

Hickman County Middle School

2025-2026 Student Handbook



On behalf of the faculty and staff, I am delighted to welcome you to another exciting academic year at Hickman County Middle School! In this handbook, you will find information regarding our school as well as policies set forth by the Hickman County Board of Education. This handbook is published so that all students of Hickman County Middle School may have access to information that is necessary to the understanding of the daily operations of our school.

Please read this handbook carefully and refer to it throughout the year regarding expectations, policies, and procedures. Reading and understanding the information will help prevent any misunderstandings. Our dedicated staff members are committed to maintaining open lines of communication. We encourage you to reach out to our teachers, counselor, or administrators whenever you have questions, concerns, or suggestions. Whether it is through face-to-face meetings, phone calls, emails, or online platforms, we are here to listen, support, and collaborate with you.

I am truly excited about the possibilities that lie ahead of us this year! Let's embark on this journey together, nurturing the potential of our students and supporting them every step of the way. I look forward to a great year!

Warmest regards,

Tina S. Thigpen
Principal

Our Mission

Our mission is to protect and build a better future for our students. In partnership with parents and families, we are committed to educating all students to the highest levels of academic achievement while preparing them to become productive, responsible, and ethical members of society.

Our Vision

HCMS: Where everyone is valued, respected, and elevated to the highest levels of academic and personal growth.

Core Values



Hickman County Middle School Philosophy and Goals

The educational team at HCMS recognizes that each student is unique with different backgrounds and needs. We further recognize that the student's concept of education is influenced by the school, the student's family, and the values of the local community. We are aware that the middle school student is in a developmental transition during which he / she will leave childhood and become a young adult.

As members of the educational profession, it is our responsibility to encourage rather than discourage, to include rather than alienate, and through our own example of group support and flexibility in problem solving, to lead as positive role models for our students. We acknowledge that it is our responsibility to encourage in our students an acceptance of responsibility both for themselves and for each other. This shared responsibility will encourage mutual high expectations for achievement, good citizenship, attendance, and a common concern for the overall welfare of the entire student population.

HOUSE SYSTEM











Welcome to Hickman County Middle School, where you are not just a student—you’re part of a House family! Every student and staff member at HCMS belongs to one of four Houses, each with its own name, color, symbol, and identity. At the beginning of each school year, new students are sorted into a House. That House will be your team, your support system, and your school family for your entire time at HCMS.

Our HOUSE System was created to build stronger connections between students and staff, encourage positive behavior, and make school a place where everyone feels like they belong. You’ll earn points for your House by showing leadership, being kind, working hard, following school expectations, participating in school activities, helping others, and showing pride in all you do. Each week, points are tracked and shared so everyone can see how their House is doing in the race for the ultimate prize—the House Cup!

At the end of the school year, the House with the most points is awarded the House Cup, a huge honor that recognizes a year of excellence, effort, and teamwork. For the past two years, the Water House (Wailele) has claimed the title—can they do it again this year? Or will another House rise to the top? That’s up to you! Every point counts, and every student plays a part in helping their House succeed. So give your best, support your teammates, and wear your House colors with pride. Let the competition begin!

EARTH, WIND, FIRE, and WATER

KNOW YOUR HOUSE					
HOUSE NAME	MEANING/ ORIGIN	HOUSE OF	COLOR	HAND SIGNAL	MOTTO
	“New Land” (Latin)	Stability and Growth	Forest Green		<i>“Rooted in knowledge. Growing in unity.”</i>
	“Mother of Winds” (Greek)	Exploration	White		<i>“Soar to new heights.”</i>
	“Brightness” (Latin)	The Trailblazers	Scarlet Red		<i>“Ignite your potential. Blaze your trail.”</i>
	“Flow” (Hawaiian)	Connection and Wisdom	Aqua Blue		<i>“Ride the waves, seek the depths.”</i>

CAR RIDERS

Students may be dropped off at the cafeteria crosswalk at 7:15 when doors open each morning. Parents may pick up car riders beginning at 2:50 at the cafeteria crosswalk.. The car rider lane in the morning is the **left** outside (singular) lane.

Car Riders:

Morning drop off is in front of the cafeteria. We have one lane of traffic so as not to hinder buses. Once you stop at the crosswalk, students will walk to the SRO and wait to be given permission to walk to the doors of the cafeteria. We ask that 2-3 cars release their students (closest to the crosswalk) in the morning so as not to back up traffic on the highway.

