**2025-2026**

**HCHS**

**STUDENT/PARENT HANDBOOK**

**1645 Bulldog Blvd.**

**Centerville, TN 37033**

**(931) 729-2616**

**Robyn Emerson - Principal**

**Shannon Britt - Assistant Principal**

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As we embark on a new school year, we are filled with pride and excitement for the opportunities ahead. Hickman County High School is built on a strong foundation of tradition, excellence, and community support. Together, we continue to build upon that legacy, each day striving to make HCHS a place where students grow, achieve, and thrive.

At HCHS, we believe that academic excellence is a shared responsibility. As a school community, we hold ourselves, our staff, and our students to high standards to ensure every student has the opportunity to succeed. By working together and supporting one another, we create an environment where learning is rigorous, meaningful, and accessible for all.

We are proud to offer a wide range of academic programs, career and technical pathways, and extracurricular activities that reflect our commitment to preparing students for success beyond high school. Whether through classroom learning, athletics, the arts, or leadership opportunities, we are dedicated to helping students reach their full potential.

This handbook is an important tool that outlines the expectations, policies, and resources that guide our school. We encourage all students and families to read through it carefully and use it throughout the year. Understanding our shared responsibilities helps ensure a safe, respectful, and productive learning environment for everyone.

We are grateful to be part of a school community that values hard work, pride, and unity. Our collective efforts—students, families, teachers, and staff—make HCHS an extraordinary place to learn and grow. With continued support and collaboration, there is no limit to what we can achieve together.

Thank you for your partnership and commitment to making this school year one of our best yet. Let’s work as one Bulldog family to create a year full of growth, excellence, and Bulldog pride!

Sincerely,

Shannon Britt, M.S.

Assistant Principal

Robyn Emerson, Ed.S.

Proud Principal of HCHS

**Scope of Authority**

This handbook guides the students, parents, faculty, and stakeholders of Hickman County High School. It is not intended to be an all-inclusive fact book for your experience at HCHS. Many programs will have additional requirements. This handbook is based upon the guidance provided by the Hickman County Board of Education Policy Manual, which is available online at www.hickmank12.org. If this handbook varies from Board Policy in any way, Board Policy takes precedence.

**Mission Statement**

The Mission of Hickman County High School is to provide a challenging learning environment that prepares each student for excellence in the academic, athletic, artistic, personal, and civic areas while cultivating integrity, responsibility, and a passion for continued learning.

**Hickman County School System**

**115 Murphree Avenue**

**Centerville, TN 37033**

**Central Office: 931-729-3391**

**FAX: 931-729-3834**

**Hickman County Board of Education**

**Mr. John Mullins - Director of Schools**

**Board Members:**

Doug Lane - Chairman

Tim Hobbs - Vice Chairman, TN Legislative Rep

Jane Herron - Chairman Pro Tem

Sherri Baker - TN Legislative Rep

Dr. Tabitha Cude

Christy Mays

Pippa Taylor

**Hickman County Schools**

**Mission & Vision Statements**

**Mission:**

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

**Vision:**

We engage and inspire our students from start to finish by setting high expectations for both students and adults. Every student is valued by teachers, leaders, and support staff who provide each one access to instruction and support.

To view all School Board Policies, visit the link below:

<https://tsba.net/hickman-county-board-of-education-policy-manual/>

# **WHERE TO GO AND WHOM TO SEE**

| **WHAT** | **WHOM** | **WHERE** |
| --- | --- | --- |
| Accident Forms | Ms. Lena | Front Office |
| Attendance | Ms. Lena | Front Office |
| Audio/ Visual | Mr. Dotson | Room 138 |
| Sign In/Sign Out | Ms. Lena | Front Office |
| Discipline | Mrs. Emerson  Mrs. Britt | Front Office |
| Counselors | Mrs. Warren  Mrs. Gilbert | Counseling Center |
| Lockers | Mr. DJ Key | AD Office |
| Medication Form | Nurse Amanda Myles | Nurse Office |
| Parking Pass | Mrs. Tabby Plunkett | Library |
| Tennessee *PROMISE* | Mr. Ryan Wall | Career and Counseling Center |
| Career Counseling | Mrs. Shelda Qualls | Career and Counseling Center |
| College Application and Scholarships | Mr. Ryan Wall | Career and Counseling Center |
| Class Schedules | Mrs. Warren  Mrs. Gilbert | Counseling Center |
| Lost and Found | Ms. Lena | Front Office |
| Chromebooks | Mrs. Tabby Plunkett | Library |
| Transcripts | Mrs. Weber | Counseling Center |

**REGULAR SCHOOL DAY**

**BREAKFAST & WALKING TIME**

**7:30 - 8:00**

**-----------------------------------------------------------------------------------------------------------**

**PERIOD 1**

**8:00 – 9:05**

**-----------------------------------------------------------------------------------------------------------**

Class change 5 minutes

**-----------------------------------------------------------------------------------------------------------**

**PERIOD 2**

**9:10 - 10:10**

**-----------------------------------------------------------------------------------------------------------**

Class change 5 minutes

**-----------------------------------------------------------------------------------------------------------**

**PERIOD 3**

**10:15 - 11:15**

**----------------------------------------------------------------------------------------------------------**

**4TH PERIOD LUNCHTIMES**

**1ST 11:20 - 11:45**

**2ND 11:50 - 12:15**

**3RD 12:20 - 12:45**

**-----------------------------------------------------------------------------------------------------------**

Class change 5minutes

**-----------------------------------------------------------------------------------------------------------**

**PERIOD 5**

**11:20 - 12:45**

**-----------------------------------------------------------------------------------------------------------**

Class change **5** minutes

**-----------------------------------------------------------------------------------------------------------**

**PERIOD 6**

**12:50 - 1:50**

**-------------------------------------------------------------------------------------------**

Class change **5** minutes

**-------------------------------------------------------------------------------------------**

**PERIOD 7**

**1:55 - 2:55**

**-------------------------------------------------------------------------------------------**

**PEP Rally Schedule**

| 1st  8:00 - 9:05 | 2nd  9:10 - 10:10 | 3rd  10:15 - 11:15 | 4th  Lunch | 5th  11:20 - 12:45 | 6th  12:50 - 1:35 | 7th  1:40 - 2:25 | Pep Rally  2:30 - 2:55 |
| --- | --- | --- | --- | --- | --- | --- | --- |

**Wednesday Club Day Schedule 1st and 3rd Week of the Month**

| 1st  8:00 - 9:05 | 2nd  9:10 - 10:10 | Club  9:55 - 10:20 | 3rd  10:25-  11:15 | 4th  Lunch | 5th  11:20-  12:45 | 6th  12:50- 1:50 | 7th  1:55 - 2:55 |
| --- | --- | --- | --- | --- | --- | --- | --- |

**2-Hour Delay Schedule**

| No School  8:00 - 9:55 | 1st  10:00 - 10:35 | 2nd  10:40 - 11:15 | 3rd  Lunch | 4th  11:20 - 12:45 | 5th  12:50 -  1: 25 | 6th  1:30 - 2:05 | 7th  2:10 - 2:55 |
| --- | --- | --- | --- | --- | --- | --- | --- |



# **ATTENDANCE**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The official day for students begins at 8:00 a.m. and concludes at 2:55 p.m. unless so noted on the Board approved calendar.

A student’s regular attendance in the classroom is an essential ingredient of the educational process of obtaining the required coursework completion to graduate on time with their cohort. The self-discipline and sense of responsibility that students acquire clearly relate to post-high school experiences in the world of work or in additional educational endeavors. The Hickman County School District places a high value on student attendance and continues to establish high standards of attendance for its students.

Attendance and being on-track with credits shall be required of all students during the days and hours that the high school is in session. It is expected that each student will be in full attendance in all classes and report to each of them on time. It is a parent’s or guardian's duty to monitor the student's school attendance and require the student to attend school. If a student is absent from school for a total of five (5) days during the school year without adequate excuse, he or she is subject to referral to juvenile court.

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

* Personal illness
* Illness of immediate family member
* Death in the family
* Extreme weather conditions;
* Religious observances;
* College visits
* Pregnancy
* School sponsored or endorsed activities
* Summons, subpoena, or court order,
* Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

Attendance guidelines for determining excused/unexcused absences may be found in the Hickman County Board of Education Policy Manual in [Policy 6.200](https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EYseQM-s3QtLirtILIEB-64BhqSejmmOxuFVTKnzmBx-sA?e=KS5aqX). Unexcused absences will be applied toward the maximum number of allowable absences that a student may accumulate during a semester.

