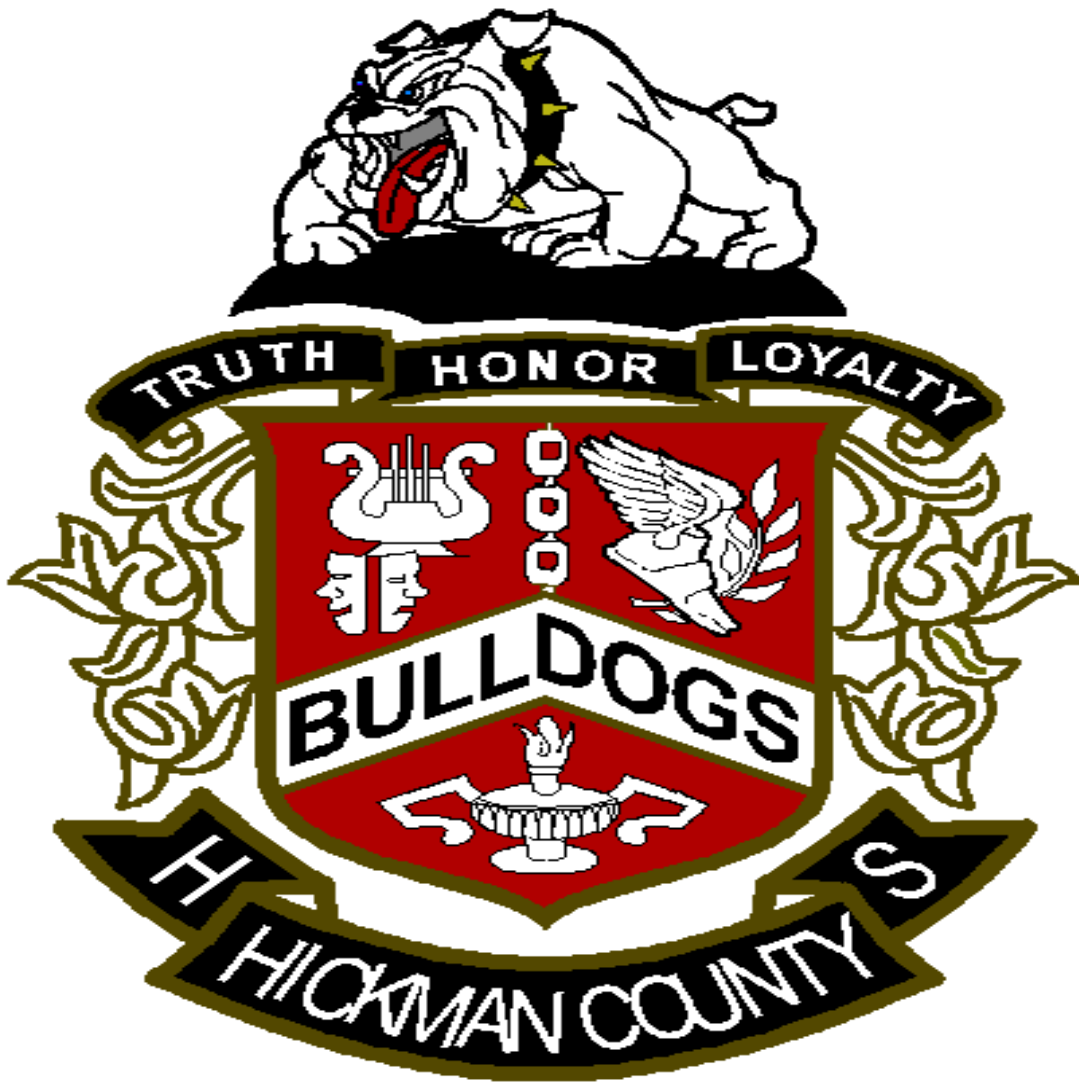


**2023-2024**

**HCHS**



**\*STUDENT HANDBOOK\***

Welcome to Hickman County High School. HCHS has a long tradition of excellence in academic, career-technical, and extracurricular activities. This is due to many years of outstanding support from our faculty, students, and the community.

It is my desire as principal to build upon our accomplishments and legacy to fulfill what it means to be a Hickman County High School Bulldog. In working together, we can achieve any and all goals set forth by our state, district and school.