Afternoon pickup: Car riders will be picked up from our cafeteria. We use 3 traffic lanes: the bus lane (closest to the sidewalk), and the two lanes to the left of the bus lane. You may begin lining up at 2:30 pm. Once the buses arrive (typically around 3:05 pm), we move to one lane of traffic (far left lane).

If you plan to pick up your child instead of letting him/her ride the bus on a certain day, you must send a note or call the school before 2:00 p.m.; otherwise, your child will be sent home on the bus. If someone else will be picking up your child during school hours, a note must be sent and/or that person's name must be listed on your child's pick-up sheet that is filed in the office.

BUS RIDERS

Bus riders will ride their assigned bus unless the school is notified in writing of a change of plans or a parent calls the school. Students will be issued a bus note once the school has been properly notified.

VISITORS

Any parent, family member, or visitor entering the school must report to the office. Proper identification is required and a visitor's pass is necessary to enter the building. Please call in advance to make an appointment if you need to request a meeting with your child's teacher(s).

HCMS GRADING POLICY

The basic grading system for subject-area grades is expressed by a 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.....	UNDER 60

Grades given at the end of each nine-week period will be determined from daily work, oral and written assignments, and assessments.

TN Ready/TCAP scores for Math, ELA, Science, and Social Studies will be included in the students' final grades as 10% of the last nine weeks for grades 6-8.

[Board Policy for Grades](#)

REPORT CARDS

Report cards are issued every nine weeks. They are to be signed by a parent or guardian and returned to the homeroom teacher by the date assigned by the homeroom teacher. The district calendar has dates for report card distribution.

2025-2026 Hickman County School System Calendar

[Follow this Link to the Calendar](#)

A- Club or Honor Roll:

Academic Requirements for A Club = 90 or above in all subjects (including enrichment classes) for a nine-week grading period.

Academic Requirements for Honor Roll = 80 or above in all subjects (including enrichment classes) for a nine-week grading period.

A-Club/Honor Roll Trips

After every nine-week grading period, students who met the requirements for A-Club or Honor Roll, as well as the **requirements for attendance** (see below) are eligible to attend a reward trip off campus. Letters to parents of eligible students will be sent home at the end of the marking period for approval. Students that are in ISS during the reward trip will be ineligible to attend. If they have already paid for the trip, they will be issued a refund.

Attendance Requirements for A-Club/Honor Roll Trips: Students must be present at school for at least 80% of the nine-week period. In other words, if a student misses 9 or more days in a 45 day marking period, then he or she is not eligible to attend the trip.

Academic, A-Team, & Other Awards

(to be awarded during our Awards Day Ceremony at the end of the school year)

Academic Award = 90 or above average in one subject each nine-weeks.

A-Team Award = 90 or above average in every subject each nine weeks.

Citizenship Award = Students will receive a Citizenship award if they go the entire school year without receiving a minor/major.

CTE Award =

House Spirit Award = Awarded to one student from each house per grade level (4 total per grade) who best represents the core values of their house.

Criteria:

- Consistently displays **positive attitude** and **respect** for peers and staff
- Demonstrates **leadership** and **team spirit** within their house
- Shows **personal growth** and **strong character** throughout the year
- Actively contributes to a **positive school culture**

8th Grade Trip

A reward trip at the end of the school year will be offered to 8th graders who meet the following guidelines:

1. A student who receives 2 Major Infractions will not be eligible to attend.
2. A student who accumulates 8 minors for the school year will not be eligible to attend.
3. A student who is assigned to the Alternative School or is suspended will not be eligible to attend.
4. A student who has 2 or more Bus Suspensions will not be eligible to attend.
5. The cost of the trip may be paid by the student or the student can choose to participate in a fundraiser sponsored by the school.
6. If a student pays for the trip and then loses his/her privilege to attend, the student will be refunded their money if the money has not been sent in to reserve buses and tickets. If the money has been sent for the buses and tickets, then the student will forfeit his/ her money.
7. If a student misses 17 or more days of school for the school year, they will not be eligible to attend the trip (this will be reviewed on a case-by-case basis).
8. Students must be in good academic standing in order to attend the trip.
9. If a student is failing an academic class for the year, they will not be eligible to attend. This will be reviewed at the end of the 3rd quarter.
10. Students who enter our school during the school year must abide by the same guidelines as current students.
11. Dress code will apply on the day of trip or they will be sent home

LIBRARY/STEM Class

Students are expected to show respect and courtesy in the library at all times. Students should return books on time. Lost or damaged books must be replaced.

