Hickman County Board of Education

	Descriptor Term: **Building and Grounds Management**	Descriptor Code: **3.200**	Issued Date: **03/07/22**
		Rescinds: **3.200**	Issued: **12/02/19**

All school properties shall be maintained in good physical condition: safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The director of schools will develop and implement a continuing program of maintenance of all district-owned buildings and grounds which shall provide for the following:

1. Adequate custodial programs for all schools;

2. Improvement and maintenance of school buildings and grounds;

3. Repairs, including repairs of equipment, and painting; and

4. Determination of obsolete equipment.

The following are responsibilities of building principals:

1. To oversee the operation of the school plant and require that personnel assigned to the building keep it in a clean, healthful, and pleasant condition;

2. To make continuing checks for hazardous conditions, including safety and operation of equipment, and prevention of hazardous situations caused by carelessness; and

3. To request, on a timely basis, appropriate maintenance and repairs through appropriate channels.

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Safety	**3.201**	**03/07/22**
		Rescinds: **3.201**	Issued: **12/02/19**

Within board policy, the principal shall develop procedures for keeping school facilities safe and free from hazards.[1]

All staff members shall report current and potential hazards to their immediate supervisors.

Each principal is responsible for seeing that the practice of safety is a part of the instructional program of the school and that it is appropriately geared to students at different grade levels.

The program shall include:[1]

1. Fire prevention
2. Accident prevention
3. Warning systems
4. Emergency drills (Fire, severe weather, earthquake, and bomb threat)
5. Emergency closings
6. Traffic safety
7. Traffic and parking controls
8. Safety inspections
9. First aid
10. A disaster preparedness plan for a nuclear or other major emergency.

Only students assigned to the school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises shall enter onto the grounds or into the buildings of the schools during the hours of student instruction. All staff members shall report all persons appearing to be improperly on school premises to the principal.[2]

The principal shall secure assistance from law enforcement officials when he deems it necessary in order to maintain order or security during the school day or during extracurricular activities at school.

In addition, the director of schools or designee shall provide the local law enforcement agency with all safety and security plans.[3]

Legal References

1. TCA 49-6-805(7)
2. TCA 49-6-2008(a), (b)
3. TCA 49-6-804(c); TCA 49-6-805

Cross References

Visitors to the School 1.501
Emergency Preparedness Plan 3.202
Care of School Property 6.311

Hickman County Board of Education

	Descriptor Term: **Emergency Preparedness Plan**	Descriptor Code: **3.202**	Issued Date: **07/07/25**
		Rescinds: **3.202**	Issued: **08/04/24**

The director of schools shall be responsible for developing, maintaining and acquiring Board approval of the district Emergency Preparedness Plan,[1] which shall include procedures for bomb threats, civil disturbances, armed intruders, earthquakes, fires, tornadoes or other severe weather, and medical emergencies.

The principal of each school shall develop and implement emergency preparedness drills which shall be approved by the director of schools. When appropriate, such drills shall be held in conjunction with emergency response agencies. These procedures shall be in written form and distributed to all staff, students and parents.

FIRE AND SAFETY DRILLS

The principal shall ensure that one fire drill requiring full evacuation is given every thirty (30) school days, with no more than two (2) fire drills occurring during the first thirty (30) full days of the school year. Additionally, he/she shall ensure that four (4) fire safety educational announcements are conducted throughout the year.[2]

The principal shall ensure that three (3) additional safety drills are given during the school year.[3] These drills may cover inclement weather, earthquakes, armed intruders, or other emergency drills that do not require full evacuation. A record of all fire or safety drills, including the time and date, shall be kept in each school's office.[3]

The principal/designee shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

The district shall work with local law enforcement and the local fire department to develop a procedure for identifying the cause of fire alarm activation. This procedure must be in place by January 1, 2025 and shall be reviewed and updated annually thereafter.[4]

ANNUAL DRILLS[5]

The principal shall ensure that the school safety team conducts each of the following type of drills annually:

1. An armed intruder drill in coordination with local law enforcement;

2. An incident command drill; and

3. An emergency safety bus drill.

ARMED INTRUDER DRILLS

The director of schools or his/her designee shall ensure that each school safety team conducts at least one (1) armed intruder drill annually in coordination with local law enforcement.[4]

AED DRILLS[6]

All schools shall conduct a CPR and AED drill to ensure students are aware of the steps that must be taken in the event of a medical emergency. The principal shall be responsible for ensuring the drill occurs.