The Board of Education will determine annually, and include in the [school calendar](https://hickmank12.org/the-district-calendar/), a plan for using two abbreviated school days. The Board will also determine the procedure for making up missed instructional days.

## 

## PARENT NOTES

A note from a parent or guardian may be used to excuse up to eight (8) days of student absences during the school year. Once a student exceeds eight absences excused with a parent note, any additional missed days must be excused with a doctor's note or official court documentation.

## STUDENTS 18 YEARS OF AGE

The attendance of students who have reached the age of eighteen (18) shall be regular. Any student who is 18 and wants readmission to school must personally put the request in writing. They must then appear before the Hickman County Board for re-admission.

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## STUDENT TRANSFERS

A student who is suspended or expelled by the authority of T.C.A. 49-6-3401 from another school system shall not be granted entrance into the Hickman County School System (or its representation) until reinstatement has been granted by the previous school system.

## 

## STUDENT ATTENDANCE RECORDS

Student attendance records are treated with the same level of confidentiality as all other school records. Only authorized school officials with a legitimate educational interest may access this information without the express consent of the parent or guardian (if the student is a minor) or the student (if the student is 18 years of age or older).

## ATTENDANCE RULES AND CONSEQUENCES

* A student must present documentation of his/her absence. If absence is not cleared up in 3 days the absence then becomes unexcused.
* After 5 unexcused absences, the principal’s designee will contact the parent and request an explanation for the child’s absences. If the principal deems the absences to be unexcused according to Tennessee Code Annotated, the case will be referred to the Attendance Supervisor.
* Consequences for unexcused absences and lack of academic progress may include loss of eligibility to participate in school functions and extracurricular activities. These may include, but are not limited to: school dances, field trips (including the senior trip), prom, pep rallies, plays, athletic events, and other school-sponsored activities as deemed appropriate. Additionally, students enrolled in online credit recovery will be regularly monitored, and their progress will be considered when determining if they are on track.

## TARDIES AND EARLY DISMISSALS

Chronic tardiness and early dismissals are considered attendance concerns. Students who show irregular or excessive attendance patterns may be required to appear before the school attendance committee. Ongoing issues with tardiness or early dismissals may also result in a referral to the Truancy Council. Additionally, any student who misses more than half of a class period will be marked absent. Consequences for skipping class will be assigned in accordance with the HCHS discipline matrix.

**UNEXCUSED TARDIES**

School hours are from 8:00 a.m. to 2:55 p.m. Students have five minutes between classes and are expected to arrive on time. Unexcused tardies include arriving late to school without a parent note explaining the reason, or arriving late to class without a pass from a teacher, nurse, or administrator. Students who accumulate four or more unexcused tardies may face disciplinary action in accordance with the HCHS discipline matrix.

## EARLY DISMISSAL POLICY

## Students are not permitted to leave school grounds during the school day without a request from a parent or legal guardian and approval from an administrator. Please note that parent/guardian permission alone does not automatically excuse an early dismissal.

HCHS is a closed campus. Students are not allowed to check out for lunch or leave early simply because they have no remaining classes. Any student who leaves campus for these reasons will be marked unexcused and may not return to school for the rest of the day. Students who leave campus without proper permission will be considered as skipping.

A maximum of four (4) early dismissals per semester may be excused with a parent note. Any additional early dismissals will only be excused with official documentation, which may include:

* A doctor’s statement verifying illness
* Documentation of a court appearance
* Notice of a death in the immediate family
* Documentation of a religious holiday

Students needing to leave school during the day fall into the following categories. All students must meet the requirements below before the front office will grant permission to leave campus.

**STUDENTS WITH NOTES**Parents or guardians may authorize an early dismissal by providing a written note stating the reason the student needs to leave. **The note must be submitted to the front office by 7:55 a.m.** and must include the date, the parent or guardian’s signature, and a phone number where the parent/guardian can be reached for verification, if needed.

**STUDENTS WITHOUT NOTES**If a student does not bring a note, the parent or legal guardian must come to the front officein person to request the student's release. **For safety reasons, early dismissal requests will not be accepted by phone.** Only individuals listed on the student’s enrollment paperwork as a parent, legal guardian, or emergency contact will be permitted to check the student out.

**STUDENTS LEAVING DUE TO ILLNESS OR EMERGENCY**Students who become ill during the school day must report to the school clinic. The clinic is reserved for students who are genuinely sick and should not be misused. The clinic staff will notify the Front Office, which will begin the process of arranging for the student to be sent home.

* **Non-driving students** must wait in the clinic until a parent or guardian arrives and completes the required sign-out process at the Front Office.
* **Driving students** who are too ill to remain at school may only leave if a parent has been contacted and gives explicit permission. These students must also check out through the Front Office.

## ABSENCE DOCUMENTATION

It is the student’s responsibility to submit documentation for an absence upon returning to school. Acceptable documentation from a parent/guardian, doctor, dentist, or court must include the date, time, reason for the absence, and a valid signature. This documentation must be turned in to the front office by 7:55 a.m. Failure to provide a written excuse will result in the absence being marked unexcused. Students who are absent without their parent’s knowledge or documentation will be considered truant.

**MILITARY SERVICE OF PARENT/GUARDIAN**

Students will be granted one excused absence the day before and one excused absence the day after the deployment or return of a parent or guardian serving on active military duty. In addition, principals may allow up to ten (10) cumulative excused absences per school year for students to visit a parent or guardian during a deployment cycle. Documentation verifying the deployment must be provided to the school. Students will be allowed to make up any missed schoolwork during these excused absences.

## PROOF OF ATTENDANCE FOR DRIVER’S LICENSE

Parents requesting proof of attendance for a driver’s license or other purposes should contact the Office of Accountability at the Board of Education at 729-3391, Ext. 2224. Please allow at least five days notice before the letter is needed. The letter will be mailed to your home address, or you may pick it up in person at their office. Attendance letters cannot be faxed.

## DRIVER’S LICENSE REVOCATION

A student who accumulates more than ten (10) consecutive absences or fifteen (15) total unexcused absences in a semester will become ineligible to retain or obtain a driver’s permit or license.

To regain eligibility, the student must earn a passing grade in at least three (3) full-credit courses (or their equivalent) by the end of a subsequent grading period.

## 

## MAKE-UP WORK

Students may make up all missed classes or tests—whether the absence is excused or unexcused—as long as the student requests make-up work immediately upon returning to school and the process does not interrupt instruction for other students.

A grade of Incomplete will be recorded for any missed work until it is completed. Students will have:

* Up to three (3) days to make up work from a single-day absence
* Up to five (5) days to make up work from a multi-day absence

It is the student’s responsibility to arrange and complete make-up work. If the work is not submitted within the allowed time, a grade of zero (0) will be recorded. For school-sponsored activities (events that are school-planned, directed, and teacher-supervised), students must make up all missed work and will receive full credit upon completion. These absences will not count against student attendance. Homework is the responsibility of the student, not the teacher. Any extensions beyond the stated timeframes are at the discretion of the teacher.

**CREDIT/PROMOTION DENIAL DUE TO ATTENDANCE**Student attendance may be considered when determining credit or promotion; however, it **cannot be the sole determining factor**. If attendance is used as a factor in denying credit or promotion, the following steps must be taken:

* Parents and students will be notified if the student is at risk of credit or promotion denial due to excessive absences.
* Students will be provided with due process procedures if credit or promotion is denied.

**TRUANCY / TRUANCY COUNCIL**

Truancy is defined as an unexcused absence for all or a significant portion of a school day, or for a major part of any scheduled class, study hall, or activity during the school day.

When a student accumulates five (5) unexcused absences, the principal or designee will report the absences to the Director of Accountability. The student and their parent/guardian will receive a written notice outlining Tennessee’s mandatory school attendance law and will be required to appear before the Truancy Council. A written notice will be issued each time a student reaches five unexcused absences.

Failure to comply with the notice or attend the Truancy Council meeting may result in a petition being filed in juvenile court.

The Truancy Council, led by the Director of Accountability, meets weekly to address attendance concerns. During the meeting, the council will work with the student and their parent/guardian to develop a plan for improving attendance and will outline consequences if the attendance issues continue.

