

East Hickman
Elementary School



Student
Handbook
2025-2026

Welcome to East Hickman Elementary School

5191 Highway 100
Lyles, TN 37098

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931 670-5433

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<https://ehes.hickmank12.org/>

Facebook
<http://facebook.com/easthickmanelementary>

Principal, Leigha Coble
Assistant Principal, Kim Taylor

WELCOME TO EAST HICKMAN ELEMENTARY SCHOOL

“Where Eagles Learn to Soar!”

Dear Parents / Guardians:

On behalf of the faculty and staff, we want to take this opportunity to welcome you and your child to East Hickman Elementary School! We are happy to have you with us and we look forward to working with you throughout this school year. We hope that this will be a successful and rewarding year for your child. Our handbook is provided to each family as a reference to the policies and procedures that guide us, as well as the day-to-day operation of the school. If, after reading the information, you have any questions or concerns, please do not hesitate to contact our school office.

Leigha Coble, Principal

Kim Taylor, Assistant Principal

East Hickman Elementary School asks that you continue to wash hands often and if your child feels ill, please keep them at home. If you have any additional questions, please contact the school.

East Hickman Elementary School Mission Statement

The mission of EHES is to provide a nurturing environment where all students receive rigorous instruction in order to achieve academic proficiency.

Hickman County Schools Mission Statement

The Hickman County School System exists to engage and develop the mind, body and character of every student so that each is prepared for success in education, work, and life.

The School Day

SCHOOL HOURS: 8:00 a.m. – 3:00 p.m.

Our doors open at 7:00 for early drop off. **Please do not drop students off unattended before this time.** Car riders and bus riders will arrive at 7:30. School begins promptly at 8:00. Each time a student arrives after 8:00 a.m., the attendance computer program automatically counts that child absent from school for the number of minutes the child is signed in late. These can accumulate to a day's absence and may affect perfect attendance. Parents must pick students up by 3:30 p.m. If you are unable to arrive by this time, please make other transportation arrangements for your child.

BREAKFAST / LUNCH

Breakfast and lunch are offered daily free of charge. The cafeteria staff strives to provide attractive and nutritious meals while meeting the Federal Guidelines and Regulations of the National School Lunch Program. Any questions concerning our breakfast/lunch program should be directed to the cafeteria manager at 931-670-3431. Breakfast will be \$1.50 and lunch \$2.50.

ARRIVAL / DISMISSAL- Car rider tags must be picked up by the Parent/Guardian.

The school day at East Hickman Elementary School is from 8:00 a.m. to 3:00 p.m. **Students may enter the building no earlier than 7:00 a.m. and must be picked up by 3:30 p.m.** If you drop your child off in the morning, please remember to drop them off at the main entrance only. For safety reasons, we do not use any other entrances to the school. **Do not leave students unattended in front of the school.** School personnel will be in front of the building during student drop off times to help ensure maximum safety. Buses use the rear entrance to the building when dropping off and picking up students. Car riders are dismissed through the cafeteria each day beginning at 2:50 p.m. Parents can pick students up through the car rider line. Parents/guardians will need a car rider number, which can be obtained in the front office. **If you do not have your car rider number, you will be asked to park and sign your child out in the office.** This is to ensure the safety of your child. **Students are only dismissed to persons who are on their pick up list. Please be prepared to show identification.** If you wish to make a transportation change, please either call the office or send a note to your child's teacher.

VISITORS

To ensure the safety of all students, any parent, family member, or other visitor entering the school must report to the office and scan ID to receive a visitor pass. Instructional time is very important for the success of each student. Uninterrupted instruction time will be highly promoted throughout the school year. If you wish to meet with a teacher regarding your child's progress, please make arrangements with the teacher to meet with them on their planning time.

Parents will be allowed to walk their child down to their classroom in the morning until August 15th. After this time, students will be expected to walk independently to their classroom.

STUDENT INFORMATION FORM

During the first week of school, your child's teacher will send home an information form for you to complete. This information is kept in the school office in case of an emergency. Please make sure all telephone numbers and addresses are accurate and clearly written. Remember to put the name and telephone number of a person who can be contacted in case you cannot be reached. **Notify the school if you have a change of address or phone number during the year.** It is very important that our records are kept up to date!