This handbook is intended to be a guide for you in navigating this school year and fulfilling your duties at HCHS. It is not all-inclusive. There will be other matters that arise over the course of the school year that may need your attention and more board policy may need to be used for advice. Thank you in advance for your understanding and assistance.

I look forward to working with you in any way to improve upon building a good working relationship as well as overcoming obstacles that may hinder our success.

*Hail! Hickman County High*

Sincerely,  
Ronnie Brewer, Ed.S  
Principal, HCHS

## **ALMA MATER**

**HAIL! HICKMAN COUNTY HIGH  
BLES'D BE THY NAME  
VICT'RY SHALL BE THY GOAL;  
HONOR THY FAME.  
OUR HEARTS SHALL E'ER RECALL  
THY MEMORY.  
HAIL HICKMAN COUNTY HIGH!  
MAY GOD PROSPER THEE.**

**BLES'D TOO, THY HALLOWED HALLS.  
ECHO OUR SONG.  
SCHOOL DAYS WE HOLD MOST DEAR,  
TO YOU BELONG.  
TEARS MIXED WITH HAPPINESS  
WE SHARE WITH THEE.  
HAIL HICKMAN COUNTY HIGH!  
MAY GOD PROSPER THEE.**

## 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 H.C.H.S. 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](http://www.hickmank12.org). If this handbook varies from Board Policy in any way, Board Policy takes precedence.

## Mission Statement

The Mission of HCHS is to inspire students to become lifelong learners and productive citizens.

## Class Schedule

7:30-7:55	Arrival, Breakfast
8:00-9:15	1st Period
9:22-10:32	2nd Period
10:39-12:19	3rd Period
1st lunch	10:39-11:09
2nd lunch	11:14-11:44
3rd lunch	11:49-12:19
12:27-1:37	5th Period
1:44-2:55	6th Period

## ACADEMIC REQUIREMENTS

### General information

#### *Graduation*

24 credits must be earned.

To meet the requirements for graduation, a student shall have attained an approved academic, attendance, and conduct record, which covers a planned program of instruction. This record shall be kept on file. Students shall refer to the **HCHS Curriculum Guide** for specific course requirements, instructions for six-year plans, and course descriptions.

All students must also meet the requirements of the Tennessee Diploma Project to receive a Tennessee high school diploma.

Only those students who have completed all requirements for a diploma may participate in graduation ceremonies. Students who are up to two credits short may participate if they pay for summer school before graduation.

Students who choose early graduation are not eligible to participate in graduation Ceremonies.

## *Dual Enrollment Agreements*

Students at HCCHS have the opportunity to earn college credit while in high school. Students should discuss their options with a guidance counselor for details about this opportunity.

### **Course Credit**

To earn course credit, a student must

1. Fulfill the course requirements as established by the teacher. A minimum grade of 60 is required.
2. Excessive absences may affect course credit. If absences are a factor in determining course credit, the student must appear before the school attendance committee for review.

### **Grading Scale**

A= 90 - 100, B= 80 - 89, C= 70 - 79, D= 60 - 69, F= Below 59

[Hickman County Board of Education Grading System](#)

[Hickman County Board of Education Promotion and Retention Policy](#)

### **Honors**

At HCCHS, excellence in academic achievement should be recognized. At each grading period, students who excel in academics will be honored in the following manner:

Highest Honors	All grades are 93 or above
Distinctive Honors	All grades are 90 or above
Honor Roll	All grades are 85 or above

Students must also display good citizenship and attendance by not earning any disciplinary action during the grading period to be eligible for academic honors. This includes Detention, ISS, or Alternative School Placement.

### **Honors Diploma**

Students who achieve college readiness benchmarks on the ACT in accordance with the Tennessee Diploma Project will receive an Honors Diploma.

Honor Diplomas are awarded to students achieving the following scores on the ACT:  
English- 18, Math- 22, Reading- 22, and Science- 23

### **Ready Graduates**

The Ready Graduate criteria include the following four measures for graduates. To be considered ready graduates, students must meet at least one of the following:

- Score of 21 or higher on ACT (or 1060 or higher on the SAT); or
- Complete 4 early postsecondary opportunities (EPSOs); or
- Complete 2 EPSOs and earn an industry certification; or
- Complete 2 EPSOs and earn a military readiness score on ASVAB AFQT.