## PROGRESSIVE TRUANCY INTERVENTION PLAN

Students who accumulate three (3) unexcused absences or ten (10) unexcused tardies are subject to the following multi-tiered intervention process:

**Tier I - Early Intervention**

All students are supported through prevention strategies including:

* A conference with the student and parent/guardian
* An attendance contract signed by the student, parent/guardian, and attendance officer, which outlines:
  + Clear expectations for attendance
  + The time period covered by the contract
  + Penalties for further unexcused absences or school offenses
* Follow-up meetings to track attendance progress

Students who violate the Tier I contract by accruing more unexcused absences move to **Tier II**.

**Tier II - Individualized Support**

* A school staff member will complete an individualized assessment to determine why the student has been missing school.
* Based on the results, the student may be referred to:
  + School counseling
  + Community-based services
  + Other relevant support programs

**Tier III - Intensive Intervention**

If Tier II interventions do not lead to improved attendance:

* The attendance contract will be **amended** based on a review of the Tier II assessment.
* Additional actions may include:
  + Academic and disciplinary record review
  + Referral to **restorative justice** or support programs
  + Possible referral to the **Department of Children’s Services (DCS)**

All Tier III plans are developed by the school-based intervention team and must be approved by the Director of Schools or designee.

**Final Tier**If interventions fail, the student’s name and documentation will be forwarded to the At-Risk Coordinator, who may:

* File a truancy petition in Juvenile Court against the student, or
* File a dependent and neglected charge against the parent/guardian

[Hickman County Board of Education Attendance Policy 6.200](https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EYseQM-s3QtLirtILIEB-64BhqSejmmOxuFVTKnzmBx-sA?e=KS5aqX)

## ATTENDANCE HEARINGS

Students with more than five (5) unexcused absences or those at risk of credit or promotion denial may appeal to an Attendance Hearing Committee, appointed by the principal.

If an appeal is requested, the student and/or their parent/guardian will receive written or verbal notice of the hearing and will be given the opportunity to address the committee. The committee will review the case to determine whether there are extenuating circumstances or whether the student has met attendance requirements necessary to pass the course or be promoted.

Following the hearing, the principal will provide written notification of the committee’s decision to the Director of Schools or designee and to the student’s parent(s)/guardian(s). This notice will also inform the family of their right to appeal the decision within two (2) school days to the Director or designee.

* The appeal will be heard within ten (10) school days of the request.
* The Director or designee will render a decision, after which the parent(s)/guardian(s) have five (5) school days to request a final review by the School Board.
* The Board will review the record, may uphold or overturn the previous decision, and its decision shall be final.

The Director of Schools or designee is responsible for ensuring this policy is posted in each school building and shared with all students, parents, teachers, and administrative staff.

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# **ACADEMICS AND GRADUATION**

## GRADING SCALE

A = 90 – 100 = 4.0

B = 80 – 89 = 3.0

C = 70 – 79 = 2.0

D = 60 – 69 = 1.0

F = Below 60 = 0.0

[Hickman County Board of Education Grading System](https://tsba.net/hickman-county-board-of-education-policy-manual/#search) search for policy 4.600

[Hickman County Board of Education Promotion and Retention Policy](https://tsba.net/hickman-county-board-of-education-policy-manual/#search) search for policy 4.603

**COURSE CREDIT REQUIREMENTS**

To earn credit for a course, a student must:

1. Meet all course requirements as outlined by the teacher and earn a minimum final grade of 60.
2. Maintain acceptable attendance. Excessive absences may impact credit eligibility. If attendance becomes a concern, the student must appear before the school attendance committee for review.

## GRADUATION REQUIREMENTS

Total Required Graduation Credits: 24

* Math: 4 credits, including Algebra I, II, Geometry and a fourth higher level math course
* English: 4 credits
* Science: 3 credits, including Biology, Chemistry or Physics, and a third lab course
* Computer Science: 1 credit (Required beginning with class of 2028, May be substituted for a fourth math or third lab science credit)
* Social Studies: 3 credits, including U.S. History, World History, U.S. Government (½ credit), and Economics (½ credit)
* Physical Education and Wellness: 1.5 credits
* Personal Finance: 0.5 credit
* Foreign Language: 2 credits (May be waived for students not going to a University to expand and enhance the elective focus)
* Fine Arts: 1 credit (May be waived for students not going to a University to expand and enhance the elective focus)
* Elective Focus: 5 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP)

To be eligible for graduation, a student must maintain an approved record of attendance, conduct, and academic achievement that reflects completion of a planned program of education. This record will be kept on file in the Counseling Center.

Only seniors who have completed all graduation requirements may participate in the graduation ceremony. However, students who are no more than two (2) credits short may still participate if they prepay for summer school prior to graduation, in accordance with [Hickman County Board Policy 4.606](https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/ER2r089L-M5Bo17xnb2xeq0BNL6kn3w0LQVoQiszTiiAwA?e=esoaFP).

According to Tennessee state regulations, participation in school-sponsored sports during the school day does not earn course credit. However, students who participate in a sport may qualify for a P.E. waiver. It is the student athlete’s responsibility to complete the necessary waiver form, obtain all required signatures, and submit it to the Counseling Center at the end of their sports season.

**DUAL ENROLLMENT AGREEMENTS**

Students at HCHS have the opportunity to earn college credit while in high school. Students should discuss this opportunity with a school counselor for details.

The following high school courses will have weighted grades:

* Honors English 9-10
* Honors Algebra I, Geometry, Algebra II
* Honors Biology & Chemistry
* Dual Enrollment College Courses
* Anatomy and Physiology
* AP Classes

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned.

* Honors Courses - three (3) percentage points;
* Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses - four (4) percentage points;
* Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses - five (5) percentage points.

Students cannot earn more than 100 points on the report card in any class other than those classes mentioned above.

## SENIOR ACTIVITY ELIGIBILITY

To participate in senior activities, students must be in good academic and attendance standing.

* Academic standing means the student is on track to graduate, with no incomplete Credit Recovery courses and passing all current classes.
* Attendance standing requires that the student does not have excessive absences, early dismissals, or tardies—whether excused or unexcused.

All requirements must be met prior to Spring Break for a student to be eligible to participate in senior activities. [Senior Agreement](https://docs.google.com/document/d/1LGp94DkL4fBVza6lxqkUWH21nLily_zihYuGB1iTPhg/edit?usp=drive_link)

**HONORS DIPLOMA**

Students who meet college readiness benchmarks on the ACT, as defined by the Tennessee Diploma Project, are eligible to receive an Honors Diploma.

To qualify, students must achieve the following minimum scores on the ACT:

* English – 18
* Math – 22
* Reading – 22
* Science – 23

**READY GRADUATES**

To be recognized as a Ready Graduate, students must meet at least one of the following criteria:

* Earn a composite score of 21 or higher on the ACT (or 1060 or higher on the SAT);
* Complete four (4) Early Postsecondary Opportunities (EPSOs);
* Complete two (2) EPSOs *and* earn an industry certification;
* Complete two (2) EPSOs *and* achieve a military readiness score on the ASVAB AFQT.

**STATE DISTINCTION REQUIREMENTS**

To graduate with State Distinction, a student must:

1. Meet all requirements for a regular diploma,
2. Earn a minimum unweighted GPA of 3.0 (B average),
3. AND complete at least one of the following:

* Earn a nationally or state-recognized industry credential
* Participate in at least one of the Governor’s Schools
* Participate in an All-State musical organization
* Earn statewide recognition or an award at a skill- or knowledge-based competition hosted by a state student organization, or qualify for national recognition through a national student organization
* Be selected as a National Merit Finalist or Semifinalist
* Earn a composite ACT score of 31 or higher, or the SAT equivalent
* Score 3 or higher on at least two AP exams
* Earn 12 or more semester hours of transcripted postsecondary credit

**INDUSTRY 4.0 DIPLOMA DISTINCTION**

The Industry 4.0 Diploma Distinction is a specialized graduation pathway for students interested in pursuing careers in high-skill, high-demand industries. To earn this distinction, students must complete at least nine (9) credits in work-based learning (WBL) or dual enrollment courses between grades 9–12. They may also substitute one math and one science credit with approved WBL or dual enrollment coursework aligned to their career goals.

Students must declare their intent to pursue this distinction before the end of 10th grade, with parental consent, and register with a regional American Job Center or approved career counseling partner. Beginning in 11th grade, students must meet monthly with a certified career coach to receive support in college and career planning.

