

# HUNTLAND SCHOOLS

400 Gore Street Huntland, TN 37345  
PH: 931-361-0300 | FX: 931-469-0590



## STUDENT & PARENT HANDBOOK 2025-2026

“Building a better community one student at a time.”



**Huntland Schools**  
**400 Gore Street**  
**Huntland, Tennessee 37345**  
**931-361-0300**

**Lisa Crabtree, Ed.S.**  
Principal

**James A. Carr**  
Assistant Principal

**Sarah Beth Spray, Ed.S.**  
Assistant Principal

**Sherry Coleman, M.A.**  
Elementary and Middle School Counselor

**Sarah Carmack Smith, M.S.**  
High School Counselor

**Bob Robertson, B.S.**  
Athletic Director

**Alma Mater**

On our county's southern border, Reared against the sky,  
Proudly stands our Alma Mater As the years roll by.  
Forward ever be our watchword,  
Conquer and prevail.  
Hail to thee, our Alma Mater  
Huntland High All Hail!

## **Faculty/Staff Directory**

### **High School Office**

Lisa Crabtree	Principal
Tammy Sanders	Bookkeeper/Secretary
Louise Parks	Receptionist
Dean Garrett	Attendance Secretary

### **Guidance**

Sherry Coleman	Elem/MS Counselor
Sarah Carmack Smith	HS Counselor
Lisa Dickson	Guidance Secretary

### **Faculty PK-8**

Amy Houk	PreK
Misty Hall	Assistant PK
Tracy Kuhar	Kindergarten
Hanna Rollins	Kindergarten
Jennifer Jackson	First Grade
Courtney McBee	First Grade
Monica Smith	Second Grade
Jennifer Riddle	Second Grade
Kayla Williams	Second Grade
Michelle Pogue	Third Grade
Stacey Phillips	Third Grade
Crystal Burt	Fourth Grade
Krista Fanning	Fourth Grade
Karlee Davis	Fifth Grade
Brent Davis	Fifth Grade
Matthew Prince	Elementary PE
Brandy Frame	6th Grade ELA/SS
Cindy Garrett	7th-8th ELA
Brook Davis	6-8th Grade Science
Martha Luttrell	6-7th Math
Sheila Williams	8th Math/6th Comp Sci/Careers
Karen Michael	7-8th SS
Mike Jernigan	7-8 Comp Sci/Careers
Brandi Danley	6-8 STEM/ 6th Sci

### **Faculty 9-12**

Beverly Bowlen	Spanish I & II, Computer Science
Adrian Cawley	US Hist, ELL/ESL, Econ
Janet Campbell	CTE Business/FBLA
Kim Collins	CTE STEM I, II & III
Ashley Fitch	English I, IV, AP English
Leslie Jones	Librarian
Alicia Walker	Algebra I, Geometry
Samuel Loyd	Music and Band
Karen Mathews	Physical Science & Chemistry
Sean McLennan	World Hist, Govt. & Personal Finance
Kermit Reed	Wellness & Physical Education
Bob Robertson	Psychology, Sociology, PE
Gary Sanson	Fine Arts
Michael Tipps	Algebra II, Senior Math, Pre-Calculus
Jason Walker	Agriculture/FFA
Stephen Williamson	Env. Science, Biology, Anatomy/Physiology
Austin Williams	English II & III

### **MS Office**

James Carr	AP
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### **ELEM Office**

Sarah Beth Spray	AP
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### **Special Services**

Casey Tate	SPED 6-12
Amberley Speer	SPED K-5
Tara York	School Psychologist
Carla Avalos	ESL/ELL
Emily Kelly	ESL/ELL
Madalyn Edde	Speech
Kim Riley	SPED Assistant
Melinda Walsh	SPED Assistant

Melany Gardner	RTI Coordinator
Denise Jacks	Ed. Assistant
Jennifer Counts	Ed. Assistant
Lauren Curtis	Ed. Assistant
Julie Ennies	ParaPro/Ed. Assistant
Jennifer Shadow	3rd Grade LL Assistant

Claressa Carmack	HS Computer Lab EA
Gregg Wooten	ISD
Chelsey Cates	School Nurse
Mike Roberts	SRO
Shawn Malhoit	SRO

### **Custodians**

Andy Green
Beth Armentrout
Hollie Simmons
Teresa Stevens
Shane Guffey

### **Cafeteria Staff**

Lori Wilkerson-	manager
Callie Davis	
Michelle Gamble	
Judy George	
Jeanette Johnson	
Rita Padgett	
Amber Pitts	

### **Maintenance**

Kevin Fitzpatrick
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**August 2025**

Welcome to Huntland Schools and this wonderful family of Hornets!

I want to thank each and every one of you for supporting our school. We are so blessed to live and work in this community. I am confident that this will be a great school year for our students, teachers and staff.

Our staff here at Huntland have worked very hard to prepare for this school year and are looking forward to growing our students through exceptional teaching and learning in every classroom on campus. We want our students and staff to connect to our school through extracurricular opportunities such as athletics, club activities and school sponsored events.

Parents/Guardians please feel free to contact your child's teacher with any questions or concerns that you may have about their classroom. It will take a strong relationship among parents, teachers, administrators and our community to give our students the best possible education. If you ever have any questions, comments or concerns please do not hesitate to contact us.

