

# HUNTLAND SCHOOLS’ STUDENT AND PARENT HANDBOOK

UPDATED 08-05-22



**2022 – 2023**

**“Transforming Walls into Doors while  
Facing Challenges as Opportunities”**

**Respectfulness, Responsibility, and Readiness**

# Franklin County School District Huntland Schools’ 2022-2023 School Calendar

August 1 .....	Staff Development Day – all certified employees report (no school for students)
August 2 .....	Staff Development Day – all certified employees report (no school for students)
August 3 .....	Staff Development Day – all certified employees report (no school for students)
August 4 .....	Staff Development Day – all certified employees report (no school for students)
August 5 .....	Administrative Day – all certified employees report (no school for students)
August 8 .....	First full day of school
September 5 .....	Labor Day – No School
<b>September 7 .....</b>	<b>Progress Reports</b>
September 23.....	Abbreviated Day at Huntland School (students 8:00-9:30am)
October 7.....	End of 1 <sup>st</sup> Nine Weeks Grading Period
October 10-14 .....	Fall Break – No School
<b>October 20.....</b>	<b>Report Cards—Parent/Teacher Conferences Huntland Schools (3:15-6:15pm)</b>
November 8.....	No School
<b>November 16.....</b>	<b>Progress Reports</b>
November 23-25 .....	Thanksgiving Break – No School
December 20 .....	Abbreviated Day (students 8:00-9:30)
December 20 .....	End of 2 <sup>nd</sup> Nine Weeks Grading Period
December 21-Jan 2 .....	Winter Break – no school
January 3 .....	Staff Development Day – all certified employees report (no school for students)
January 4 .....	Students return to school
<b>January 10 .....</b>	<b>Report Cards</b>
January 16 .....	Martin Luther King, Jr. Day – No School
<b>February 7 .....</b>	<b>Progress Reports—Parent/Teacher Conferences Huntland Schools (3:15-6:15pm)</b>
February 20 .....	Presidents’ Day – No School
March 10 .....	End of the 3 <sup>rd</sup> Nine Weeks Grading Period
March 13-17.....	Spring Break – No School
<b>March 22 .....</b>	<b>Report Cards</b>
April 7 .....	Good Friday – No School
<b>April 19 .....</b>	<b>Progress Reports</b>
May 16 .....	Senior Awards Night 7:00pm
May 17 .....	Baccalaureate 7:00pm
May 18 .....	Graduation 7:00pm
<b>May 24 .....</b>	<b>Report Cards</b> and last day of school for students (8:00-9:30)
May 27 .....	Administrative Day – all certified employees report (no school for students)

**Nine Week Grading Periods**

- 1<sup>st</sup> August 8 – October 7
- 2<sup>nd</sup> October 17 – December 20
- 3<sup>rd</sup> January 4 – March 10
- 4<sup>th</sup> March 20 – May 24

**Progress Reports**

- 1<sup>st</sup> Wednesday, September 7
- 2<sup>nd</sup> Wednesday, November 16
- 3<sup>rd</sup> Tuesday, February 7
- 3<sup>rd</sup> Wednesday, April 19

**Report Cards**

- 1<sup>st</sup> Thursday, October 20
- 2<sup>nd</sup> Tuesday, January 10
- 3<sup>rd</sup> Wednesday, March 22
- 4<sup>th</sup> Wednesday, May 24

**Parent Teacher Conferences**

- 1<sup>st</sup> Thursday, October 20, (3:15pm – 6:15pm)
- 2<sup>nd</sup> Tuesday, February 7, (3:15pm – 6:15pm)

Huntland Schools  
400 Gore Street  
Huntland, Tennessee 37345  
931-361-0300; 931-469-0590 fax

**William K. Bishop, II, Ed.S.**  
Principal

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

**Cindy Stovall, M.Ed.**  
Assistant Principal

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

**Pam Joynt, M.Ed**  
High School Counselor

**Elissa Kauffman, NCSP**  
School Psychologist

**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!

This handbook belongs to:

Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

# Huntland Schools' 2022-2023 Faculty and Staff

William K. Bishop, II	Principal	Beverly Bowlen	Spanish I & II, ACT Prep
Tammy Sanders	Bookkeeper/Secretary	Adrian Cawley	US History, Economics, Government
Louise Parks	Receptionist	Janet Colburn	CTE Business
		Kim Collins	CTE STEM I, II, & III
Sarah Beth Spray	Assistant Principal	Mike Edmondson	Elementary Physical Education
Cindy Stovall	Assistant Principal	Ashley Fitch	English I & AP English IV
Dean Garrett	Attendance Secretary	Paul Bischoff	Elementary & General Music, Band
		Donna Hill	Librarian
Sherry Coleman	Elementary and Middle School Counselor	Stephanie Jernigan	Algebra I, Geometry, & Bridge
Pam Joynt	High School Counselor	Karen Mathews	Physical Science & Chemistry
Kayla Garner	Counselor's Educational Assistant	Sean McLennan	World History (SDC), Government, Per Fin, & PE
Dianna Lucas	Secretary	Jennifer Shadow	English II & English III
		Kermit Reed	Wellness & Physical Education
Amy Houk	Pre-School	Bob Robertson	Psychology (SDC), Sociology, & PE
Misty Hall	Educational Assistant	Gary Sanson	Visual Arts
		Michael Tipps	Geometry, Algebra II, & Pre-Calculus/Cal (SDC)
Tracy Kuhar	Kindergarten	Jason Walker	CTE Agriculture
Kelli Minor	Kindergarten	Rebecca Walker	Biology, Anatomy Physiology, & Env Sci
Jennifer Jackson	First Grade	Carla Avalos	ESL/ELL
Kassidy Limbaugh	First Grade	Lelsie Torkelson	ESL/ELL
		Heather Johnson	Speech/Language
Jennifer Riddle	Second Grade	Elissa Kauffman	School Psychologist
Jane Walker	Second Grade		
		Chelsey Cates	School Nurse
Michelle Pogue	Third Grade	Shawn Sherrill	School Resource Officer
Courtney McBee	Third Grade	Matt Walker	School Resource Officer
Crystal Burt	Fourth Grade	Brittany Baggett	Special Servies Assistant
Krista Fanning	Fourth Grade	Jennifer Counts	Educational Assistant
Karen Michael	Fourth Grade	Denise Jacks	Educational Assistant
		Becky Russell	Educational Assistant (ES)
Karlee Davis	Fifth Grade		Educational Assistant (ES)
Leslie Jones	Fifth Grade	Monica Smith	Educational Assistant
		Courtney Perkins	Special Services Assistant
Brandy Frame	Sixth Grade ELA	Kim Riley	Special Services Assistant
Brent Davis	Sixth Grade Math	Kayla Williams	Educational Assistant (ES)
Chanda Stone	Sixth Grade Science & Social Studies		
Stacey Phillips	Seventh Grade Math	Beth Armontrout	Custodian
Brook Davis	Seventh & Eighth Grade Science	Andy Green	Custodian
Christy Hillis	Seventh Grade ELA	Savannah Locke	Custodian
Mike Jernigan	Seventh & Eighth Grade Social Studies	Teresa Roberts	Custodian
Cindy Garrett	Eighth Grade ELA	Brandi Stewart	Custodian
Tabitha Stinnett	Eighth Grade Math		
Melany Gardner	Sixth, Seventh, & Eighth Grade ELA/RTI	Lori Wilkerson	Cafeteria Manager
Sheila Williams	Learning Loss Coordinator	Patricia Benson	Cafeteria
		Judy George	Cafeteria
Ella Cox	Special Services 9-12	Sheila Huffer	Cafeteria
Amberley Speer	Special Services K-8	Michelle Gamble	Cafeteria
		Jeanette Johnson	Cafeteria
Tammy Gray	Elementary STEM Lab	Jennifer Langford	Cafeteria
Lisa Dickson	High School Computer Lab		

# A Welcome from the Principal

Welcome to a new school year. Whether you are new to our school or returning, you may be assured that the entire faculty and staff is working hard to make this the best year possible for students, parents, and our community. The essence of community is the idea that it exists so that you can support others and they, in turn can support you. Our community should continue its growth to be an environment where everyone is encouraged and made to feel welcomed and appreciated. **As an alumnus of Huntland School, I assure you I will continue the tradition of instilling a great sense of pride for our community.**

**In one school year a child spends: 7,800 hours at home and 900 hours at school, therefore, student success at Huntland Schools requires a maximum effort from the student and parent.** Students must accept responsibility for their own learning and development. They must have a desire to learn and be self-motivated and work diligently. Parents must accept the responsibility to get involved in their child's/children's education. They must ensure student/s attend school, support academic work and progress, and communicate directly with the faculty of Huntland Schools.

On behalf of the faculty and staff of Huntland Schools, we would like to say thank you for sharing a part of your child's education with us. I look forward to working with all students and parents, and if I can be of assistance to you at any time, please do not hesitate to contact my office for an appointment.

Best Regards,



William K. Bishop, II, Ed.S.

## Announcements

Each morning promptly at 8:00 a.m. the administration will conduct school wide announcements over the school public address system. Announcement procedures will include:

- Welcome and Greeting
- National Anthem
- Pledge of Allegiance
- Daily Announcements
- The 3 R's: "Be Respectful, Be Responsible, Be Ready"
- Huntland Spirit, "Go Big Blue"
- Moment of Silence

## Arrival & Departure Time

Huntland Schools will open at 7:00 a.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 by bus prior to 7:45 a.m. will be unloaded at the back of the campus at the high school gym. All students K-12 report directly to the high school gym. Student drivers who arrive before 7:45 a.m. are to report directly to the high school gym. Student drivers are not to remain in vehicle once on campus.

### Car Riders Morning Drop-Off:

Turn left off of Main Street (Mini Market and Amoco) on to Cumberland go past Huntland Police Department. Turn right on to College Street. Follow College Street to campus. Be sure to stop at STOP sign at Alabama Street and watch for on-coming traffic. Do not block Alabama Street. Be courteous of others and do not cut in front of vehicles from Alabama onto College. As space is available and it is safe for you to cross Alabama Street continue on College Street to the school. Once you have picked up your child/ren you will exit right onto Gore Street then left on Lion Avenue.

