    g. promote illegal activities;
    h. infringe on copyright;
    i. are advertising or commercial;
    j. are constitutionally prohibited religious material; or
    k. are not age appropriate.

5. The school may, upon approval of the director of schools, cooperate with any governmental agency in promoting activities which advance the education or other best interests of the students;

6. Political literature shall not be distributed through the school to students, nor sent home to parents, nor placed in teachers' mail boxes, lounges, or on school premises;

7. Political signs for people who are running for public office shall not be allowed on school property except those being held by poll workers on election day;[1] and

8. School publications may accept and publish paid advertising under procedures established by the director of school.

Legal References

1. TCA 2-19-206(d)

Cross References

Board-Community Relations 1.500
Vendor Relations 2.809
Staff Gifts and Solicitations 5.605
Political Activities 5.606
Student Publications 6.704

Hickman County Board of Education

	Descriptor Term: **Registered Sex Offenders**	Descriptor Code: **1.808**	Issued Date: **02/05/24**
		Rescinds: **1.808**	Issued: **12/07/21**

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances stated in this policy.[1]

EMPLOYMENT

An individual listed by the state of Tennessee or any other state as a registered sex offender is ineligible for employment within the school district.

PRESENCE ON SCHOOL PROPERTY

No registered sex offender, other than a student who is a registered sex offender enrolled in the school in question, shall come on, about, or within 1,000 feet of a local school's property line, except as provided below.[2] If any employee of the school district becomes aware of any registered sex offender's presence on school property, he/she shall immediately inform the principal, who shall direct the individual to leave the premises immediately. The principal shall request assistance from local law enforcement authorities if offender resists the principal's directives. If the registered sex offender repeats this restriction of coming on to school property, the principal may confer with legal counsel to take appropriate legal action.

Neither this policy nor state law impose any duty upon a principal or any other employee of the local school district to review the sex offender registry for individuals who may come upon the property.

PARENTS WHO ARE REGISTERED SEX OFFENDERS

A parent or legal guardian of a child who is enrolled in the school may attend a conference with school officials with the written permission of the school's principal.

An offender may come within the 1,000 feet limit provided that the individual is dropping off or picking up a child or children enrolled in the school.

Principals shall speak with the parent upon learning of their status as a sex offender to communicate the restrictions of this policy and to establish open dialogue with the parent, as much as is possible or reasonable. The principal shall take all appropriate measures to protect the privacy of the sex offender's child.

Legal References

1. TCA 40-39-201, *et seq.*
2. TCA 40-39-211(a)

Hickman County School System

Registered Sex Offenders	1.808AP

Rights and Responsibilities Of Registered Sex Offenders

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited circumstances as a parent or guardian stated in this procedure.

Rights of Parents/Guardians

As a parent or guardian, a registered sex offender may:

- Attend a conference with school officials with the written permission or request of the school's principal, a signed contract on file, and written documentation of the parent's offender status on file.
- Remain in the vehicle to drop off or pick up his/her child or children enrolled in the school with the written permission or request of the school's principal, a signed contract on file, and written documentation of the parent's offender status on file.

NOTE: These rights are forfeited if the victim of the offender's sexual offense is enrolled in or employed at the school as stated in Tennessee Code Annotated (T.C.A. 40-39-201 (d) (3).

Responsibility of Parent/Guardian

As a parent or guardian a registered sex offender must

- Remain at least 1,000 feet away from any school property line or school-sponsored event.
- Provide written notice of the parent's offender status to the school's principal or a school administrator upon enrollment of his/her child or conviction of a sexual offense.
- Participate in an initial conference with the principal to learn the requirements of the rights listed.
- Sign a contract with the principal of the school.
- Remain at 100% compliance of the requirements recorded in the contract or be charged **with** violation of T.C.A. 40-39-211.

Rights of the Principal

The principal may

- Obtain current and accurate public information about the registered sex offender as listed in T.C.A. 40-39-206 (e) (1-3), Public Information for Registered Sex Offender.
- Request the sex offender leave campus.
- Seek support from local law enforcement.

Responsibilities of the Principal

The principal must

- Protect the privacy of the child of the sex offender.
- Conference with the parent/guardian who is a sex offender to discuss the rights and responsibilities of all parties and develop a contract of limited involvement.
- Immediately report any violations to the contract to law enforcement.
- Instruct staff to inform the principal if he/she obtains knowledge of a registered sex offender.

NOTE: Principal and staff do NOT have the responsibility for searching the sex offender registry for any person who may be on the grounds.