Every morning at Huntland we emphasize the importance of 3 R's.

1. Be Ready- prepared for class and a positive school day; increases attendance, test scores and graduation rates.
2. Be Respectful- respect for others, yourself, environment, learning and school property.
3. Build Relationships- build positive attitudes among classmates, as well as, positive interactions with faculty.

GO BIG BLUE!

**Lisa Crabtree, Ed. S**  
**Principal, Huntland Schools**

### **MISSION STATEMENT**

The mission of Huntland Schools is to empower students to achieve their highest potential through a secure and positive learning environment.

### **SLOGAN**

**“Building a better community one student at a time.”**

## **HUNTLAND SCHOOLS BELL SCHEDULES**

### **REGULAR SCHEDULE (M,T,R,F)**

Period	Start	End
1	8:00	8:52
2	8:56	9:48
Second Chance Breakfast HS Only		
3	9:53	10:45
4	10:49	11:41
5	11:45	1:08
5th period Includes MS/HS lunches		
6	1:12	2:04
7	2:08	3:00

### **M,T,R,F LUNCHES**

Grade	Start	End
K	10:15	10:45
1	10:20	10:50
2	10:30	11:00
3	10:35	11:05
PK	10:55	11:25
4	11:05	11:35
5	11:10	11:40
MS	11:50	12:20
HS	12:38	1:08

### **WEDNESDAY/ACTIVITY SCHEDULE**

Period	Start	End
1	8:00	8:47
2	8:51	9:38
Second Chance Breakfast HS Only		
3	9:42	10:29
4	10:33	11:20
5	11:24	12:41
5th period includes MS/HS lunches		
6	12:45	1:32
7	1:36	2:30

### **WED. LUNCHES**

Grade	Start	End
K & 1	10:15	10:45
2	10:20	10:50
3	10:30	11:00
4	10:45	11:15
5	10:50	11:20
PreK	10:55	11:25
MS	11:28	11:58
HS	12:11	12:41

## HUNTLAND SCHOOLS PROCEDURES

### ARRIVAL/DEPARTURE PROCEDURES

Huntland Schools will open at **7:00 A.M.**

School starts promptly at **8:00 A.M.**

The School day ends at **3:00 P.M.**

In order to ensure safety and expedite morning arrivals, parents dropping off students before 7:45 a.m. are to **enter the campus from College Street** and unload students at the front side of the school.

Students arriving at school prior to 7:45 a.m. including drivers :

**Students K-5 report to the cafeteria.**

**Students 6-12 report to the elementary gym.**

**Student drivers are not to remain in vehicles once on campus.**

**Please make sure daily dismissal plans for your child are prearranged, and the student is aware of these plans.**

### ATTENDANCE (See also, Attendance-Board Policy 6.200)

Good attendance is vital in order to achieve success in school. Students should be present every day, all day. When it becomes necessary for a student to be absent from school, he/she is required to bring a written note from a parent/guardian or from another official source (doctor, dentist, etc.) on the first day that he/she returns. The note is to be given to the front office before 8:00 A.M. **Only five (5) days of parent/guardian notes will be accepted** for excused absences. Only board excusable reasons will be classified as excused absences.

1. Personal Illness
2. Illness of Immediate Family Member including: Mother, Father or Sibling
3. Death in the Family
4. Extreme Weather Conditions
5. Religious Observances
6. Circumstances, which in the judgment of the Principal, create emergencies over which the student has no control.

**School notes should include date, time, student name, parent signature, parent phone number and reason for absence. All doctor's notes should include the appointment time and time left the office along with the doctor's signature.**

Students should bring the note to the attendance office on the first day he/she returns; however, if the student fails to bring a note within three **(3) days**, the absence will be considered **UNEXCUSED**. Parent or doctor notes will not be accepted and data in the state attendance database will not be changed after the third (3rd) day a student has returned.

### **ATTENDANCE (UNEXCUSED ABSENCES)**

According to the Tennessee Code Annotated, 49-6-3007, when a student has reached five (5) unexcused absences, the parent/guardian will receive a letter concerning this situation from the attendance office. When the student has reached 6 or more unexcused absences, a petition to Juvenile Court regarding the truancy issue can be filed. **Letters will be sent to the parent/guardian when a student has reached five (5) and ten (10) days unexcused. Absences are continued throughout the school year and are not on a semester basis.**

### **ATTENDANCE (MAKE-UP WORK)**

A student will be allowed an equal number of days to complete the make-up work as the number of days they missed. (Example: A student who is absent two days should have all work turned in by the second day that the student has returned to school.) More time for make-up work may be granted in special circumstances by making arrangements with the teacher involved. It is the responsibility of the student to see that the requirements of the attendance policy are met, and all work missed is completed to the satisfaction of the teacher. This also applies when a student has been suspended from school.

### **LATE WORK/POINT DEDUCTIONS**

A student who does not have an assignment completed and ready to turn in the day the assignment is due will receive a 20% point deduction and will be given one additional day to turn in the assignment. No late assignments will be accepted after the additional day.

