

HUNTINGDON PRIMARY SCHOOL

"Laying the Mustang and Filly Foundation"

STUDENT HANDBOOK

2023-2024



**191 Cox Street East
Huntingdon, TN 38344**

Telephone 731.986.3091

Fax 731.986.0525

hps.huntingdonschools.net

This handbook contains important rules, regulations, policies, and procedures that will ensure student/staff safety. This information also creates and protects a positive, consistent learning environment for our students.

FOREWORD

Huntingdon Primary students, parents, grandparents, and others; we are truly excited to have you as part of our school community. Please know that school success is a group effort. It truly “takes a village to raise up a child”, and we are all dependent on each other. We look forward to working together with you to establish a positive relationship with you and your child. Together we can truly achieve more!

The following policies and procedures have been designed to promote the best learning atmosphere for your child in order for him or her to receive the best education possible. We ask that you and your child respect and follow the guidelines set forth in this handbook. Together, with your support, we can lay a firm foundation for your child’s education here at Huntingdon Special School District. I want your child to love school and enjoy learning as they grow, and Huntingdon Primary School is truly a special place!

Mr. David Wilkins
HPS Principal

HIGHLY-QUALIFIED STAFF

We are truly blessed to have a wonderful staff here at HPS. All teachers and paraprofessionals at Huntingdon Primary School are Highly Qualified. Should you desire any information as to the qualifications of your child’s teacher(s) and/or paraprofessional, please contact the school.

NOTICE DISCRIMINATION DISCLAIMER

“No person shall be denied employment, be excluded from participation in, be the benefits of, or subjected to discrimination in any program or activity, on the basis of sex, race, religious belief, national origin, ethnic group, age or disabling condition.”

No otherwise qualified individual with a disability shall solely by reason of her or his disability.

ENGLISH LANGUAGE LEARNERS

If English is not your native language, and you need assistance, please contact the school. It is the mission of the Huntingdon Special School District to assist, in every way possible, students who are English Language Learners.

Para ayuda en cuestiones de idioma, por favor llamar a la escuela. Es la misión del Distrito Escolar de Huntingdon ofrecer asistencia, de cualquier forma posible, a todo estudiante que esté aprendiendo inglés. Por favor háganos saber cómo podemos ayudar.

SCHOOL HOURS (KDG-3rd Grade)

7:10 AM -- Huntingdon Primary School doors opened.

Students should not be left unattended before this time.

7:10 AM - 7:45 AM - Breakfast is served in the cafeteria. All students arriving during this time will report to the cafeteria.

7:45 AM – Students will be dismissed by grade level to their homeroom teachers.

7:55 AM – TARDY BELL* (see attendance policy below)

7:55 AM - 2:45 PM - School Day (7 hours)

2:45 PM – Early Bus Dismissal

2:50 PM - Parent Pick-Up

2:55 PM – Late Bus Dismissal

***The first part of the day is crucial for learners of this age, please be aware and on time for school.**

ATTENDANCE LAW

Ages of Compulsory Attendance - Every parent, guardian, or other legal custodian residing within the state of Tennessee, having control or charge of any child or children between the ages of six (6) and seventeen (17), both years inclusive, shall cause the child or children to attend public or nonpublic school, in the event of failure to do so, shall be subject to the penalties provided by law (TCA 49-6-3001).

ATTENDANCE

*Parents/Guardians are responsible for having the child at school daily, and on time.

Absences will be recorded as either excused absences or unexcused absences.

Excused Absences will be allowed for the following reasons:

1. Personal illness
2. Death in the immediate family
3. Doctor's appointment
4. Any other excused absences must have the administrative approval.

A handwritten statement is required within 3 school days of ANY excused absence or tardy from the parent/guardian. If a note is NOT received within 3 days, it will result in the absence being marked unexcused. All parent notes must be handwritten. A text message, or Remind message does not excuse the absence.

- ❖ Students in grades K-12 that have accumulated **ten (10) total absences** must submit a doctor's note for all future absences.
- ❖ Students in grades K-12 that have accumulated **three (3) unexcused absences** will be notified by school officials, and parents/guardians must provide a doctor's note for all future absences.
- ❖ Students in grades K-12 that have accumulated **five (5) unexcused absences** must meet the Tier I requirements set forth in the district's progressive truancy intervention plan.