Cafeteria

Breakfast and Lunch are FREE to all students.

Please encourage your child to eat.

The following rules are to be followed in the cafeteria at all times:

1. Be courteous and do not make a lot of unnecessary noise.
2. Keep your hands away from other students' food. Do not touch anyone else's tray and do not take food from someone else's tray.
3. Deposit all waste in wastebaskets as you return your tray to the dishwashing area.
4. No food or drink is to be taken from the cafeteria.
5. Enter and leave in a quiet and orderly fashion.
6. No Cell Phones
6. Do not run in the cafeteria or the hallways.
7. Money may be deposited into the cafeteria account for extra food or treats (such as ice cream).
There's an app for that! ([LINQ Connect](#)).

PHYSICAL EDUCATION

P.E. is required of all students in grades 6-8. To be excused, it is necessary to have a doctor's statement. If no doctor's statement is available, parents must call the principal to excuse the student from P.E. **Gym shoes with non-marking soles are required for P.E.**

EXTRACURRICULAR ELIGIBILITY

All participants will be expected to follow the rules of conduct set by the school for all students. Since they will be representing the school at public places, students will be expected to conduct themselves in a respectful manner.

All participants must maintain passing grades. If a student fails one class for a quarter, they will be ineligible to participate in the sport until a passing grade is reached. Coaches at HCMS can enforce stricter rules for their programs.

If appropriate daily behavior is not displayed in every class, the student will be suspended for one activity.

No one fifteen or older as of August 1 will be allowed to participate in sports. Special consideration will be given to special education students.

If a student is assigned to in-school suspension, he/she will not be allowed to participate in extracurricular activities during the time they are assigned to in-school suspension.

[School Board Policy for interscholastic athletics](#)

CARE OF SCHOOL PROPERTY

Students are expected to help maintain the school environment, preserve school property, and exercise care while using school facilities. Students who damage and destroy school property shall be responsible for the cost of repairs or the replacement of such materials or equipment.

TEXTBOOKS

Students will be given a textbook at the beginning of the year that they will be responsible for throughout the school year. If this textbook is lost, then it will be the responsibility of the parent/guardian to purchase another one. A textbook agreement form will be sent home at the beginning of the school year for a signature. This form will contain the prices of each book. Students will be responsible for classroom novels if they are damaged or misplaced.

Chromebooks

Each student will be assigned a Chromebook each day to use during class. It is the responsibility of each student to care for and maintain this property. Chromebooks should not be placed in lockers, on the floor, taken into the restrooms or taken home. Procedures for checking out and returning the Chromebook each day will be discussed the first few weeks of school. If a student experiences an issue with the device, then it should be reported immediately to their current supervising teacher. We strongly encourage you to bring a mouse for the device if your child prefers to use one.

A Chromebook Agreement Form will be sent home at the beginning of the school year for a parent/guardian signature.

Fees for broken or damaged devices, fees will be applied as follows:

Charger/Stickers on Casing/Late Return Fee	\$20.00
Screen Broken/Cracked or Scratched	\$85.00

Keys Missing	\$20.00 (each)
Inside/Outside Case Damage (Extreme Scratches)	\$100.00
Chromebook (Damaged, Non-Functioning, Missing)	\$240.00

BACKPACKS, LOCKS, LOCKERS, AND LOCKER INSPECTION

Backpacks are to be emptied during the first locker bell and left in the lockers or a designated area in the homeroom at all times.

A student is expected to use only the locker assigned to him/her. **DO NOT SHARE LOCKERS.**

It is the sole responsibility of the student assigned a locker to secure and be responsible for personal possessions and school property on loan to him/her.

The principal or other school official has the right to search a locker, independently or in the presence of the student, to assure that items contained are related to the school program.

Locks and stickers are not allowed on lockers.

Water Bottles

We no longer have traditional water fountains; however, we do have water filling stations for students to fill their water bottles. If a student does not have a water bottle at school, they do not have access to drinking water. It is **IMPERATIVE** that all students keep a water bottle at school. Water bottles with straws (such as a Stanley Cup) are not allowed. Water bottles must have a screw top lid to prevent leakage if tipped over. If a water bottle has a screw top lid that contains a straw inside, that is permissible as long as it is kept closed when not in use.

Student Rules at HCMS

- HCMS will enforce the HCBOE discipline policy (6.313). You may view it through this [LINK](#).