### **ATTENDANCE (SCHOOL TARDY)- LATE TO SCHOOL**

- All students who are tardy to school must report to the high school office to be admitted to school. After three (3) unexcused tardies, students will be subject to disciplinary measures which include: BSD/ASD, Saturday School. Continued violations can result in loss of driving privileges, activity and event suspension, ISD, possible truancy infractions as determined by Administration.
- An excused tardy may be obtained if there is a doctor's note or court note for appointments.
- **There are a total of three (3) unexcused tardies per semester.**

### **ATTENDANCE (CHECK-OUT)**

Students are encouraged to be present for the entire school day.

- When checkouts are necessary: a parent/guardian may come in person to the front office, or the student must bring a **verifiable note signed by a parent/guardian or send an email to Ms. Dean. Phone calls will not be accepted for check-outs.**
- **Checkout notes must include the student's name, date and time to check-out, the reason for checking out, parent/guardian phone number, and parent/guardian signature.**
- **Students leaving early MUST sign out in the high school office. At the beginning of each semester, after a student has checked out for the 4th time, no more notes will be accepted.**
- If a student checks out of school before 11:17 A.M. or checks in after 11:44 A. M. the student will be considered absent for the day.
- **Check out requests will not be processed after 2:30 P.M.**

### **ATTENDANCE (GETTING/KEEPING A DRIVER'S LICENSE)**

- **Requests for driver's permit paperwork must be done 24 hours in advance of completion.**
- Ten (10) consecutive days, or a combination of suspended days and unexcused absences totaling fifteen (15) days during any semester, renders a student of legal age **ineligible to retain** a driver's permit or license.
- A student must also pass a minimum of half of their courses to be eligible to keep his/her driver's license.
- Grading periods for driver's license purposes are at the end of the semester. The attendance office will submit a list of students, at the end of each semester, to the attendance office at the Franklin County Board of Education in order for notification to be sent to the parent/guardian.

### **ATTENDANCE IN INDIVIDUAL CLASSES**

**On the 5th, 7th, 9th Class Absences:** The student will be referred to administration. In the event the absence(s) has/have been excused, normal make-up procedures will be followed without disciplinary actions considered to be necessary.

If unexcused the following disciplinary actions may be administered: BSD/ASD, Saturday School, Loss of Driving Privileges, Suspension from school activities or events, ISD, etc.

- **There will be no re-scheduling of ASD, BSD or Saturday School for class attendance**
- **These absences are not truancy issues that are handled through attendance in which 5 or 10 day letters are sent and truancy petitions are served.**
- **All 18 year old students will follow the same rules as a juvenile student regarding excessive class absences.**
- **The classroom teacher's attendance roll will serve as official documentation.**

### **ATHLETICS**

Huntland Schools offer a variety of athletics for elementary, middle, and high school students which are governed by the TSSAA rules and regulations.

#### **Huntland Sports:**

##### **Elementary**

Basketball

##### **Huntland Middle School**

Football

Basketball

Baseball

Softball

Girls Soccer

Cheerleading

Cross-Country

##### **Huntland High School**

Football

Girls Soccer

Basketball

Baseball

Softball

Cheerleading

Golf

Cross-Country

### **BUS RIDERS**

Students transported by bus will be dismissed at 3:00 P.M. from their classrooms. Bus riders will report to the loading zones located between the high school and the elementary gyms.



## **BUS POLICY (Board Policy 6.308)**

The school bus is an extension of school; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Any student who rides a bus other than the one assigned or who gets off the bus at a different location must give the driver a note of authorization from the parent and approved by the transportation director/principal/designee. Bus passes may be obtained in the Attendance Office. For questions regarding bus issues, please contact the Director of Transportation.

The principal of the student transported shall be informed by the bus driver of any serious discipline problem and may be called upon to assist if necessary. A student may be denied the privilege of riding the bus if the principal determines that his/her behavior is such as to cause disruption on the bus or if he/she disobeys applicable policies and procedures pertaining to student transportation.

## **CAFETERIA**

State and Federal guidelines prohibit fast food meals being brought into the cafeteria during school lunch hours.

### **Charges**

Currently breakfast and lunch are free at Huntland School. If your child wants any of the ala carte' items, they must pay for those. Parents may monitor and deposit monies into individual student accounts through [www.mynutrikids.com](http://www.mynutrikids.com)

### **Prices**

Franklin County students will receive **FREE BREAKFAST and LUNCH** during the 2025-2026 school year.

#### **Elementary School Students**

Breakfast	FREE
Lunch	FREE

#### **Middle and High School Students**

Breakfast	FREE
Lunch	FREE

#### **Faculty and Staff**

Breakfast	\$2.75
Lunch	\$4.25

#### **Visitors**

Breakfast	\$2.00
Lunch	\$4.00
Holiday Lunch	\$5.00

## **CAR RIDERS/PICKUP PROCEDURES**

In order to ensure safety and expedite afternoon departures, parents picking up students are to **enter the campus from College Street** and pickup students at the front side of the school. Dismissal is at 3:00 P.M. For the safety of our students, **please stay inside your vehicle during afternoon dismissal**. Guardians must inform the attendance office before 2:30 PM if a student needs to ride a car that they normally do not ride in. Please wait patiently in line, and pull up as closely as possible to help keep dismissal running smoothly. **There is no picking up from the parking lot.**

**Motorcycle Law** TN Code § 55-8-164 (2024) Section (e) (1) **An operator commits an offense who, on the streets of any municipality, roads of any county, or the highways of this state, carries a child as a passenger on a motorcycle whose feet are not on footpegs; provided, that this subsection (e) shall not apply to persons riding in a motorcycle sidecar.**

## **USE OF CELL PHONES AND OTHER COMMUNICATION DEVICES (Board Policy 6.312)**

### **DEFINITIONS**

A “personal communication device” (PCD) is a device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, can be used as a camera, a recorder, a video/sound player, or any such item that electronically transmits or receives a signal, image, sound file, data file or message.