### **TN Scholars**

- Requirements are that of State Graduation Requirements plus
- No Out of School Suspension

- Maintain 95% attendance for 4 years
- Maintain a C or above average in all classes.
- Complete 80 hours or more of volunteer service hours to help your community.

### State Distinction

To graduate as recognized with State Distinction, students must have a 3.0 GPA, plus **ONE** of the following:

- *Participate in Governor's School*
- *Participate in a TN All State Musical Organization*
- *Be a National Merit Finalist or Semi-Finalist (Based on PSAT Score)*
- *Composite Score of 31 on the ACT*
- *Score 3 or higher on two AP Exams*
- *Earn 12 or more college credits (Dual Enrollment Classes)*
- *Earn a nationally recognized industry certification*

**Work Ethic Distinction:** Students will be recognized as completing the requirements of the Work Ethic Distinction program during their senior year, which includes the following components:

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

### Weighted Grades

Students who participate in **Honors** classes will have **three points** added to their final grade for each quarter. Students participating in **Dual Credit or Dual Enrollment** courses will have **four points** added to their final grade. AP and IB will receive **five points**.

### Tennessee Diploma Project

All Tennessee high school students must meet the requirements of the Tennessee Diploma Project (TDP) to receive a high school diploma.

- 4 Credits in English
- 4 Credits in Math
- 3 Credits in Science
- 3 Credits in Social Studies
- 2 Credits in P.E. and Wellness
- .5 Credit in Personal Finance

- 1 Credit in Fine Arts
- 2 Credits in Foreign Language
- 3 Credits in an Elective Focus

**GRADES NINE - TWELVE GRADING SCALE AND LOTTERY SCHOLARSHIPS**

Schools teaching grades nine through twelve 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.

Each school counselor shall provide incoming freshmen with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, SAT score, etc.) that must be met to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The priority date for FAFSA completion is May 1.

**State Mandated Exams/Tests:**

End of Course Exams in: English 1 & 2, Algebra 1 & 2, Geometry, US History, and Biology 1. EOC exams count for 15% of a student's in the quarter in which it is taken.

**Student Absent for State Mandated Exams:**

If a student taking high school-assessed subjects is absent, the student will receive a zero or incomplete. If the student is allowed to make up the exam, he or she will do so during the next scheduled administration. A locally-created exam cannot be administered in lieu of a state exam.

**HCHS Assessment Calendar 2023-2024**

Name of assessment	Purpose and use	Grade/Class	Dates	Communication of Results
ACT Senior Retake	To improve scores and help students meet the ACT requirement for the HOPE scholarship and avoid high school and postsecondary remediation	Grade 12	All Online: Window 1- Standard and Accommodations October 3-5 & 10-12 Window 2: Standard and Accommodations October 17-19 & 24-26 Window 3: Standard and Accommodations October 31-	Students will receive their score reports through their ACT account Districts and schools will receive individual student score reports and aggregate student information

			<b>November 2 &amp; November 7-9</b>	
<b>NAEP</b>	<b>NAEP results—especially on the math and reading assessments that are given every two years—are widely reported and are an important national indicator of state-level and national progress of education. NAEP gives us a good sense of the direction the nation is moving and provides valuable data with long-term trends.</b>	<b>TBD</b>	<b>January 29th-March 8th</b>	<b>NAEP is not designed to show individual results. Since the first NAEP assessment in 1969, students' names have been kept completely confidential. After students complete the assessment, their names are physically removed from the booklets and never leave their schools. Instead of reporting individual scores, NAEP reports overall results for the nation, the states, and for demographic groups of students.</b>
<b>ACCESS for ELs WIDA</b>	<b>To determine English proficiency levels and evaluate the effectiveness of the EL programs</b>	<b>K-12</b>	<b>February 5th-March 29th</b>	<b>Reports will be sent home to parents. Schools and districts also receive reports.</b>
<b>TCAP-ALT (MSAA &amp; SCIENCE/SS)</b>	<b>Shows how students are progressing academically</b>	<b>3-11</b>	<b>March 11th-April 26th Tentative</b>	<b>Reports will be sent home to parents. Teachers and schools will receive reports.</b>
<b>TCAP-ALT (ELA &amp; MATH)</b>	<b>Shows how students are progressing academically</b>	<b>K-12</b>	<b>February 5th-May 17th</b>	<b>Reports will be sent home to parents. Teachers and schools will receive reports.</b>
<b>ACT</b>	<b>Benchmark assessment to</b>	<b>11th</b>	<b>All Online: Window 1:</b>	<b>Students will receive their</b>

