Misty Shelton
VPK Supervisor/Licensure Coordinator/Board Policies
Hickman County Schools
115 Murphree Avenue
Centerville, Tennessee 37033

To: School Board Members
From: Misty Shelton
Date: May 2026

2nd reading:

1.804 – Alcohol & Drugs in the Workplace
This updated policy contains a provision on examinations based on reasonable suspicion.

2.400 Revenue- Due to the federal government's decision to discontinue production of pennies, the Tennessee Comptroller of the Treasury has issued guidance regarding payment practices. TSBA has recommended changes that are reflected in their model policy.

5.114 – Personnel Files
This updated policy clarifies that disciplinary action is part of an employee's personnel file.

5.1151 – Telework During Emergencies
This policy has been updated to clarify that telework outside of emergency situations is not permitted.

5.200-5.202 – Separation Practices for Employees
These policies include a provision for alternative work assignments instead of suspension without pay

5.302 – Sick Leave
This updated policy includes a provision for verifying absences of five days or longer. Additionally, it contains a provision regarding suspected misuse.

5.400 – Personnel Health Examinations/Communicable Diseases
This policy includes a new provision on providing options for employees who may be ill.

5.403 – Drug & Alcohol Testing for Employees
This updated policy contains new information on best practices for reasonable suspicion testing.

5.606 – Political Activities
This change includes a prohibition on using district-owned property for filming political content.

931-729-3391 ext. 2226 *misty.shelton@hickmank12.org* *fax 931-729-3834*

The Hickman County School System does not discriminate in its educational programs, activities, or employment practices on the basis of race, sex, national origin, religion, creed, age, marital status, or disability as required by Title VI of the Civil Rights Acts of 1964, Title IX of the Educational Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. All necessary accommodations are made for equitable participation by constituents without regard to race, gender, disability, economic status, or special needs as required by Section 427 of the General Education Provision Act & P. L. 107-110-NO CHILD LEFT BEHIND.

NEW 5.608 – Tutoring for Pay
This updated policy includes a more detailed provision on tutoring arrangements.

5.800 – Director of Schools
This updated policy includes provisions clarifying the Director's personnel responsibilities.

6.411 Student Wellness- The State Board of Education recently made updates to its Coordinated School Health Program Policy. These revisions were made to align State Board language with statutory requirements and reflect the current practices and needs of school districts. TSBA has recommended changes that are reflected in their model policy.

Up for Review:

2.800 Expenditure of Funds
2.802 Payroll Procedures
2.803 Salary Deductions
2.804 Expenses and Reimbursements
2.805 Purchasing
2.8051 Debit Cards, Credit Cards, and Credit Lines
2.806 Bids and Quotations
2.808 Purchase Orders and Contracts
2.809 Vendor Relations
2.810 Payment Procedures
2.900 Student Activity Funds Management

Thank you for your careful consideration of these policies.

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