HOMEWORK

Homework contributes to the development of independence and responsibility on the part of the student. The purpose of homework is to reinforce skills taught, prepare for upcoming skills, and develop positive study habits. All homework should be completed daily. Parental monitoring of homework is encouraged; however, students are to complete assignments with minimal assistance from parents. The amount, length, and type of homework will vary according to the individual needs of your child. The Hickman County Board of Education has established the following homework guidelines:

Grades 1 & 2: If necessary, homework should not exceed fifteen (15) minutes per day.

If your child is spending excessive amounts of time on homework, please request a conference with your child's teacher.

SNACK POLICY: SNACKS AND BEVERAGES

Snacks can make a positive contribution to a child's daily diet and nutritional health, especially if the emphasis is on serving snacks from home that are low in fat and sugar content. A list of healthy snacks can be provided through our Coordinated School Health Office at your request. Students have access to fresh, cool water at all times at school through our water filling stations. Water and 100% fruit juice are the drinks of choice when brought from home. **Students should not bring soft drinks, sodas, energy drinks, sweet or caffeinated drinks for snacks or for lunch.**

HEALTH SERVICES

A full time school nurse is on staff at all times. The nurse provides state mandated health services such as vision and hearing screenings and maintenance of health records and immunizations. Parents are notified of any hearing or vision deficiencies. The school nurse also provides care for students with injuries or illnesses that occur at school. If a child becomes ill during school hours, every attempt will be made to contact you. Parents are expected to make arrangements to have the child picked up from school as soon as possible. In emergency situations, 911 personnel may be contacted. If a student requires transportation to a hospital and a parent is not available, school personnel will accompany the child to the hospital and remain until a family member arrives. **Please inform the school of any medical problems**

your child has including allergies, asthma, heart murmur, seizures, etc. Also, please provide the school with a current phone number and emergency contact. This information should be completed on the student registration form on the first day of school.

Although a full time nurse is on staff, she may not take responsibility for evaluating signs of illness or injury that have occurred at home. These should be referred to your family doctor or an emergency room. **A child who has been vomiting or who has diarrhea, or fever (100+ degrees), should remain at home until symptom free for at least 24 hours.**

WITHDRAWAL OF STUDENTS

If you are moving or withdrawing your child from school, please come by the school office a few days prior to the withdrawal date. Return all school or library books and pay all fees before leaving. Your child's new school will request student records. Records will be withheld if our school has not given full clearance.

FIELD TRIPS

From time to time teachers plan activities away from school designed to give students first hand experience in what they have been learning in class. A teacher will accompany all school related field trips. Parents must sign a permission form in advance for each trip. The form will describe the purpose of the trip and will include whether there is a fee for the activity. Usually a small fee is requested to cover transportation and admission charges. **Students must have good behavior to attend field trips.** Principal discretion will be used to determine if a student is allowed to attend field trips due to discipline issues. **All students must ride the bus to and from the field trip destination.**

FAMILY COMMUNICATION

We have a call system called Skylert that will contact you by phone and/or text to alert you of early dismissals and school closings due to weather. This is also the system we will use within our school to keep you informed of upcoming events. Because of this, it is important that we have current phone numbers, both home and cell, for parents/guardians. If these numbers change during the school year, please contact our office or notify your child's teacher so that we can update our files. We also communicate daily through our classroom dojo app. Please make sure that you download the free app and join your child's class.

BASIC CURRICULUM

The curriculum at East Hickman Elementary School is based on the State of Tennessee Standards for grades K – 12. A publication of these curriculum standards may be viewed by parents at any time upon request to the teacher or principal.

ART / MUSIC

All students at East Hickman Elementary School participate in an art / music program with a certified instructor one time per week. Each will be taught for one semester.

GUIDANCE

The guidance counselor is available to students for individual and group counseling throughout the year. Small group counseling is made available to certain students upon referral from a parent or teacher. The counselor also meets with each class once per week as part of our enrichment rotation.