Guidelines Specific to HCMS

- All students will enter the school building through the cafeteria in the morning, get their FREE breakfast (if they choose) and eat their breakfast before going directly to their homeroom. Students who do not eat breakfast will go directly to their homeroom.
- Students will not be allowed to linger in the cafeteria at breakfast.
- Students are allowed to visit their lockers and use the restrooms during the break at 7:55 am.
- Hats and sunglasses are not to be worn in the building. This includes toboggans, visors and the hoods of hoodies.
- Pushing, running, and horseplay are unacceptable.
- Students should enter class prepared and ready to work (Have all supplies including pencils, paper, and books.)
- Restroom breaks are given in-between classes.
- Energy drinks (such as Monster, Alani, and Red Bull) are not allowed at HCMS. [Children and Energy Drinks Link from Johns Hopkins](#).

- All arrangements for after-school activities should be made before the student comes to school. Parents should write a note for any changes in the child's dismissal and turn it into the homeroom teacher. The homeroom teacher will send it to the office with morning attendance. Students are not permitted to use the school phone to make social arrangements with their friends.
- Students that need to use the school phone must first get an Office Pass from a teacher before going to the office.
- Students that need to see the School Nurse must first get a Nurse Pass from a teacher before going to see the nurse.
- All adult staff members are responsible for supervision of all students at HCMS and are responsible for seeing that all students comply with school rules and Hickman County Board of Education policies. All students should respect this and follow the instructions and directions from every adult.
- Students should not be wearing headphones or earpods/earbuds between classes and are only allowed to use them during instructional class time with teacher approval .

Zero Tolerance & Other Useful Information

- Possession of a weapon (knife, firearm, etc..) on school grounds is a felony and considered a zero tolerance offense. See Board Policy 6.309 ([Here is the link.](#))
- Possession of alcohol, drugs, and tobacco products (including vapes) is a violation of state law. Violation of any of these laws will be reported to the police. See Board Policy 6.307 ([Here is the link.](#)) [Additional board policy link.](#)
- Students taking medication prescribed by a doctor are not in violation; however, they must follow the school medical administration policy or the medication will not be administered.
- Hickman County Board of Education has a Student Alcohol and Drug Testing policy. You can find a copy (6.3071) ([Here is the link.](#))
- Hickman County School Board Policy 6.313 contains more information on student conduct and policies regarding code of behavior and discipline. [Here is the link](#)
- Safe Harbor Provision:
- 1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the student could lawfully possess off school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing in the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to discipline under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian.
- 2. If a student discovers an illegal item such as drugs, a weapon or other contraband (e.g. tobacco, alcohol) on school property, including on a school bus, the student may approach a school official and report the discovery. A student shall not be in violation of the rules solely by making such a report. School officials shall use discretion in determining whether the circumstances surrounding the report warrant further investigation of the reporting student.

Conduct Violations

- HCMS has established a minor and major policy. When students' actions warrant a minor or major, one will be issued, and HCMS will contact the child's parent/guardian for support. In addition, WIN time (in-school reward time) will be taken for one reward cycle if a student is issued a minor or major, assigned to detention, ISS, or is assigned to Alternative School. The school's administration reserves the right to handle discipline on an individual basis.

See Board Policy for Discipline Matrix: [Here is the link.](#)

Student Discipline when receiving a Minor or Major

Minors:

Will accumulate throughout the school year, but will be reset for WIN Time purposes only.

Minor # 1 - Parent contacted either through phone, email, or written note.

Minor # 2 - After School Detention or ½ Day of ISS & Parent contacted

Minor # 3 - 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 4 = Major & Parent contacted

Minor # 5 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 6 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 7 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 8 = Major & Parent Meeting

Minor # 9 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 10 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 11 = 2 After School Detentions or 1 Day of ISS & Parent contacted

Minor # 12 = Major & Parent Meeting

Majors:

Will accumulate throughout the school year. Will not reset at any point.

1 = 3 days of ISS & Parent contacted

2 = 5 days of ISS & Parent contacted

3+ = Discipline meeting with liaison and appropriate punishment

(Extended ISS, Alternative School, or Out of School Suspension) & Parent contacted

****Certain infractions will automatically result in Alternative School or Out of School Suspension.**

Detention

Students may be assigned lunch detention or after school detention by school personnel. Lunch detention is a discipline option for teachers to utilize prior to writing a minor. Students will receive after school detention when a second minor is earned. A student will receive two after school detentions for the third minor earned and each subsequent minor earned afterward. Parents will receive a detention slip attached to the minor, which must be signed by the student and parent. Parents must identify the person picking up the student after detention is served. Rules of detention must be followed or additional days or ISS may be assigned.