The Director of Schools shall develop the necessary administrative procedures on AED and CPR training, planning, notification, and maintenance to comply with state law.

The principal shall regularly check the quantity, locations, and conditions of fire extinguishers and shall give all school personnel instructions on how to properly use fire extinguishers.

MEDICAL EMERGENCIES/PANDEMIC FLU[7]

In the event of medical emergencies, such as a pandemic flu outbreak, school officials shall cooperate and consult with the local and state health departments and other local emergency or healthcare providers in protecting students and the community from further infection. The director of schools shall develop procedures for health emergencies in accordance with state law and regulations.

REMOTE LEARNING DRILLS[8]

At least once each school year, a remote learning drill shall be conducted. The drill shall accurately reflect how students will transition to remote learning in the event of a disruption to school operations. Students shall not be asked or required to transition to remote learning at any time during the drill.

Legal References

1. TRR/MS 0520-01-02-.30(2); TCA 49-6-804; TCA 49-6-805(8)
2. TCA 68-102-137(b); Public Acts of 2025, Chapter No. 315
3. TCA 68-102-137(f)
4. TCA 49-6-807(e)
5. TCA 49-6-807
6. TCA 49-2-122; TCA 49-6-1208
7. TCA 49-6-3004(a), (e); TCA 49-5-404
8. TCA 49-2-139

Cross References

Emergency Closings 1.8011
Safety 3.201
Community Use of School Facilities 3.206

Hickman County Board of Education

	Descriptor Term: **Crisis Management**	Descriptor Code: **3.203**	Issued Date: **03/07/22**
		Rescinds: **3.203**	Issued: **12/02/19**

The principal shall develop a Crisis Management plan for use in times of crisis, including suicides, shootings, and death of a student, parent or faculty member. Within the development of such plan, the principal shall appoint a Crisis Team which shall deal with specific situations, make decisions, and disseminate information in the event of a crisis. Members of the Team shall consist of the principal, guidance counselor, and at least two other staff members designated by the principal.

The principal of each building shall be responsible for the development of emergency procedures which shall be distributed to building employees, parents, and members of the Crisis Team. Training for all school employees in the crisis management procedures shall be conducted annually during in-service sessions prior to the beginning of school.

In the event of a crisis, the principal shall notify the Crisis Team members and the director of schools. If he determines it to be necessary, the principal shall contact the appropriate emergency services (police, fire, ambulance, etc.).

All media attention shall be directed to the director of schools' office.

Cross References

News Releases, News Conferences, and Interviews 1.503

Hickman County Board of Education

	Descriptor Term:	Descriptor Code:	Issued Date:
	Risk Management and Threat Assessment Team	**3.204**	**07/07/25**
		Rescinds: **3.204**	Issued: **04/08/24**

It shall be the responsibility of the director of schools to develop an appropriate safety program for the school system. The Board shall provide sufficient staff and budget for its implementation.

The Board shall designate a professional staff person who shall be responsible for the promotion and development of a prevention and safety education program for students and personnel employed by the school system. This person shall be given authority and title commensurate with the task and shall answer directly to the director of schools. The general areas of responsibilities include, ***but are not limited to***, in-service training, development of accident prevention procedures, accident record keeping and facility inspection.