- ❖ Any further absences will result in further intervention and failure to meet requirements set forth in the district's progressive truancy intervention plan will result in truancy charges being filed in local juvenile court.
- ❖ **Beginning with the 2023-2024 school year, three (3) unexcused tardies or early check-outs will equate to one (1) unexcused absence.**

***While it is a parent/guardian(s) decision to take their student out of school, it is the school which determines if an absence is excused or unexcused.**

TARDINESS and EARLY CHECK-OUT

Tardiness. If a student arrives at school after 8:05 AM they will be considered tardy. Students must be in the school building before 8:05 AM to avoid being tardy. Being in the drop-off line is not considered "at school".

When a student is tardy, a parent/guardian must accompany the student to the front office to provide a written statement.

Excessive tardiness is considered by law as "educational neglect" and will be reported to The Department of Children's Services.

Leave Early (Excused). If a student checks out before 11:30, it is considered a full day absent from school. Students will not be permitted to be checked out through the front office after 2:30. Any check-out prior to 2:30 is considered an "early check-out".

TRANSPORTATION

STUDENTS MUST BE TRANSPORTED IN THE SAME MANNER EACH DAY unless an emergency arises that requires them to travel using a different means. This prevents confusion and keeps our students safe.

Bus Transportation. The bus system is run by the Carroll County Board of Education and is offered ONLY to students who reside within the school district. It is considered a privilege, and students are expected to abide by the rules of conduct.

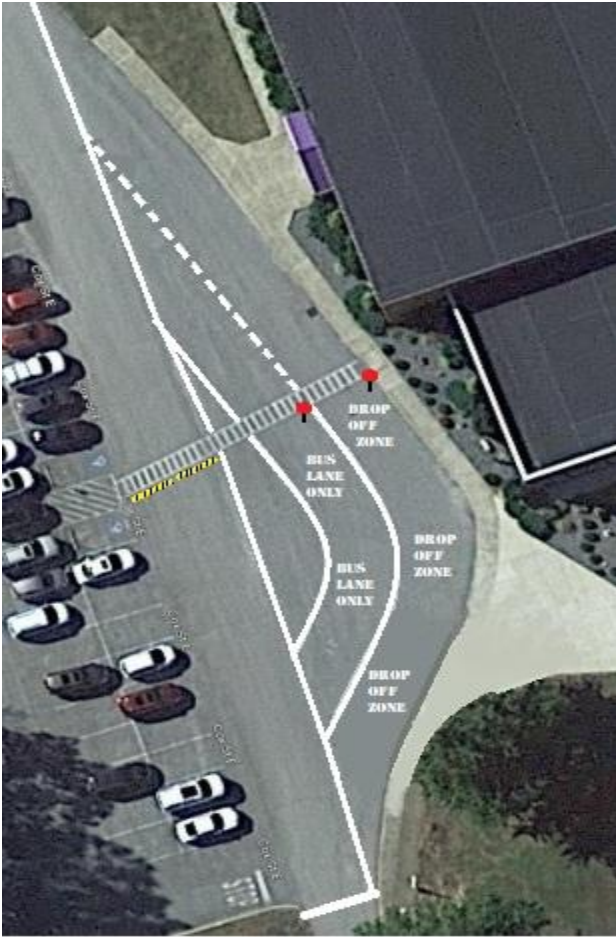
To ride a bus:

1. Call the county bus shop at 986-3093 and provide your 911 address
2. Dispatch will inform you of the bus number for that area
3. Call the bus driver to inform them that your child will begin riding the bus

***Any bus concerns can be directed to Carroll County Transportation Office at 986-3093.**

Parent/Guardian Transport. Parents or guardians dropping their student off will be expected to follow the drop-off and pick-up procedures.

1. **MORNING DROP-OFF** (located on Cox St. next to front office) We use two lanes of traffic for student drop-off. HPS School Resource Officer, Officer Jackie Allen directs traffic during this time along with Coach Parish.



- ALL STUDENTS exiting vehicles need to do so on the RIGHT side of the vehicle, and approach the school safely on the pavement.
- Parents DO NOT need to exit the vehicle, this allows for a steady flow of traffic.
- Buses will use the left (outside) lane from the school for student drop-off and will be directed to use the crosswalk.
- Teachers and staff arriving in the morning, parking in the front will also be asked to use the crosswalk. (See diagram below)

2. **PARENT PICK-UP** (located on Rollins Ave.)



PARENTS YOU WILL NOT BE ALLOWED TO PARK ON ROLLINS BEFORE 2:30PM. THIS HAS BEEN AN ISSUE IN THE PAST. IF YOU ARE PARKED ON ROLLINS BEFORE 2:30PM, YOU WILL BE ASKED TO PULL AROUND OR YOU COULD RECEIVE A CITATION.

- K-3 will exit from doors facing Rollins Ave.
- School staff will escort students to vehicles. Drivers please STAY IN your vehicles.
- Older siblings will be located with younger siblings at younger siblings pick-up area.
- KDG will be dismissed first at 2:50 PM.