PCDs and personal electronic devices include, but are not limited to, cell phones, tablets, gaming devices, laptops, mp3 players, cameras, any wearable technology that can record, live stream or interact with wireless technology on school property.

“Use” means interacting, displaying, engaging with, holding, or operating a PCD and/or personal electronic device. Use shall include the device ringing, vibrating, beeping, or causing any type of disruption. Use shall also include passively recording, filming, streaming, broadcasting, AirDropping, or Quick Sharing.

### **USE BY STUDENTS IN GRADES 9-12**

Students may possess PCDs while on school property. **The devices may be used before and after school, during lunch periods and during class transition times.** [The PCD must not be in use during class times.](#) The principal or the principal’s designee may grant a student permission to use a PCD during class time for a specific academic purpose or at other times for other purposes that the principal deems appropriate. PCD shall not be used to record, film, stream, broadcast, AirDrop, Quick Share, and/or video school personnel or students without the principal/principal designee’s permission.

### **VIOLATION OF PERSONAL COMMUNICATION DEVICES/ ELECTRONIC DEVICES**

Any school employee who discovers a student using, assessing, or displaying a PCD or electronic device in violation of this policy shall report the violation.

Students must adhere to the Franklin County Board of Education’s Acceptable Use Policy when using PCDs and personal electronic devices as permitted in this policy. Possession of PCDs and/or personal electronic devices under the circumstances set forth in this policy is a privilege which may be forfeited by a student who fails to abide by the terms of this policy.

A PCD used outside these parameters may result in confiscation of the PCD until it can be released directly to the student’s parent or guardian. A student who possesses a PCD, in violation of this policy, is subject to related disciplinary action. Continued violation of this policy may result in loss of PCD privileges. Additionally, students may lose PCD privileges for any policy violation that is related to or is the result of the use of a PCD whether or not the PCD was used within the parameters of this policy.

The Franklin County Board of Education, its schools, nor its employees assume responsibility or liability for the loss or damage to any student’s personal communication device, or for the unauthorized use of a student’s personal communication device.

## INAPPROPRIATE USE OF PCD/ ELECTRONIC DEVICES

In addition to the parameters established above, use of a PCD or other electronic device to bully, harass or intimidate others will be subject to related disciplinary action. Using a PCD or other electronic device for any illicit activity including but not limited to take, disseminate, transfer, or share obscene, pornographic, lewd, or otherwise illegal images, photographs, or similar material whether by electronic data transfer or otherwise may constitute a crime under State and/or Federal law. Any student taking, disseminating, transferring, possessing or sharing obscene, pornographic, lewd, illegal, or otherwise inappropriate images or photographs of other students or any other individual, particularly underage, at school, on a school bus or while attending any school event or activity will be subject to the disciplinary procedures of the school district and reported to law enforcement and other appropriate State or Federal agencies.

## **CLUBS AND ORGANIZATIONS (Board Policy 6.702)**

Student organizations are an extension of the academic curriculum and are intended to complement the basic instructional program. One or more staff members will serve as faculty advisors.

- **Future Business Leaders of America:** FBLA's mission is to bring business and education together in a positive working relationship through leadership and career development programs. Financial requirements may be associated with membership.
- **Future Farmers of America:** FFA is an American youth organization, specifically a career and technical student organization, based on high school classes that promotes and supports agricultural education. Financial requirements may be associated with membership.
- **National Honor Society:** NHS is an honorary organization that's mission is for high school students to excel academically in four areas: scholarship, leadership, service, and character. Financial requirements may be associated with membership.
- **Technology Student Association:** TSA enhances personal development, leadership and career opportunities in science, technology, engineering and math (STEM), whereby members apply and integrate these concepts through inter curricular activities, competitions, and related activities.
- **Beta Club:** This club is an honorary club with the mission to promote ideals of academic achievement, character, and leadership among high school students.
- **Fellowship of Christian Athletes:** FCA is a religious club that is a nondenominational organization with the mission to fellowship together sharing student love of Jesus Christ. This organization is not limited to athletes. Financial requirements may be associated with membership.
- **Interact:** This high school service club is associated with the Winchester Rotary Service Club. This high school club is designed to involve students in service projects in areas of school, community, international, interclub, and Rotary-Interact. The mission gives student members an opportunity to connect with community leaders and develop leadership skills. Financial requirements may be associated with membership.
- **Middle School Interact:** This middle school service club is associated with the Winchester Rotary Service Club. This middle school club is designed to involve students in service projects in areas of school, community, international, interclub, and Rotary-Interact. The mission gives student members an opportunity to connect with community leaders and develop leadership skills. Financial requirements may be associated with membership.

### **CODE OF CONDUCT (Board Policy 6.300)**

The Board delegates to the Director of Schools the responsibility of developing specific codes of conduct which are appropriate for each level of school.

