

## PHILOSOPHY

The Pickwick Southside School faculty believes that every student should have the opportunity to develop character, talents, and abilities to the greatest degree possible.

Pickwick Southside School will promote the development of a positive self-image by helping students understand individual abilities and limitations. Students should be aware of behavior limits, and acceptable social and moral values.

Emphasis will be placed on instilling a desire for knowledge and the development of each child intellectually, socially, physically, and aesthetically. A well-rounded curriculum will provide diverse opportunities for academic and vocational career goals.

Students will emerge from Pickwick Southside with a realization of areas of competence, and desire to function as responsible citizens in a democratic society.

## THE SCHOOL DAY

The student school day begins at 8:00 a.m. and ends at 3:00 p.m. All students MUST be in their classroom by 8:00 a.m. Teachers are on duty from 7:45 a.m. until 3:10 p.m. A bus duty supervisor is on duty in the theater beginning at 7:00 a.m. **In order to have consistent and established routines for the students, we ask that parents refrain from walking students to their classrooms in the morning. The teachers need to give the students their full attention so that the day begins smoothly and without interruption.**

## ASBESTOS

The director of Hardin County schools shall maintain an Asbestos Management Plan for all buildings leased, owned, or otherwise used as school buildings and maintain and update the plan to keep it current with ongoing operations and maintenance, periodic surveillance, inspection, re-inspection, and response action activities.

The director of schools shall:

- A. annually publish a notification on the Asbestos Management Plan availability and the status of asbestos activities;
- B. educate and train maintenance and custodial staff about asbestos and how to deal with it, in accordance with state and federal statutes;
- C. notify short-term or temporary workers on the locations of the building materials containing asbestos;
- D. post warning labels in routine maintenance areas where asbestos was previously identified or assumed;
- E. follow set plans and procedures designed to minimize the disturbance of building materials containing asbestos; and
- F. survey the condition of these materials every six (6) months to assure that they remain in good condition.

The director of schools shall designate an Asbestos Hazard Emergency Response Act (AHERA) Manager as the designated Asbestos Program Coordinator. All inquiries regarding the asbestos plan and asbestos-related issues should be directed to the AHERA Manager.

## ATTENDANCE POLICY

### EXCUSED ABSENCE

In order to excuse an absence from school, the parent or legal guardian must do one of the following:

1. Call the school on the day of the absence or send a hand written note to report a student's absence and give the reason for being absent. This will be accepted three (3) times each semester.
2. Provide a written statement from a doctor reporting sickness or treatment.
3. Talk to a school official concerning student's illness, or provide documentation of a death or serious illness in the immediate family.

**Documentation of absences must be turned in to the school office within three (3) school days. The first day the student returns to school after the absence will be considered day one (1). It is the parent and/or student's responsibility to check on absences and to be sure faxed excuses from doctors are received by the school.**

Generally, absences accompanied by a valid doctor's excuse will be excused. Questionable excuses will be checked for validity.

### CATEGORIES OF EXCUSED ABSENCES (HCB policy 6.200)

1. Personal illness
2. Illness of immediate family member
3. Death in a family
4. Extreme weather conditions
5. Religious observations
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control
7. Head lice (2 days maximum, including the day student is sent home, each episode as stated in HCB policy 6.4031). This will be monitored by the school nurse and/or the principal.

***Family vacations will be counted as unexcused absences unless it is pre-approved by the principal.***

If a student receives as many as ten (10) excused absences in a semester, the principal will review the case. If the circumstances of the absences are well known and clearly documented, no action is required. If this is not the case, however, a letter will be sent to the parent or legal guardian to inform them of the attendance record, ask them to do everything possible to improve the attendance of the student, and invite them to contact the principal if they have questions relative to the matter. If necessary, the parent or legal guardian will have a meeting with the principal and attendance supervisor.

### UNEXCUSED ABSENCE (ABSENCES WITHOUT ADEQUATE EXCUSE)

1. Parents or legal guardians must be given written notice each time a student misses five (5) unexcused days (this means an aggregate of five (5) days during the school year and not

necessarily five (5) consecutive days). Additional notices must be sent after each successive accumulation of five (5) unexcused absences. (Tennessee Code Annotated 49-6-3007)

2. When a student accumulates three (3) unexcused absences, a letter will be sent to the parent or legal guardian telling them of the unexcused absences.