### Car Riders Afternoon Pick-Up:

Turn left off of Main Street (Mini Market and Amoco) on to Cumberland go past Huntland Police Department. Turn right on to College Street. Follow College Street to campus. Be sure to stop at STOP sign at Alabama Street and watch for on-coming traffic. Do not block Alabama Street. Be courteous of others and do not cut in front of vehicles from Alabama onto College. As space is available and it is safe for you to cross Alabama Street continue on College Street to the school. Once you have picked up your child/ren you will exit right onto Gore Street then left on Lion Avenue. **Due to safety of our students (your child/ren) ABSOLUTELY no student/s shall be picked up from the parking lot. EVERYONE is to be in the pick-up line to pick up students. Your cooperation and support of our safety plan for pick-ups is essential for a safe and secure campus.**

# Assemblies/Pep Rallies

Huntland Schools are fortunate to have facilities for plays, programs, and special events. Visitors often form a lasting impression of our school by our behavior at assemblies; therefore, students are expected to enter programs quietly and with their best manners. This includes keeping their hands and feet away from others, sitting quietly during performances, and showing their appreciation by clapping and cheering at appropriate times.

# Athletic Programs

Huntland Schools offer a variety of athletics for elementary, middle, and high school students which are governed by the TSSAA rules and regulations. If a parent does not want their child to participate in a particular program written notice of nonparticipation must be presented to the school principal.

## School Requirements

Huntland School student athletes and parents will:

1. recognize that participating in school athletics is a privilege not a right.
2. follow all coaches' policies, procedures, rules and expectations.
3. abide by TSSAA regulations ([www.tssaa.org](http://www.tssaa.org)).
4. follow and adhere to Huntland Schools' and Franklin County Schools' Code of Behavior and Conduct.
5. recognize and follow Chain-of-Command if an athletic issue arises... first, athlete meets and speaks with coach individually, second, parent and athlete speaks with coach, third, (and only if resolution is not met) athlete, parent, and coach meets with Athletic Director, fourth, (and only if no other resolutions has not been met) athlete, parent, coach, Athletic Director meet with Principal.

Huntland School student athletes will:

6. have outstanding attendance at school.
7. attend school on days of games and practices for minimum of three and one half hours.
8. maintain 6 passing credits from prior school year to maintain eligibility.
9. earn passing grades (no F's) on progress reports and report cards.
10. ride school bus (when provided) to and from all athletic events. Parent may sign out their own child/ren to ride home. No student/s shall be signed out by another parent to ride home with someone else.

## Huntland Elementary

Basketball

## Huntland Middle School

Basketball	Football	Softball
Baseball	Cheerleading	Soccer

## Huntland High School

Football	Soccer	Basketball
Cheerleading	Baseball	Softball
Golf	Cross-Country	

# Athletic Seasons

The fall, winter, and spring sports seasons will begin annually for each team with the initial date of practice as directed by the TSSAA.

## Huntland Elementary School

Basketball November – February

## Huntland Middle School

Football	August – October
Basketball	October – January
Baseball	March – April
Softball	March – April
Soccer	August – September

## Huntland High School

Football	August – November
Soccer	August – October
Basketball	November – March
Baseball	February – May
Softball	February – May
Golf	August – October
Cheerleading	August – May

# Attendance (Board Policy 6.200)

Every parent/guardian/legal custodian or other persons residing within the State of Tennessee having control or charge of a child and/or children between six (6) and seventeen (17) years of age, both inclusive, shall cause such child or children to attend public or private day school and, in the event of failure to do so, shall be subject to penalties hereinafter provided.

Students are learning through their experiences traits that will carry over into their adult life. Therefore, **being on time** and **attending school regularly** are important factors for **establishing responsibility**. It is important that all students Pre K-12 attend full days of school.

The state of Tennessee has many laws which deal with education and school attendance. The law states that every parent/guardian having control or charge of a child/ren between six and seventeen years of age shall cause such child/ren to attend public or private day school and, in the event of failure to do so, shall be subject to penalties.

Tennessee Code Annotated 49-6-3007 states that the parents/guardians of K-12 children, who are absent more than five days during any school year without adequate excuse, may be fined up to \$50.00 or assessed five hours of community service at the discretion of the judge.

Tennessee Code Annotated 49-6-3009 states that any parent/guardian who has control of any school age child/ren and who shall violate the provisions of attendance shall be guilty of a Class C misdemeanor. Each day/s unlawful absence shall constitute a separate misdemeanor. A Class C misdemeanor is punishable by a \$50.00 fine and/or ten days in jail for each offense.

**If your child/ren is/are absent from school, a written excuse from parent/guardian or doctor must be submitted to the attendance office. Failure to do so, after three days, will result in the absence being marked “unexcused” and will remain “unexcused.” Huntland School will accept five (5) parent/guardian notes as excused absences. Absences beyond five (5) days will require a doctor’s note to be considered excused. Consecutive absences of three (3) days or more require a doctor’s excuse. All doctor’s notes may be verified by the school’s Attendance Office and/or Parent/Student Attendance Mentor.**

The note must contain all of the following:

1. Student’s full name
2. Date of the absence(s)
3. Reason for the absence(s)
4. Telephone number where the parent/guardian can be reached
5. Parent/guardian signature

Absences and tardiness for grades Pre K-12 shall be classified as either excused or unexcused as determined by the principal.

Excused absences and tardiness

- A. Personal illness
- B. Illness of immediate family member, to include mother, father, brother, sister
- C. Death in family
- D. Extreme weather conditions
- E. Religious observations
- F. Circumstances, which in the judgment of the principal create emergencies, over which the student has no control

Unexcused absences—Any absences not excused will be unexcused.

When a student accumulates **five (5) unexcused absences**, the parent(s)/guardian(s)/legal custodian(s) shall be notified in writing. A new notice shall be sent after each successive accumulation of five (5) unexcused absences. Should a student accumulate **ten (10) unexcused absences**, the parent(s)/guardian(s)/legal custodian(s) and the student shall be petitioned to the Franklin County Juvenile Court for violating the provisions of attendance.

## Attendance in Regard to Getting and/or Keeping Driver’s License

Ten (10) consecutive days, or a combination of suspended days and unexcused absences totaling fifteen (15) days during any semester, renders a student ineligible to retain a driver’s permit or license or to obtain such if of age. Additionally, a student must pass a minimum of half of the courses to be eligible to get or to keep his/her driver’s license. Grading periods for driver’s license purposes are at the end of the semester. Days suspended from school do not count as an excused day for attendance purposes; however, these days do count as an unexcused day for purpose of obtaining and/or keeping a driver’s license.

**Students who accumulate five (5) tardies or unexcused absences may be assigned to Saturday School, I.P.O.D., or Before School Detention. Each additional tardy or unexcused absence shall result in the student being assigned additional consequences.**

# HUNTLAND SCHOOLS' ATTENDANCE IMPROVEMENT PLAN

**\*Phone calls/conferences/home visits shall be conducted at any level of student absences if necessary.**

## **5 ABSENCES**

- EXCUSED—School letter mailed to parent/guardian.
- UNEXCUSED—State letter mailed to parent/guardian.

## **7 ABSENCES**

- EXCUSED—School letter mailed to parent/guardian; School Attendance Review Board notified.
- UNEXCUSED—School letter mailed to parent/guardian; School Attendance Review Board notified.

## **10 ABSENCES**

- EXCUSED—School letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. School Attendance Review Board **may** schedule conference with parent/guardian. Consequences **may** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day.
- UNEXCUSED—State letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. Referral to the Franklin County Truancy Office **will** result in petition to juvenile court. School Attendance Review Board **will** schedule conference with parent/guardian. Consequences **will** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day.

## **10 CONSECUTIVE OR 15 ABSENCES**

- EXCUSED-- School letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. School Attendance Review Board **will** schedule conference with parent/guardian. Referral to the Franklin County Truancy Office **may** result in petition to juvenile court. Consequences **may** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day.
- UNEXCUSED-- State letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. School Attendance Review Board **will** schedule conference with parent/guardian. Referral to the Franklin County Truancy Office **will** result in petition to juvenile court. Consequences **will** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day. In addition, a referral **will** be made to the Franklin County Truancy Office for learners permit or driver's license to be revoked.

## **16 – 18 ABSENCES**

- EXCUSED-- School letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. School Attendance Review Board **will** schedule conference with parent/guardian. Referral to the Franklin County Truancy Office **may** result in petition to juvenile court. Consequences **may** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day.
- UNEXCUSED--- State letter mailed to parent/guardian; School Attendance Review Board **will** review reasons for absences. School Attendance Review Board **will** schedule conference with parent/guardian. Referral to the Franklin County Truancy Office **will** result in petition to juvenile court. Consequences **will** include BUT ARE NOT LIMITED TO: Saturday School, I.P.O.D., Early Morning Detention, loss of school privileges such as pep rallies, field trips, athletics, clubs, organizations, parking on school grounds, prom, or field day. In addition, a referral **will** be made to the Franklin County Truancy Office for learners permit or driver's license to be revoked.



# Beginning of the School Day

**Classes begin at 8:00 a.m. on Monday – Friday.** Students may begin entering the building at 7:00 a.m. (K-12) students arriving before 7:45 a.m. will report to the high school gym. Students who choose to eat breakfast will be dismissed from the gym to go to cafeteria. Grades K-2 will remain in the cafeteria while 3-12 will return to the gym. Elementary teachers of grades K-2 will escort students from the cafeteria to classrooms at 7:45 a.m. Grades 3-12 students will be dismissed from gym to report to their homerooms or 1<sup>st</sup> period classes. Students entering the building after 8:00 a.m. are required to be signed in at the Attendance Office located in the 3-5 building.