LIBRARY

Each student has a regularly scheduled library time during each week. During this time, students are allowed to check books out of the library. Students are also taught a library curriculum. Please encourage your child to take proper care of library books checked out and to return library books on time. If a book is lost, damaged, or not returned, the student must pay to replace the book.

PHYSICAL EDUCATION

Physical education is scheduled twice weekly for each student. Students are encouraged to have gym shoes with non-marking soles to be kept at school.

TESTING

As part of the district-wide standardized testing program, second grade students will take an achievement test in the spring of each year. The test includes sections on reading, language arts, and math. All students will participate in an Aims Web assessment three times a year that measures their growth throughout the school year.

POLICIES AND PROCEDURES

HICKMAN COUNTY SCHOOL ATTENDANCE POLICY

Attendance is a key factor in student achievement and academic success, therefore, students and parents or guardians are expected to assume the responsibility of attending each day that school is in session. The official school day for students begins at 8:00 a.m. and continues until 2:50 p.m. unless so noted on the board approved school calendar. See board policy 6.200

PARENT / DOCTOR NOTES

The attendance tiers will continue to be followed. If your child is experiencing signs of illness, please reach out to the school. After a total of eight (8) parent notes, subsequent absences will require documentation from a professional source.

ABSENCES

Absences shall be classified as either excused or unexcused as determined by the principal or his / her designee. Excused absences shall include:

Personal illness

Serious illness or death of an immediate family member
Doctor or dental appointment
Family emergency
Extreme weather conditions
Religious observances
Unusual situation approved by the principal

EXAMPLES OF UNEXCUSED ABSENCES INCLUDE (BUT ARE NOT LIMITED TO):

Truancy
Shopping
Recreational activities
Birthday or other celebration
Transportation problems (other than school provided)
Oversleeping
Job or job interview

If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence. Written explanation of absences must be made within three (3) school days of the student's return. Any absence for which a written explanation is not provided will be considered unexcused.

TARDIES AND EARLY DISMISSALS

Chronic tardiness and early dismissals are considered to be attendance issues. Students demonstrating an unusual attendance pattern can be required to appear before the school attendance committee. A continued practice of tardiness / early dismissals may require appearing before the Truancy Council. We encourage you to try to schedule your child's doctor and dental appointments around school hours. If this is not possible, you must come to the office and sign your child out. Each time a student arrives at school after 8:00 a.m. or is dismissed before 2:50 p.m., the attendance computer program automatically counts that child absent from school for the number of minutes the child is signed in late or out early. These can accumulate to a day's absence and may affect perfect attendance. ***When signing out a child, please have a photo I.D. ready***

TRUANCY / TRUANCY COUNCIL

Truancy is defined as an absence without adequate excuse for an entire school day, a major portion of the school day, or the major portion of any class during the school day for which a student is scheduled. Students who accumulate five (5) unexcused absences will be reported to the principal or designee who will, in turn, provide written notice to the Director of Accountability. The student and parents/guardians will receive a written notice from the school regarding the mandatory school attendance law in Tennessee and will appear before the Truancy Council. Failure to comply with the written notice within three (3) days of receiving such notice could

result in the filing of a petition in juvenile court. A written notice will be issued each time a student accumulates five (5) unexcused absences.

MAKE-UP WORK

All missed class work or tests (whether excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided instruction time is not taken from other students. A grade of incomplete will be received for any work missed until work is completed. A student may have up to three (3) days to make up work from a single absence and up to five (5) days to make up work from an absence longer than a single day.

GRADING POLICY

The basic grading system is expressed by numerical value. The numerical values are equivalent to the following letter grades:

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

Report cards are given at the end of each nine week period with grades determined by daily work, oral and written assignments, and tests. When report cards are sent home, they are to be signed by the parent or guardian and returned to the teacher within a reasonable amount of time. The report card provides one means of communication between you and the teacher. There will also be two (2) Parent / Teacher Conferences during the year. Please use this opportunity to meet with your child's teacher. If, however, additional conferences are needed, please contact the teacher to schedule a meeting. See board policy 4.600