3. When a regular education student accumulates (5) unexcused absences, a Truancy Hearing will be conducted by the Attendance Supervisor or his/her designee at the student's school. If the parent or legal guardian fails to attend this meeting the student will be reported to the Juvenile Court for truancy.

4. If a student participates in the Special Education Program, a Manifestation of Disability (M.O.D.) meeting will be arranged after five (5) unexcused absences in order to determine why the student has the unexcused absences.

**5. If after five (5) unexcused absences, a student continues to accumulate unexcused absences, the attendance supervisor will turn the matter over to the juvenile court.**

## **TRUANCY**

Annually, the Director of Schools/Designee will provide written notice to parent(s)/guardian(s) that attendance at school is required. Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan (IEP) or 504 Plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

Parent(s)/guardian(s) will receive written notice when their student has accumulated three (3) unexcused absences.

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

## **PROGRESSIVE TRUANCY INTERVENTION PLAN**

Prior to referral to juvenile court, the following progressive truancy intervention plan will be implemented at five (5) unexcused absences.

### **TIER I**

Tier I of the progressive truancy intervention plan shall apply to all students within the district and include school-wide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to: distribution of attendance flyers promoting good attendance, link to said flyers on the district website, "Attendance Awareness Month" promotions at schools and in the local newspaper during the month of September, daily calls to the parents of absent students, promotion of good attendance on a daily basis by school

administrators and teachers, attendance incentive programs offered by schools throughout the school year, signs outside of schools promoting attendance and promptness, three-day “warning” letter sent by mail when a student accumulates three unexcused absences.

## **TIER II**

Tier II of the progressive truancy intervention plan shall include the following:

1. A conference with the student and the student’s parent(s)/guardian(s);
2. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and an attendance supervisor or designee. The contract shall include:
  - a. A specific description of the school’s attendance expectations for the student;
  - b. The period for which the contract is effective; and
  - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
3. Regularly scheduled follow-up meetings to discuss the student’s progress.
4. A school employee shall conduct an individualized assessment detailing the reasons a student has been absent from school. The employee may refer the student to counseling, community-based services, or other services to address the student’s attendance problems.

## **TIER III**

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

Parent and student shall be required to appear in front of a truancy board which will meet at the Hardin County Board of Education.

The interventions shall address students’ needs in an age-appropriate manner. Finalized plans shall be approved by the Director of Schools/Designee.

## **CREDIT/PROMOTION DENIAL**

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion. If attendance is a factor prior to credit/promotion denial, the following shall occur:

1. The student and the parent(s)/guardian(s) shall be advised if the student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## **TARDIES AND EARLY CHECKOUT**

Students arriving at school after 8:00 **MUST** check in through the school office. Students leaving school before the official end of the school day **MUST** always be checked out through the school office. Students leaving school early may **ONLY** be checked out by an authorized parent or guardian. There will be no checkouts through the office after 2:30 p.m.

### **CATAGORIES FOR EXCUSED TARDIES OR EARLY CHECKOUTS**

- Personal or immediate family illness
- Head Lice (on the day student is sent home, this will count as the first day of two (2) days allowed to miss for this reason)
- Death in a family
- Court summons
- Weather extremes
- Family emergencies (approved by the principal)
- Other reasons deemed by the parent or legal guardian to be of sufficient importance to justify the tardy or early checkout (must be approved by the principal)

*Car trouble is not considered an excused tardy or early checkout.*

*Students **NOT** properly checked **IN** or **OUT** through the school office by the parent or legal guardian will be counted **UNEXCUSED**.*

### **UNEXCUSED TARDIES OR EARLY CHECKOUTS (NO ADEQUATE EXCUSE)**

Two of any combination of unexcused tardies or early checkouts will count as one unexcused absence and be considered along with other unexcused absences in determining the need for truancy action.

### **ACCIDENTS**

Each student is to report any accident, regardless of how minor it may seem. The teacher to whom it is reported will fill out the proper form and refer the student to the school nurse for further care if necessary. More serious accidents or injuries should be reported directly to the office and school nurse.

### **ALTERNATIVE SCHOOL**

The Hardin County Board of Education operates an Alternative School. The Alternative School is for students who are unable or unwilling to follow general rules and regulations as outlined in their student handbook. Students placed in Alternative School will be required to attend for an assigned number of days and adhere to any restrictions that may be specified by the Disciplinary Committee of the Hardin County Board of Education.

### **ANNOUNCEMENTS**

Announcements are provided by the principal or designee each morning at 8:00 over the intercom system. Important events and dates will be available each month on the school's webpage.