This distinction helps prepare students for postsecondary success through hands-on experience, career coaching, and flexible course planning. [Industry 4.0 Diploma Distinction information and requirements](https://www.tn.gov/content/dam/tn/education/ccte/wbl/Industry_4-0_Diploma_Distinction_FAQ_Final.pdf)

**WORK ETHIC DISTINCTION**Students will be recognized as completing the requirements of the WorkEthic Distinction program during their senior year, which includes the following components:

| * Attendance * Positive Behavior * Teamwork | * Industry Awareness * Scholarship * Postsecondary Awareness |
| --- | --- |

**LOTTERY SCHOLARSHIPS**

Tennessee offers several lottery-funded scholarships designed to help students pay for college. These scholarships are based on a combination of ACT scores, high school GPA, and college enrollment at an eligible Tennessee institution.

The most common award is the HOPE Scholarship. To qualify for the HOPE Scholarship, a student must have either a minimum 3.0 unweighted GPA or score at least a 21 on the ACT (or equivalent SAT score). The scholarship can be used at eligible Tennessee colleges and universities and typically provides several thousand dollars per year toward tuition.

Other Tennessee Lottery-funded programs include the General Assembly Merit Scholarship (GAMS), which is available to students who have both a high GPA and high ACT score; the Aspire Award, which supports students with financial need; and the Tennessee Promise, which covers tuition and fees at community colleges and technical colleges. Additionally, students pursuing technical diplomas or certificates at Tennessee Colleges of Applied Technology (TCATs) may be eligible for the Wilder-Naifeh Technical Skills Grant.

Students and families are encouraged to visit www.tn.gov/collegepays or speak with their school counselor for detailed information and eligibility guidelines.



**ATHELETICS AND EXTRA CURRICULAR ACTIVITIES**

Athletic teams and club organizations each have their own set of rules, guidelines, and criteria for membership. Please check with a coach or sponsor to determine which team or club is right for you. According to board policy 6.3071, **students involved in any volunteer extracurricular activities shall be subject to random drug tests.**

## ATHLETICS

HCHS offers a wide variety of athletic teams in which our students can participate. These include: Football, Soccer, Golf, Volleyball, Basketball, Track, Baseball, Softball, Tennis,Cross country, and Cheerleading.

Participation in athletics is based on the [TSSAA Regulations](https://www.google.com/search?q=tssaa+participation+requirements&oq=tssaa+participation+requirements&aqs=chrome..69i57j0l4.4447j0j4&sourceid=chrome&ie=UTF-8). TSSAA rules state that a student must earn six credits in the previous school year to be eligible for the current school year. HCHS Athletes are students first and athletes second. All athletes must **not be failing any class** during a grading period. Academic eligibility will be checked at progress reports and report card time.

Students must be present at least half the school day to participate in athletic events, including practice. Students suspended in any form will not be allowed to participate in athletic events.

An athlete who chooses to quit a team or is removed from a team will remain enrolled in 7th period athletics and will continue in that class for the remainder of the semester. The student will be reassigned to another coach and is expected to continue training and performing according to the standards of a physical education course, as they are earning credit for it.

An athlete who quits a team after the first official contest of a sport, may not participate in tryouts, practices, or contests of another sport until the season of the first sport is complete.

**CLUBS AND ORGANIZATIONS**

HCHS offers a wide variety of extracurricular clubs and organizations in which students can participate. These include: Art Club, Auto Mechanics, Band, Beta Club, Building Tech,Construction, Cosmetology, Choir, FBLA, FCA, FCCLA, FFA, *Hickmanite*, HOSA, Pride and Spirit, Science Club, Skills USA, Spanish Club, TN Strong, Student Council,Theater Arts, Welding, Yearbook, and 4-H.

Students who are involved in extracurricular activities are more likely to have better attendance, better grades, and better performance on standardized testing.

**GENERAL INFORMATION**

**ACCIDENTS**

Students should notify the office immediately if they have been involved in an accident. School personnel will make every effort to inform families of accidents involving students,and we will act in the best interest of student safety and well-being.

**BREAKFAST**

Students may eat breakfast at school from 7:30 to 7:55 each day. The breakfast line will close promptly at 7:55. Car riders should arrive in time to eat breakfast before 7:55. Breakfast is free for all students.

**CAR RIDERS**

Drop-Off Procedure- Students should be dropped off at HCHS in the rear unloading zone no earlier than 7:30. Late arrivals are dropped off at the vocational entrance, and students should check in through the guidance office.

Pick-up Procedure- Parents/guardians may pick up their students in the rear parking lot at 2:55. There are plenty of parking spaces available.

Please exercise caution in the parking lot during these very busy times.

**DISMISSAL FROM SCHOOL**

The first dismissal bell rings at 2:55. All car riders and westbound bus riders are

dismissed from school at this time. Students may visit their lockers and then proceed directly to their cars or buses.

Eastbound bus riders will leave on the second bell. These students may visit their lockers and then proceed directly to the cafeteria until the second bell rings. Students may not leave the area until the bell rings.

**LIBRARY MEDIA CENTER**

Hours: Open 7:30 am - Close 3:30 pm

Students are encouraged to visit the library and make use of its resources. In order to gain computer access, all students must return an “ Application for Account and Terms and Conditions for Use of the Internet and Network” form. This form must be accepted and activated by the technology department. Computer privileges are subject to being taken away if technology is used in an inappropriate manner.

Students must have a teacher-signed pass to use the library during any school period except before school. Passes should be given to Library Media Specialists upon entering the Media Center.

Lost books should be reported as soon as possible. The student will be responsible for paying the cost of the book so that a replacement can be purchased. If the book is later found in good condition, money will be refunded.

Students transferring to another school must be cleared through the library. No report cards or transcripts will be forwarded until cleared. Seniors should take care of all library business well in advance of graduation.

**LUNCH**

Students have 25 minutes for lunch. Students may bring lunch from home or purchase lunch from the school lunch program. **Students may not have food delivered to them for lunch (from outside restaurants).** This includes family members or food delivery services. Students are only allowed to eat lunch during their assigned lunch period.

Students are expected to behave responsibly during lunch. Unruly behavior and littering may result in lunch detention.

Students are expected to report to lunch on time and remain in the cafeteria for the duration of their assigned lunch period. Students may not eat lunch in teacher’s classrooms or other areas of the school. Students found doing so will face disciplinary action. This is for their safety as administrators must know where students are at all times.

Student lunches are free this year. They will have to pay for ala carte items.

**OUTSIDE DRINKS**

All drinks consumed at school must be purchased at school. Outside drinks are not permitted and should be finished before entering the building. Students will be required to dispose of any drinks brought into the building.

**LANDLINE PHONE**

Students needing to use the telephone must have a note from a teacher authorizing such use. Telephone use is only authorized for student sickness, canceled extracurricular activities, club activities, and other uses approved by an administrator.

**TEXTBOOKS/CHROMEBOOKS**

Textbooks/Chromebooks are the property of the Hickman County Board of Education. Students have free use of these provided certain conditions are met.

Textbooks are issued to students by the classroom teacher and are identified by an inventory number. Students may not exchange books with another student or alter the inventory number in any way.

Students are financially responsible for lost or damaged textbooks.

1st-2nd year of textbook adoption-100% of cost of book

3rd-4th year of textbook adoption-75% of cost of book

5th-6th year of textbook adoption-50% of cost of book

Students will not receive a replacement book, grades, transcripts, or be eligible for participation in graduation until all textbook replacement fees are paid.

Chromebooks will be issued by the school technology coordinator. Students and parents will be required to sign a Chromebook agreement form for the use of the Chromebook. All information, and replacement costs will be included.



**SCHOOL POLICIES**

**MEDICATION GUIDELINES**

Medication will be administered at school only when the student’s health requires that it be given during school hours. Medications should be given at home instead of at school when at all possible.

It is the parent/ guardian’s responsibility to **BRING** a child’s medication to school to the **front office** and to pick it up when no longer needed. A consent form must be filled out for each medication (prescription or over-the-counter)and signed by the parent. In some situations, the physician’s signature may be required on the consent form for prescription medications. This will be left up to the discretion of the School Nurse. Medication will **not** be administered without this consent form properly completed. Consent forms are located in the front office and on the Hickman County School website: http://hickmank12.org/coordinated-school-health. (Medication refills do not require a new consent form each time they are brought unless there is a dosage or time change.)

Students should never be in possession of their medications (including over-the-counter meds of all kinds). This is for the safety of all students. Bringing medication on the bus is strictly forbidden. The definition of “medication” includes oral medicines, medicated eye drops, ear drops, cough drops, creams, ointments, and herbal or homeopathic remedies.