General[1]

A threat assessment team shall be created within the school district to develop intervention-based approaches to prevent violence, manage reports of potential threats, and create a system that fosters a safe, supportive, and effective school environment. The Director of Schools shall appoint the members of the threat assessment team.

The Director of Schools shall develop administrative procedures regarding the training and operations of the team to comply with state law and State Board of Education rules and regulations.

TEAM MEETINGS

All threat assessment team meetings shall be closed to the public.[2]

RECORDKEEPING[3]

The team shall document all behaviors and incidents deemed to pose a risk to school safety or that resulted in intervention and shall provide the information to the Director of Schools.

A report of the activities of the threat assessment team will be compiled and shared with the Board before each regular meeting.

Documents produced or obtained regarding these assessment activities will not be open for public inspection.

REPORTING[4]

The Director of Schools shall develop a process for providing parent(s)/guardian(s) information on credible threats of violence or significantly disruptive behavior directed toward or occurring on the

grounds of the school their student attends. Such reports shall include incidents that are reported to a state or local law enforcement agency. These reports must be made within forty-eight (48) hours of the district's report to law enforcement.

At least once per quarter, the Director of Schools shall provide the Board with a report listing the total number of incidents reported to state and local law enforcement agency requiring notice to parent(s)/guardian(s) for the respective quarter as well as total for the year to date.

Legal References

1. TCA 49-6-2701
2. TCA 49-6-2701(f)
3. TCA 49-6-2702
4. Public Acts of 2025, Chapter No. 215

Cross References

School District Records 1.407
Safety 3.201
Security 3.205
Student Records 6.600

Hickman County Board of Education

	Descriptor Term: **Security**	Descriptor Code: **3.205**	Issued Date: **08/05/24**
		Rescinds: **3.205**	Issued: **04/08/24**

The director of schools shall establish procedures as required to adequately protect school property which shall include, but not be limited to:[1]

1. Closing and securing teacher work areas when being left unattended or at the end of the day;

2. Denying students permission to use the classrooms, laboratories, gymnasiums or other school facilities or equipment without appropriate faculty supervision;

3. Controlling the issuance of building keys and master keys;

4. Developing programs which contribute to the proper care and use of school facilities and equipment; and

5. Equipment purchased with federal funds shall be managed as directed by federal and state law.[2]

The principal shall call law enforcement officials in cases involving illegal entry, theft or vandalism.

The principal shall notify the director of schools within 48 hours after each case of vandalism, theft, building damage and illegal entry.

The director of schools, or his/her representative, is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property.

All exterior doors leading into a school building shall be locked at all times and access to school buildings is limited to the school's primary entrance during the school day as well as when students are present outside of regular school hours.[3]

The principal shall immediately call law enforcement officials and the Director of Schools in cases involving illegal entry, assault and battery resulting in serious personal injury or involving the use of a weapon, building damage, theft, vandalism endangering life health, or safety, or valid threats of mass violence.[4] The Director of Schools/designee is authorized to sign a criminal complaint and press charges. The Director of Schools shall report all signing of such complaints to the Board.

AFTER SCHOOL HOURS

If, outside of regular school hours, there is a need to unlock the doors during a school activity, a school district employee shall be stationed by the door to ensure access is limited to authorized persons.[3]

SCHOOL POLICING[1]

The Board may enter into a memorandum of understanding with a chief of a law enforcement agency to provide school policing. Any memorandum of understanding shall address, at a minimum, the following issues:

1. Any School Resource Officer (SRO) assigned under a memorandum must be in compliance with all laws, regulations and rules of the Peace Officer Standards and Training Commission at the time of assignment and remain compliant throughout the tenure of his or her assignment;

2. As a condition of assignment, any SRO must participate in forty (40) hours of basic training in school policing within twelve (12) months of assignment . Every year thereafter the SRO shall participate in a minimum of sixteen (16) hours of training specific to school policing. All training programs shall be approved by the Peace Officers Standards and Training Commission.[5]

3. Any SRO assigned under the memorandum remains an employee of the law enforcement agency, subject to that agency's direction, control, supervision and discipline, though the Board may agree to indemnify and reimburse the law enforcement agency for any part or all of the increased costs incurred by the law enforcement agency as a result of the assignment of the SROs.