Full document is located at [www.fcstn.net](http://www.fcstn.net)

### **COMPUTER AND INTERNET USE**

The use of computers (with appropriate software) and access to the internet are encouraged to enhance specific instructional objectives here at Huntland. Before an account may be established for school use, the student must have a signed agreement of terms and conditions on file. A monitoring and tracking system is in place on all school electronic devices that maintains a history of access to internet sites. Students may be banned from accessing school electronic devices if inappropriate and/or unlawful sites are found to have been accessed.

### **DRESS CODE- MIDDLE AND HIGH SCHOOL (Board Policy 6.310)**

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation certainly exists between appropriate attire and a positive learning environment. Any dress that is considered contrary to good hygiene, distractive or disruptive in appearance, detrimental to the educational environment or to the public image of the school shall not be allowed. The administration of the school reserves the right and responsibility to determine whether a student's attire is within the limits of appropriateness for school, decency, and modesty. In matters of opinion, the judgment of the principal/designee shall prevail.

Some general expectations are:

1. Pants will be belted at the waist when appropriate.
2. Shirts must completely cover the abdomen, back, shoulders, midriffs, and cleavage.

The following specific expectations have been established to help create and maintain the best learning environment:

1. All clothing must be clean, appropriate for school, and size appropriate. Clothing must not be see-through.
2. Rips, tears, or slits showing above midhigh length are not permitted without leggings, tights/yoga pants or compression-type clothes are worn underneath rips or tears.
3. Outerwear with a hood is allowed but the hood is not to be 'up' (on, or covering, the student's head) inside school facilities.
4. Shorts, skorts, capris, dresses and skirts should strike the legs at midhigh.
5. Tights of any kind - leggings,/jeggings, or yoga pants - worn as outer wear are not permitted unless the following criteria is met: the shirt, skirt, or dress worn with the tights, leggings/jeggings, or yoga pants must strike the legs at midhigh.
6. Pants must be worn above the hip-bone; sagging/bagging is not allowed.

7. Footwear is required and must be worn; footwear must be safe and appropriate for indoor and outdoor activities. Inappropriate footwear includes, but is not limited to, house shoes/bedroom slippers, and skate shoes.

8. Clothing and accessories including, but not limited to, book bags, backpacks, belt buckles, patches, jewelry, and notebooks must not contain or have printed on them racial/ethnic slurs or symbols, gang symbols/affiliations, or vulgar, obscene, subversive, sexually suggestive language, symbols, or images.

Clothing and accessories such as book bags, backpacks, belt buckles, patches, jewelry and notebooks shall not be derogatory to any individual or groups, or disruptive to the school environment.

Clothing or accessories shall not promote products which students may not legally buy such as alcohol, tobacco, illegal drugs, and controlled substances or promote violence.

9. Items which are prohibited include, but may not be limited to:

a. Sunglasses inside the school building, except for health purposes – doctor's verification of need is required;

b. Large, long, and/or heavy chains (including billfold chains); and

c. Offensive tattoos must be covered.

The director of schools may allow exceptions for some of the above listed items for special school activities.

Appropriate corrective/disciplinary action will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate. The principal's discretion shall prevail in regard to appropriate attire for all after-school activities.

The Board expects the Director of Schools to require all principals and all certificated personnel to enforce the above dress code in a consistent manner.

### **FIELD TRIPS**

**Students are not eligible to attend a field trip if he/she is failing any class or if his/her attendance is less than 90%. Attendance and grades should be checked within the week of the trip.**

### **FINAL EXAMS (HIGH SCHOOL)**

Students are REQUIRED to take final exams unless they are exempt. It is imperative that every student is at school to take exams on the dates they are given. Any student that misses the final exam and is deemed excused will be required to take the exam on the first available make-up day listed on the calendar. Any student that misses the final exam and is unexcused will receive a grade of 0. The exams will count 15% of the final grade. Students may be exempted from final exams under the conditions outlined below. Please keep in mind this is an attendance incentive and not necessarily a grade incentive though grades are used to qualify students.

### **Final Exam Exemption**

Students who have no unexcused absences may be exempt from final exams if they meet the following criteria.

#### **Full Year Courses**

A - no more than 8 excused absences

B - no more than 6 excused absences

C - no more than 4 excused absences

#### **Semester Courses**

A - no more than 4 excused absences

B - no more than 3 excused absences

C - no more than 2 excused absences

● 3 tardies is equivalent to 1 absence for the purpose of exemptions only.

● Students must be in attendance for at least half the period in order to be counted present: tardies will be counted for late check-ins and early checkouts where students miss less than half of the period.

● Field trips and school-sponsored events will not count towards exemptions.

### **GRADING SYSTEM**

Schools teaching grades three (3) through twelve (12) shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

<b>Letter Grade</b>	<b>Grade Span</b>
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

This grading system shall be uniform throughout the school district for each grade.

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

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

## **GRADING- VALEDICTORIAN/SALUTATORIAN**

Students must be enrolled full time at the home base school to be eligible for ranking among the top high school seniors. All grades earned in grades 9, 10, 11 and both semesters of grade 12 will be counted toward the grade point average and the rank in class. To become valedictorian or salutatorian, a student must be enrolled in the high school at least four (4) of the seven (7) semesters preceding the final semester. One valedictorian will be named at each high school.