TRANSPORTATION CHANGE

State statute requires that students who are getting off the bus at an unaccustomed stop should have a parent / guardian fill out the Change in Destination Slip (handwritten note) and give it to a school official (teacher or school secretary).

Please include the student's name, the 911 address of the destination, date(s) of change, and parent/guardian signature.

If an emergency arises that requires a student to travel in a different way or to a different destination than normal, a SIGNED PARENT NOTE is required.

Any change of destinations need to be communicated to the front office before 12:00 p.m.

BUS RULES

Students have the privilege of bus transportation in Carroll County. In order to maintain that privilege, students are expected to abide by the rules of conduct. These rules apply while students are on the bus or on school property while waiting to board or transfer buses or while students are exiting the bus. More than one infraction may occur during one bus route. A student who is suspended from one bus is suspended from all county buses for transportation to and from school. The rules listed here are an outline of minimum consequences. Offenses will be documented and, if possible, parents will be notified. Students may not continue bus transportation upon the fifth violation of any sort.

A. HORSEPLAY, NOT BEING SEATED, PROFANITY, OR POSSESSION OF FOOD OR DRINK

Primary School Students

1 st OFFENSE	WARNING FROM THE DRIVER OR PRINCIPAL.
2 nd OFFENSE	1 (ONE) DAY SUSPENSION FROM BUS TRANSPORTATION
3 rd OFFENSE	3 (THREE) DAYS SUSPENSION FROM BUS TRANSPORTATION
4 th OFFENSE	5 (FIVE) DAYS SUSPENSION FROM BUS TRANSPORTATION
5 th OFFENSE	10 (TEN) DAYS SUSPENSION FROM BUS TRANSPORTATION
6 th OFFENSE	SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF SCHOOL

YEAR.

B. POSSESSION OF TOBACCO PRODUCTS, SMOKING, POSSESSION OF MATCHES OR LIGHTERS, SEXUAL INCIDENTS, OR OTHER OFFENSE DEEMED AN ENDANGERMENT (BY THE PRINCIPAL AND THE CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT) DESTRUCTION OF PROPERTY, THROWING OBJECTS, OR FIGHTING (AS DETERMINED BY THE PRINCIPAL AND THE CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT).

Primary School Students

1 st OFFENSE	PAYMENT OF PROPERTY DAMAGES AND (3) DAYS SUSPENSION FROM BUS TRANSPORTATION.
2 nd OFFENSE	PAYMENT OF PROPERTY DAMAGES AND (5) DAYS SUSPENSION FROM BUS TRANSPORTATION
3 rd OFFENSE	PAYMENT OF PROPERTY DAMAGES AND (10) DAYS SUSPENSION

4th OFFENSE

FROM BUS TRANSPORTATION
PAYMENT OF PROPERTY DAMAGES AND SUSPENSION FROM BUS TRANSPORTATION
FOR THE REMAINDER OF THE SCHOOL YEAR.

- C. ANY OFFENSE SUCH AS CARRYING A WEAPON OR OTHER OFFENSE DEEMED A SERIOUS ENDANGERMENT (BY THE PRINCIPAL AND CARROLL COUNTY SCHOOLS TRANSPORTATION DEPARTMENT) WILL RESULT IN SUSPENSION FROM BUS TRANSPORTATION FOR THE REMAINDER OF THE YEAR. ZERO TOLERANCE POLICIES WILL BE IN EFFECT.
- D. LARGE ITEMS (18") BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES. BAND INSTRUMENTS MAY BE GIVEN TO THE DRIVER TO PLACE. AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

*** After a ten-day suspension or third offense, the student and his/her parents must meet with the bus driver, bus department representative, and the principal before the student begins to ride the bus to school again.*

*** Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)986-3093.*

BUS AND SCHOOL CLOSING NOTIFICATION

www.carrollschools.com/notification.htm

Carroll County Bus Shop - 731.986.3093

Carroll County Board of Education - 731. 986.4482

DISTRICT CONTACT

www.huntingdonschools.net

Huntingdon Board of Education

P.O. Box 648

585 High Street

Huntingdon, TN 38344

Phone - 731.986.2222 Fax - 731.986.4365

Subscribe to school and district notifications via email or text message by clicking on the **Notify Me** icon located on the main page of the district or school webpage.

SCHOOL RULES

All children will be explicitly taught the school wide behavioral expectations during the first few weeks of school. These lessons will highlight specific behavioral expectations in each area of the school including: instructional areas, hallways, cafeteria, recess, and bathrooms.