PROMOTION AND RETENTION POLICY

The Hickman County Board of Education expects students to meet grade-level standards and progress through each grade within one school year. To accomplish this, instruction shall be focused on the TN Curriculum Standards. Instructional methods should accommodate the varying needs of individual students and include strategies for addressing academic deficiencies. Schools and parents should form partnerships that involve parents in their child's education in order to promote student learning and encourage shared responsibility among students, parents, and staff. Meaningful communication between parents and the school is in the best interest of the students. See board policy 4.603

RETENTION

Students not making adequate progress in meeting grade level standards will be identified as early in the school year and in their school career as practicable. The primary measure of student achievement should be the determination of mastery of the objectives and

accomplishments as set forth in the Curriculum Standards. However, factors which must be considered in promoting or retaining a student include the child's ability level, achievement, and academic readiness.

AUTHORITY FOR RETENTION DECISIONS

Retention decisions may be made when, in the judgment of the teacher, parents/guardian, and principal, such retention is in the best educational interest of the student. The ultimate authority rests with the principal when there is a dispute over whether the student should be retained.

PARENT NOTIFICATION

Official written notification of student progress is made by signed and returned progress reports and/or graded papers. Parents shall be notified by the teacher(s) in writing of the need to schedule a conference to discuss a student's need for improvement if a student's academic performance puts him/her at risk of repeating a grade. Teachers must request a meeting with parents of students who are at risk of not meeting the standards of promotion no later than the end of the third nine weeks for students in grades K-8.

PROMOTION STANDARDS FOR GRADES K-5

The following criteria shall be used for identification and decision making regarding retention of K-5 students:

- Grades and other indicators of academic achievement that may include, but shall not be limited to, the student's progress from daily work, homework, classroom assessments, with an average of 60% required to pass a subject;
- Results of standardized testing at or above grade level;
- Physical, social, and emotional factors; and
- Teacher, principal, and/or parent recommendations.

Such identification at all grade levels shall be based primarily on the level of the student's proficiency in reading, language arts, and mathematics. Teachers may use the maturity (age, size, social and classroom adjustment) level of the student in determining promotion and retention.

STUDENT ALCOHOL AND DRUG TESTING

Students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or

5. Through observation or other reasonable information reported by a teacher, staff members or other students that a student is using drugs and/or alcohol on the school property. A student's reporting cannot be the only basis of information to be used.
6. Upon receiving reasonable information, the principal shall take the following steps.
 - *Call the student into the principal's office or another private place;
 - *Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
 - *Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary;
 - *Notify the parent or guardian of the student of the impending test;
 - *Inform the student of the procedures which shall be followed in administering the test; and
 - *Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

The appropriate witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will protect the privacy rights of the students and which will assure that the integrity of the specimen itself is not compromised. The type of specimen taken shall depend on the substance in question and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student. The principal will forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board.

DISCIPLINE POLICY

School Wide Positive Behavior Support (PBS) is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. It is based on the premise that all students can benefit from well implemented, evidence-based practices for improving student behavior.

At EHES we strive to conduct discipline in a positive manner. We believe that good behavior can be achieved through praise and rewards rather than punishment. Students who follow the school wide behavior expectations can look forward to reaping the rewards of their hard work and thoughtfulness toward others. Inappropriate behavior, however, will lead to punishment.

Discipline Reports will be given for:

- Persistent violation of any classroom or school rule;
- Disruptive classroom behavior which impedes the learning of others;

- Fighting or volatile behavior;
- Abusive or foul language;
- Harassment or threats to others;
- Theft

All discipline reports given will be documented, with copies given to:

- Principal
- Parents (to be signed and returned to school)
- Classroom teacher / referring teacher

Classroom and enrichment teachers are allowed to issue discipline reports for infractions occurring while students are under their supervision. Teacher assistants and substitute teachers are urged to seek assistance from a teacher in that grade level if a discipline problem warrants a discipline report.