	measure college and career readiness		Standard and Accommodations March 12-15 & March 18-22 Window 2: Standard and Accommodations March 26-29 & April 1-5 Window 3: Standard and Accommodations April 9-12 & April 15-19	score reports through their ACT account Districts and schools will receive individual student score reports and aggregate student information
TCAP EOC	Shows how students are progressing academically compared to their peers across Tennessee, and better information about a student's strengths, needs, and areas for growth	Algebra I,II Geometry English I,II,III Biology Chemistry U.S. History	April 15th-May 3rd- paper based  April 15th- May 3rd- Computer based**  **Grades and subject areas to be determined by the TDOE	Reports will be sent home to parents. Teachers and schools will receive reports.
SAT	The SAT reflects what Tennessee students are learning in classrooms across the state and assess skills that are essential for college and career success.	Grade 11	Tentative dates: August 26th October 7th November 4th December 2nd March 9th May 4th June 1st	Results will be sent home to parents.

**ATTENDANCE REQUIREMENTS**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The official school day for students begins at 8:00 a.m. and concludes at 3:00 p.m. unless so noted on the Board approved calendar.

The attendance supervisor shall oversee the entire attendance program which shall include: <sup>1</sup>



1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.<sup>2</sup>

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.<sup>3</sup>

Absences shall be classified as either excused or unexcused as determined by the principal/designee. Excused absences shall include:<sup>4</sup>

1. Personal illness;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;<sup>5</sup>
6. Pregnancy;
7. Summons, subpoenas, or court orders
8. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

The principal shall be responsible for ensuring that:<sup>6</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness;
5. System-wide procedures for accounting and reporting are followed.

## **TRUANCY**

### *General*

Annually, the Director of Schools/designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction

program outside of the regular school day where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.<sup>7</sup>

Students who are absent five (5) days without adequate excuse shall be reported to the director of schools/designee, who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absence. If a parent does not provide documentation within adequate time excusing those absences, or request an attendance hearing, then the Director of Schools shall implement the progressive truancy intervention plan described below prior to referral to juvenile court.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

#### *Progressive Truancy Intervention Plan*<sup>8</sup>

Before referral to juvenile court, the following progressive truancy intervention plan will be implemented.

Students with three (3) unexcused absences shall be subject to the progressive truancy intervention framework outlined below.

#### **Tier I**

1. A conference with the student and the student's parent/guardian;
2. An attendance contract, based on the conference, is signed by the student, the parent/guardian, and an attendance officer. The contract shall include:
  - a. A specific description of the school's attendance expectations for the student;
  - b. The period for which the contract is effective. The term of the contract must not exceed ninety (90) school days or continue beyond the last day of the semester, whichever comes first; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student's progress.

If the student accumulates additional unexcused absences in violation of the attendance contract in Tier I, they shall be subject to Tier II.

#### **Tier II**

An individualized assessment by a school employee of the reasons a student has been absent from school. This may result in referral to counseling, community-based services, or other services to address the student's attendance problems.

#### **Tier III**

This tier shall be implemented if the truancy interventions under Tier II are unsuccessful.

Tier III interventions must include a review of the previous individualized assessment and an amended attendance contract but may also result in further action, including but not limited to a review of grades and the discipline record, a referral to restorative justice programs, a referral to community-based services, or a referral to the Department of Children's Services.

These interventions shall be determined by a team formed at each school. The interventions shall address student needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/designee.

#### **MILITARY SERVICE OF PARENT/GUARDIAN**

School principals shall provide students with a one-day excused absence prior to the deployment of and a one-day excused absence upon the return of a parent or custodian serving active military service.

Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a parent or guardian during a deployment cycle. The student shall provide documentation to the school as proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork missed during these absences.

### **MAKE-UP WORK**

All missed class work or tests (whether from excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided instruction time is not taken from other students.

A grade of incomplete will be received for any work missed until the work is completed. A student may have up to three (3) days to make up work from a single absence and up to five (5) days to make up work from an absence longer than a single day. It is the student's responsibility to make arrangements for make-up work, and if not completed in the allotted time, a grade of zero (0) will be recorded for the assignments.