Steps to determine the valedictorian will be the following:

1. The honors scholar with the highest GPA. An honors scholar is a student with a minimum grade point average of 3.75 (not rounded up), completion of ten (10) academic honors courses, and a score at or above all of the subject area college readiness benchmarks on the ACT(not superscored) or equivalent score on the SAT. If there is a tie then,
2. Student(s) with the highest composite ACT score on a regular national test through the December test date for the graduation year. If there is a tie then,
3. Student(s) with the highest number of honors courses attempted. If there is a tie then,
4. Numeric average in core courses.

## **HONOR ROLL REQUIREMENTS**

Grade Level	First Honor Roll	Second Honor Roll
K-2	None	None
3-5	All A's	No more than 2 B's, all other grades of A with S's in writing composition, PE, Art, Library, and Music.
6-8	All A's	At least three academic course grades of A and all other grades of B or higher
9-12	All A's	At least four full credits, or equivalent course grades of A's and all other grades B's

## **INTERROGATIONS AND SEARCHES (Board Policy 6.303)**

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension.

If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

Refer to Board Policy 6.303 for more information. Located at [www.fcstn.net](http://www.fcstn.net)



## **LOCKERS**

Lockers are assigned to all students in grades 6-12. **All lockers are school property and are subject to inspection/search at any time.**

## **MEDICINE** ([Board Policy 6.405](#))

If under exceptional circumstances a child is required to take non-prescription or prescription medication during school hours and the parent/guardian cannot be at school to administer the medication, only the principal/designee will assist in self-administration of the medication if the student is competent to self-administer medicine with assistance in compliance with the following regulations.

**Written instructions signed by the parent/guardian will be required and will include:**

1. Child's name
2. Name of medication
3. Name of physician
4. Time to be self-administered
5. Dosage and directions for self-administration (non-prescription medicines must have label direction;
6. Possible side effects, if known
7. Termination date for self-administration of the medication.

The medication must be delivered to the nurse's office by the parent/guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication. A copy of this policy shall be provided to a parent/guardian upon receipt of a request for long-term administration of medication.

## **PARKING**

Visitor Parking: When visiting Huntland Schools, park in the visitor parking area located in the front of the school campus. Please do not park in fire lanes.

Student Parking: All vehicles operated by students on this campus are required to be registered with a parking permit through the front office. Parking permit decals must be displayed in the vehicle at all times. Parking permits are no charge.

### **POLICIES AND PROCEDURES FOR STUDENT PARKING**

1. Register a vehicle by providing proof of valid driver's license, registered tag number, and insurance.
2. Obtain a parking decal from Ms. Louise in the front office.
3. Abide by all campus speed limits



4. Park in designated student spaces
5. No loitering at any time
6. Keep vehicle locked
7. Students are not to be in the parking lots between the hours of 8:00 A.M.- 3:00 P.M. unless permission has been granted.
8. **Students not conforming to school parking policies and procedures may lose driving privileges.**

### **PERSONAL PROPERTY**

Huntland Schools are not responsible for loss or damage to personal property. All personal belongings should be clearly labeled with the student's name.

### **PROGRESS REPORTS**

Progress reports are sent home at 4.5 weeks of the 9 week grading period.

### **REPORT CARDS**

Report cards are issued every 9 weeks. Should you have questions or concerns regarding your child's performance, please contact your child's teacher.

### **SAFETY DRILLS**

All drill instructions are posted in classrooms. Drills are held periodically so that students and staff may practice procedures.

### **STUDENT DRIVERS**

Student drivers are dismissed at 3:00 P.M. from their classrooms. Student drivers will exit the school campus from the northeastern parking lot exit located next to the football field. Student drivers are to use caution and follow all driving laws while on campus.

### **STUDENT DISCRIMINATION/HARASSMENT, BULLYING/CYBERBULLYING, INTIMIDATION POLICY ([Board Policy 6.304](#))**

#### **DEFINITIONS**

"Bullying/Intimidation/Harassment" is an act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Causing emotional distress to a student; or
4. Creating a hostile educational environment.

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

“Cyber-bullying” is 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.

“Hazing” is an intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>5</sup>

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.

#### **DIFFERENCES IN ADDRESSING CONFLICT AND BULLYING**

Conflict is an important part of growing up but bullying is not. Conflict teaches kids how to give and take, how to come to an agreement, and how to solve problems. When it comes to conflict, it is good for kids to learn conflict resolution skills. These skills promote listening and working together to come to an agreement that both parties can agree to.

Conflict resolution works based on the assumption that both people are in part responsible for the current problem and need to work it out. In this situation, both people make compromises and the conflict is resolved. Usually when children have a conflict, it is best to allow them the opportunity to work it out on their own.

Bullying is different. Bullying is about making a choice intentionally to target another person. There is nothing to work out in this situation. Bullies do not typically negotiate with others, rather they blame others. A bully may apologize, but may retaliate when no one else is around. As a result, it is crucial that parents/guardians and teachers recognize the difference between conflict and bullying.

When bullying occurs, the bully is fully responsible for the situation. The bully bears **all** the responsibility for change. There should be an intervention process in place that ensures the safety of the student being targeted.

#### **SEARCHES BY SCHOOL PERSONNEL**

In order to ensure a safe and secure learning environment, the Director of Schools shall develop procedures regarding the searching of students, lockers, vehicles, and containers which are consistent with state law. The Director of Schools shall develop additional procedures to ensure compliance with all of the provisions of the School Security Act of 1981.

