

HUNTINGDON PRIMARY SCHOOL

"Building a Strong Foundation"

STUDENT HANDBOOK

2025-2026



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

Telephone 731.986.3091

Fax 731.986.0525

hps.huntingdonschools.net

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

FOREWORD

Huntingdon Primary students, parents, caregivers, and others, we are excited to have you as part of our school community. Please know that school success is a team effort. It truly takes all of us working together to ensure success. We look forward to getting to know each one of you and developing positive, lasting relationships with all of you.

The following policies and procedures have been designed to promote a positive learning environment for your child in order for him or her to receive the best education possible. We ask that your child and you respect and follow the guidelines set forth in this handbook. Together, with your support, we can lay a firm foundation for your child's education here at Huntingdon Primary School. We want your child to enjoy school and learning as he/she grows and develops a strong foundation to build upon.

Mrs. Vicki Crossno
HPS Principal

HIGHLY-QUALIFIED STAFF

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

NOTICE DISCRIMINATION DISCLAIMER

It is the policy of the Huntingdon Special School District not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. Discrimination shall include antisemitism, defined as a certain perception of Jews, which may be expressed as hatred toward Jews including, but not limited to, rhetorical and physical manifestations of antisemitism directed toward Jewish or non-Jewish individuals and/or their property, toward Jewish community institutions and religious facilities. If you have a complaint, contact Christy Carey at 731-986-2222.

ENGLISH LANGUAGE LEARNERS

If English is not your native language, and you need assistance, please contact the school. It is the mission of the Huntingdon Special School District to assist, in every way possible, students who are English Language Learners. Para ayuda en cuestiones de idioma, por favor llamar a la escuela. Es la misión del Distrito Escolar de Huntingdon ofrecer asistencia, de cualquier forma posible, a todo estudiante que esté aprendiendo inglés. Por favor háganos saber cómo podemos ayudar.

SCHOOL HOURS (KDG-3rd Grade)

7:10 AM -- Huntingdon Primary School doors open

Students should not be left unattended before this time.

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

7:45 AM – Students will be dismissed by grade level to their homeroom teachers. ***Students should be in their classrooms by 7:50.**

7:55 AM – TARDY BELL* You **MUST** come inside and sign your child in at 7:55 because he/she is TARDY.

7:55 AM - 2:45 PM - School Day

2:35 PM – Early Bus Dismissal/2:40 PM – Parent Pick-Up/ 2:45 PM- Late Bus Dismissal

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

ATTENDANCE LAW

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

ATTENDANCE

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

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

Excused Absences will be allowed for the following reasons:

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

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

- Students in grades K-3 that have accumulated **ten (10) total absences** must submit a doctor's note for all future absences.
- Students in grades K-12 that have accumulated **three (3) unexcused absences** will be notified by school officials,
- Students in grades K-12 that have accumulated **five (5) unexcused absences** must meet the Tier I requirements set forth in the district's progressive truancy intervention plan.
- Any further absences will result in further intervention and failure to meet requirements set forth in the district's progressive truancy intervention plan will result in **truancy charges** being filed in local juvenile court.
- **Three (3) unexcused tardies or early check-outs will equate to one (1) unexcused absence.**

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

TARDINESS and EARLY CHECK-OUT

Tardiness- If a student arrives at school after 7:55 AM they are considered tardy. Students must be in their classroom before 7:55 AM to avoid being tardy. Being in the drop-off line is not considered “at school”. **When a student is tardy, a parent/guardian must accompany the student to the front office to provide a written statement.**

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

Leave Early- If a student checks out **before 11:30**, it is considered a full day **absent** from school. Students will not be permitted to be checked out through the front office after 2:20. Any check-out between 11:30 and 2:20 is considered an “early check-out”.

TRANSPORTATION

STUDENTS MUST BE TRANSPORTED IN THE SAME MANNER EACH DAY unless an emergency arises that requires them to travel using a different means. This prevents confusion and keeps our students safe. You may NOT call and change your child’s transportation every day. Please develop a plan and stay consistent.