IN SCHOOL SUSPENSION

Any student in ISS (in-school suspension) will **not** be allowed to participate in extracurricular activities and will not be permitted on campus for any after school activity while they are assigned to ISS. In-school suspension will be assigned to students who receive a major infraction and any student accumulating 4 minor infractions. Students receiving 3 or more major infractions will be considered for Alternative School placement, extended ISS, or Out of School Suspension.

Cell Phones

- Cell phones/wireless communication devices are not to be used during the school day (7:30 am until 2:50 pm). HCMS understands that many students carry a cell phone to school; however, if a student is found using their phone (either texting, calling, playing a game, taking photographs, listening to music, using the World Wide Web, checking the time, etc...), the following consequences shall occur:

First Offense: Phone or electronic device will be confiscated and released to a student at the end of the school day. Warning is issued.

Second Offense & All Others: Phone or electronic device will be confiscated and released to the student at the end of the day. A minor will be issued.

- Effective July 1, 2025: PC 103 requires local boards of education and public charter school governing bodies to adopt a policy to prohibit students from using wireless communication devices during instructional time.
- Students that bring wireless communication devices (including cell phones) are at risk of having them lost, stolen or damaged. **The school will not be responsible for lost, stolen, or damaged devices.**
- If a student is feeling unwell and uses their phone to ask a parent or guardian to come and pick them up, they will miss the next WIN time if the parent signs them out of school. The student should see the school nurse if they are feeling unwell, and the school nurse will contact a parent if the child needs to leave the school.
- [Board Policy on Cell Phones](#)

DRESS CODE

All clothing must be school appropriate, even clothing worn in layers.

Students that wear leggings must abide by the shirt, shorts, dress, or skirt dress-code length. Shirts should be an appropriate length past the waistline.

Sleeveless tops that cover the shoulder are permitted, but tank tops are not.

Skirts and/or shorts must be the appropriate length using the fingertip/extended arm guideline. The trunk of the body should be entirely covered at all times from the shoulders to the point on the legs just below the fingertips when arms are extended at the sides.

Covering the trunk of the body includes making sure that underclothing is not exposed by slits or holes and no part of the body between shoulders and pants/skirt is exposed.

Any clothing that is disruptive or distracting to classroom routine is inappropriate for school wear. Included as disruptive are the following:

- excessively tight clothing

- hoods worn on top of the head
- clothing bearing obscene words or pictures
- Wearing pajamas/house shoes (except on days designated by school administration)
- clothing depicting prejudice, unlawful acts, tobacco, drugs or alcohol
- Clothing denoting students' membership in or affiliation with any gang associated with criminal activities
- see-through clothing
- undergarments worn as outer garments (boxer shorts, long johns)
- sagging pants
- tank tops
- any jewelry which could be considered dangerous or disruptive will not be permitted.
- For more information on the dress code, please refer to school board policy 6.310 ([Here is the link.](#))

Any questionable attire would be at the discretion of the principal.

Any student violating the dress code is subject to disciplinary action as outlined in board policy.

Dress Code Infractions:

Students out of dress code will be sent to the office. Either Principal or the Assistant Principal will call home or assign clothes to correct the infraction. Once the infraction has been corrected, students will return to class.

1st occurrence: Student's parent is contacted and notice of infraction is sent home.

2nd occurrence: Student receives a minor & Parent contacted

HCMS Positive Behavior System

Our teachers and administrators strive to provide disciplinary practices to positively impact all students across all settings. We strive to deliver regular, proactive support and work to prevent unwanted behaviors. One way we do this is by offering reward time every 3- 4 1/2 weeks (WIN time). WIN is an acronym for "What IS Needed." When students do "what is needed," this means they are well-behaved, following the rules and expectations set forth in every classroom, passing their classes, and taking care of any unexcused absences with a doctor or parent note.