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

### **STATE-MANDATED TESTS/END OF COURSE EXAMS**

Students who are absent on the day of the scheduled End of Course Exams must present a signed doctor's excuse or must have been given an excused release by the principal prior to testing to receive an excused absence. Students who have excused absences will be allowed to take a make-up exam that will count as 15% of their grade. Excused students will receive an incomplete in the course until they have taken the End of Course Exam.

Students who have an unexcused absence shall receive a failing grade on the course exam which shall be averaged into their final grade at 15%.

### **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance. However, student attendance may not be the sole criterion.<sup>10</sup> However, if attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

### **DRIVER'S LICENSE REVOCATION<sup>2</sup>**

More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's permit or license or to obtain such if of age.

In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

### **ATTENDANCE HEARING<sup>11</sup>**

Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or their parent/guardian shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the director of

schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding excessive unexcused absences. The notification shall advise parents/guardian(s) of their right to appeal such action within two (2) school days to the director of schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the director of schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record. Following the review, the Board may affirm or overturn the decision of the director of schools/designee. The action of the Board shall be final.

The director of schools/designee shall ensure that this policy is posted in each school building and disseminated to all students, parents, teachers, and administrative staff.

### **Code of Conduct**

The school is a community, and school rules are the law of that community. Each member enjoying the rights of citizenship in a community must also accept the responsibilities of citizenship. School staff, students, and parents/guardians must assume responsibility for appropriate behavior in the school. School should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally and human dignity is protected.

HCHS has a Code of Conduct that all members of the student body are expected to follow. Failure to follow the Code of Conduct will result in a student being subject to disciplinary action.

The HCHS Code of Conduct applies to all school-sponsored events before, during, or after school hours.

### **Bullying/Intimidation/Harassment**

Students shall be provided a learning environment free from sexual, racial, ethnic, and religious discrimination/harassment.

Student discrimination/harassment will not be tolerated. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student.

Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following unloading. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. any allegations shall be fully investigated by a complaint manager (as set forth in the *Student Concerns, Complaints, and Grievances HCBOE Policy 6.304*).

[Hickman County Board of Education Policy on Student Discrimination and Harassment](#)

### **Bus Transportation**

According to school board policy, all school rules apply on the bus. Riding a school bus is a privilege that can be revoked. Behavior which is dangerous, defiant, or disrespectful to others will not be tolerated. School administrators will work closely with the Director of Transportation to ensure that all buses are operated in a safe manner. Those who by their behavior place others in danger will not be allowed to ride a bus. Students who are suspended from the bus are required to be at school on time.

## Dress Code

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.

**Any clothing or manner of grooming which is disruptive to the classroom routine is inappropriate for school wear. Included, but not exclusively considered, as disruptive are the following:**

- Wearing pajamas/house shoes
- Low-cut, revealing blouses/tops
- Clothing, not size appropriate (no sagging, bagging, or revealed undergarments);
- Excessively tight clothing such as spandex shorts;
- Clothing bearing obscene words or pictures;
- Clothing bearing endorsements for alcohol or tobacco products;
- See-through clothing;
- Undergarments are worn as outer garments (boxer shorts, long johns);
- Clothing denoting students' membership in or affiliation with any gang associated with criminal activities; and
- Any jewelry that could be considered dangerous or disruptive will not be permitted. This includes but is not limited to tongue rings, nose rings, or eyebrow rings.

The trunk of the body should be entirely covered. This includes from the shoulders to mid-thigh.

There shall be no holes in pants above the knee. Holes in the pants above the knee shall be patched with similar or like material to the pants. Simply wearing an item of clothing under the hole is not acceptable.

- Underclothing is not exposed by slits or holes
- No part of the body between the shoulders and three inches above the knees is exposed.

Any questionable attire would be left to the discretion of the principal.

The above rules would allow shorts for both girls and boys and sleeveless tops which cover the shoulders (but not tank tops). Skirts would have to be at least as long as shorts in order to be acceptable.

### **Board Policy: 6.310**

Any questionable attire is left to the discretion of the principal.

The principal may modify parts of the dress code for special occasions.

## **Dress Code Penalties**

**First Offense:** 1 day in-school suspension or school-issued uniform

**Second or More Offenses:** 1 day in-school suspension or school-issued uniform and parents contacted.

### **Backpacks/Blankets**

Students will not be allowed to bring blankets into the building. Backpacks will be allowed but are subject to search at any time. If backpacks become a security issue, the administration has the right to prohibit the use of them.