Contract with Parent/Legal Guardian-1.808AP
Registered Sex Offender

School: _____ Principal: _____

Phone: _____

Parent Name: _____

Phone Number(s):_____

Address: _____

Cell: _____ Home: _____ Work:_____

Child/Children Information:

Name	Grade	Address	Residential Parent/Guardian Phone Numbers	

Directions for Completing the Contract:
Principal/Designee:

- Provides the parent/legal guardian with a copy of Board Policy 1.808 and Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders
- Reviews all of the rights and responsibilities listed in the document with the parent/legal guardian, and
- Checks the parent/legal guardian's understanding of each right and responsibility by questioning or providing the opportunity to request clarification.

Parent/Legal Guardian:

- Reads or listens to an oral reading of Board Policy 1.808 and Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders and
- Asks questions for clarification of the listed rights and responsibilities.

Signatures:_____

The principal/designee's signature documents that the principal/designee reviewed all items with the parent/legal guardian, checked for understanding, and provided the opportunity for him or her to ask questions for clarification.

Principal/Designee Signature_____ Date_____

The parent/Legal Guardian's signature documents that he or she understands all of the rights and responsibilities listed in Administrative Procedure 1.808: Rights and Responsibilities of Registered Sex Offenders and agrees to comply with all responsibilities and requirements listed.

Parent/Guardian Signature_____ Date_____

Hickman County Board of Education

	Descriptor Term: **Fiscal Management Goals**	Descriptor Code: **2.100**	Issued Date: **02/05/24**
		Rescinds: **2.100**	Issued: **02/07/22**

General

The Board shall practice sound fiscal management procedures which guarantee maximum use of all resources provided. The Board assumes responsibility, within its financial capabilities, for providing at public expense all items of equipment, supplies and services that may be required in the interest of education in the schools under its jurisdiction.[1]

In fiscal management, the Board seeks to achieve the following goals:

1. To engage in advance planning, with broad-based staff and community involvement;

2. To establish levels of funding which will provide quality education for the system's students;

3. To use the available techniques for budget development and management;

4. To provide timely and appropriate information to all staff with fiscal management responsibilities; and

5. To establish efficient procedures for accounting, reporting, purchasing and delivery, payroll, payment of vendors and contractors, and all other areas of fiscal management.

Legal References

1. TCA 49-3-314(c); *Internal School Funds Manual*; Section 4-23 *et seq.*

Cross References

School District Goals 1.700

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Annual Operating Budget	**2.200**	**02/05/24**
		Rescinds: **2.200**	Issued: **02/07/22**

General

All school system budgets are the operational plans stated in financial terms which describe the programs to be conducted during the fiscal year beginning July 1 ending June 30 the following year.[1]

Central Office

PREPARATION PROCEDURES

Budget planning shall include an analysis of previous staffing, curriculum and facilities, and projections requiring additional staffing, curriculum modifications, and additional facilities.

The budget proposal should be balanced, consistent with Board policy and contract conditions, to include provisions for:

- Programs to meet the needs of the entire student body
- Staffing arrangements adequate for proposed programs
- Maintenance of the district's equipment and facilities
- Efficiency and economy

Budget preparation shall be the responsibility of the director of schools[2] and the chairman of the Board. The director of schools will establish procedures for the involvement of staff, including requests from department heads and principals, all of whom shall seek advice and suggestions from other staff and faculty members.

The director of schools and the chairman of the Board shall develop a budget preparation calendar no later than February 15 of the current school year.[4] The calendar shall be used as a guide for coordinating the budgetary activities of individuals and groups, collecting budget data, reviewing budget problems, and making budget decisions.

HEARING AND REVIEWS

The proposed budget will be available for inspection by various interested citizens or groups in the office of the director of schools.

FINAL ADOPTION PROCEDURE

The Board shall adopt a budget and submit it to the County Commission no later than forty-five (45) days prior to the actual date the budget is to be adopted by the county commissioners.[3]

If the proposed budget is rejected, the board shall submit a revised budget proposal within ten (10) business days after receiving notice of the rejection.[4]

Within ten (10) days of adoption of the final budget, the director of schools shall file a copy with the Commissioner of Education.[3]

Legal References

1. *Tennessee Internal School Uniform Accounting Policy Manual*, Section 4-42
2. TCA 49-2-203(a)(9)
3. TCA 5-9-402(d)(4)
4. TCA 5-9-402(d)(5)(C)
5. TCA 49-2-301(b)(1)(X); TRR/MS 0520-01-02-.13(2)(a)

Cross References

Role of the Board of Education 1.101
Executive Committee 1.301

Hickman County Board of Education

	Descriptor Term: **Line Item Transfer Authority**	Descriptor Code: **2.201**	Issued Date: **02/05/24**
		Rescinds: **2.201**	Issued: **02/07/22**

Central Office

Line-item transfers within major categories shall be made upon the recommendation of the director of schools and approval by the Board.