The core principles guiding our PBIS include the understanding that we can and should:

- Effectively teach appropriate behavior to all children
- Intervene early before unwanted behaviors escalate
- Use research-based, scientifically validated interventions whenever possible
- Monitor student progress
- Use data to make decisions

Bullying/Harassment

Bullying and harassment of any type will NOT be tolerated. Students who engage in bullying or harassing behaviors on school premises or at a school-sponsored activity off school premises will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome. The school's normal disciplinary procedures will be followed in determining the appropriate consequence for the harassment. In the event the administration

recommends suspension or expulsion as a result of the conduct, due process will be afforded to the student in accordance with the district's established procedures.

Board Policy:

[Link to policy](#) & [Link to policy](#)

STOPit **Bullying Mobile App**

STOPit is a free mobile app that allows students to anonymously report bullying and cyberbullying. The app helps us to provide a safer, more secure environment in which both victims and bystanders may immediately alert the appropriate parties. Download STOPit Today!



STOPit Access Code for Hickman County Middle School
DAWGS

CHECK-OUT POLICY

Only parents or legal guardians may authorize a student to leave school during the school day. Any parent who wishes to personally check a student out during the school day must come to the school office to do so. Any person picking up a child must show a valid driver's license before a student will be released. Teachers are not to release a student from a classroom until notified by the office to do so. The student will be required to sign out in the office. If there is a question of legal custody, school officials reserve the right to require proof of custody before releasing a student.

Check-outs by phone will be allowed only in cases of emergency. A school official must speak personally with the parent or guardian before the student will be released. Notes from a parent or guardian will be required to check out for any reason. The note should contain the following information:

- Date
- Student's first and last name
- Phone number where parents can be reached during the day
- Reason for check-out
- Time of check-out
- Parent's signature

School officials will check the validity of any questionable note. Any such note that cannot be verified will not be accepted, and permission to check out will be denied. Any student checking out for any reason must sign out through the office. Students returning to school the same day must sign back in through the office.

ATTENDANCE POLICIES

Hickman County Middle School follows the Hickman County Board of Education attendance policy. *Please read over this policy (6.200) ([Here is the link.](#))*

Attendance is a key factor in student achievement and academic success, therefore, students, 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 2:47 p.m.**

Hickman County Schools Tiered Truancy Guidelines

On or before the beginning of each school year, the school shall give written notification to the parent, legal guardian, or person having control of a student subject to compulsory attendance that it is a parent or guardian's duty to monitor the student's school attendance and require the student to attend school. The written notice shall also include language that informs a parent or guardian that if the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court.!

TARDIES AND EARLY DISMISSALS

School hours are 8:00 a.m.- 2:50 p.m. All students are expected to arrive at school before 8:00 a.m. Any student arriving after this time must sign in through the office.

Chronic tardiness and early dismissals are considered 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.

Board Policy requires that students be in attendance for the entire school day unless excused by the principal. When students are late to school or are picked up before the regular dismissal time, the principal will determine if it is "excused" or "unexcused." Unexcused events may be handled in the following manner:

During any grading period:

- 1-3: No penalty
- 4: Warning letter or call to parent
- 5: Lunch Detention
- 6: ISS - 1 Day
- 7: ISS - 2 days and parent conference
- 8+ISS- 3 days

On report cards, tardies will count for every class missed. For example, if a student leaves early one time during the nine-week reporting period and misses 4 of his/her classes in one day, then 4 tardies will be reported on the report card (excused or unexcused).

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 within three (3) school days will be considered unexcused.

Students are allowed to be absent for 8 days of the SCHOOL YEAR and use a parent note to excuse those absences. All other absences must be excused by some other method (ex: doctor's excuse, obituary notice, etc...)

ABSENCES

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

1. Personal illness;
2. Serious illness or death of an immediate family member;
3. Doctor or dental appointment;
4. Family emergency;
5. Extreme weather conditions;
6. Religious observances;(2)
7. Driver's license examination (documentation accepted, one [1] time only);
8. Unusual situation approved by the principal; or
9. Military deployment or return of parents or custodian

PERFECT ATTENDANCE

1. If a student is at school for 3 hours & 16 minutes (half day), he/she will be counted as having attended that day.
2. Unexcused tardies and unexcused early dismissals.... when accumulated ...will add up to one or more days absent and may result in that student losing his/her Perfect Attendance status.
3. A student who has been home-schooled or transferred from another system which would have started after our school year starts will not be eligible for Perfect Attendance (if he/she did not start school in his/her old system and enrolled with us after Oct. 1.)
4. Students who transfer into our system from another system will be counted as having Perfect Attendance if documentation is provided from the previous school system that he/she had Perfect Attendance at his/her previous school.