Prescription medications must be brought by the parent or guardian in the original bottle or box with the **pharmacy label** attached. The prescription should be no more than one year old, as indicated by the original prescription date on the label.

Over-the-counter medications must be brought by the parent or guardian in the original manufacturer’s labeled-container on which the ingredients are listed. The student’s name should be written somewhere on the container.

EXCEPTION TO THE ABOVE RULES:

Tennessee State Law states that if a student uses an asthma inhaler or Epipen, which are considered to be emergency medications, the student may carry these medications on them or in their personal belongings, but ONLY IF a doctor’s statement allowing this for the current school year is received in the front office. This arrangement should be made and cleared with the front office before your child carries this medication at school. You may obtain a form in the front office or on the Hickman County School website: <http://hickmank12.org/coordinated-school-health> The doctor and parent/guardian must sign to allow your child to legally carry his/her Epipen or inhaler for the current school year.

## AUDITORIUM

No food, drink or gum is to be brought in the auditorium. Please do not step over seats. There are to be no feet or legs propped up on the back of seats.

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## CAFETERIA

Do not step ahead of others in the line. Clean the table and surrounding area of trash before leaving the cafeteria. Trays may not be removed from the cafeteria. Return trays to the proper place.

## HALL CONDUCT

Any student in the halls during classes must have a pass from their teacher. Running in the halls is not permitted. No rough housing or horseplay is permitted.

## LOCKERS

Lockers are available for student use. Please see Mr. DJ Keyto sign up for a locker. Lockers are subject to search or inspection at any time. All locks must be school-issued. A student will be given a lock, but if the lock is damaged or lost, a fee of $10 will be assessed to the student. If a student puts a lock on the locker that is not school-issued, the administration and SRO have the right to cut it off at the student’s expense.

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## LOST AND FOUND

Bring items found to the front office. Notify the front office in writing if you have lost something.

## PERSONAL RELATIONSHIPS

School is a place to build positive relationships and to develop an understanding of what is appropriate displays of affection in public. Students giving high-fives, shaking hands, etc. are appropriate ways of celebrating success, introducing one’s self, etc. Students are not allowed to hold hands, kiss, push, horseplay, or intentionally touch another student in any manner that is offensive or violent. This type of behavior will result in progressive disciplinary action by the principal.

## SCHOOL FUNDS

All school funds are handled through the office. Receipts are given for all money collected, and all bills paid by clubs and organizations are paid by check. If a class or organization ceases to exist as a unit, either by graduation or dissolution, all funds in the class or club revert to the school’s general fund.

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## SCHOOL PUBLICITY and MEDIA ACCESS TO STUDENTS

Permission to publicize a school activity through radio, newspapers, television, internet, or other media must be obtained from the office. Any organization desiring to place posters or other advertising media in school for either school or outside activities must have the approval of the office and be placed in appropriate areas.

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

## STUDENT TRANSPORTATION SERVICES

Any student who will be leaving school on a different bus than his/her assigned bus must have a signed note from the parent stating which bus the student will be riding. The note must include the street address to which the student will be going. Students should bring these notes to the attendance office by 7:55 a.m. to receive a bus note for the afternoon bus ride.

Specific rules and regulations concerning bus behavior have been sent home with the students. Inappropriate bus behavior will be handled by the transportation director and the principal or assistant principal. Please see school board policy 3.400 and 3.401 for full details on bus behaviors, consequences, complaints, and routing.

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## STUDENT DRIVING PRIVILEGES

Students driving to school must complete an application and purchase a parking permit. The cost is $10.00 per space. Students must register any vehicle parked on school grounds. Failure to register a vehicle **WILL** result in ISS, loss of parking privileges, and/or towing of the vehicle. Students may not give parking spaces to other students, even when purchasing two spaces, or withdrawing from school.

After the first week of school, students must complete an application and purchase a parking permit before driving to and parking on school grounds. Students must provide copies of the following before a parking permit is issued: (Please bring to school when purchasing a permit or have copies made in the library. There is no charge for copies.)

* A valid driver’s license
* Proof of current liability insurance

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## STUDENT VEHICLES ON SCHOOL GROUNDS: GUIDELINES

Failure to comply with any of these guidelines may result in ISS and/or the loss of parking privileges.

* Park in assigned spot; parking permits will correspond to specific numbered spaces
* An HCHS parking permit must be displayed on the rear-view mirror with the space number unobstructed and facing out.
* Students must park parallel to the parking lines, not diagonally, sideways, etc.
* Students arriving late to school must park in assigned space and walk to the **front** of the building. Students are not to use parking spaces at the front of the school when arriving late.
* Students may not park an unregistered vehicle without proper notification
* No loitering in cars or in the parking lot. When arriving, come into the school building immediately. When leaving, exit school grounds promptly.
* When arriving, come into the school building.
* When leaving, exit school grounds promptly.
* Follow common rules of driving safely and vehicular laws at all times.
* Students are not allowed to return to their cars during the school day.
* All vehicles are subject to search.
* Having excessive unexcused tardies to school or unexcused early dismissals.

TOWING VEHICLES MAY RESULT FROM THE FOLLOWING:

* Vehicle parked in the incorrect space
* Vehicle without a valid and visible parking permit hanging from the rear-view mirror
* Parking permit that does not match the vehicle registered with the school
* Number on the parking permit does not correspond to the number of the parking space
* Vehicle parked in a handicapped spot without proper state paperwork
* Vehicle left on school grounds overnight

## VISITORS

Visitors should make an appointment by calling the school at (931) 729-2616. Visitors must enter from the front entrance of the building. Visitors must ring the doorbell to be admitted to the school. Visitors must sign in, show their ID which will be run through our Raptor Visitor Management System, and receive a visitor’s pass in the front office. No loitering on school grounds is permitted. Students may not have visitors on campus. Preschool children, suspended students, and former students will not be allowed to visit the campus without permission. This action includes the right for HCHS to call police and issue warrants, if necessary.

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# **CLASSROOM POLICIES**

Teachers will share policies related to their specific classrooms at the start of each year. Students that are removed from the classroom should report immediately to **the office** and await a meeting with the administration.

# **CODE OF CONDUCT**

Each student has the responsibility to know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers.

# **DISCIPLINARY OFFENSES**

The following list of offenses and consequences are stated in Hickman County Board Policy . The administration at HCHS will adhere to and follow this board policy. Students are encouraged to read and be aware of the following rules and regulations adopted by our school board. Students also need to be aware that these school rules will apply:

1. On all school grounds and in school buses during, before, or after school hours.
2. En route to and from school, including, but not limited to, on school buses.
3. At a school activity, function, or event on or off campus.
4. Off campus if the conduct is potentially or actually disruptive to the school environment or its education purposes or constitutes a threat to the health, safety or welfare of either students or school officials.

**Parents will be contacted concerning student discipline by teachers and/or school administration via parent letters, discipline referrals, phone calls, emails, and in-person meetings.**

## ZERO TOLERANCE OFFENSES - HCBOE Policy 6.309

*All Zero Tolerance offenses result in a mandatory one year placement at the alternative school.* In order to ensure a safe and secure learning environment, the following offenses shall not be tolerated:

## WEAPONS & 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. Any student who violates this will be *expelled for a period of not less than one (1) calendar year.*

## ASSAULT

In accordance with state law, any student who commits aggravated assault as defined in § 39-13-102 upon any teacher, principal administrator, any other employee of the school or school resource officer or assault that results in a bodily injury to a teacher, principal, administrator, school employee, or SRO shall be *expelled for a period of not less than one (1) calendar year.*

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## OTHER OFFENSES

### BULLYING/INTIMIDATION/HARASSMENT - HCBOE POLICY 6.304

An act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of: Physically harming a student or damaging a student’s property; Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property; Causing emotional distress to a student or students; or Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

### CYBER-BULLYING HCBOE POLICY 6.304

A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites or fake profiles.

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### HARASSMENT (DISCRIMINATION)

Any conduct that:

1. Unreasonably interferes with student work or educational opportunities; or
2. Creates an intimidating, hostile, or offensive learning environment. Where such conduct is based on a person’s sex, race, ethnicity, or religion

**Title IX & SEXUAL HARASSMENT HCBOE POLICY 6.304.1**

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop in accordance with federal law. This policy shall be disseminated annually to all school staff, students, and parent(s)/guardian(s). The Title IX Coordinator as well as any personnel chosen to facilitate the grievance process shall not have a conflict of interest against any party of the complaint. These individuals shall receive training as to how to promptly and equitably resolve student and employee complaints.