### **Hazing**

Coaches and other employees of the school district shall not encourage, permit, condone or tolerate hazing activities.

The nature of any initiation shall be outlined and presented in writing to the club sponsor and the principal of the school for approval prior to the actual initiation. Hazing by students acting alone or with others is strictly prohibited. Any organization which permits an initiation to go beyond the scope of activities planned and previously approved will be suspended until reinstated by the principal.

### **Public Display of Affection**

All public displays of affection are prohibited.

### **Tardy to Class/School,**

Each teacher will keep a record of students who are tardy to class.

Teachers, students, and administrators will follow the Discipline Matrix for tardy offenses. On the third tardy to class, the student will serve a day in ISS.

In addition, students who drive and are late to school will be sent to truancy and will run the risk of losing their driving privileges and license.

### **Code of Conduct with Board Mandated Disciplinary Action**

#### **Mandatory 1 year Alternative Placement**

**Drugs:** Unlawfully possessing, acquiring, attempting to acquire, using, being under the influence of, selling or attempting to sell, distributing or transmitting any narcotic, stimulant drug, prescription drug, barbitol or legend drug, inhalants, or any other controlled substance. Principals are authorized to order drug tests for individual students. Refer to board policy 6.3071 for details on reasonable cause and steps to be taken.

**Weapons:** Bringing a firearm to school or being in possession of a firearm at school or knowingly possessing, handling, transmitting, or using a Weapon or knowingly possessing an object with the intent of going armed, or use of any object in a threatening or assaultive manner. Weapons include but are not limited to, firearms, BB guns, pellet guns, ammunition, explosives, knives with blades of 2 ½ inches or more in length, switchblades, razor blades, box cutters, bowie knives, or other like instruments utilizing razor blade and ice packs, daggers, slingshots, lead canes, blackjacks, and knuckles.

**Battery on Employees:** Causing or attempting to cause physical injury or behavior in such a way as could reasonably be expected to cause physical injury to a school employee or any person acting in an official

capacity on behalf of the school.

**Up to and including a 1 year Alternative School Placement**

**Harassment (Intimidation/Bullying):**

Conduct by a student that has the purpose or effect of unreasonably interfering with another student's academic development or that creates an intimidating, hostile or offensive learning environment.

**Harassment (Discrimination):** Any conduct that:

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

**5 day Alternative School Placement**

**Drug Look-ALikes or Drug Paraphernalia:** drug look-alikes or paraphernalia shall include pills, powder, or any substance which 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**

**Tobacco:** The use or possession of tobacco by any student is prohibited.

- |                                |            |
|--------------------------------|------------|
| <b>First offense:</b>          | 2 days ISS |
| <b>Second offense:</b>         | 3 days ISS |
| <b>Third offense:</b>          | 5 days ISS |
| <b>Fourth of more offense:</b> | Suspension |

In addition to the foregoing, when a student is found to be in possession of tobacco, a court petition must be filed every time.

**Punishment for non-tobacco smoking:** 10 days suspension

[Hickman County Board of Education Tobacco-Free Schools](#)

**Alcohol:** Possessing, acquiring, attempting to acquire, consuming, being under the influence of, selling or attempting to sell, distributing, or transmitting alcoholic beverages.

**Thirty days suspension or alternative school placement**

**Other Weapon Offenses:** A student shall not knowingly possess, handle, or transmit oleoresin capsicum (pepper spray), a knife with a blade less than 2 ½ inches in length, or a weapon replica.

- |                        |   |
|------------------------|---|
| <b>First Offense:</b>  | 5 day suspension or alternative school placement  |
| <b>Second Offense:</b> | 10 day suspension or alternative school placement |

**Code of Conduct Violations that are also Crimes**

Any code of conduct violation that is also a crime will be reported to law enforcement officials.

**Safe Harbor Provision**

1. A student may approach a school official and voluntarily surrender an object, the possession of which is prohibited by these rules, provided the object is one that the

student could lawfully possess off school grounds and is not a firearm. This safe harbor provision does not apply if a search is ongoing in the school. If a student approaches a school official and voluntarily surrenders such an object, then the student will not be subject to discipline under these rules. The principal will make arrangements to return the object to the student's parents or legal guardian.