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

To ride a bus:

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

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

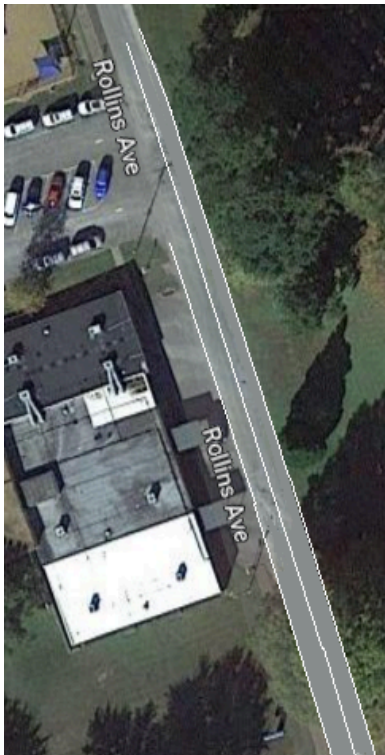
Parent/Guardian Transport. Parents or guardians dropping their student off will be expected to follow the drop-off and pick-up procedures.

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



- a. ALL STUDENTS exiting vehicles need to do so on the RIGHT side of the vehicle and approach the school safely on the pavement.
- b. Parents DO NOT need to exit the vehicle; this allows for a steady flow of traffic.
(With the exception of the first day of school, please do not park and walk your child to the door.)
- c. Buses will use the left (outside) lane from the school for student drop-off and will be directed to use the crosswalk.
- d. Teachers and staff arriving in the morning & parking in the front will also be asked to use the crosswalk. (See diagram)

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



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

- a. K-3 will exit from doors facing Rollins Ave.
- b. School staff will escort students to vehicles. Drivers please STAY IN your vehicles.
- c. Older siblings will be located with younger siblings at younger siblings pick-up area.
- d. K/1 pick up drivers need to be in the lane closest to building(right)
2/3 pick up drivers need to be in the lane farther from building (left)

TRANSPORTATION CHANGE

State statute requires that students who are getting off the bus at an unaccustomed stop should have a parent/guardian fill out the Change in Destination Slip (handwritten note) and give it to a school official (teacher or school secretary). A change of destination request should be made a minimum of 24 hours in advance.

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

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

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

BUS RULES

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

Level I. Horseplay, not being seated in assigned seat, profanity, eating, or drinking.

1st Offense- Warning from the driver or principal

2nd Offense- 1 (one) day suspension from bus transportation

3rd Offense- 3 (three) days suspension from bus transportation

4th Offense- 5 (five) days suspension from bus transportation

5th Offense- 10 (ten) days suspension from bus transportation

6th Offense- Suspension from bus transportation for the remainder of the school year

Level II. Possession of tobacco products/Vapes, smoking/vaping, possession of matches or lighters, sexual incidences, willfully distorting camera system, or other offense deemed an endangerment (by the principal and the Carroll County Schools Transportation Department). Destruction of property, throwing objects, or fighting (as determined by the principal and the Carroll County Schools Transportation Department). (Suspension from bus until payment for damage is collected.)

1st Offense- Payment of property damages and 3 (three) days suspension from bus transportation

2nd Offense- Payment of property damages and 5 (five) days suspension from bus transportation

3rd Offense- Payment of property damages and 10 (ten) days suspension from bus transportation

4th Offense- Payment of property damages and suspension from bus transportation for the remainder of the school year

Level III. Any offense such as carrying a weapon or other offense deemed a serious endangerment (by the principal and Carroll County Schools Transportation Department) will result in suspension from bus transportation for the remainder of the year. Zero tolerance policies will be in effect.

LARGE ITEMS (18 INCHES), BALLOONS, AND GLASS CONTAINERS ARE PROHIBITED ON BUSES.

AUDIO DEVICES AND OTHER NOISE PRODUCING INSTRUMENTS ARE ALSO PROHIBITED.