Transfer between major budget categories shall be made with the approval of the County Commission.[1]

Legal References

1. OP Tenn. Atty. Gen. 83-464 (Oct 26, 1983)

Hickman County Board of Education

	Descriptor Term: **State and Federal Aid Eligibility Determination**	Descriptor Code: **2.300**	Issued Date: **02/05/24**
		Rescinds: **2.300**	Issued: **02/07/22**

General

In order to ensure comparability of services[1] from local and state funds in all of its schools, the Board shall ensure that:

1. A systemwide salary schedule is adopted annually;

2. Teachers, principals, and support personnel are assigned to schools on an equivalent basis according to grade levels and need; and

3. Curriculum materials and instructional supplies are provided to schools on an equivalent basis according to grade levels and need.

Legal References

1. 20 USCA § 6321

Hickman County Board of Education

	Descriptor Term: **Revenues**	Descriptor Code: **2.400**	Issued Date: **12/04/23**
		Rescinds: **2.400**	Issued: **02/07/22**

General

Any money collected by any school shall be documented by a written receipt.

The schools may receive funds collected from activities and for events held at or in connection with the school, including contracts with other schools for interschool events. To be included in this accounting are all monies collected from lunch rooms, athletics, entertainments, school clubs, fees, concessions and all fundraising activities. Each principal shall determine the reconciliation method to be used for all events which require a ticket.[1]

The purchase of items intended for resale for profit through the schools shall be subject to sales tax based on the purchase price to the vendor providing the service or item. Resale items not intended to generate a profit shall be determined by the principal.

FEES

School fees are to be kept to a minimum and may be expended only for the purposes for which they were collected. The school shall not require any student to pay a fee to the school for any purpose, except as authorized by the Board. No fees shall be required of any student as a condition to attend the school or use its equipment.[2] School fees shall be waived for students who receive free or reduced-price lunches.[3] No student will be penalized for non-payment of any materials fee.

EXTENDED SCHOOL PROGRAM

Extended school funds shall be collected at the individual schools and receipted and deposited in the school bank account. The principal shall report the collections and pay the Board by school check.[4]

FINES

A student will be held responsible for the cost of replacing any materials or property which the student loses or damages,[5] including textbooks, library books, equipment and buildings. All money collected as fines shall be placed in the systemwide school fund.

TUITION INCOME

Tuition collected from non-resident students shall be placed in the systemwide school fund.

RENTAL INCOME

The principal will collect and remit to the central office all money received for use of a particular school facility or other school property.

GRANTS

Grants for educational purposes made available by the state and/or federal government may be sought by the school system but only when the conditions of their availability are in harmony with the purposes and policies of the Board and the laws of the state and county. Principals may apply for and receive grants, but funds must be recorded in a separate restricted fund account.[4]

COLLECTION OF FUNDS THROUGH ONLINE PAYMENT[6]

Approved district staff may utilize Linqconnect.com for electronic transactions. The Director of Schools/designee shall determine when this type of transaction may be utilized on a case-by-case basis. At the individual school level, the principal shall oversee the collection of funds and submit a plan that includes the following:

1. Adequate supporting documentation for the electronic collection method including a plan to provide a total daily receipt summary;

2. Methods of providing receipts to payers;

3. Information on maintaining and inspecting any voided receipts; and

4. How daily electronic collections shall be reconciled with the total daily receipt summary and who will be assigned to complete this task.

Processing fees for these transactions shall be charged.

The Director of School/designee shall establish adequate internal controls to ensure compliance with the Tennessee Internal School Funds Manual.

Legal References

1. TCA 49-2-110(a)
2. TCA 49-6-3001(a); TCA 49-2-110(c)
3. TCA 49-2-114
4. *Tennessee Internal School Uniform Accounting Policy Manual,* Section 4-40;4-37
5. TCA 37-10-101, 102
6. *Tennessee Internal School Uniform Accounting Policy Manual,* Section 5-8

Cross References

Fundraising Activities 2.601
Student Activity Funds Management 2.900
Compensation Guides & Contracts 5.110
Attendance of Non-Resident Students 6.204
Student Fees and Fines 6.709