Consequences or punishments are pending the outcome of an investigation.

Behaviors that constitute sexual harassment may include, but are not limited to:

1. Sexually suggestive remarks;
2. Verbal harassment or abuse;
3. Sexually suggestive pictures;
4. Sexually suggestive gesturing;
5. Harassing or sexually suggestive or offensive messages that are written or electronic;
6. Subtle or direct propositions for sexual favors; and
7. Touching of a sexual nature.

Sexual harassment may be directed against a particular person or persons, or a group, whether of the opposite sex or the same sex.

## DRUGS

In accordance with state law, any student who is in possession, acquiring, attempting to acquire, using, being under the influence of, selling or attempting to sell, distributing or transmitting any drug including any controlled substance or legend drug shall be *expelled for a period of not less than one (1) calendar year.*

### DRUG LOOK-A-LIKES OR DRUG PARAPHERNALIA

Drug look-alikes or paraphernalia shall include pills, powder or any substance that gives the appearance of prohibited drugs. Drug paraphernalia shall include roach clips, rolling papers, pot pipes, pagers or any other device or materials used with illegal substances.

### REPRESENTATION OF ANY SUBSTANCE AS AN ILLEGAL DRUG OR CONTROLLED SUBSTANCE

Other Drugs: Possessing, acquiring, attempting to acquire, using (whether by inhalation, ingestion or injection), being under the influence of, selling or attempting to sell, distributing or transmitting any designer, synthetic or counterfeit drug, any illegal performance enhancing drug, any substance that causes impairment, any substance which is inappropriately used to alter the mind, mood or behavior, or any other substance used as a drug. This Disciplinary Offense covers anything used as a drug not covered in the Drugs section of the Zero Tolerance Offenses.

### SMOKING & VAPING

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms. Students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

### ALCOHOL School Board Policy 6.307

Students will not consume, possess, use, sell, distribute or be under the influence of alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds.

**SAFE HARBOR PROVISION SCHOOL BOARD POLICY 6.313**

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.

If a student discovers an illegal item such as drugs, a weapon, or other contraband (e.g.,tobacco or 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.

### THREATS

A threat communicated verbally or demonstratively to inflict physical or other harm on any school employee, any other person acting in an official capacity on behalf of the school, or any other student. To be a violation of this rule, the threat must be one which would cause a person to reasonably fear imminent bodily injury.

### DRESS CODE VIOLATION BOARD POLICY 6.310

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school. When a student is dressed in a manner, which is “*likely to cause disruption or interference with the operation of the school*”, the principal shall administer appropriate punishment. Any questionable attire is left to the discretion of the principal/designee.

As noted in [Hickman County Board Policy 6.310](https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/EU44CeQ8h-pPr6CY8VsReYwBpWEIKLHfNDrzoKhMNSon6g?e=QbtKVl), the following are prohibited.

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

* Wearing pajamas/house shoes
* Low cut, revealing blouses/tops
* Clothing size not appropriate (no sagging, bagging, or revealed undergarments).
* Excessively tight clothing
* Clothing bearing endorsements for alcohol, tobacco, or drug products.
* See-through clothing
* Undergarments worn as outer garments (boxer shorts, long-johns, etc.)
* Clothing denoting students’ membership in or affiliation with any gang associated with criminal activities
* Any jewelry that could be considered dangerous or disruptive will not be permitted. Jewelry that violates school board policy, will need to be removed and turned in to the front office. The jewelry will only be returned to a parent or guardian.
* Trench coats
* Shoes that have rollers (skate shoes) and house shoes or slippers
* Sunglasses
* Clothing that drags on the floor. All fasteners, straps, and belts should be snapped, fastened, tied, and/or buckled.
* Heads will be uncovered at all times. No hats, beanies, hoods, etc.
* The trunk of the body should be entirely covered from the shoulders to mid thigh. Covering the trunk of the body includes making sure that:
  + There shall be no holes in pants above the knee. Holes in the pants above the knee shall be patched or clothing shall be worn under the holes in order for it to be acceptable dress.
  + Underclothing is not exposed by slits or holes; and
  + No part of the body between shoulders and mid thigh should be exposed.

**BACKPACKS/BLANKETS**

Students are not allowed to have blankets at HCHS. If students bring them from the bus, they must put them in their lockers as soon as they enter the building and stay in the student's locker until the end of the school day. Backpacks will be allowed, but they are subject to search at any time. If backpacks become a security issue, the administration has the right to prohibit their use.

### USE OF PERSONAL COMMUNICATION DEVICES (Cell Phones) AND ELECTRONIC DEVICES BOARD POLICY 6.312

House Bill 932 prohibits the use of electronic devices by students during instructional hours, effective July 1, 2025. Therefore, our personal communication device policy will be strongly enforced. Students *may* use electronic devices during breakfast hours from 7:30 - 7:55 a.m., in the hallway, during class breaks, during lunch, and while waiting for the second bus run from 2:55 until dismissal.

Non-academic use. Use of cell phones and other electronic devices is prohibited during the school day (except the times listed above). Teachers will provide a designated area for all students to store their electronic devices and cell phones as they enter the classroom. Students can retrieve them at the end of that class period. Any school staff member may confiscate a phone or electronic device if it is used during instructional hours. Habitual failure to comply could result in the loss of these privileges for any student for the school year.

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### DAMAGE/DESTRUCTION/VANDALISM

Including but not limited to altering, defacing, or destroying school or private property, including technology.

**FIGHTING(including instigating, pushing, physical contact, etc.)**

### Academic Integrity Policy: Definition of Cheating

At HCHS honesty is a core expectation. Cheating is a serious offense that undermines the learning process and violates our standards of integrity. The following actions are considered **cheating** and are strictly prohibited:

* Copying another student’s work on any assignment, quiz, or test.
* Allowing another student to copy your work.
* Using unauthorized materials or devices (notes, calculators, phones, websites, AI tools, etc.) during an assessment.
* Communicating answers to another student during a test or quiz.
* Plagiarizing — presenting someone else's work, ideas, or words as your own without proper credit.
* Submitting assignments or projects completed by someone else, including parents, siblings, tutors, or online services.
* Sharing or receiving information about assessments (questions or answers) with others who have not yet completed them.
* Altering a graded assignment or test and resubmitting it for a higher grade.
* Impersonating another student or having someone else complete academic work on your behalf
* Using electronic means (such as text messaging, email, pictures, etc.) to copy homework, projects, or communicate test answers.
* Referring to a book, person, or any other resource while you are taking a test or quiz.
* Obtaining, possessing, using, or distributing tests, quizzes, answer keys, teacher manuals or teacher textbooks, etc.

### HAZING - BOARD POLICY 6.304

Any intentional or reckless act, on or off school property, by a student that endangers the mental or physical health or safety of that student, or that induces or coerces a student to endanger such student’s psychological or physical health or safety. Coaches and other school district employees shall not encourage, permit, condone, or tolerate hazing activities. Criminal Charges may be filed if the SRO deems a criminal act has occurred.

“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

### SKIPPING

Skipping is defined as being outside of your scheduled class without a hall pass from teachers for any amount of time.

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### OFF-CAMPUS CRIMINAL BEHAVIOR

Off-campus criminal behavior which results in the student being charged with a felony when the student’s continued presence in school poses a danger to person or property or disrupts the educational process.

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### OTHER OFF-CAMPUS BEHAVIOR

A violation of any school rule off-campus when the conduct is potentially or actually disruptive to the school environment, its educational purpose, or constitutes a threat to the health, safety, or welfare of a student or students and/or school personnel.

### OFFENSES THAT ARE ALSO CRIMES

Any of the above offenses that constitute a criminal offense will be reported to local law enforcement officials.

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# **OTHER DISCIPLINARY OFFENSES**

### SCHOOL PRANKS

Pranks, of any kind, will not be tolerated. Unauthorized entry into the school buildings for the purpose of committing a prank, any form of vandalism to the buildings or grounds, or any actions that disrupt the normal function of the school will be dealt with severely. Both participants and accomplices are subject to discipline that may include suspension from school or expulsion, alternative school petitions to court, exclusion from graduation exercises or other school sponsored function, and restitution for damages. Participation in any school sponsored function is a privilege, not a right. The costs and labor required to clean or repair facilities will be shared by all participants and accomplices.

### TRESPASSING

Being in locations not authorized or unsupervised, such as closed teachers’ classrooms, unoccupied areas such as the theater or gym, and lingering in hallways or staircases. This also includes remaining on school property or during school-sponsored activities without authorization.