Our school will be implementing a three tier behavior referral system this school year. Classroom teachers, behavior teachers/counselors, and Administrators will all be a part of this tiered system. If your child doesn't follow the rules or expectations of the classroom, you will be notified by the teacher (tier 1). If the behavior continues, they will be referred to our behavior teacher or guidance counselor (tier 2). If classroom consequences and/or behavior plans do not improve, parents and students will be required to meet with administrators (tier 3). If the behavior(s) are severe students will automatically go to administration (tier 3). Behavior tier plan is attached in the back of the handbook. If you have any questions, please contact Mrs. Coble.

REWARDS

Students will be rewarded for good behavior through monthly PBS reward days. These days include, but are not limited to, snow cones, movies, extra outside play, etc.

POLICY ON ADMINISTRATION OF MEDICATION

The Hickman County School System has updated the policy on administration of medications. The following recommendations are from the legal counsel for the Tennessee Department of Education:

School office staff may administer prescription medication to students under the following circumstances:

1. A written parental request or permission is received. The parent or guardian **must** come into the office and complete appropriate forms.
2. Medication must be in the original container with the original physician's order (label) attached.
3. Medication shall be administered only as prescribed by a physician, not by parental prescription.
4. Medication must be safely stored at all times.
5. A log of medication administration is kept.
6. Only oral or externally applied medications may be administered.

7. Trained personnel may only administer medications according to the specific directions on the original container. The decision as to when an “as needed” medication should be administered is to be made by medical personnel (school nurse).

School system personnel may administer non-prescription medications under the following circumstances:

1. A written parental request including name of medication, dosage, and frequency intervals.
2. Medications must be supplied in the original container.
3. School personnel will document administration of over-the-counter medication on log.

NO MEDICATION IS TO BE BROUGHT TO OR TAKEN FROM SCHOOL ON SCHOOL BUSES!

In an effort to ensure the safety and well-being of all students, no medications except inhalers or other medications, which a physician has indicated in writing, should be kept on a student's person, may be transported on school buses. Parents must make arrangements for delivery of medications to the school. In the event that medication is sent to school on a bus in violation of this policy, the following procedure will be utilized:

First Non-Compliance Incident – A letter will be sent to the student's parent(s) or guardian by the principal. Parents will be requested to set up a conference with the principal regarding the issue. A copy of the policy will be attached to the letter.

Second Non-Compliance Incident – A referral will be made to the Juvenile Court of Hickman County and/or the Department of Children's Services for disposition of the matter.

DISPOSAL OF MEDICATIONS

Notification will be provided by phone and by notes sent home to parents one week prior to the end of the school year that unused medication is remaining at school. If a parent does not pick up remaining medication, disposal will occur at the end of the school year. Two school personnel shall be present at disposal. Appropriate school personnel will be trained annually in disposal procedures. Documentation shall occur regarding disposal of all medications.

PEDICULOSIS (HEAD LICE)

School systems serve as focal points for transmission of various communicable conditions, including head lice infestation. It is the goal of the school system to diagnose these cases as quickly as possible and instruct the parents in proper treatment to minimize and control head lice in schools. Diagnosis of head lice is made by direct inspection of the hair and scalp for the presence of crawling lice or brown nits. See board policy 6.4031

STUDENT DRESS CODE

Good taste and normal standards of community shall be maintained in dress and grooming of students. Student dress will not be detrimental to the educational environment or public image of the school. Any form of hair style / color or dress which is considered contrary to good

hygiene, is distractive or disruptive in appearance, or is detrimental to the purpose or conduct of the school will not be permitted. Facial piercings are not permitted.

- Students must wear shoes. Skate shoes of any kind are not permitted.
- All dresses must meet standards of decency (male and female). Any dress considered questionable would be at the discretion of the principal. Spaghetti straps, halter tops, bare shoulders, bare backs, low necklines, short shorts, short skirts, etc. are not appropriate for school.
- No shirt with immoral, profane, drug or alcohol related, or suggestive imprints may be worn.
- The trunk of the body should be entirely covered from the shoulders to the point of the legs three (3) inches above the knee. There shall be no holes in pants above the knee. Holes in the pants above the knee shall be patched with similar or like material of the pants. Simply wearing an item of clothing under the hole is not acceptable.
- Skirts/dresses must be as long as shorts in order to be acceptable.
- Any clothing which is disruptive to classroom routine is inappropriate for school wear including:
 - Excessively tight clothing
 - Clothing bearing obscene words or pictures
 - Clothing bearing endorsements for alcohol or tobacco products
 - See-through clothing
 - Undergarment worn as outer garment
 - Sagging pants/shorts
 - Inappropriate pant length (pants should not be touching floor)
 - Hats or bandanas of any kind
 - **Pajamas may not be worn to school unless designated by the principal.**

To help students understand the importance of appropriate appearance at school, we ask that all family members visiting the school or attending school functions comply with the dress code. Your support is appreciated.