**Our goal is for all students to feel safe and independent in going to their classrooms; therefore, PARENTS MAY NOT ACCOMPANY their children to classrooms.**

**The morning is a very busy time for teachers as they prepare for the day. Please refrain from initiating morning conferences with your child's teacher unless an urgent situation occurs which requires that you speak with your child's teacher during this busy time.**

## Bell/Class Schedule (High School Only)

### Mondays & Wednesdays

8:00 – 9:40	1 <sup>st</sup> Period Class
9:40 – 9:55	Second Chance Breakfast Break
9:55 – 11:40	3 <sup>rd</sup> Period Class
11:40 – 12:20	Lunch
12:25 – 1:55	5 <sup>th</sup> Period Class
2:00 – 3:00	7 <sup>th</sup> Period Class

### Tuesdays & Thursdays

8:00 – 9:40	2 <sup>nd</sup> Period Class
9:40 – 9:55	Second Chance Breakfast Break
9:55 – 11:40	4 <sup>th</sup> Period Class
11:40 – 12:20	Lunch
12:25 – 1:55	6 <sup>th</sup> Period Class
2:00 – 3:00	7 <sup>th</sup> Period Class

### Fridays

8:00 – 8:50	1 <sup>st</sup> Period Class
8:54 – 9:44	2 <sup>nd</sup> Period Class
9:44 – 9:52	Second Chance Breakfast Break
9:54 – 10:44	3 <sup>rd</sup> Period Class
10:48 – 11:38	4 <sup>th</sup> Period Class
11:40 – 12:20	Lunch
12:25 – 1:10	5 <sup>th</sup> Period Class
1:14 – 1:56	6 <sup>th</sup> Period Class
2:00 – 3:00	7 <sup>th</sup> Period Class

## Big Blue Connection

Each day Huntland School will publish the **BIG BLUE CONNECTION**—a **daily announcement sheet**. This daily announcement sheet will highlight school information and activities. This announcement sheet is also accessible on our school web site:

[www.huntland.fcstn.net](http://www.huntland.fcstn.net)

## Bookstore

School supplies are available for students to purchase each morning between 7:45 a.m.- 8:00 a.m. in the attendance office.

## Bus Conduct (Board Policy 6.308)

In order to maintain conditions and atmosphere suitable for learning, no person shall enter onto a school bus except students assigned to that bus or parents of students or other persons with lawful and valid business on the bus. The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

## Cellular Phones and Other Personal Communication Devices (Board Policy 6.312)

Effective with the 2020-21 school year Students' use of cellular phones and other communication devices upon entering the school building before 8:00 am is at principal's discretion. After 8:00 am and until 3:00 pm (or when school is officially dismissed), the use of these devices (excluding school issued Chromebooks) is prohibited unless the school principal has approved a written request:

- From a teacher for his/her students to use their own devices to enhance learning when the school issued Chromebooks are not sufficient; or
- Student to self-monitor specific health issues/concerns (must include verification from the medical provider).

For the purpose of this policy, use of such a device means either receiving or sending a message by the emission of an audible signal or sound, vibration, or visual display. The device is deemed to be 'in use', even if the device is not answered. Possession of a cellular phone or other communication device is not a violation of this policy (except for elementary school students who are not permitted to have a cell phone at school) if the phone or device is in a purse, pocket, book bag, locker, or automobile and is not in use during the regular school day. School employees who discover a student using a phone or other personal communication device in violation of this policy shall confiscate the device and submit it to the principal or designee.

Violation of this policy will result in the student's cell phone being confiscated as follows:

- 1st offense – held for the remainder of the day, to be returned to the student;
- 2nd offense – held for the remainder of the day, to be returned to the parent/guardian; and
- 3rd offense – the student is not allowed to have a cell phone for the remainder of the school year.

For subsequent violations or if a student fails to relinquish his/her cell phone to the teacher or principal, the student will be sent to the Alternative School for twenty (20) days; qualifying students, with an IEP, must continue to be served in accordance with the applicable state and federal laws. Students who use the camera component of the cell phone in an unauthorized manner are subject to additional disciplinary measures, as well as reported to the appropriate law enforcement agency, if deemed appropriate. In case of internet outage – students' use of personal communication devices for instructional purposes shall be at the discretion of the classroom teacher. This policy shall be included in the Code of Conduct which is on the system's web-site.

Each Middle and High School classroom has been provided pocket charts for which students' cell phone is to be place in when students enter classrooms. This proactive practice is not a punitive punishment for students; it is designed to be helpful for students to concentrate more on academics during classes rather than using or checking their phones during class. Student shall comply with this school rule each day in each classroom. Students who do not comply with this school rule of expectation will be assigned to I.P.O.D by the teacher for that particular class the student did not place their cell phone in the assigned pocket chart. Excessive occurrences will result in Before School Detention, Saturday School, or Suspension.

## Changes in Student Information

During the course of the school year, the school may need to contact the parent. It is the parents' responsibility to inform the office of any changes in student information. This would include: change of address, change of phone number/s, change of guardianship, or additions to emergency contacts.

## Checking Out

When it is necessary for an **elementary or middle school student** to leave school during any part of the school day, he/she must be signed out from the attendance office in the 2-4 building. Students will be dismissed from the classroom to report to the attendance office where they may be dismissed. Parents are not permitted to go directly to classrooms to check out a student. Only parents/guardians may sign out students, unless the school receives notification. The authorized person must sign the student out and complete a sign out slip with the dismissal time and reason. Please have students bring a note to their teacher if they plan to check out during the school day.

From time to time, when it is necessary **for high school students** to leave school during any part of the day, he/she must be signed out from the attendance office. Again, the authorized person must sign the student out and complete a sign out slip with the dismissal time and reason. Parents of student drivers may choose to contact the attendance office by phone to confirm a student checking out prior to 2:30 p.m.

**Because the end of the school day is a very busy time, parents will be unable to check students out after 2:30 p.m. Therefore, if you plan to check your child out, this must be done prior to 2:30 p.m.**

## Class Ranking

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. Honor roll students will be determined by standards approved by the Board. Students who meet these standards, and who do not request otherwise, will have their names submitted to the principal for release to the news media. 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 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.

## 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.

**To become active members or participate in any activities of a club or organization, written communication from the student's parent or legal guardian must be signed and dated by the parent or legal guardian.** One or more staff members will serve as faculty advisors of each activity and will attend all meetings to ensure all applicable Board policies, administrative procedures and school rules are followed. Each faculty advisor will evaluate the activity and make recommendations concerning changes, continuance, or deletion from the school's activity program.

### Academic Clubs/Organizations

- **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.

### Non-Academic Clubs/Organizations

- **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.
- **Youthact:** 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 Behavior and Discipline (Board Policy 6.300)

The **Code of Behavior and Discipline** is to notify students, parents/guardians/legal custodians, school system employees, and others of the standards of expected student behavior, and the consequences of the failure to obey such standards. This code is revised annually to comply with both federal and state laws as well as Franklin County School Board Policies, and to help provide and maintain a safe and secure learning environment, free of drugs, drug paraphernalia, dangerous weapons, and threats of physical or psychological harm. The Franklin County Board of Education has developed these policies to comply with both federal and state laws to provide and maintain safe and secure schools. This document will be located on our school district's website at [www.fcstn.net](http://www.fcstn.net) and our school website at [www.huntland.fcstn.net](http://www.huntland.fcstn.net) for the 2022-2023 school year.

## Conferences

Communication is an essential key to your child's success at Huntland Schools; therefore, parent/teacher conferences are strongly encouraged. There will be pre-scheduled conferences during the 2022-2023 school year.

**These dates/times are:**

1<sup>st</sup> Thursday, October 20, (3:15pm-6:15pm) Report Cards

2<sup>nd</sup> Tuesday, February 7 (3:15pm – 6:15pm) Progress Reports

## Credit Recovery

Huntland High School offers the opportunity for students to earn credits needed for graduation from courses they have failed.

## Detention (Before School Detention)

**BSD will be held Tuesday mornings from 6:45am-7:45am**

Students may be detained before or after the school day as a means of disciplinary action.

The following guidelines shall be followed:

1. The student will be given at least one day of notice before detention;
2. Parents will be informed before detention takes place;
3. Detention will not exceed two hours before or after the official opening/closing of the school day but may be administered several days in succession.

## Disciplinary Records

A disciplinary record shall be maintained by the classroom teacher and/or administrator and shall contain the name of the student, the type of misconduct, the type of punishment administered, the name of the school official administering the punishment, and the time and date.

## Dismissal

**Your child's safety is our greatest concern at Huntland Schools.** By supporting our efforts, you enable us to dismiss your child in an orderly manner without compromising your child's safety. **Parents, to avoid confusion at the end of the day you are to have daily dismissal plans for your child prearranged.**

**Any calls made to the attendance office to change your child's dismissal plan must be done prior to 2:30 p.m.**

### Pre K Students

Students who are enrolled in our Pre-School program at Huntland Schools will be dismissed at 2:30 p.m. from the side of the school building closest to the Pre K classroom.

### Bus Riders

Students transported by an early bus will be dismissed at 3:00 p.m. from their classrooms. Early bus riders will report to the bus loading zones located at the southern part of the campus in the area between the high school and elementary gyms. Late bus students will report directly to the school's cafeteria at 3:00 p.m. Students riding late buses will be dismissed from the school cafeteria as buses arrive for pick up.

### Car Riders

Students being picked up by car will be dismissed at 3:00 p.m. from the front of the school building. **For safety reasons, there is no waiting inside or standing outside the school building prior to dismissal of students.** Because your child's safety is the first priority at Huntland Schools, all parents/guardians are expected to stay in vehicles during afternoon dismissal. Parking on the street and walking to pick up children is strongly discouraged. Parents are asked to pull up as far as possible to numbered loading cones before stopping to let a child in the car. This will help traffic move more smoothly. By doing this, we are better able to dismiss your child in an orderly and timely manner without compromising your child's safety. **Due to safety of our students (your child/ren) ABSOLUTELY no student/s shall be picked up from the parking lot. EVERYONE is to be in the pick-up line to pick up students. Your cooperation and support of our safety plan for pick-ups is essential for a safe and secure campus.**

**Parents who park in the North parking lot (student parking) waiting for students will be directed to the car rider line which forms on College Street. Parents not following proper safety procedures for picking up students may lose privilege to drive on campus.**

### Student Drivers

Students who drive to school will be 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 will follow all policies and procedures for driving on campus.

### Walkers

Students who walk home from school will be dismissed at 3:00 p.m. from the front of the school after early buses have left the campus.

## Disruptions—Referrals to the Office

Interference of the educational process of Huntland Schools will be considered to be non-compliances of the policies and procedures set forth and will prompt immediate and serious consequences. **All consequences for any type of disruption will be grade/age appropriate.** For a complete explanation of student behavior and discipline, please refer to the Franklin County School System's Code of Behavior and Discipline.