These expectations are based on these main ideas:

1. Children need to know what is expected of them.

In order to help our children know what is expected of them, every classroom and common area will have the same general guidelines. This will provide consistency for the students, which will make it easier for them to understand and learn each rule. It will also provide

support to all the staff in the form of a common language.

2. Children need to be directly taught the proper way to behave.

During the first few weeks of school, each individual expectation will be taught in lessons. Some lessons will be taught in a large group, while others are taught in the classroom.

Teachers will always model what the correct behavior looks like. This will help students develop a clear understanding of the behaviors that are acceptable and what is expected in the classroom and school.

3. The proper behavior needs to be encouraged and acknowledged.

Once a behavior is taught, the student needs to be motivated to use this new behavior in place of the less appropriate behavior. Reinforcement will be provided through positive feedback from all adults with whom the student interacts.

CORPORAL PUNISHMENT

Any principal, assistant principal, or any teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within the public schools in accordance with the following guidelines. (TCA 49-6-4103; TCA 49-6-4104; TCA 49-6-4402; Public Acts of 2018, Chapter No. 900)

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances;
2. The principal will notify the parent(s)/guardian(s) any time corporal punishment is used.

SCHOOL SAFETY

Parents or visitors who come to school during the school day will be asked to check-in in the school office before going to any part of the building. Our instructional time is strictly guarded and parents will not be allowed to visit a child or meet with a teacher during this time. All exterior doors are also locked, and no visitors should be allowed entry except through the front doors. Visitors will enter the outer vestibule, and school staff will determine if the purpose of the visit is appropriate and determine whether the request is permissible.

DRESS CODE

For their safety, all students need to wear **TENNIS SHOES** for running, climbing, & playing. **TENNIS SHOES** are required for the playground and also the gym floor, which students will visit on a daily basis. Please do not send an “extra” pair of shoes for students to change into. Students need to be dressed in appropriate shoes from home. Clothing should be comfortable and appropriate.

Students should not wear clothing that could be a distraction to the learning environment.

Violation of the student dress code will be a judgment made by administration, and parents will be notified to assist in correcting the issue.

CELL PHONE POLICY

Student use of cell phones at HPS is strictly prohibited. At Huntingdon Primary School, students are not allowed to bring cell phones, tablets, handheld electronic games. Smart watches are allowed to be worn, but cannot be accessed for more than telling the time while at school.

Students have access to tablets and Chromebooks during the school day for academic purposes and all telephone calls regarding students will be handled through the school office.

Illness/Medication

Children who are sick should not attend school. Elevated temperature (100 degrees or greater), sore throat, vomiting, diarrhea are symptoms to consider. *Untreated* impetigo, scabies, lice or ringworm are other reasons not to send a child to school. Illness is easily spread by children leading to other students being infected.

HUNTINGDON SPECIAL SCHOOL DISTRICT MEDICATION POLICY

If it is necessary for your child to take any medication during the school day, a parent/guardian must bring the medication to school and complete a Medication Dispensing Form.

Huntingdon Special School District requires that all medications must be delivered to school in person by the parent/guardian of the student or the parent's adult designee.

- ❖ **NEVER SEND MEDICINE OF ANY TYPE TO SCHOOL WITH YOUR CHILD.**
- ❖ **MEDICINE CANNOT BE TRANSPORTED ON THE SCHOOL BUS.**
- ❖ **YOUR CHILD CANNOT BRING MEDICINE TO SCHOOL AND SELF MEDICATE.**

If medication is brought to school by a child, the medication **will not** be dispensed until a parent/guardian/parent's designee comes to school to verify and sign for the medication with school personnel. If verification is not obtained, the medication **will not** be returned to the child. A parent/guardian will be contacted to pick up the medicine.

All prescription medication must be brought to school in the original, pharmacy labeled container. Please no mixing of medication in the same bottle. (You may want to ask your pharmacist to give you an extra bottle with a label on it, one for home and one for school.)

It is required that all non-prescription medication (example: Tylenol) be brought to school in a **sealed** manufacturer's original container and label, and the student's name affixed to the container

No Ziploc bags/baggies, unlabeled bottles or expired medications will be accepted.

All unused medication will only be returned to the parent/guardian/parent's designee. If medication is not picked up within two weeks of the request being made, the medication will be discarded. No medication will be stored over the summer; medications left at the end of the school year will be discarded before the summer break begins.

I have read the above policy and understand that my child can only take and receive medication at school by following the medication policy. A violation of this policy will result in parent contact and disciplinary action for the student.