#### **SCHOOL MESSENGER**

School Messenger will be used to communicate important information. Please make sure your phone number is up to date. If any changes need to be made, please contact the guidance office secretary.

## **STUDENT FEES**

Student fees are funds paid directly to the school and for grades 9-12; they are defined as follows:

1. Fees for activities that occur during regular school hours that are required for grade or credit;
2. Fees for activities and supplies required to participate in all courses offered for credit or grade;
3. Equipment and supplies required to participate in interscholastic athletics and marching band, if taken for credit;
4. Fees or tuition for courses taken for credit or grade during summer school;
5. Fees required for graduation ceremonies;
6. Fees for a copy of a student's records; and
7. Refundable deposits for locks or other security devices required for protection of school property when used in conjunction with courses taken for credit or a grade.

No fee will be charged to a student as a condition to attending school, but students shall be responsible for normal school supplies, such as pencils and paper. Student fees as defined above shall be waived for students who receive free or reduced-price school lunches. The application for determining eligibility for free or reduced price lunches or a form supplied by the State Department of education shall be used to verify student eligibility for fee waivers.

## **STUDENT FINES**

Students who destroy, damage, or lose school property, including but not limited to buildings, school buses, books, equipment, and records, will be responsible for the actual cost of replacing or repairing such materials or equipment. The grade, grade cards, diploma or transcript of a student who is responsible for vandalism or theft or who otherwise has incurred a debt to a school may be held until the student or the student's parent/guardian has paid for the damages. Textbooks are available free to students as a loan. Parent(s) will accept full responsibility for the proper care, preservation, return, or replacement of textbooks issued to the student(s). The condition of each book and a book number shall be recorded by the teacher issuing it.

## **TEXTBOOKS**

Textbooks are the property of the Franklin County Board of Education and shall be returned upon completion of the course or upon withdrawal from a course or from school. Parents are to sign an agreement stating that they will be responsible for the textbooks received and used by their children. Students will be asked to pay for any lost or damaged book to the extent that it is no longer usable. (To be inventoried twice (2) a year).

## **VISITORS**

All visitors must report to the main office immediately upon arrival at Huntland Schools to request a visitor's pass. Only visitors with legitimate business at school will be granted a pass. Parents are welcome, and we ask that an appointment be made to see a teacher (during their planning time), counselor, or administrator. Any person found on the school grounds without signing in and permission will be reported to the SRO's and law enforcement personnel.

**Students who have officially checked out or are absent should not be on school grounds. Students who have been suspended or are in alternative school should not be on school grounds or school functions/events until they have been officially cleared to return to attend classes at Huntland Schools.**

### **WALKERS**

Students who walk home from school will be dismissed at 3:00 P.M. Walkers are dismissed from the 3-5 building.

**DISCIPLINE REFERRALS TO ADMINISTRATION - All consequences for any type of referral will be grade/age appropriate. The days listed here are based on high school age students.**

The following consequences will be applied by the administration when disciplinary action by the classroom teacher has not worked and a teacher sends a referral to an administrator.

**Teachers will have had contact with you before students have been referred to administration, unless under extreme circumstances.** These procedures are intended to serve as a guide for consistent student discipline.

**\*The Administrator has the flexibility to employ disciplinary measures other than the ones listed below. Parents will be contacted when circumstances allow.**

### **CAFETERIA MISCONDUCT**

Referral to administration for isolated lunch, BSD, ISD, Saturday School

### **CLASS DISRUPTION**

- 1st Offense – ASD/BSD/2 days ISD/Lunch isolation
- 2nd Offense- ASD/BSD/3 days ISD/Saturday School/Lunch isolation
- 3rd Offense – 4 days ISD/Saturday School/Suspension/School activity and event suspension
- Others - ISD/Loss of driving privileges/Alternative School

### **CUTTING CLASS**

- 1st Offense – 2 days ISD/Sat. School/ASD/BSD/School activity and event suspension
- 2nd Offense – 3 days ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation
- 3rd Offense- 4 days ISD/ Loss of driving privileges/Out of school suspension (OSS)/Suspended from school activities and events/Alternative School

### **ALCOHOL CONSUMPTION / POSSESSION**

- 1st Offense: Alternative School placement for a minimum of 45 days
- 2nd Offense: Alternative School placement for a minimum of 60 days
- SRO contacted for Juvenile Court Petition • Suspended from all school activities

### **DRESS CODE VIOLATION ([Board Policy 6.310](#))**

- 1st Offense – Warning and change of clothes.
- 2nd Offense – 2 days ISD/Lunch isolation. Change of clothes.
- 3rd Offense – 3 days of ISD/Suspended from school activities and events, driving, etc./change of clothes

## **DISRESPECT**

- 1st Offense - 2 days ISD/Suspension/School activity and event suspension/Lunch isolation
- 2nd Offense- 3 days ISD/Suspension/Loss of driving privileges/School activity and event suspension
- 3rd Offense - Suspension/Alternative School

## **E-CIGS:**

The E-Cig MAY be tested by the school to determine its content.