### **Bullying/Harassing/Verbal/Physical/Cyber**

#### **Possible Consequences**

1<sup>st</sup> Offense

Parent Contact/I.P.O.D./BSD/ (3) Saturday Schools/Suspension

2<sup>nd</sup> Offense

Parent Contact/I.P.O.D./BSD/ (6) Saturday Schools/Referral to Alternative School

### **Class/Lunch Disruptions**

#### **Possible Consequences**

1<sup>st</sup> Offense

Warning/Parent Contact/I.P.O.D./BSD/Saturday School

2<sup>nd</sup> Offense

Parent Contact/I.P.O.D./BSD/Saturday School

3<sup>rd</sup> Offense

Suspension

### **Class/School Tardy**

#### **Possible Consequences**

5<sup>th</sup> Tardy (\*)

Parent Contact/I.P.O.D./BSD/Saturday School /

\*Each additional tardy may result in I.P.O.D./ASD/Saturday School

### **Profanity/Abusive Language**

#### **Possible Consequences**

1<sup>st</sup> Offense

Parent Contact/I.P.O.D./BSD/Saturday School

2<sup>nd</sup> Offense

Parent Contact/I.P.O.D./BSD/Saturday School

3<sup>rd</sup> Offense

Suspension

### **Cutting Class/Leaving Campus Without Appropriate Permission**

#### **Possible Consequences**

1<sup>st</sup> Offense

Parent Contact/I.P.O.D./BSD/Saturday School

2<sup>nd</sup> Offense

Parent Contact/I.P.O.D./BSD/Suspension/Loss of driving privilege for remainder of school year

**\*This includes electronic cigarettes/personal vaporizers, etc.**

### **Tobacco Use and/or Possession—students under 21 years of age**

#### **Consequences**

1<sup>st</sup> Offense

Parent Contact and Court Petition

Petition/I.P.O.D./BSD/Suspension/(3) Saturday Schools

Parent Contact/I.P.O.D./BSD/Alternative School and Court

Petition/Suspension/(6) Saturday Schools

2<sup>nd</sup> Offense

**Electronic cigarettes/personal vaporizers. May be tested**

**by the school to determine contents**

**Dab Pens**

**Consequences**

Zero Tolerance/Alternative School and SRO will petition to court

**E-Cigs = CBD or if not tested**

**Consequences**

1<sup>st</sup> Offense

(5) days I.P.O.D.

2<sup>nd</sup> Offense

(10) days I.P.O.D., SRO will petition to court, Loss of driving privileges on campus for (30) days

3<sup>rd</sup> Offense

(45) days at Alternative School, Loss of driving privileges on campus for (90) days

**E-Cigs = THC or any drug related mix (with test results)**

**Consequences**

Zero Tolerance/Alternative School and SRO will petition to court

**Dress Code Violation**

**Possible Consequences**

1<sup>st</sup> Offense

Change Clothing/Parent Contact/I.P.O.D./BSD/Suspension/Saturday School (1day)

2<sup>nd</sup> Offense

Change Clothing/Parent Contact/I.P.O.D./BSD/Suspension/Saturday School (2 days)

3<sup>rd</sup> Offense

Change Clothing/Parent Contact/I.P.O.D./ASD/Suspension/Saturday School

(3 days)/20 days Alternative School

**Public Display of Affection—embracing, kissing, groping, etc.**

**Possible Consequences**

1<sup>st</sup> Offense

Warning/Parent Contact/Saturday School

2<sup>nd</sup> Offense

Parent Contact/I.P.O.D./BSD/Suspension

Saturday School/Suspension

3<sup>rd</sup> Offense

Parent Contact/I.P.O.D./BSD/Suspension/

Saturday School/Suspension

Grades 9-12—holding someone's **hand** may be permitted if done appropriately in a respectful and cordial manner.

**Use of Cellular Phones/Personal Communication Devices**

**Possible Consequences**

1<sup>st</sup> Offense

Device Taken Up for remainder of day, to be return to student

2<sup>nd</sup> Offense

Device Taken Up for remainder of day, be returned to parent/guardian only

3<sup>rd</sup> Offense

Student is not allowed to have cell phone for the remainder of the school year.

**Fighting/Arguing/Bullying-physical, verbal, emotional, sexual (all parties) Possible Consequences**

1<sup>st</sup> Offense

Parent Contact/Student Sent Home/

3 Days Suspension/Court Petition/I.P.O.D./BSD

2<sup>nd</sup> Offense

Parent Contact/Student Sent Home/

6 Days Suspension/Alternative

School/Court Petition/I.P.O.D./BSD

**\*Additionally, students may lose school privileges due to misbehavior or not attending BSD, I.P.O.D., Saturday School, or habitual absences (excused or unexcused) which may include field trips, attending athletic events on or off campus, parking on school grounds, participating in school programs such as homecoming, prom, field day, etc.**

## Dress Code and Appearance

### Elementary Dress Code (Board Policy 6.3101)

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation exists between appropriate attire and a positive learning environment.

Any dress or hairstyle 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.

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 have holes, be cut-off, ripped, or see-through. Inappropriate logos are not allowed. Inappropriate logos include, but are not necessarily limited to:
  - Discrimination against any individual or group;
  - Promotion of violation of school rules;
  - Depiction of the use of drugs, tobacco, or alcohol; and
  - Encouragement of violence, gang/cult affiliations, and the use of weapons or intimidation.
2. Shorts and skorts may be worn by either males or females as normal school attire. Capri length pants are allowed.
3. Skirts and dresses shall be knee length when the girl is standing erect. Slits in skirts shall not exceed three inches above the front and/or back of the knee.
4. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible. For elementary school students, the accompanying shirt/top must be of sufficient length to be tucked, but tucking is not required. No midriff/back skin may be visible at any time. If jeans are bleached, they must be bleached consistently with no suggestive designs. Inappropriate logos, and lettering/writing down the side or back of pants, or around the waistband are not permitted.
5. All tops, shirts, blouses, and dresses must be appropriate for the school environment and the age of the student. Tops, shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, midriffs, and cleavage. See-through outfits, bare midriffs, open backs, low-cut tops, tube tops, halter tops, crop shirts, etc. are not allowed.
6. 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.
7. 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.
8. Items which are prohibited include, but may not be limited to:
  - a. Head apparel (hats/caps, scarves, hair picks, stocking caps, hair curlers, the hoods on hoodies or jackets, etc.) inside the school building, except for religious or medical purposes — doctor's verification of need is required;
  - b. Sunglasses inside the school building, except for medical purposes — doctor's verification of need is required;
  - c. Visible body piercing jewelry (including tongue piercing) other than earrings (if worn, earring must not pose a threat to the student's safety nor be disruptive to the peace and good order of the schools);
  - d. Large, long, and/or heavy chains (including billfold chains); and
  - e. Trench coats, except as needed in very extreme weather.

Tattoos and other similar markings of the skin are discouraged (offensive tattoos must be covered). The principal may allow exceptions for some of the above listed items for special school activities (this should be very limited) — the noted allowances/exceptions must be made known prior to the special scheduled event. Appropriate corrective/disciplinary actions will be taken by the school administration if a student comes to school in clothing that is not deemed to be appropriate.

Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and /or other disciplinary action as deemed appropriate. The principal's discretion shall prevail in regard to appropriate attire for all after-school activities.

### **Middle and High School Dress Code (Board Policy 6.310)**

The Franklin County School System is committed to help create and maintain the very best learning environment possible. A correlation exists between appropriate attire and a positive learning environment.

Any dress that is considered contrary to good hygiene, distracting 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 will be collared, or crew necked, with sleeves. Shirts may be solid-colored or patterned; and
3. 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 above fingertip length are not permitted. Rips, tears, or slits in pants/shorts must be below where the fingertip strike the legs with the shoulders relaxed. Students may wear clothing with rips, tears, or slits as long as leggings, tights/yoga pants or compression-type clothes are worn underneath rips or tears.
3. Shorts, skorts, capris, and skirts should strike the legs at the end of the fingertips with shoulders relaxed.

4. 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 the end of the fingertips with shoulders relaxed, this includes form-fitting sweaters and/or dresses.
5. Pants must be worn above the hip-bone; sagging/bagging is not allowed. At this time, low rider and hip hugger style pants are permissible.
6. 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.
7. 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.

8. Items which are prohibited include, but may not be limited to:
  - a. Head apparel (hats/caps, hair picks, stocking caps, hair curlers, the hoods on hoodies or jackets, etc.) inside the school building, except for religious or medical purposes (for which doctor's verification of need is required);
  - b. Sunglasses inside the school building, except for health purposes – doctor's verification of need is required;
  - c. Large, long, and/or heavy chains (including billfold chains); and
  - d. Trench coats, except as needed in very extreme weather.
  - e. Tattoos and other similar markings of the skin are discouraged (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. Corrective/disciplinary action may include, but is not limited to, calling parents to bring appropriate clothing, detention, in-school suspension and/or other disciplinary action as deemed appropriate. Three dress code violations will result in suspension to the alternative school for no less than twenty (20) days.

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.

## Drug-Free Schools (Board Policy 6.307)

In order to protect the rights of students, to safeguard the learning environment, and to contribute to a "Drug Free" community, the Board's plan for dealing with alcohol and drugs<sup>1</sup> shall include the following:

1. Appropriate ways for handling alcohol/drug-related medical emergencies;
2. Guidelines for reporting alcohol/drug incidents and illegal activities;
3. Guidelines for referral of students who may have an alcohol/drug problem and/or are considered "high risk" to agencies and other sources of appropriate help;
4. Effective working relationships with appropriate community agencies, such as alcohol/drug service providers, law enforcement agencies and judicial officials.

Through the use of state guidelines the director of schools shall be responsible for:

1. Developing and implementing an appropriate curriculum on alcohol and drug education for students;
2. Providing adequate information and training for all staff personnel as appropriate to their responsibilities
3. Implementing the relevant portions of the Drug-Free Youth Act;
4. Developing administrative rules and guidelines for the school system to effectively respond to alcohol and drug situations that may occur at school or school-sponsored events; and
5. Providing notification to parents and students that compliance with this policy is mandatory.

Students will not consume, possess, use, sell, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds at any time, in school vehicles or buses, or at any school-sponsored activity, function or event whether on or off school grounds. This includes but is not limited to abuse of inhalants, prescription drugs, and non-controlled substances used as drugs or substances defined as "synthetic drugs". Disciplinary sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution.<sup>4</sup> Completion of an appropriate rehabilitation program may also be recommended.