TOYS / CELL PHONES ARE PROHIBITED

Cell phones are not permitted by students at school. This is a violation of the Hickman County School Board Policy. The consequences included in the school board policy will be enforced.

Cell Phone Violations

First Offense: Phone confiscated and not released to parents until the end of the school day. As a condition of release, parent signs form acknowledging punishments for further cell phone violations.

Second Offense: Phone confiscated and not released to parent until end of last school day of current grading period.

Third and Subsequent Offenses: Phone confiscated and not released to parents until the end of the last day of the current school year.

IPods, CD players, electronic games, footballs, and other toys, which could be a detriment to learning, are NOT allowed at school, except in special circumstances such as Fun Friday activities. These items will be confiscated. A parent can retrieve the item or it will be returned to the student in the last week of school.

BULLYING / HARASSMENT / DISCRIMINATION

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination / harassment. It shall be a violation of this policy for any employee or student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination / harassment:

Student discrimination / harassment will not be tolerated. Discrimination / harassment is defined as conduct, advances, gestures or words, either written or spoken, of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities;
2. Create an intimidating, hostile, or offensive learning environment;
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades or participation in a student activity.

Alleged victims of discrimination / harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated. The privacy and anonymity of all parties and witnesses to complaints will be respected, however, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, the willful filing of a false report will itself be considered harassment and will be treated as such. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

WEAPONS AND DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function, or event.

Dangerous weapons for the purposes of this policy shall include, but are not limited to a firearm or anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious injury.

Violators of this section shall be subject to suspension and/or expulsion from school.

Firearms (as defined in 18 U.S.C. 921)

In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

BATTERY

In accordance with state law, any student who commits battery upon any teacher, administrator, or any other employee of the school or the school resource officer shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

PERMANENT RECORDS

According to the Family Rights and Privacy Act of 1974, the parent / guardian or student if age 18 or older, is permitted to inspect and review educational records relating to the student.

Please give at least 48 hours notice if you would like copies of these records. In cases where parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc. upon notice to the building principal unless denied by court order. **If there are custodial restrictions, it is the responsibility of the parent to provide the school with a copy of the court order if school officials are to abide by its orders.**

Tennessee Department Of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1.888.2112.3162 or by visiting <http://www.state.tn.us/education/speced/index.htm>

Legal Services Division
Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone: 615.253.2851
Fax: 615.253.5567 or 615.532.9412

West Tennessee Regional Resource Center
100 Berryhill Drive
Jackson, Tennessee 38301
Phone: 731.421.5074
Fax: 731.421.5077

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, Tennessee 37290
Phone: 865.594.5691
Fax: 865.594.8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of those organizations include:

The Arc of Tennessee <http://www.thearctn.org>
44 Vantage Way, Suite 550
Nashville, TN 37228
Phone: 615.248.5878 Toll free 1.800.835.7077

Support and Training for Exceptional Parents (STEP) <http://www.tnstep.org>
712 Professional Plaza
Greenville, TN 37745
Middle Tennessee
615.463.2310
information@tnstep.org

Disability Law and Advocacy Center of Tennessee <http://www.tpainc.org>

416 21st Ave. South

Nashville, TN 37212

Tennessee Voices for Children

<http://www.tnvoices.org/main.htm>

Middle Tennessee

1315 8th Avenue South

Nashville, TN 37203

Fax: 615.269.8914

TN Toll Free: 800.670.9882

E-Mail: TVC@tnvoices.org

These are a few of the organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder Database: <http://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>

This information is provided as a service to individuals seeking additional avenues for help and information. The department of education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

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