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

### **Director's Right to Modify**

The Director of Schools has the right to modify disciplinary sanctions. Such modification may only be done on a case-by-case basis considering the specific circumstances surrounding the disciplinary sanction.

## **Disciplinary Actions**

### **Warning**

### **Loss of Privileges**

### **In-School Suspension (ISS)**

### **Alternative School**

### **Expulsion**

### **Appeals**

Students wishing to appeal disciplinary actions should do so in writing to the Director of Schools.

### **Cell Phone Violations**

Students may choose to bring personal communication and technology devices to school. 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.

Use of cell phones and other electronic devices are prohibited during the school day (with the exception of the times listed above). Teachers will provide a place for all students to place their electronic devices/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 cell phone if used during school hours for non-academic use.

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. **Board Policy 6.312**

- ***First Offense*** - device is confiscated by the teacher and given back to the student at the end of class. Students will receive a demerit.



- **Second Offense** - device is confiscated and turned in to the office. Parents will be notified and a parent can pick up the phone in the office at the end of the day.
- **Third Offense** - device is confiscated and turned in to the office. Parents will be notified and a parent can pick up the phone in the office at the end of the day. Students will be assigned 1 day of ISS.
- **Additional offenses** - device is confiscated and turned in to the office. A meeting with the parent, student, and school administration will be held prior to the parent picking up the phone. The student will be required to check the phone in and out of the office at the beginning and end of the day for an extended period of time to be determined by the administration.

## **Extracurricular 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 voluntary 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.

Students wishing to participate in athletics at HCHS must meet all TSSAA eligibility rules. TSSAA rules state that a student must earn six credits in the previous school year to be eligible for the current school year.

### **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.

### **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.

### **Driving to school**

Driving to school is a privilege, not a right. Student drivers are subject to guidelines established in this handbook.

All students wishing to drive to school must purchase and clearly display a parking permit. The cost of the parking permit is \$10.

Parking permits will be available throughout the school year.

Parking is permitted only in assigned spaces.

Students must provide a valid Tennessee Driver's License and Proof of Insurance to purchase a parking permit.

Students and their passengers must enter the school building immediately upon arrival. There is no loitering in the parking lot.

Students are not allowed to return to their vehicles unless escorted by an HCHS staff member until school is dismissed.

All vehicles are subject to search at any time.

Cars parked inappropriately may be towed at the owner's expense; this includes driving without a parking tag or with a revoked parking tag.

Vehicles adorned with content which would be considered disruptive in the classrooms are not allowed on campus. Examples include but are not limited to: Profanity, logos for tobacco, alcohol, or drugs, obscene pictures, and gang-related items.

HCHS is not responsible for damaged vehicles or items stolen from vehicles while on campus.

Student drivers and their passengers are expected to arrive at school on time. Late arrivals will not be tolerated. Students will be subjected to truancy and run the risk of losing their driving privileges and license. Tardies to school will be reviewed during truancy meetings.

### **Confidentiality**

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

### **Electronic Devices**

Electronic devices not related to instruction are not permitted. Students may have

personal laptops and tablet computers if they are system-approved and related to instruction.

Earphones, headphones, earbuds, etc., are not permitted. (unless authorized for testing or classroom purposes)

### **Family Educational Rights and Privacy Act (FERPA)**

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 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.

Statistical information not identified with a particular student may be released to any person, agency, or the public.

The primary use for Directory Information by the district is to include this type of information in certain school publications.

"Directory Information" relating to a student includes the following: name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, degrees, and awards received, and the most recent or previous educational agency or institution attended by the student. Within the first three weeks of each school year, the school district will notify parents and eligible students of the items it proposes to designate as "directory information." For students enrolling after this notice is published, a list of the items will be given to the student's parent(s) or eligible student at the time and place of enrollment. After the parent(s) or eligible student has been notified, They will have two weeks to advise the school system in writing (a letter to the director of schools' office) of any or all of the items they refuse to permit the school system to designate as directory information about that student. At the end of the two-week period, each student's records will be appropriately marked by the record's custodian to indicate the items the school system will designate as directory information about that student. The designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student. Student directory information for 11th and 12th graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.

### **Financial Obligations**

Students are required to meet all financial obligations before grades and/or other records will be released. Students may also be subject to loss of privileges. If, for some reason, debts cannot immediately be paid in full, due consideration will be given.