# Emergency Information

In cases of early dismissal, illnesses, or other emergencies, each student is required to have on file in the office the following information:

1. A complete up-to-date physical address (besides P.O. box)
2. Home phone number and/or cell phone number
3. A parent's work phone number or cell phone number
4. An emergency phone number of relative or friend
5. Medical alert information
6. Name(s) of authorized person(s) who may pick up your child
7. Change in guardianship

# Enrolling or Transferring a New Student

## Enrollment Requirements

1. Certified Birth Certificate
2. Proof of Residence (TN Dr. Lic. or ID)
3. Immunization Records
4. Physician's physical report
5. Proof of Custody

## Transfer Requirements

1. Complete transfer form with teacher and principal signature
2. Parent/guardian will pay any fees pending and return all books
2. Parent/guardian will pay any fees
3. Student records will be forwarded when all requirements are met
4. Proof of Residence (TN Dr. Lic. Or ID)
5. Proof of Custody

Transfer students will meet the same enrollment requirements as new students. A parent may request through the Director of Schools to attend a school within the system other than the one to which he/she is zoned as determined by the school destination of the school bus going by their home if space is available. However, the student must provide his/her own transportation to and from the school.

# Family Involvement

The faculty and staff of Huntland Schools encourage the involvement of parents, both as individuals and as groups, in the education of children. This involvement includes meaningful participation in the decision-making process in planning, implementing and evaluating. A Parent/Student/Teacher/Principal Compact will be reviewed and signed during parent/teacher conferences. Students' progress will be communicated to parents every 4.5 weeks with progress reports and every nine weeks with report cards. Formal Parent/teacher conferences will be held twice during the 2022-2023 school year. Additionally, throughout the year Huntland School will host several family involvement activities such as STEM/STREAM Night, Homecomings, Pumpkin Parade, Thanksgiving Luncheon, FASFA Frenzy, Grandparents Day, and Lottery Scholarship Day

# Field Trips and Excursions

Since field trips are a privilege given to students, they must earn the right to participate in this enriched learning environment. Based on attendance, academics and behavioral reports, the principal will determine participation in field trips. Furthermore, field trips may be withheld from students who have incurred a debt to the school. This includes lunch charges, lost or damaged books, or other monies owed to the school. Students must have written permission from a parent/guardian to participate in any field trip. High school students who have any missing assignments or have less than a "C," average for each class to be missed during field trip will not be approved to participate. In addition, high school students must submit permission form to their high school teachers for signature approval three (3) days prior to the scheduled field trip.

# Fire, Tornado, and Safety Drills

Fire, Tornado, and Safety Drill instructions are posted in each classroom. Students are instructed in the procedures to follow in case of fire, tornado, or safety drills. Drills are held periodically so that students and staff may practice procedures.

## Grading (Board Policy 4.600)

The Director of Schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8. The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform, district-wide, at comparable grade levels, except that the Director of Schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations. The Director of Schools shall submit a copy of the grading and assessment systems to the Board before the system is implemented. These guidelines shall be communicated annually to students and parent(s)/guardian(s). Conduct grades are based on behavior and shall not be reflected in scholastic grades.

### **GRADING SYSTEM: GRADES NINE - TWELVE (9-12) and (3-8)**

Schools teaching grades nine (9) 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:

- 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. This includes grades 3-12.

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, and Dual Enrollment Courses – four (4) percentage points; and
- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

### **LOTTERY SCHOLARSHIPS**

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT and SAT score, etc.) that must be met in order 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. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors shall explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

### **LOTTERY SCHOLARSHIP DAY**

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.

## Graduation Requirements (Board Policy 4.605)

Students must earn at least twenty-eight (28) Carnegie units in a high school that is on block schedule (4 classes per day for the semester). When a high school operates on a seven-period day, a minimum of twenty-four (24) credits will be required. In cases where a student transfers into a high school on block schedule from a high school on a six- or seven-period day, the number of credits needed to graduate will be determined on a proportional basis, somewhere between 24 and 28 unless there is sufficient time for the 28 courses to be attained.

To meet the requirements for graduation, a student shall have attained an approved attendance, conduct, and subject matter record which covers a planned program of education, and such records shall be kept on file in the high school. The program of studies shall include areas and content in these areas within State Board of Education Regulations and shall be flexible enough to facilitate progress from one stage of development to another, thus providing for more effective student adjustment.

Before graduation, every student shall:

- achieve specified units of credit
- take the required End-of-Course exams
- have satisfactory records of attendance and conduct
- complete an examination in the 11<sup>th</sup> grade...ACT

# Head Lice (Board Policy 6.4031)

The school nurse will notify parents/guardians immediately when their child has been identified as having head lice (including nits). A letter will be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include, but not be limited to:

1. proof of treatment with a pediculicide product (head lice shampoo)
2. satisfactory examination by a school health official
  - Any subsequent incidents of head lice for that student during the school year will require submission of satisfactory evidence of treatment for head lice and be found free of nits by a school official.
  - A student will be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

# Homecomings

Traditionally with athletic sports, Homecoming events are planned for the school and community. Homecoming for football season has been scheduled for Monday, September 19, - Friday, September 23. Our Huntland Community Pep Rally will be held on Thursday, September 22, at 12:30pm. Our parade will follow at 1:30pm with the football game to be as scheduled on Friday, September 23, at 7:00pm. Grades 9-12 floats for the parade (if class officers choose to have classes participate in parade) are the responsibility of each individual student body class under the supervision of parents. Due to scheduling, floats may be built the week/end prior to the parade. Additionally, our Homecoming for basketball season will be scheduled in the Spring of 2023, and will be announced once our basketball schedules are completed.

# Homework (Solo Work)

Parents are encouraged to stress the importance of out of school study to their children. Out of class assignments play an important role in a student's education. All students should participate in a minimum of thirty minutes of homework each day. Students generally have more homework as they progress through grades.

# Honor Students

In order for students to be considered a Huntland Honor Student, students must:

1. have minimum grade point average (GPA) of 3.75—not rounded up
2. complete the specific requirements of either the University Path or Technical Path

**Minimum of TEN credits:**

English I, II, III, or IV(AP) (H)	Pre-Calculus/Calculus (H)	Geometry (H)	Algebra II (H)
Chemistry I (H)	Anatomy & Physiology (H)	Biology (H)	Algebra I (H)
Spanish II (H)	Physical Science (H)	World History (H)	US History (H)

Valedictorian and Salutatorian must qualify as Honor Students. One valedictorian will be named at each high school. (For Huntland High School this will begin with the class of 2014.) 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 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.

# Inclement Weather

If snow, ice, or tornadic conditions occur, turn to a local radio station for information on school closings or early dismissals. The School Messenger system will also notify parents/guardians of any early school dismissals/closings. Procedures for early dismissal will be the same as a normal school day. Parents are to notify child's teacher with an alternate plan of contact/notification should school be dismissed prior to 3:00 p.m. for any reason.

# Interrogations and Searches (Board Policy 6.303)

## **INTERROGATIONS BY SCHOOL PERSONNEL**

School personnel have a duty to report any reasonable suspicion that a student is carrying, or has carried, a weapon or is violating, or has violated, a provision of the Tennessee Drug Control Act to the principal, the principal's designee or, if the principal and the principal's designee are unavailable and the offense was committed on school property, to the appropriate authorities. 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 must be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student being questioned. Any student answering falsely, evasively or refusing to answer a proper 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) or legal custodians and without giving the student constitutional warnings.

## **INTERROGATIONS BY POLICE (AT ADMINISTRATOR'S REQUEST)**

If the principal has requested assistance by the police department to investigate a crime involving his/her school, the police shall have permission to interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) or legal custodians of the student of the intended interrogation unless circumstances require otherwise. The presence of the parent(s)/guardian(s) or legal custodians at this interrogation is recommended. The interrogation may be delayed until the parent can be present unless the safety of others in the school would be compromised by a delay. The principal or his/her designee shall be present during the interrogation. The use of police women or female staff members is desirable in the interrogation of female students.

## **POLICE-INITIATED INTERROGATIONS**

If the police deem circumstances of sufficient urgency to interrogate students for non-school related incidents committed outside of school hours, then all such interrogations shall take place off of school grounds. The principal or his/her designee shall make reasonable attempts to contact the student's parent, guardian, or legal custodian of the interrogation. The police or other law enforcement authority shall make whatever decision they deem necessary to continue with the interrogation outside the parent, guardian, or legal custodian's presence. Neither school principals or their designees shall be called upon to make probable cause decisions regarding events that did not occur on school grounds or during school hours, and, it is not necessary for principals to be present during any such interrogation.

## **SEARCHES BY SCHOOL PERSONNEL**

Any principal, or his/her designee, having reasonable suspicion may search any student, place or thing on school property or in the actual or constructive possession of any student during any organized school activity off campus, including buses, vehicles of students or visitors (Notice shall be posted in the school parking lot that vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons), and containers or packages if he/she receives information which would cause a reasonable belief that the search will lead to the discovery of:

1. Evidence of any violation of the law;
2. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
3. Any object or substance which, because of its presence, presents an immediate danger of harm or illness to any person.

A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. All lockers or other storage areas provided for student use on school premises remain the property of the school system and are provided for the use of students subject to inspection, access for maintenance and search. Notice shall be posted in each school that lockers and other storage areas are school property and are subject to search. A student may be subject to physical search or a student's pocket, purse or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member or other student if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular student has violated policy;
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug;
3. The search is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision and education of students;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution; and
5. The search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student, as well as the nature of the infraction alleged to have been committed.

## **USE OF ANIMALS**

When necessary, dogs or other animals trained to detect drugs or dangerous weapons may be used in conducting searches, but the animals shall be used only to pinpoint areas which need to be searched and shall not be used to search the persons of students or visitors.

## **USE OF METAL DETECTORS**

In view of the escalating presence of weapons in the schools, the Board of Education authorizes the use of hand-held or walk-through metal detectors to check a student's person or personal effects as follows:

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner (e.g., on all students in a randomly selected class; or every third individual entering an athletic event). Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, s/he may conduct a metal detector check of the student's person and personal effects. A student's failure to permit a metal detector check as provided in this policy will be considered grounds for disciplinary action including possible suspension. The director of schools shall develop procedures for use of metal detectors when needed.