HOMEWORK REQUEST

If your child is absent, you may call the school to request your child's homework or students can find their assignments on Google Classroom. Calling to request assignments before 11:00 a.m.helps us to gather and have assignments for you in a timely manner.

MAKE-UP WORK

A grade of zero will be recorded for any work missed until the 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. It is the student's responsibility to make arrangements for makeup work, and if not completed in the allotted time, a grade of zero (0) will stand.

For school-sponsored activities, the student will be required to make up all work missed and will receive full credit for the assignment or upon completion of a test. The student will not be counted absent for a school sponsored event (school planned, school-directed, and teacher supervised).

CONFIDENTIALITY

Student attendance records are confidential. Only authorized school officials with legitimate educational purposes may access student information without the consent of the student or parent/guardian.

CHANGE OF STUDENT INFORMATION

Please report any change of address, phone numbers, or email address to the school office immediately upon the change.

TRANSFER POLICY

A withdrawal form should be filled out by a student intending to transfer. All books need to be returned to school and all bills paid before records will be forwarded to the new school.

FAMILY LIFE PLANNING CURRICULUM

Tennessee requires schools residing in school districts with pregnancy rates above 19.5 per 1,000 females ages 15-17 to implement family life education. Because Hickman County exceeds this threshold, an age-appropriate family life planning course that emphasizes abstinence until marriage and includes instructions for the prevention of HIV/AIDS and sexually transmitted diseases will be implemented. Parents and legal guardians have a right to examine the grade level instructional materials and confer with school leaders regarding any or all portions of family life. A parent or guardian who wishes to excuse a student from any, or all, portions of family life shall submit a request, in writing, to the student's principal. A student who is excused from any or all portions of family life shall not be penalized for grading purposes if the student satisfactorily performs alternative health lessons.

T.C.A. 49-6-1302

EMERGENCY DRILLS

Emergency drills are held at irregular intervals throughout the school year. Students and teachers will practice drills for fire, tornado, earthquake, and safety lock down. Classrooms have directions posted for procedures to follow. Students will follow the teacher's directions.

TRANSPORTATION OF MEDICATION POLICY

No medication may be transported on school buses or kept on a student's person unless directed by a physician. If medication must be taken at school, a parent or guardian must bring it to the office.

Hickman County Middle School Extracurricular Activities

Sports

Football	Occurs in Fall
Boy's Golf	Occurs in Fall
Girl's Golf	Occurs in Fall
Cross Country	Occurs in Fall
Volleyball	Occurs in Fall
Cheerleading	Occurs in Fall & Winter
Girl's Basketball	Occurs in Winter
Boy's Basketball	Occurs in Winter
Girl's Soccer	Occurs in Fall
Boy's Soccer	Occurs in Spring
Baseball	Occurs in Spring
Softball	Occurs in Spring

Student Activities

Band	Taken as a class throughout the year
Student Council	Elections in fall; activities throughout the year
*Beta Club	Activities throughout the year; induction in the spring *Specific academic requirements must be met
Tennis Training	Camp offered in the Spring
Drama Club	Occurs after school with a performance in the spring
Art Club	Occurs after school with a gallery exhibition in the spring
FCA	Occurs year round with activities throughout the year

Tryouts for athletic teams are held before the season begins. For more information about our athletic program, please contact our Athletic Director, Tony Roder.

Community Activities

Centerville Jr. Pro Football	Occurs in Fall
Centerville Jr. Pro Basketball	Occurs in Winter
Centerville Baseball	Occurs in Spring and Summer
Centerville Softball	Occurs in Spring and Summer
4H	Year Round

Check Out Our Website

Find us at <https://hcms.hickmank12.org>

You can find email addresses of our staff members as well as sports' schedules and pacing guides for our academic classes!

Additional Board Policies:

[Promotion and retention](#)

[Student Equal Access](#)

[Media Access to students](#)

[Student Transportation Management](#)

[Scheduling and routing](#)

The version of this handbook found on our website also includes information on the following topics:

- State and Local Assessment Calendar
- Board Policies on Attendance
- Medication Guidelines
- Title IX & Sexual Harassment
- Student Discrimination/Harassment & Bullying/Intimidation and Cyberbullying
- Use of Personal Communication Devices
- Tobacco-Free Schools
- Grading System
- Promotion/Retention
- Notice of Nondiscrimination
- and Meningococcal Vaccines

You may request a hard copy of our handbook by calling our office at 931-729-4234.