### **1. E-Cig = CBD or (if not tested)**

- 1 st offense-5 days ISS
- 2 nd offense-10 days ISS and petition to court and loss of driving privileges on campus (30 days).
- 3rd offense-20 days Alternative School and loss of driving privileges on campus upon return (90 days).

### **2. E-Cig = THC or any drug related mix (With Test Results)**

- A. E-Cigs will be tested using test strips
- B. Zero tolerance/Alternative School- sent with a positive test result.
- C. SRO will petition the court.
- D. If a parent wants to challenge the test, they may do so at their expense. Must be approved by school administration.

## **DAB PENS:**

- Zero tolerance/Alternative School
- SRO will petition to court

## **FIGHTING / ARGUING / BULLYING (PHYSICAL, VERBAL, EMOTIONAL, SEXUAL)**

Pending an investigation, all parties involved will be sent home for the remainder of the school day. Following the investigation, consequences will be determined by administration. Consequences may include, but are not limited to, detention, ISD, suspension, request for alternate school placement, and court petition.

## **FIGHTING (WILL NOT BE TOLERATED)**

For the purpose of these procedures in order for it to be classified as a fight there must be physical contact between students.

**Category I-** A simple fight where there is no serious personal injury and no weapon is used.

### **1st incident-**

- Immediate suspension for the remainder of the day. Administrator conducts investigation.
- Parent Conference as soon as possible.
- 3 day suspension plus 3 days ISD
- SRO files petition to court

### **2nd incident**

- Immediate suspension for the remainder of the school day. Administrator conducts an investigation.
- Parent Conference as soon as possible.
- 5 day suspension

- SRO files petition to court
- Other options after student returns from 5-day suspension:
  - (A.) Alternative School
  - (B.) 5 days ISD

**Category II-** There is serious injury to a student or a weapon is used.

**1st incident**

1st • Immediate suspension for the remainder of the day. Administrator and SRO conduct investigation.

- Parent Conference as soon as possible.
- SRO files petition to court
- The nature of the injury or type of weapon used will be considered when determining the actual length of the Alternative School placement.
- If circumstances dictate, expulsion from school may be considered an option.

**2nd incident**

• Immediate suspension for the remainder of the day. Administrator and SRO will conduct an investigation.

- Parents contacted as soon as possible
- SRO files court petition
- Student referred to Alternative School

**INSUBORDINATION**

- 1st Offense – 2 days ISD/Sat. School/ASD/BSD/School activity and event suspension
- 2nd Offense – 3 days ISD/Loss of driving privileges/Suspension/Suspended from school activities and events/Lunch Isolation
- 3rd Offense- 4 days ISD/ Loss of driving privileges/Suspension/Suspended from school activities and events/ Alternative School

**KNIFE**

Any knife will be immediately confiscated and turned into administration.

- 1st offense- Warning/ Parent contact
- 2nd offense- 3 days ISD/ Parent Conference
- 3rd offense- 4 days ISD /Parent Contact/Suspension/Alternative School

**LEAVING CAMPUS WITHOUT PERMISSION**

- 1st Offense – 2 days ISD/Parent contacted
- 2nd Offense – 3 days ISD/Parent contacted/Loss of driving privileges/Suspended from school activities and events/Lunch isolation
- 3rd Offense – 4 days ISD/Parent contacted/Suspension/Suspended from school activities and events/Alternative School

**PROFANITY/INAPPROPRIATE LANGUAGE**

The use of profanity/hate speech/racial or ethnic slurs/derogatory words or actions, etc. is inappropriate and will not be tolerated. Discipline will be determined by administration and may include but not limited to: •ASD •ISD •BSD•Saturday School • Suspension

**PUBLIC DISPLAY OF AFFECTION (EMBRACING, KISSING, ETC...)**

- 1st Offense - Warning
- 2nd Offense – 2 days ISD/Sat. School/Activity Suspension/Lunch isolation/Parent contacted
- 3rd Offense – 3 days ISD/Parent contacted/Alternative School

**TARDY TO CLASS**

- When a student is tardy to 2nd-7th period:
  - 1st Offense-Warning by the classroom teacher
  - 2nd Offense- Turned into administration

ASD/BSD/Sat. School/ ISD/ Lunch isolation/Suspended from school activities and events

**SMOKING / TOBACCO- STUDENTS UNDER 18 (USE / POSSESSION)**

- 1st Offense - 3 days ISD
- 2nd Offense - 5 days ISD plus court petition/Suspended from school activities and events/Lunch isolation
- 3rd Offense - 5 days ISD plus court petition/Loss of driving privileges/Suspended from school activities and events/Saturday School/Alternative School

**SMOKING / TOBACCO- STUDENTS 18 AND OLDER (USE / POSSESSION)**

- 1st Offense - 5 days ISD
- 2nd Offense - 5 days ISD/Suspended from school activities and events
- 3rd Offense - 5 days ISD/Saturday School/Alternative School

**ZERO TOLERANCE OFFENSES (Board Policy 6.309)**

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

**WEAPONS AND DANGEROUS INSTRUMENTS**

Students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or while on school sponsored outings.

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

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

**FIREARMS**

In accordance with state law, any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year.

The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

**DRUGS**

In accordance with state law, any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year.

The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

**ASSAULT**

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

The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

**ELECTRONIC THREATS**

In accordance with state law, any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threat creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year.

The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

**NOTIFICATION**

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