## **SEARCHES BY POLICE**

If public health or safety is involved, upon request of the principal who shall be present, police officers may make a general search of students' lockers and desks, or students' or nonstudents' automobiles for drugs, weapons or items of an illegal or prohibited nature. If the principal has received reliable information which he/she believes to be true that evidence of a crime or of stolen goods, not involving school property of members of the school staff or student body, is located on school property and that any search for such evidence or goods would be unrelated to school discipline or to the health and safety of a student or the student body, he/she shall request police assistance; and procedures to obtain and execute a search warrant shall thereafter be followed. Anything found in the course of the search conducted in accordance with this policy which is evidence of a violation of the law or a violation of student conduct standards may be:

1. Seized and admitted as evidence in any hearing, trial, suspension or dismissal proceeding. It should be tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing. At the discretion of the principal, the items seized may be returned to the parent or guardian of a student or, if it has no significant value, the item may be destroyed, but only with the express written permission of the director of schools.
2. Any seized item may be turned over to any law enforcement officer. Any dangerous weapon or drug as defined in TCA 49-6-4202 shall be turned over to an appropriate law enforcement official after completion of an administrative proceeding at which its presence is reasonably required.

Whenever the possibility of uncovering evidence of a criminal nature exists, the principal or his/her designee may request the assistance of a law enforcement officer to:

1. Search any area of the school premises, any student or any motor vehicle on the school premises; or
2. Identify or dispose of anything found in the course of a search conducted in accordance with this policy.

The involvement of law enforcement officials is encouraged when there is reasonable cause to suspect that criminal evidence is about to be uncovered.

## **Individual Positive Outlook Development (I.P.O.D.)**

The I.P.O.D. program has been re-designed to provide each Huntland School student immediate behavioral or academic detention with the objective to redirect and develop a more positive attitude. During each school day our I.P.O.D. program will be from 8:00 a.m. – 2:00 p.m. During this time, students shall be assigned to I.P.O.D. to strictly encourage academic progress or redirect behavior.

## **Illegal/Controlled Substances, Alcohol, Imitation Drugs, and Drug Paraphernalia**

(Board Policy 6.3071)

Students shall not acquire, possess, use, sell, purchase, barter, distribute, or be under the influence of illegal or controlled substances or any substance used as a drug, in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school sponsored activity, function or event, whether on or off the school grounds.

Nor will students be in possession of, or attempt to market or distribute any substance which is represented to be or substantially similar in color, shape, size or markings of a controlled substance (imitation drug) in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds.

Students shall not be in the possession of drug paraphernalia in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds.

The school principal shall be immediately notified when a student is suspected of violating this policy. The incident shall be investigated; the process of gathering facts shall be completed. The principal shall not take action without first advising the student of the nature of his/her misconduct, questioning the student about the nature of the misconduct, and allowing the student to give an explanation. If the school principal feels that this policy has been violated, the principal shall:

1. Notify the student's parent(s) or guardian;
2. Notify the appropriate law enforcement agency, and turn over all contraband for laboratory 16 testing; and
3. Take appropriate disciplinary action.

Incidents involving drugs and controlled substances shall be handled in consideration of the Zero Tolerance Policy 6.309.

## Kindergarten

The Kindergarten program at Huntland School is designed to provide students with a developmentally appropriate learning environment in which they explore, play, and learn about their world. Students participate in the full school program which may include physical education, music, art, guidance, and library instruction. A child must reach the age of five by August 15, 2022 to enroll in Kindergarten for the 2022-2023 school year. Please be sure to bring your child's certified birth certificate, your child's Social Security Card, your child's immunization record, and a physician's physical report.

## Juvenile Offender Act

T.C.A. 55-10-701 Denial of driving privileges by court.

(a) When a person, younger than eighteen (18) years of age, but thirteen (13) years of age or older, commits any offense or engages in any prohibited conduct described in this subsection (a), then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the department of safety, driver control division, within five (5) working days of the conviction or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine or beer, or any controlled substance as defined and enumerated in [title 39, chapter 17, part 4](#), or involving the possession or carrying of a weapon on school property, as defined and enumerated in [§ 39-17-1309](#)(b) or (c). The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender is eighteen (18) years of age, regardless of when a conviction or determination occurs. The department shall promulgate a form order of denial for use by the courts.

(b) If a court has issued an order of denial of driving privileges pursuant to this section, the court, upon motion of the offender, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:

- (1) A court may not withdraw an order for a period of ninety (90) days after the issuance of the order if it is the first order issued by any court with respect to the petitioning person;
- (2) A court may not withdraw an order for a period of one (1) year after the issuance of the order if it is the second or subsequent such order issued by any court with respect to the petitioning person; and
- (3) A court may not withdraw an order involving a violation of part 4 of this chapter, concerning the operation of a motor vehicle while intoxicated or impaired.

(c) For a motion for withdrawal under this section to be properly before a court for consideration, the local district attorney general must have received at least ten (10) days' prior notice of the motion, together with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an un-emancipated juvenile at the time the motion is made. A custodial parent or legal guardian must appear in court with the offender if the offender is an un-emancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include as exhibits any prior orders of denial so issued. (d) The local district attorney general or assistant district attorney general has the right to appear, present evidence and be heard at proceedings under this section.

## 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. Locks may be purchased through the high school office for \$5.00; school purchased locks will be the only locks permitted to be used.

## Lost and Found

Please label your child's belongings to make it possible to return items that are lost. All lost and found items are kept in the attendance office for a period of one week after which time items are donated to charity. If your child loses an item, please have him/her check in the attendance office.

# Lunch

Lunch is served each day in the cafeteria. We encourage all parents to prepay each Monday for the week's meals. This procedure will ensure that your child's lunch account is in good standing. Huntland students may bring a lunch from home or purchase a lunch from the cafeteria. Students who have food allergies are required to submit a Diet Prescription Form from his/her doctor. Milk is available for purchase by students who bring their lunch from home or those who want an extra carton. Our faculty and staff welcome parents/guardians to have lunch with their children. We do ask that notification be made in advance. State and Federal guidelines prohibit fast food meals being brought into the cafeteria during school lunch hours.

# Lunch Charges

Huntland Elementary (Pre K –5) students without sufficient money to pay for a meal may charge up to five (5) days of meals. The cafeteria manager/school administrator will notify families with the amount owed. In addition, student in grades 6–12 may NOT charge their lunch. The School Messenger System will notify parents of the amount of charges owed. Once notification has been issued, it is expected that parent/guardian will make every effort to pay lunch charges in a timely manner. Furthermore, your child's report card, diplomas, field trips, and/or special events may be withheld until all fees owed to the school are paid in full. The school principal shall take all necessary legal efforts (including garnishments) to collect all monies (plus the accompanying accrued expenses) owed by the child. Parents may monitor and deposit monies into individual student accounts through [www.mynutrikids.com](http://www.mynutrikids.com)

# Lunch/Breakfast Prices

Franklin County students will receive **FREE BREAKFAST** during the 2022-2023 school year

## Elementary School Students

Breakfast	FREE
Lunch	\$2.25

## Middle and High School Students

Breakfast	FREE
Lunch	\$2.50

## Faculty and Staff

Breakfast	\$2.00
Lunch	\$3.25

## Visitors

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

# Make-Up Work

Make-up work is the sole responsibility of the student. All missed class work, tests, projects, etc. (whether from excused or unexcused absence) is/are required to be made up. All make-up work will be turned in to teachers within three (3) days of absence. **ABSOLUTELY NO MAKE-UP WORK WILL BE ACCEPTED AFTER 3 DAYS.** Any work not completed and turned in will result in a zero grade. For multiple consecutive absences, the teacher and student will meet together to determine a fair due date of missed assignments.

# Mask

Mask may be worn by students as long as masks are school appropriate and not a distraction to the student or other students. Please refer to dress code for school appropriateness. Discretion is the decision of the school building principal.

# 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 cannot be at school to administer the medication, only the school nurse or 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 directions)
6. Possible side effects, if known
7. Termination date for self-administration of the medication

**The medication must be delivered to the school nurse in person by the parent/guardian of the student. The parent/guardian is responsible for informing the designated official of any change in the student's health or change in medication.**

# Mission of Huntland Schools

The mission of Huntland Schools is to provide a caring, secure, and positive environment which fosters respect, responsibility, and readiness, enabling ALL students to become productive citizens.

# Nurse

This year Huntland Schools are fortunate to have the facilities for a school nurse. If a student becomes ill during the school day, the school nurse will contact parents/guardians. Parents are urged to pick up their child as soon as possible to prevent the spread of illness to other students. Students with temperatures of 100 degrees and/or a contagious condition are required to leave school. Please keep contacts up to date so that parents or other designated persons can be contacted in the event of illness or injury at school. All medications will be dispensed by the school nurse/designee from the school clinic.

# Office

Huntland Schools' office is a place of business. All visitors, regardless of age, will conduct themselves as ladies and gentlemen.

# Parent Concerns

**In order for Huntland Schools and our community to continue to grow and achieve full success, it is vital that all communications are conducted respectfully, appropriately, and directly with the faculty, staff, and/or administration.** Because positive communication is essential, please adhere to the following procedures with any questions, concerns, or ideas regarding your child, your child's teacher, or Huntland School:

1. Contact your child's teacher.
2. After you have made an initial contact and would like to discuss your concerns further, contact the grade level assistant principal's office to schedule a conference with the teacher and the assistant principal.
3. Should you want to further discuss your concerns, please contact the school principal's office for a conference with the teacher, assistant principal, and school's principal.

**Please note that posting your questions, concerns, or ideas regarding your child, your child's teacher, or Huntland Schools via social media may bring undue negative and undesirable reflections to our students, faculty/staff, and community, as well as you the parent. Personal posts of individuals to social media that are slurs, inflammatory, or harassing, etc. of this school, its administration, its faculty or staff, will be reported to the proper authorities and/or prosecuted.** Should you have a question, concern, suggestion, or idea regarding Huntland Schools please contact William K. Bishop, II, Ed.S., during regular school hours (8:00 am - 3:00pm).