4. No officer shall be assigned to a school, or continue in such an assignment, without the consent of the Director.

5. In the event that more than one SRO is assigned to a school system, the law enforcement agency shall designate one of the SROs as the senior SRO, or such other, appropriate title. The duties of the senior SRO, however designated, shall include, but not be limited to, the following:
    a. To represent and carry out the policies of the law enforcement agency assigning the SROs.
    b. To supervise the SROs in the performance of their duties;
    c. To consult with the Director regarding the best use of the available resources for school policing; and
    d. To resolve disputes between the SROs and students or faculty members.

6. The memorandum may be effective for any length of time, including continuing until terminated by the parties, and may contain any reasonable notice requirement for the termination of the memorandum. However, the memorandum shall contain a provision allowing the Director to suspend the active participation of the SROs in the event that the Director certifies that the health, safety or wellbeing of the students or faculty members require the immediate suspension.

CYBERSECURITY[6]

The Director of Schools/designee shall develop an administrative procedure regarding the district's cybersecurity plan to identify cybersecurity risks, implement mitigation planning, and protect cyberinfrastructure against cyberattacks and other cybersecurity threats and incidents.

Legal References

1. TCA 49-6-805(3)
2. 2 CFR § 200.313
3. TCA 49-6-817
4. Public Acts of 2024, Chapter No. 882
5. TCA 49-6-4217
6. TCA 49-6-805(9)

Cross References

Visitors to the Schools 1.501
Inventories 2.702
Care of School Property 6.311

Hickman County Board of Education

	Descriptor Term: **Community Use of School Facilities**	Descriptor Code: **3.206**	Issued Date: **03/07/22**
		Rescinds: **3.206**	Issued: **12/02/19**

When not in use for school purposes, school buildings and grounds or portions thereof may be used for public, governmental, charitable, civic, recreational, cultural, and other purposes as approved by the Board.[1]

1. Requests for the use of school facilities shall be made at the office of the principal prior to the date of use;

2. Student clubs and activities, parent-teacher associations, and other organizations affiliated with the schools shall be permitted use of school facilities without charge;

3. School facilities may not be used for private profit, except that unused facilities may be leased for private day-care centers which provide educational and child care services to the community;[2]

4. All activities must be under adult supervision and approved by the building principal. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment;

5. Groups receiving permission for building use are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the principal;

6. Groups receiving permission for building use are responsible for the observance of all fire and safety regulations at all times;

7. The use of alcoholic beverages, drugs or tobacco, profane language, or gambling in any form is not permitted in school buildings;

8. The Board will cooperate with recognized agencies, such as the Red Cross, National Guard and Civil Defense, and will make suitable facilities available without charge during community emergencies;

9. When school kitchens are used, at least one member of the cafeteria staff must be present to supervise the use of the equipment;

10. The Board will approve and periodically review a fee schedule for the use of school facilities by community or civic organizations and other non-profit, recreational, religious, political or philosophical groups; and

11. School facilities may be used by the director's employees or invited service providers to provide student enrichment services and/or community education services, provided the following requirements are met:
    a. a written detailed description of the service must be provided to the principal of the school where the service is to be provided;
    b. the principal must approve the offering of the service along with its date, time and location;
    c. the director of schools must approve the principal's recommendation, set the fees to be charged and the payment to be made to the service provider, and inform the Board of approved services;
    d. no products, marketing, sales, offers, trades, and such related activities may be involved;
    e. the principal has total oversight authority over the service and service provider once it is approved; and
    f. all laws, rules and regulations, and applicable policy will be observed.