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

**** TCA 49-6-208 prohibits parents/guardians from getting on a bus. Parents/Guardians should not approach the bus to speak to the bus driver. For communication or safety concerns, contact Carroll County Schools Transportation department at (731)418-3034.**

BUS AND SCHOOL CLOSING NOTIFICATION

www.carrollschools.com/notification.htm

Carroll County Bus Shop - 731.986.3093

Carroll County Board of Education - 731. 986.4482

DISTRICT CONTACT

www.huntingdonschools.net

Huntingdon Board of Education

P.O. Box 648

585 High Street Huntingdon, TN 38344 Phone 731-986-2222 Fax 731-986-4365

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

SCHOOL RULES

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

These expectations are based on these main ideas:

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

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

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

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

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

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

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

CORPORAL PUNISHMENT

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

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

SCHOOL SAFETY

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

There will be no political advertising on property at school events.

DRESS CODE

For their safety, all students need to wear **TENNIS SHOES** for running, climbing, & playing. **TENNIS SHOES** are required for the playground and also the gym floor. Please do not send an “extra” pair of shoes for students to change into. Students need to be dressed in appropriate and comfortable shoes and clothing. Students should not wear clothing that could be a distraction to the learning environment. **Violation of the student dress code will be a judgment made by administration, and parents will be notified to assist in correcting the issue.**

CELL PHONE POLICY

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

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

Illness/Medication

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

HUNTINGDON SPECIAL SCHOOL DISTRICT MEDICATION POLICY

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

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

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

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

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

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

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

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

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

SUSPECTED DRUG EXPOSED CHILD

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

TEXTBOOK AGREEMENT of PARENT/GUARDIAN

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

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

Response to Instruction and Intervention (RTI2)

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

Your signature on the Parent/Student Consent 2025-2026 indicates that you have read and understand the information above and give consent to the RTI screenings (Benchmark testing given to all students 3 times a year (Fall, Winter, Spring)).

SCHOOL BREAKFAST AND LUNCH

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

Breakfast and lunch are **FREE** to all students.

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

CLASSROOM PARTIES & TREATS

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

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

HUNTINGDON SPECIAL SCHOOL DISTRICT

2025-2026 District Calendar

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

July 28	Administrative Day
July 29 - August 4	Staff Inservice
August 5	First Day of School (½ day)
September 1	Labor Day
September 11	Early Dismissal/PTC
September 12	Stockpile Professional Dev. (staff only)
October 7	1st Grading Period Ends
October 13-17	Fall Break
November 26-28	Thanksgiving Break
December 1	Stockpile Professional Dev. (staff only)
December 19	Last Day Fall Semester (1/2 day)
December 20	2nd Grading Period Ends
December 22-January 2	Christmas Break
January 5	Administrative Day
January 6	First Day Spring Semester
January 19	Martin Luther King Jr. Day
February 2	Stockpile Professional Dev. (staff only)
February 16	President's Day
March 11	3rd Grading Period Ends
March 23-27	Spring Break
April 3	Good Friday
April 6	Stockpile Professional Dev. (staff only)
May 21	Last Day of School (1/2 day)
May 21	4th Grading Period Ends
May 22, 26, 27	Discretionary Administrative

OTHER INFORMATION

Grading Period 1	August 5 - October 7 (44 days)
Grading Period 2	October 8 - December 19 (44 days)
Grading Period 3	January 6 - March 11 (44 days)
Grading Period 4	March 12 - May 21 (44 days)
Make-Up Days	Available Staff Development Days
	Feb. 16, March 23-27, End of Year
Parent-Teacher	September 11
*District Testing Schedule at www.huntingdonschools.net .	

Fall Semester

July 2025						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	*28	29	30	31		

August 2025						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September 2025						
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14	15	16	17	18	19	20
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28	29	30				

October 2025						
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12	13	14	15	16	17	18
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26	27	28	29	30	31	

November 2025						
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December 2025						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Spring Semester

January 2026						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

February 2026						
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22	23	24	25	26	27	28
29	30					

March 2026						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2026						
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12	13	14	15	16	17	18
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26	27	28	29	30		

May 2026						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					