SUSPECTED DRUG EXPOSED CHILD

1. Any person who suspects Methamphetamine exposure or a drug endangered child will contact the Department of Children's Services Centralized Intake number (1-877-237-0004) and/or Carroll County Sheriff's Office (731-986-8947). This is in accordance with TCA 37-1-403.
2. If there is any suspected methamphetamine contamination of any person or property on school grounds, the Carroll County Sheriff's Office will be notified immediately (731-986-8947).

TEXTBOOK AGREEMENT of PARENT/GUARDIAN

Parents are responsible for textbooks given to students for instructional purposes by the Huntingdon Special School District. The following regulations pertain:

1. Textbooks must not be defaced, marked in with a pen, or pages torn. Textbooks must be kept clean and returned to the teacher when the student leaves school or is promoted to the next grade.
2. Students will be fined if textbooks are defaced.
3. If a student damages a book, he/she must pay for it on the following basis: NEW condition (full price); USED condition (prorated costs according to the age of the book).
4. If a pupil loses a book, he/she will pay for the book according to Board Policy.
5. Students will not receive credit for work unless books are returned and fines settled.

Response to Instruction and Intervention (RTI2)

Response to Instruction and Intervention (RTI2) is a data-driven, multi-tiered approach to the early identification and support of all students, including those who demonstrate learning and behavioral challenges. RTI2 begins with high-quality, culturally responsive differentiated instruction, positive behavior systems, universal screening and data analysis of all children's learning in the general education classroom. When students are not yet proficient despite high-quality core instruction and positive behavior support, a team of educators comes together in a problem solving setting to identify the academic and behavioral needs of those students.

Your signature on the Parent/Student Consent 2023-2024 form indicates that you have read and understand the information above and give consent to the RTI screenings (Benchmark testing given to all students 3 times a year (Fall, Winter, Spring)).

SCHOOL BREAKFAST AND LUNCH

Students are encouraged to eat breakfast and lunch provided by the school.

Costs are as follows:

	<u>Breakfast</u>	<u>Lunch</u>
Student	FREE	\$2.25
Teachers	\$1.50	\$3.50
Visitors	\$1.75	\$4.25

Please contact Ms. Billie Jo Jordan, HPS Food Service Manager, at 731.986.9669 or by email at hpscaf@huntingdonschools.net if you have any questions.

CLASSROOM PARTIES & TREATS

All food for parties and classroom treats must be store bought, packaged food items with a nutritional label on the container or packaging.

1. **Birthday parties** -- No visitors are allowed to attend birthday parties, but are welcome to send store bought goods, which the teacher will distribute at their discretion.
2. **Classroom Parties** -- We will have 3 classroom parties over the course of the school year. (Fall, Winter and Spring). Visitors are limited to 1 adult per child. Teacher will send home information about an upcoming party a week in advance. Adults attending a classroom party will be required to sign in. Younger siblings, not yet of school age, will not be permitted to attend. We are sorry for the inconvenience.

HUNTINGDON SPECIAL SCHOOL DISTRICT

2023-2024 District Calendar

School In-Session Staff Inservice/*Admin Day Stockpile Prof. Development Holiday / Vacation

July 24	Administrative Day
July 25 - 31	Staff Inservice
August 1	First Day of School (½ day)
September 4	Labor Day
September 18	Stockpile Professional Dev. / PTC
TBD	1st Grading Period Ends
October 9-13	Fall Break
November 22-24	Thanksgiving Break
November 27	Stockpile Professional Dev. (staff only)
December 15	Last Day Fall Semester (1/2 day)
December 15	2nd Grading Period Ends
December 18-January 1	Christmas Break
January 2	Administrative Day
January 3	First Day Spring Semester
January 15	Martin Luther King Jr. Day
February 19	President's Day
TBD	3rd Grading Period Ends
March 4	Stockpile Professional Dev. (staff only)
March 25-29	Spring Break / Good Friday
April 1	Stockpile Professional Dev. (staff only)
May 16	Last Day of School (1/2 day)
May 16	4th Grading Period Ends
May 17, 20, 21	Discretionary Administrative

OTHER INFORMATION

Grading Period 1	TBD
Grading Period 2	TBD
Grading Period 3	TBD
Grading Period 4	TBD
Make-Up Days	TBD
Parent-Teacher	September 18
*District Testing Schedule at www.huntingdonschools.net .	

Fall Semester

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	*24	25	26	27	28	29
30	31					

October 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Spring Semester

January 2024						
S	M	T	W	T	F	S
	1	*2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

August 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

February 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

May 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	*17	18
19	*20	*21	22	23	24	25
26	27	28	29	30	31	

September 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

March 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						