# Parking

## Visitor Parking

When visiting Huntland Schools' campus, please park in the visitor parking area which is located in the front of our school campus. To ensure the safety of our campus is not breached please do not park in fire lanes. These areas are reserved for emergency vehicles.

## Student Parking

All vehicles operated by students on this campus are required to be registered with a parking permit through the campus security officer (SRO). Parking permit decals must be displayed in the vehicle at all times while on campus. Parking permits are at no charge.

## Policies and Procedures for Student Parking

1. Register vehicle (provide proof of valid driver's license, registered tag number, and insurance).
2. Purchase parking permit decal
3. Abide all campus speed limits
4. Park in student designated space
5. No loitering at any time
6. Keep vehicle locked
7. Proceed immediately to school building upon arrival
8. Students are restricted from parking lots and vehicles after 8:00 a.m. and before 3:00 p.m. without administrative permission. Students not conforming to school parking policies and procedures may have their driving/parking privileges revoked for the remainder of the school year by the school principal.

# Parties

Parents are to make prior arrangements with your child's teacher to celebrate birthday parties. If parents object to their child's participation in holiday parties or activities related to any holidays, it is the parents responsibility to notify the teacher at the beginning of the school year.

# 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

In order to keep parents informed of student progress, reports will be sent home at 4.5 weeks of the nine week grading period.

# Quiet Zones

There are certain times of the school day when students need to be quiet, including while in the hall, in the library, lunch lines, and during some classroom activities and instructions.

# Report Cards

Report cards are issued four times per year after each nine week grading period. Through this report, the school is able to communicate to parents the performance of students. Should you have questions or concerns regarding your child's performance, please contact your child's teacher for a conference. Parents/guardians of K-5 should sign the report card and return it to school.

# Rules and Expectations of Huntland Schools

It is important that students understand that acceptable standards of behavior will be expected and will be insisted upon at all times. Students who do not comply with school rules or display other behaviors not considered acceptable at school will be subject to disciplinary action. Discipline will be administered fairly, but firmly, when any individual's actions interfere with the right of teachers to teach and students to learn.

# Be Respectful, Be Responsible, Be Ready

## Saturday Academy/School

Students may be assigned to Saturday Academy as a means of disciplinary action for missed work/work that is to be redone or for behavioral issues. Saturday Academy will be held the **second and fourth Saturday of each month from 8:00am-12:00pm.**

## School Compact

### PARENT/GUARDIAN AGREEMENT

I want my child to be successful at Huntland Schools. Therefore, I agree to:

- see that my child attends school daily and is on time.
- support the school discipline policy.
- review my child's homework daily.
- read with my child daily.
- read, sign, and return progress reports and other communications in a timely manner.
- provide needed school supplies.
- see that my child is clean, nourished, and well-rested daily.
- attend conferences with my child's teacher or principal.
- communicate directly with my child's teacher or principal with questions, concerns, or comments.

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Parent/Guardian's Signature

### STUDENT AGREEMENT

I want to be successful at Huntland Schools. Therefore, I agree to:

- Be Respectful to self and others
- Be Responsible to self and others
- Be Ready for new challenges

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Student's Signature

### TEACHER AGREEMENT

I want every student at Huntland Schools to be successful. Therefore, I agree to:

- create an environment that promotes learning.
- communicate with parents/guardians concerning academic and behavioral progress.
- encourage all students to work to the best of his/her ability.
- provide opportunities for all students to be successful.

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Teacher's Signature

### PRINCIPAL AGREEMENT

I want every student at Huntland Schools to experience success. Therefore, I agree to:

- provide a safe environment while maintaining proper discipline.
- maintain an atmosphere full of excitement for learning.
- support teacher and parent/guardian involvement.
- encourage communication between the home and the school.



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Principal's Signature

# School Counseling

Every student at Huntland High School (grades 9-12) shall be counseled by a school counselor individually about their secondary, post-secondary education program and/or employment opportunities.

The program of guidance services shall include such services and activities as:

1. Orientation of parents and students to the school program;
2. Preventative and developmental counseling to students in order to prepare them for their school responsibilities and their social and physical development;
3. Student referral and/or welfare provisions;
4. Collection and maintenance of student data and record systems;
5. Student program planning and placement;

Educational and occupational information for use by students, parents and teachers; and 7. Scheduling student courses and resolving conflicts.

# School Messenger

In order to better communicate important school information, such as lunch charges, incomplete assignments, student absences, school closings, or events and activities occurring at school, Huntland Schools have implemented a phone message system which will contact each parent. Therefore, please make every effort to ensure that contact numbers are **current and correct at all times**. This may be done by verifying with the guidance office secretary.

# School Property

We are privileged to occupy an attractive school building. Everyone is asked to cooperate in helping to keep both building and grounds free from damage and litter. Should students mark or damage property or equipment, in any way, parents will be responsible for paying for all damage. School property is defined as buildings, buses, books, equipment, records, instructional materials, or any other item under the jurisdiction of the Franklin County Board of Education.

# School Support Organizations

Only a group or organization that has entered into a written cooperative agreement with the Franklin County Board of Education and Huntland School may use the name, mascot or logo of a school or the school district to solicit or raise money, materials, property, securities, services, or other things of value. **All school support organizations shall obtain the approval of the principal before undertaking any fundraising activity.**

# School System and School Web Site

The Franklin County School System web address is: [www.fcstn.net](http://www.fcstn.net)

The Huntland Schools web address is: [www.huntland.fcstn.net](http://www.huntland.fcstn.net)

The Principal of Huntland Schools Facebook is: Ken Bishop (Huntland School) If you are interested in Huntland Schools' Facebook being a part of your Facebook feed, please email me at [ken.bishop@fcstn.net](mailto:ken.bishop@fcstn.net) with your Facebook username, Parent's Name, Student's Name enrolled at Huntland, Address and Phone. This information will be used to check security of your request. Once security check is completed I will send you a friend request. Friend request through Facebook will not be accepted to due heightened security.

# Social Media

Social media networking has become an integral part of everyday life for millions of people around the world. Properly used, social media has become an important aspect of how we interact and communicate with our community. Huntland Schools do participate in social media such as our school web site ([www.huntland.fcstn.net](http://www.huntland.fcstn.net)), our district web site ([www.fcstn.net](http://www.fcstn.net)), Facebook, and School Messenger. The essence of community is the idea that it exists so that we can support others and they, in turn, can support us. In an additional, an attempt to keep ALL parents informed of current school events and information, social media sites are for informational purposes only.

**Please note that anyone (student, parent, community member, family member) is and will be held personally and civilly responsible for the content published on any personal social media site as it pertains to the faculty, staff, administration, students, families of etc; therefore, should refrain from comments that can be interpreted as slurs, demeaning, inflammatory, bullying, or harassing, etc.**

**Furthermore, the faculty, staff, administration, families of, etc. do not post undue negative or undesirable reflections about you as a parent, your child, or your family to any social media and the same courtesy is expected of each of you, your child/ren, your family, etc.**

# Senior Scholarship Application Process

Beginning in the spring semester Seniors will be sent a link from the Counseling Office to the student's individual school email account. Seniors are to use this link (Google Form) for formal requests. Once students open the link of the Google Form they will enter their name/grade and choose from the list of local/private scholarship applications for which they would like to apply. Once the Senior has completed and submitted their request, individual application documents will be compiled. The Counseling Office will notify students via their school email account when the documents are ready for pick up. Upon picking up requested applications, Seniors will sign off acknowledging they have received the documents for which they requested. All local/private applications are due back in the Counseling Office on Wednesday, March 1, 2023, 2:30pm. Seniors will sign off acknowledging they have submitted their requested scholarship applications. The deadline for submission will not be extended and late applications will not be accepted.

## Student Alcohol and Drug Testing (Board Policy 6.3071)

According to TCA 49-6-4213, a student may be subject to testing for drugs if there are reasonable indications to the principal that such student may have used or is under the influence of drugs. The standards of reasonableness stated below must be met. Tests shall be conducted by properly trained persons in circumstances that ensure integrity, validity, accuracy of the tests but are minimally intrusive and maximum privacy to the tested student.

Students will be notified writing at in the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year. Principals are authorized to order drug tests for individual student when the following standards of reasonableness are met:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presences of drugs and/or alcohol;
3. A search of persons and containers produced evidence of a presence of drugs and/or alcohol;
4. A search of vehicles produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member of other student that a student is using drugs and/or alcohol on school property.

### **Alcohol**

Students shall not acquire, possess, use, sell, purchase, barter, distributor, or be under the influence of alcoholic beverages or intoxicants of any kind in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds. The school principal shall be immediately notified when a student is suspected of violating this policy. The incident shall be investigated; the process of gathering facts shall be completed. The principal shall not take action without first advising the student of the nature of his/her misconduct, questioning the student about the nature of the misconduct, and allowing the student to give an explanation. If the school principal feels that this policy has been violated, the principal shall:

1. Notify the student's parent(s) or guardian;
2. Notify the appropriate law enforcement agency, and turn over all contraband for laboratory testing; and
3. Take appropriate disciplinary action.

### **Illegal/Controlled Substances, Alcohol, Imitation Drugs, and Drug Paraphernalia**

Students shall not acquire, possess, use, sell, purchase, barter, distribute, or be under the influence of illegal or controlled substances or any substance used as a drug, in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school sponsored activity, function or event, whether 1 on or off the school grounds.

Nor will students be in possession of, or attempt to market or distribute any substance which is represented to be or substantially similar in color, shape, size or markings of a controlled substance (imitation drug) in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds.

Students shall not be in the possession of drug paraphernalia in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school-sponsored activity, function or event, whether on or off the school grounds.

The school principal shall be immediately notified when a student is suspected of violating this policy. The incident shall be investigated; the process of gathering facts shall be completed. The principal shall not take action without first advising the student of the nature of his/her misconduct, questioning the student about the nature of the misconduct, and allowing the student to give an explanation.

If the school principal feels that this policy has been violated, the principal shall:

1. Notify the student's parent(s) or guardian;
2. Notify the appropriate law enforcement agency, and turn over all contraband for laboratory 16 testing; and
3. Take appropriate disciplinary action.

Incidents involving drugs and controlled substances shall be handled in consideration of the Zero Tolerance Policy 6.309.