### **Grievances**

Students or parents wishing to appeal administrative decisions must do so in accordance with Hickman County School Board Policy 6.305.

### **Late Arrival Procedure**

Students who arrive after 8:00 will enter through the front office. Please be on time for school.

### **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 Specialist 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.

### **Lockers,**

Each student is assigned a locker at the beginning of the school year. **Students are responsible for the contents of their lockers.**

Sharing lockers is forbidden. It is assumed that the contents of a student’s locker belong to that student alone.

Lockers are subject to search 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.

### **Lunch**

Students have 30 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). 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.

### **Medication**

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

Written instructions signed by the parent 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 directions)
6. Possible side effects, if known
7. The termination date for self-administration of the medication

The medication must be delivered to the Front Office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e., students with asthma). Medication cannot be transported on a school bus.

All medication must be administered through the Front Office.

**Under no circumstance may an HCHS staff person provide medication of any type to a student.**

### **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.

### **Telephone**

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. Chromebooks will be issued by the school technology coordinator.

Textbooks 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.

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.

### **Visitors**

All visitors must enter the building through the Front Office and sign in. All visitors must wear a visitor's pass while they are in the building.

Students who wish to bring a visitor on campus must have prior approval from an Administrator. Visitors are required to show photo identification.

**Social Services Contact Information**

**Tennessee State Department of Education**  
 Legal Services Division- 615-741-2851

**Department of Children’s Services (DCS)**

To report abuse or neglect: 877-237-0004  
 For questions about adopting Tennessee children: 877-DCSKids (327-5437)  
 If you are interested in becoming a Foster/Resource Parent for Tennessee children:  
 877-DCS-Kids (327-5437)

**Crisis Services**

Toll-free Youth Telephone Line: 866-791-9222

**Suicide Prevention**

In Tennessee, an estimated 850 men, women, and youth die by suicide each year- more than the number who die from homicide, AIDS, or drunk driving. Suicide is the third leading cause of death among youth and young adults ages 10-24 in Tennessee and throughout the entire nation.

If you are thinking about suicide or know someone who is, there is help available at this number: 1-800-273-TALK (8255)

**Family Life Planning Curriculum**

Tennessee requires schools residing in school districts with pregnancy rates above 19.5 per 1,000 females ages 15-17 to implement family life education. Because Hickman County exceeds this threshold, an age-appropriate family life planning course that emphasizes abstinence until marriage and includes instructions for the prevention of HIV/AIDS and sexually transmitted diseases will be implemented. Parents and legal guardians have a right to examine the grade-level instructional materials and confer with school leaders regarding any or all portions of family life. A parent or guardian who wishes to excuse a student from any or all, portions of family life shall submit a request, in writing, to the student’s principal. A student who is excused from any or all portions of family life shall not be penalized for grading purposes if the student satisfactorily performs alternative health lessons. T.C.A. 49-6-1302

**Non-Discrimination Policy**

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.	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 1972 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

34C.F.R. Part 100			
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**Title VI & IX Complaints**

Mike Elkins  
115 Murphree Ave.  
Centerville, TN 37137  
931-729-3391 Ext. 2255  
[mike.elkins@hickmank12.org](mailto:mike.elkins@hickmank12.org)

Misty Shelton  
115 Murphree Ave.  
Centerville, TN 37033  
931-729-3391 Ext. 2226  
[misty.shelton@hickmank12.org](mailto:misty.shelton@hickmank12.org)

**Section 504 Complaints**

Michael Beem  
115 Murphree Ave.  
Centerville, TN 37137  
931-729-7730  
[michael.beem@hickmank12.org](mailto:michael.beem@hickmank12.org)

**ADA Complaints**

Eric Cannon  
115 Murphree Ave.  
Centerville, TN 37033  
931-729-3391 Ext. 2234  
[eric.cannon@hickmank12.org](mailto:eric.cannon@hickmank12.org)

[Hickman County Board of Education Title IX & Sexual Harassment](#)

# 2023 - 24 HCHS Student/Parent Handbook

## SIGNATURE FORM

Please sign this form and return it for each Hickman Co. High School student in your household and return the form to your students' first-period teacher.

I have read the Hickman Co. High School Student/Parent Handbook:

Student's Name (please print)

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Name of Parent or Guardian (please print)

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Signature of Parent or Guardian

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\_\_\_\_\_ 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.