### OTHER PROHIBITED ITEMS

The following items should be left at home or must be placed in lockers or in backpacks during the school day.

* Earbuds, headphones and speakers, which may not be used, visibly displayed or turned on during school hours.
* Blankets
* Sunglasses
* Speakers (may not be turned on during school hours)
* Toys not specifically approved for an academic purpose
* Items that cause a distraction to the teaching environment as defined by the classroom teacher

At no time shall a student operate any device with video or picture taking capabilities in a locker room, classroom, bathroom, or other location where such operation may violate the privacy rights of another person. A student using a device outside these parameters shall be in violation of this policy and subject to disciplinary action.

The student who possesses any such device shall assume responsibility for its use and care. At no time shall the school be responsible for theft, loss or damage to devices that are brought on school property.

### Leaving School Grounds Without Authorization

Students are not permitted to leave school grounds during the school day without prior approval from school administration. This policy applies to **all students**, including those who are 18 years of age or older.

* Any student who leaves campus without proper authorization will be considered in violation of school policy, even if they return later in the day.
* Once a student has officially checked out, they may only return to school the same day **with written documentation from a medical,dental,mental health professional** or **court/funeral documentation** verifying the purpose and time of the absence.
* Leaving campus and returning for any reason **without proper documentation and prior approval is strictly prohibited**.

Unauthorized departure from school grounds may result in disciplinary action and will be documented as an unexcused absence.

### Public Display of Affection

Students are expected to maintain appropriate behavior while on school grounds. Public displays of affection (PDA), such as hugging, kissing, or other intimate physical contact, are not appropriate in the school setting and are not permitted. Students should show respect for themselves, others, and the learning environment by keeping all interactions school appropriate. Repeated violations may result in disciplinary action.

## SUSPENSION OF PUPILS

An administrator is authorized to suspend a pupil from attendance at his/her school, including its sponsored activities, or from riding the bus, for good and sufficient reasons. Such suspension shall not extend beyond the end of the school year in which such suspension is imposed. A pupil may be suspended for conduct as described below: (T.C.A. 49-1309: parents can be held responsible up to $5,000.00)

* Willful and persistent violation of these rules of the school or truancy.
* Immoral, disreputable conduct or vulgar or profane language.
* Violence or threatened violence against the person or any personnel attending or assigned to any public school.
* Willful or malicious damage to real or personal property of said school or the property of any person attending or assigned to said school.
* Inciting, advising, or counseling of others to engage in any of the acts herein before enumerated.
* Marking, defacing or destroying school property.
* Possession of a knife, etc., as defined in Section 39-4901 T.C.A. on school property.
* Assaulting a principal or teacher with vulgar, obscene, or threatening language.
* Possession of any fireworks or explosives
* Any other conduct prejudicial to good order or discipline.

**AFTER SCHOOL DETENTION**

After-school detention may be assigned as a disciplinary measure for students who fail to follow school rules or expectations. Students will be given at least one school day’s notice before serving detention, and parents or guardians will be informed in advance. All detentions will be supervised by certified staff members to ensure student safety and accountability. The duration of detention will not exceed two hours beyond the regular dismissal time, though it may be assigned on multiple consecutive days if necessary. Failure to attend an assigned detention without prior approval may result in additional disciplinary consequences.

## IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) is used as a disciplinary measure to provide structure and support for students whose behavior requires temporary removal from the regular classroom setting. Students in ISS will be supervised at all times, and will have access to their textbooks and classwork assignments. Students will receive full credit for all classwork completed during ISS, and assignments should be submitted according to Board policy. Students are also permitted to make up any tests or quizzes missed during their time in ISS. All work completed will be evaluated by the classroom teacher, and students will receive grades as if the work were completed in the regular classroom.

Students who fail to follow the rules of ISS may have their time extended. If a student repeatedly refuses to comply with ISS expectations or exhibits severe misconduct that disrupts others’ learning, they may be referred to the Alternative Learning Center for further placement. While assigned to ISS or the Alternative School, students are not permitted to participate in any extracurricular activities or school-sponsored events.

## ALTERNATIVE LEARNING CENTER (ALC)

The purpose of the alternative school is to remove a student from the regular school environment for inappropriate personal/social behavior or infractions of school rules. When an administrator places students in this program, it will be an opportunity for them to reflect back on the behavior they exhibited in the school and/or classroom, which led to their conflict. It is expected that the isolation of these students from their friends during school hours will be an incentive for them to correct their inappropriate behavior in order to return to the enriched atmosphere of the regular school program. Hopefully, students assigned will realize that they alone are totally responsible for their behavior, and inappropriate conduct should not infringe upon the learning process of other students.

1. When a behavior subject to placement at the alternative school occurs, the student involved will have a conference with the principal or assistant principal.
2. The student will be assigned to the Alternative Classroom for a determined number of days. The Alternative Classroom instructor may increase or decrease time placement. The principal must approve any request for reduction of the placement.
3. Parents will be notified and a written notice of suspension and placement in the alternative school will be provided to the parent(s)/guardian(s). A meeting with the principal/assistant principal and designee from the alternative school will be scheduled to review the offense and the placement at the Alternative school. Students will remain in ISS until this meeting is conducted. Parent(s)/Guardian(s) will be notified of their right to appeal placements of more than ten (10) days at the alternative school.
4. The student will report to the Alternative School from 8:00 until 2:30. The student will be responsible for his/her transportation to and from Alternative School. In the event a student is absent from school for any reason, he/she will be required to make up those days.
5. Teachers will provide work for students to complete during their alternative school placement. Each student is expected to have all necessary materials with him/her for completion of assignments, including textbooks, paper, pencils, or material from teachers.
6. The Alternative Classroom instructor will supervise students during the school day. Students can expect help with their learning difficulties as well as be present at all times for aid in working assignments and counseling sessions.
7. Students assigned to the Alternative Classroom are suspended from all school extracurricular activities and athletic contests. Students may not be on Hickman County School grounds at any time during their placement at the alternative school.
8. Students may bring their lunches with them to the alternative classroom or may purchase lunch at Hickman County High School.
9. Written records will be maintained in each case of alternative placement. This information will include the student’s name, the infraction date, material used, assignment completed, outcomes or results of conferences, attitudes, conduct and other data which might have a bearing on the case.
10. Students will be monitored closely regarding accepted behavior, homework assignments, and assigned tasks. If work or behavior is not acceptable, the student will be given out-of-school suspension during which the student will receive zeros for classroom work. After Alternative School, the next severe behavior will be referred to court.

If a student’s behavior becomes so outrageous that the maintenance of good order within the school is impossible, then an administrator may skip all levels of punishment, in his/her best judgment, to assign appropriate discipline. If a student fails to comply with a determined penalty, he/she will be referred to the next disciplinary procedure listed above. This procedure is to be at the administrator’s discretion.

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# **STUDENT ALCOHOL AND DRUG TESTING**

# **POLICY** **BOARD POLICY** [**6.3071**](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fuc8ab937556df683776ffce8f99e%2Edl%2Edropboxusercontent%2Ecom%3A443%2Fcd%2F0%2Fget%2FBodwT7fpED%5FtVyEkR8uV3eZ%5Fehz0oqJ5n%2DkSrmy40f%2DvxrTG53H4JFJYEOJV38ohrlcv4tIYLywVLNqzSzf1R%5F7VuuvkpDDv%5FuorsmmBd6d2iqhiAV43wP4Db3GWxdsQYamNjJx2SeEwkDPrUFudWQJIsv01I8CdJ5HpnhSqlvX4vg%2Ffile&wdAccPdf=0&wdEmbedFS=1)

Students are 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 member or other student 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.

Upon receiving reasonable information, the principal will take the following steps.

1. Call the student into the principal's office or another private place;
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding;
3. 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;
4. Notify the parent or guardian of the student of the impending test;
5. Inform the student of the procedures which shall be followed in administering the test; and
6. 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.

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of 2 the following:

1. If the results of the analysis are negative, all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed.
2. If the results of the analysis are positive, the student and parents or guardian shall be given the written notice of the result. In addition, they shall receive referral information which shall include counseling, in-patient, out-patient, and community-based drug and alcohol treatment programs. The Hickman County School System is not responsible for student treatment expenses incurred as a result of positive drug and/or alcohol tests administered by the school district.