## **ATHLETICS**

Pickwick Southside School offers the following athletic organizations for our middle school students who maintain a 70 or above average in each academic subject area: Football, Basketball, Baseball, Softball, Volleyball, and Cheerleading. Students falling below a 70 average in any subject will be suspended from the team until the average returns to 70 or above. Disciplinary problems may also result in suspension of any student from any/all athletic team(s).

## **BEHAVIOR**

### **General Policies on Student Behavior and Discipline**

The faculty and staff at Pickwick Southside take great pride in creating and maintaining a school environment that contributes to the academic and social growth of our students. In order to accomplish this, it is necessary for all students to know and follow the rules and policies regarding discipline and supervision.

1. As responsible young people, all students are expected to behave in a manner that is acceptable to everyone concerned – other students, teachers, administrators, and society in general. All students are under the authority of the administration, teachers, support staff, and bus drivers. An accurate record of disciplinary referrals is kept, and students are sent to the administration for stronger disciplinary action when needed. In serious cases, students may be suspended from school for a period of time by the administration or suspended to the Hardin County Board of Education.
2. All staff members have the right, the responsibility, and the duty to reprimand or correct any student that is misbehaving. Disrespect by students toward any staff member will not be tolerated. Strict disciplinary action will be taken against any student that shows disrespect toward a staff member.
3. Boy-girl relationships are a natural part of growing up; however, we feel that obvious or open displays of affection (kissing, handholding, arms around each other, etc.) are not appropriate in the school, on school grounds, on buses, or on any school-sponsored trip.
4. Radios, electronic games, walkmans, MP3 players, trading cards, cell phones, and any other items that can disrupt the educational environment are not permitted at school. Disruptive items will be taken up and may be kept by the teacher or administration until the end of the school year, if deemed necessary.
5. Obscene or vulgar language will not be tolerated.
6. Gambling in any form will not be tolerated.
7. Gum chewing is not permitted unless teacher approved.
8. Good sportsmanship on the part of all students is expected at all school activities. All school rules are in effect at all school-sponsored events.
9. Fighting, pushing, shoving between or among students will not be tolerated. Students involved in fighting could be assigned to In-School Suspension, Out-of-School Suspension, or suspension to the Hardin County Board of Education.
10. Students are expected to be at school and in their classes on time, with the required materials and assignments.

11. After students arrive on school property at the beginning of the school day, they must remain on school grounds until dismissed that afternoon unless they are properly checked out through the main office.
12. No students shall be in the halls during regular class time without a hall pass issued by the teacher in charge during that time.
13. Students must have a pass to schedule a conference with a counselor or visit the office. Teachers are asked to dismiss no more than one student at a time from their classes.

### **Zero Tolerance Language**

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;
2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
3. Aggravated assault; or
4. Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
5. Threats of mass violence on school property or at a school-related activity.

Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.

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

### **Hardin County School Board Policy on Student Behavior**

Any student who has served two In-School Suspensions and continues to break rules concerning behavior deemed proper as outlined in the student handbook will be suspended to a meeting with the Disciplinary Committee of the Hardin County Board of Education. Other more serious offenses may result in a disciplinary suspension without the student serving time in In-School Suspension. After a hearing, the Disciplinary Committee may place the student in Alternative School. If placed in Alternative School, this is the student's final option. The student, upon his/her next offense, may be suspended/expelled for the remainder of the school year.

The Board of Education is serious about educating the students of Hardin County. Disruptive behavior will **NOT** be tolerated. When a student attends the meeting of the Disciplinary Committee, the student and parent will be made aware of the behavior expected at Alternative School. While attending Alternative School, behavioral counseling will be provided. Failure to follow the rules of Alternative School will result in suspension for the remainder of the

school year. Educating the students of Hardin County is our top priority. We are serious about the trust you placed in us.

### **BUS DUTY PROCEDURES**

All students arriving before 8:00 a.m. MUST be dropped off at the cafeteria entrance to wait for the dismissal to their classroom. Students waiting in the theater or cafeteria will be dismissed to their teacher at 7:45 a.m.