### **Random Drug Testing**

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

# 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.

# Student Suicide Prevention

Our school and school district is committed to protecting the health and well-being of all students and understands that physical, behavioral, and emotional health are integral components of student achievement. Students are strongly encouraged to report if they, or a friend, are feeling suicidal or in need of help. Students will be provided information regarding The National Suicide Prevention Lifeline – 1-800-273-8255 4 (TALK)

# Student Vehicles

Student vehicles may not have any type/s of flags flown from the exterior due to the safety of driving.

# School Supply List 2022-2023

## HUNTLAND SCHOOLS' 2022-2023 SUPPLY LIST

Kindergarten	First Grade	Second Grade	Third Grade	Fourth Grade
8 Elmer's Glue Sticks 1 pair of (Fiskars) metal blade round tips 8 boxes of Crayola Crayons (24 count) 2 plastic (3 brad folders) 1 Primary Journal (Grades K-2) 2 pkg. of pre-sharpened yellow #2 pencils 1 Kindermat (4-fold, red and blue) 2 EXPO dry erase markers (Black) 1 pair headphones (no earbuds) 1 box Kleenex tissues  WISH LIST Ziploc bags Gallon – girls, Quart – boys 3 pkg. Clorox Wipes Baby Wipes	2 pkgs. #2 yellow pencils 2 boxes of Crayola 24 crayons 1 pair of scissors 2 plastic folders with prongs 2 Fine Point Black EXPO Dry Erase Markers 4 EXPO dry erase markers (black) 4 glue sticks 1 1 subject wide ruled spiral notebook 1 set of headphones Cap erasers  WISH LIST Clorox Wipes/Lysol Spray Kleenex Ziploc bags (gallon, quart, and sandwich)	1 plastic pocket folder w/holes (no brads) 3 boxes of Crayola 24 crayons 1 pair of scissors 2 pkgs. of #2 pencils (yellow) 12 glue sticks 1 small school box 1 pack wide ruled notebook paper 3 boxes Kleenex 1 composition notebook (wide rule) 1 pkg pencil top erasers 1 pair of headphones PERSONAL SIZE GERM-X  WISH LIST Clorox Wipes Ziploc bags Sandwich & Quart	1 2 inch 3 ring binder w/ pockets  3 pkgs. #2 yellow pencils 3 boxes of Crayola 24 pack crayons 1 one subject spiral notebooks 3 highlighters 1 plastic folder with pockets 2 composition notebooks 1 pkg. of 5 plastic subject dividers 1 pair scissors 8 glue sticks 1 small school supply box 2 packages of cap erasers 1 pair of headphones (no earbuds)  WISH LIST Germ X Kleenex Clorox Wipes Ziploc bags-gallon (boys) quart (girls)	1 1-inch 3 ring binder 1 pack clear plastic sheet protectors 1 pack of 24 crayons 1 one-subject spiral notebook 1 plastic pocket folder w/ 3 prongs 2 pkgs. #2 pencils 4 pkgs. wide-ruled paper 1 pair of scissors 1 zipper pouch 3 composition notebooks 3 glue sticks 1 pencil sharpener 1 pkg. colored pencils 1 pair of earbuds 1 box of Kleenex PERSONAL SIZE GERM-X  WISH LIST Ziploc bags gallon OR sandwich Clorox Wipes/Baby Wipes
Fifth Grade	Sixth Grade	Seventh Grade	Eighth Grade	Grades 9-12
1 pkg. wide rule notebook paper 5 composition books 1 pencil sharpener 1 pkg. multi-colored highlighters 1 pkg. of colored pencils 1 pencil box or bag 2 pkgs. of #2 pencils 8 glue sticks 2 boxes Kleenex 1 box of 24 crayons 1 set of earbuds 1 pair of scissors 1 pkg of erasers 1 pkg skinny markers 1 3 prong plastic pocket folder PERSONAL SIZE GERM-X  WISH LIST Clorox Wipes/Baby Wipes Ziploc Bags 1 box of Kleenex	<b>Language Arts:</b> 1 (2") 3-ring binder 5 dividers w/ tabs <b>Math:</b> 1 (1 1/2" or 2") 3-ring binder 5 dividers w/ tabs 2 pkgs. graph paper (holes pre-punched, no tablets) <b>Social Studies:</b> 1 (1 1/2") 3-ring binder 6 dividers w/ tabs 1 pkg. 3x5 lined index cards <b>Science:</b> 1 (1 1/2") 3 ring binder 6 dividers with tabs	<b>Language Arts:</b> 1 (2") 3-ring binder 5 dividers w/ tabs <b>Math:</b> 1 (1 1/2" or 2") 3-ring binder 5 dividers w/ tabs 2 pkgs. graph paper (holes pre-punched, no tablets) <b>Social Studies:</b> 1 (1 1/2") 3-ring binder 5 dividers w/ tabs 1 pkg. 3x5 lined index cards <b>Science:</b> 1 (1 1/2") 3 ring binder 5 dividers with tabs	<b>Language Arts:</b> 1 (2") 3-ring binder 5 dividers w/ tabs <b>Math:</b> 1 (1 1/2" or 2") 3-ring binder 5 dividers w/ tabs 2 pkgs. graph paper (holes pre-punched, no tablets) <b>Social Studies:</b> 1 (1 1/2") 3-ring binder 5 dividers w/ tabs 1 pkg. 3x5 lined index cards <b>Science:</b> 1 (1 1/2") 3 ring binder 5 dividers with tabs	1 zip drive (8 or 16 GB) 1 set of earbuds 1 T84 Calculator (will be used 9-12) pencils notebook paper 3 ring notebooks--optional folders with pockets--optional Math--3 ring notebook--not optional colored pencils graph paper
<b>Other Items for 6-8</b>				
pencils and sharpener colored pencils 1pkg of reinforcement labels loose leaf notebook paper Scotch tape highlighters (yellow) earbuds/headphones glue sticks pkg of Ink-Joy multi color pens large eraser--pink or white black sharpie Germ-X Clorox/Lysol wipes 2 boxes of Kleenex				

## Telephone

Telephones throughout the school are for business use only and are not for student use except with permission from the attendance office in case of an emergency. If a student becomes sick at school and needs to check out, he/she must see the school nurse in the school clinic who will contact the parent/guardian.

## Tobacco Products (Board Policy 1.803)

The use or possession of tobacco or tobacco products by a student is prohibited on school premises and school buses. Any student who has not attained twenty-one (21) years of age and who possesses tobacco products shall be issued a citation by the school principal. The citation shall require the student to appear in Juvenile Court. Students over twenty-one (21) years of age shall be disciplined appropriately. This includes electronic cigarettes/personal vaporizers, etc.

## Unique

Huntland Schools' students are unique individuals with limitless potential.

## Vision

The vision of Huntland Schools is to develop a collaborative approach to education including faculty, staff, parents, and community members. Our schools will provide research based programs of excellence; therefore, meeting the diverse needs of our student body who have been entrusted in our care. Huntland Schools will continue to be the focus of our community encouraging ownership and a sense of belonging which instills tradition and pride.

# Visitors

A "visitor" is defined as anyone other than the enrolled students in the school and school employees or officials. When visitors have the privilege to visit our campus, they are to report directly to the school's office. Visitors will be asked to sign-in at their arrival and sign-out at their departure. All visitors will attach a visitor's badge which will be worn visibly during their visit with us. To ensure safety and that the daily routine of your child's education is not interrupted unscheduled visits to classrooms will not be permitted. Anyone on school property without a visitor's pass is to be reported to the principal. Persons who come onto school property shall be under the jurisdiction of the school principal/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. The principal/designee has the authority to exclude from school premises any persons disrupting the educational programs in the classroom or in the school, disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.

# Weapons and Dangerous Instruments (Board Policy 6.3091)

Students shall not possess, handle, transmit, use, or attempt to use, any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or on school grounds, at a school-sponsored activity, function, or event. Dangerous weapons, for the purpose 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 a manner of its use, or intended use, is capable of causing death or serious bodily injury. Appropriate disciplinary actions will be taken if a student is found to violate this section. Possession of a firearm on school property is a Zero Tolerance Offense and the student shall be expelled for not less than one (1) calendar year.

# X-tra Ordinary Students

Students who attend Hunland Schools are X-tra Ordinary! All decisions made are for the benefit of the children who attend this school.

# Yearbook

Each year a yearbook is published for Huntland Schools. Yearbooks are sold in the fall for delivery near the end of the school year.

# Zero Tolerance (Board Policy 6.309)

Zero Tolerance Offenses are defined as those involving firearms, drugs, and battery as described below:

1. Bringing to school or being in unauthorized possession on school property of a firearm, as defined in 18 U.S.C. § 921
2. A student committing battery upon any teacher, principal, administrator, and any other employee of the school system or a School Resource Officer (SRO).
3. Unlawfully possessing, using, selling, purchasing, attempting to purchase or sell, barter, distribute or be under the influence of any drug including any controlled substance in school buildings or on school grounds at any time, or in school vehicles or buses, or at any school sponsored activity, function or event, whether on or off the school grounds as defined in TCA 39-17403; TCA 39-17-415; and TCA 53-10-101. This section does not apply to issues involving alcohol. This section does apply to non-controlled substances defined as "synthetic drugs".
4. Transmitting 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 disruption activity at the school that requires administrative intervention

Any student violating either 1, 2, or 3 above shall be expelled for a period of not less than one (1) calendar year. The director of schools may modify this expulsion on a case-by-case basis.

For the purpose of this policy, "expelled" means removed from the student's regular school program at the location where the violation occurred or removed from school attendance altogether, as determined by the director of schools. Nothing in this policy shall be construed to prohibit the assignment at the discretion of the director of schools of such students to an alternative school.

# 2022-2023 School Year

Huntland Schools' Student and Parent Handbook is available online at our school's website ([www.huntland.fcstn.net](http://www.huntland.fcstn.net)) located under PARENT/STUDENT INFORMATION TAB. The Huntland Schools' Student and Parent Handbook contains policies, procedures, and expectations to make every effort of maintaining a safe, secure, and orderly school environment.

Your signature indicates that you and your child/ren are responsible for the contents of the Huntland Schools' Student and Parent Handbook and that both you and your child/ren know its specific contents.

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

(Middle and High School Students' 1<sup>st</sup> Period Teacher)

Parent/Legal Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_