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## RANDOM DRUG TESTING

Due to the severity of the drug use problem, both locally and throughout the State, students involved in any volunteer extracurricular activities shall be subject to random drug tests. Parents and students will be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

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# **FAMILY LIFE 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

**Skyward**

**Hickman County High School uses Skyward as our student management system.**

**Skyward Family & Student Access Overview**

Hickman County High School is dedicated to helping all parents and guardians to be easily involved with their child’s educational team. In our ongoing effort to increase communication between school and home, we are pleased to offer Skyward Family Access to our families. Skyward is our statewide student information system, and all families have access to the system. With this online ability, you will be able to view your child’s schedule, daily attendance, quarter/semester grades and grade books, and general and emergency information.

**Skyward Frequently Asked Questions**

**What is Skyward Family Access?**

Hickman County High School realizes the important role that parents/guardians play in the education of children and the importance of parent/guardian involvement. Skyward Family Access is an easy to use web based tool for parents and guardians that provides secure, near real time information about your child’s grades, attendance, class schedule, messages from teachers, and demographic information.

**How do I get access to Skyward Family Access?**

Your student’s school sets up access at time of enrollment. If you do not remember how to access your account, please contact the Hickman County High School Guidance Office..

**Do I need a separate account for each child? Can I see student information for children attending?**

You will have one account that gives you access to all of your children attending school within this district.

**Are passwords case sensitive?**

Yes, passwords are case sensitive.

**Can I change my password?**

Yes, you will have the option to change your password once you login to Skyward Family Access.

**What if I forget my password?**

Go to the Skyward Family Access login page and click on “Forgot Login/Password” link. You will receive an email with your username and a link for your password. Please follow the directions in the email to reset your password.

**Will I need to sign up for Skyward Family Access every year?**

No, once you have an active account it will remain active as long as you have a student enrolled.

**Can/should I share my password with my student?**

No, parents and students have different passwords because they have different types of access. Students in grades 9-12 will have their own Student Access account (login will be provided by the school). Student access in elementary and middle schools is at the discretion of each school. Skyward Family Access is password and user name protected. PLEASE KEEP YOUR PASSWORD AND USER NAME CONFIDENTIAL.

**Is there a free mobile app for Skyward Family Access?**

Yes, Skyward has a free mobile app available on all major platforms, including iOS, Android and Windows Mobile.

**STUDENT MEETINGS**

Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form such clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.1

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or a group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that:1

1. The meeting is voluntary and student-initiated;

2. There is no sponsorship of the meeting or its content by the school, the Board, or its employees;

3. The meeting will not materially and substantially interfere with the orderly conduct of the school’s educational activities or conflict with other previously scheduled meetings;

4. Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee; and

5. Non-school persons will not direct, control or regularly attend.

**SCHOOL SPONSORED EVENTS**

If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that:

1. The forum is provided in a manner that does not discriminate against a student’s voluntary expression of a religious viewpoint, if any, on an otherwise permissible subject;

2. There is an appropriate method of selecting student speakers which is based on neutral criteria;

3. Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student’s speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.

# **TENNESSEE TEXTBOOK PROGRAM**

“Textbooks are the property of the Board of Education and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parents are to sign an agreement stating that they will be responsible for the textbooks received and used by their children.” **School Board Policy 4.501** [Textbook Agreement](https://docs.google.com/document/u/0/d/1dy94PMP28woxUPeycqAEus2rVRTIa1HN-UmtVFWDb9w/edit)

**High School Textbooks New Replacement Cost**

My Perspectives (ELA - Grades 9-12) $29.47 (workbook) \_\_\_\_\_\_

Big Ideas Learning (Math) $19.00 (workbook) \_\_\_\_\_\_

Algebra 1, Algebra 2, Geometry

Big Ideas Textbook (Math) $92.00 (textbook) \_\_\_\_\_\_

Algebra 1, Algebra 2, Geometry

Magruder’s History and Government books $ 45.00 (textbook) \_\_\_\_\_\_

Savass Scuebce Student Edition Text Book $ 113.50 (textbook) \_\_\_\_\_\_

# **GRIEVANCE PROCEDURES**

If a student or parent disagrees with a disciplinary action or attendance problem, he/she may appeal within five (5) school days to the Disciplinary Committee or to the Attendance Committee. The Board of Education has approved these two committees to deal with these grievances

# **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Annual notice for Disclosure of School Directory Information

The FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child’s educational records. However, the school may disclose some student information without written consent when the information is designated “Directory Information” unless you have advised the district to the contrary in accordance with district procedures.

The primary use of Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are the following:

* a play bill or program, showing your child’s role in a drama or music production
* annual yearbook
* honor roll or other recognition lists published at school or in newspapers
* graduation programs
* sports statistics listed in programs, such as football which may include height and weight of team members

Directory Information can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to:

* other schools the student is seeking to attend (transcripts, etc.)
* class ring manufacturers
* state or federal authorities auditing, evaluating programs or enforcing state or federal laws
* a court order by subpoena

The school district has designated the following as Directory Information:

Student name Grade level

Degrees, honors, and awards received Major field of study

Address E-mail address Date and place of birth

Date of attendance Telephone number Photograph

Participation in school-sponsored activities and sports

Weight and height of members of athletic teams

Most recent educational agency or institution attended

Two federal laws require school districts that receive assistance under the No Child Left Behind Act of 2001 to provide military recruiters, upon request, with three Directory Information categories--- names, addresses, and telephone listings---unless parents have notified the district that they do not want their child’s information disclosed without their prior written consent.

# **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 these organizations are listed below: | |
| --- | --- |
| The Arc Tennessee  <https://www.thearctn.org/>  545 Mainstream Drive, Suite 100  Nashville, TN 37228-1213  Phone: (615) 248-5878  Toll Free: (800) 835-7077  Fax: (615) 248-5879  Email: info@thearctn.org | Tennessee Protection and Advocacy (TP&A) is operated by Disability Rights  <https://www.disabilityrightstn.org/>  Middle Tennessee (Admin Office)  2 International Plaza, Suite 825  Nashville, TN 37217  Phone: 615-298-1080  Fax: 615-298-2046  Email: [GetHelp@disabilityrightstn.org](mailto:GetHelp@disabilityrightstn.org) |
| Support and Training for Exceptional Parents (STEP)  [http://www.tnstep.org](http://www.tnstep.org/)  712 Professional Plaza  Greenville, TN 37745  West Tennessee  901-75604332  [Jenness.roth@tnstep.org](mailto:Jenness.roth@tnstep.org)  Middle Tennessee  955 Woodland Street  Nashville, TN 37206  615-463-2310  Email: [information@tnstep.org](mailto:information@tnstep.org)  East Tennessee  4232-639-2464  [Karen.Harrison@tnstep.org](mailto:Karen.Harrison@tnstep.org) | Tennessee Voices for Children  <http://www.tnvoices.org/main.htm>  West Tennessee  731-660-63656  731-660-6372 Fax  Middle TN  Main Headquarters  500 Professional Park Drive  Goodlettsville, TN 37072  (p) 615-269-7751  (f) 615-269-8914  East Tennessee  865-609-2490  865-609-2543 Fax |

**NOTICE OF NONDISCRIMINATION**

It is the policy of the Hickman County Board of Education not to discriminate on the basis of sex, race, national origin, creed, age, or religion in any of the programs, practices, or employment in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1972, Section 504: (2) Title VI of the Civil Rights Act of 1964: or (3) Title IX of the Educational Amendments of 1972.

**DISCRIMINATION IS AGAINST THE LAW**

| TITLE VI | TITLE IX | SECTION 504 | ADA/Title II |
| --- | --- | --- | --- |
| Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance.  34 C.F.R. Part 100 | Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance.  34 C.F.R. Part 106 | Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance.  34 C.F.R. Part 104 | Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities.  28 C.F.R. Part 35 |

**Title VI & IX Complaints**

Mike Elkins

115 Murphree Ave.

Centerville, TN 37033

[mike.elkins@hickmank12.org](mailto:mike.elkins@hickmank12.org)

**Section 504 Complaints and ADA Compliance**

Shelda Qualls

115 Murphree Ave.

Centerville, TN 37033

931-729-9931

Shelda.qualls@hickmank12.org

**2025-2026**

**HCHS Assessment Calendar**

# **PARENT AND STUDENT SIGNATURE FORM**

Please sign this form and return a copy of this form for each Hickman County High School student in your household.

I have received a copy of the Hickman County High School 2025-2026Handbook:

Student’s Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Parent or Guardian (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent or Guardian

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: Failure to sign and return this form to the school does not relieve the student from the responsibility of conforming to HCHS Student - Parent Handbook.