Legal References

1. TCA 49-50-201; TCA 49-2-203(b)(4); TCA 49-2-405
2. TCA 49-2-203(b)(4)(B)

Cross References

Board-Community Relations 1.500
Tobacco-Free Schools 1.803
Emergency Preparedness Plan 3.202
Tutoring for Pay 5.608
Care of School Property 6.311

Hickman County Board of Education

	Descriptor Term: **Facilities Planning**	Descriptor Code: **3.208**	Issued Date: **03/07/22**
		Rescinds: **3.208**	Issued: **12/02/19**

The director of schools shall present an annual assessment of facility needs to the Board in October. The needs assessment shall include a review of each school site. Each principal shall prepare the assessment for his/her school with input from staff, parents and community leaders.

The individual school needs assessment shall include the following information:

1. building, site and utility deficiencies
2. maintenance issues
3. number of classrooms with class sizes
4. population and enrollment projections
5. community needs
6. other information as directed

The system-wide needs assessment shall include the following information:

1. individual school assessments
2. system-wide population growth projections
3. industrial and business forecasts
4. other information as deemed necessary

ASBESTOS[1]

The director of schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The director of schools shall:

A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;

B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;

C. notify short-term or temporary workers on the locations of the building materials containing asbestos;

D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed;

E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and

F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to the AHERA Manager.

Legal References

1. 40 CFR §§ 763.91-93;
   15 USCA §§ 2641-2656

Hickman County Board of Education

	Descriptor Term: **New Project Planning**	Descriptor Code: **3.211**	Issued Date: **04/08/24**
		Rescinds: **3.211**	Issued: **03/07/22**

SELECTION OF ARCHITECT[1]

The Board shall approve a registered architect for new projects of construction, expansion, and/or maintenance as required by law. The Board shall execute a contract with such architect for each project.

SELECTION OF ENGINEER[1]

Following the execution of a contract for architectural services, the architect or architectural firm shall select a registered engineer for each project.

SITE SELECTION

The Board shall have sole discretion with choosing sites for construction.[2] When determining where to begin new projects, the Board shall consider the current and future populations of the area, transportation routes, and accessibility to utilities.

BUILDING ACCESSIBILITY[3]

The construction, remodeling, renovation, expansion, or modification of a school building shall comply with state and federal requirements regarding building accessibility.

Legal References

1. TCA 62-2-107; TRR/MS 0520-01-04-.01(2)
2. TCA 49-2-203(a)(3); *Rutherford County Board of Education v. Rutherford County Commission*, 2000 Tenn. App. LEXIS 703
3. 28 CFR § 36.201; TRR/MS 0520-01-04-.01(1)

Hickman County Board of Education

	Descriptor Term: **District Water Testing**	Descriptor Code: **3.212**	Issued Date: **03/07/22**
		Rescinds: **3.212**	Issued: **12/02/19**

General

All district facilities built before January 1, 1998 shall be tested for lead in drinking water every two (2) years.[1]

The Director of Schools shall develop appropriate administrative procedures to facilitate this testing and address any necessary corrective action.

RESPONSE TO TESTING RESULTS[1]

If test results show that lead levels exceed fifteen parts per billion (15 ppb) but are below twenty parts per billion (20 ppb), that school shall conduct lead level tests on an annual basis. This shall continue until tests show that the lead levels are under fifteen parts per billion (15 ppb).

If test results show that lead levels equal or exceed twenty parts per billion (20 ppb), the school shall immediately remove the drinking water source from service. The drinking water source shall not be available for use until retesting confirms the water lead level does not exceed twenty parts per billion (20 ppb). If corrective action is taken, retesting shall occur within ninety (90) days.

The Director of Schools/designee shall notify the appropriate authorities within twenty-four (24) hours of a test result showing that lead levels equal or exceed twenty parts per billion (20 ppb). Parent(s)/guardian(s) shall be notified within five (5) business days of such test result.

Legal References

1. TCA 49-2-133