At 3:00 p.m. students riding buses will be dismissed to the bus loading area. Upon arrival of all buses, students will be directed to their bus. Students riding in cars will be dismissed at the west entrance with the line of vehicles forming around the school building. **Students will not be allowed to go through traffic or parked cars.**

### **BUSES**

#### **Hardin County School Board Policy**

It is the desire of the Hardin County Board of Education that all students wanting transportation to and from school be provided this service in a safe and efficient manner. However, bus transportation is a privilege that must be respected by all, and standards of conduct must be enforced. It shall be the policy of the Hardin County Board of Education to enforce fair and consistent standards of behavior as follows:

1. Drivers are charged with the responsibility of maintaining control over student behavior. Students are required to give drivers the respect due their position and to obey all reasonable directions given by the driver. Drivers are expected to deal with minor misbehavior by using options available to them.
2. Students refusing to obey the instructions of the bus driver or serious misbehavior which adversely affects the safe operation of the bus will be referred to the administration of the school for disciplinary action. The following guidelines shall apply:

First Offense—Verbal Warning

Second Offense—Three (3) day suspension from the bus

Third Offense—Five (5) days suspension from the bus

Fourth Offense—Five (10) days suspension from the bus

Fifth Offense—Ten (10) days suspension from the bus

Cameras and video cameras may be used on school vehicles transporting students to and from school or extracurricular activities. Students will not be notified when a video camera is on board and in use on a district vehicle.

Administrators have the authority to modify disciplinary guidelines based on circumstances and severity of the offense.

### **BUS RULES**



1. All students are required to be ready and by the road; buses are not to wait for students.
2. The bus driver may assign seats.
3. Be courteous.
4. No profanity.
5. Do not eat or drink on the bus; keep the bus clean.
6. Violence is prohibited.
7. Remain seated.
8. No smoking.
9. Keep your hands and head inside the bus.
10. Do not destroy property.
11. For your own safety, do not distract the driver through misbehavior.
12. Cross the road in front of the bus and never behind. (Make sure all traffic stops.)
13. Do not ask the driver to let you off at stops other than your own.
14. Go directly to your home.

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, well-balanced breakfasts and lunches are offered each day. During the 2019-2020 school year, Hardin County will be participating in Community Eligibility Provision (CEP) program. CEP allows ALL students to receive a reimbursable breakfast and lunch meal each day at no cost regardless of household income. Additional items may also be purchased by students at a la' carte pricing. A la'carte items may not be charged.

The lunchroom management and your fellow students will appreciate your cooperation in:

1. Depositing all lunch litter in the wastebaskets provided.
2. Returning all trays and utensils to the dishwashing area.
3. Leaving the table and floor around your place in a clean condition for others.

#### **Child Nutrition Program:**

In the operation of the child nutrition program, no student will be discriminated against because of race, sex, color, national origin, age, or disability. A student enrolled in the Hardin County School District will be eligible for free meals and free milk based on the Community Eligibility Program.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all books, supplies, furniture, and equipment supplied by the school. Students who damage or disfigure school property or equipment will be required to pay for the damage or replace the item. All damages to books, school property, or equipment must be paid before the student can receive his/her final report card.

### **CELL PHONE POLICY**

### **CELL PHONES**

Students may possess personal communication devices, such as cell phones, while on school property. However, the personal communication devices must be in the off mode and must be kept in a backpack, purse, or similar personal carry-all and may not be used during school hours. The principal and his/her designee may grant a student permission to use a personal communication device at his/her discretion. A device used outside these parameters shall result in confiscation of the device. A student in violation of this policy is subject to disciplinary action as outlined below.

**Use of cameras on personal communication devices is strictly prohibited on school property or at school functions.** A student in violation of this policy is subject to disciplinary action.

### **DISCIPLINE PROCEDURE**

- 1<sup>ST</sup> TIME – Phone confiscated for three (3) days.
- 2<sup>nd</sup> TIME – Phone confiscated for five (5) days.
- 3<sup>rd</sup> TIME – Phone confiscated for fifteen (15) days.
- 4<sup>th</sup> TIME – Assigned to Alternative School. Phone confiscated for remainder of school year.
- When phone is confiscated, it must be complete and intact.
- If a cell phone is confiscated in the classroom during a time when a grade is given the student will receive a “0” for the grade and the above policy will be enforced.

### **PERSONAL ELECTRONIC DEVICES**

Personal electronic devices may be stored in backpacks, purses or personal carry-alls. However, the use of devices during school hours is strictly forbidden. Use or improper storage of the personal electronic device will result in confiscation of the device until such time as it may be released to the student’s parents or guardian. A student in violation of this policy is subject to disciplinary action.

### **CHEATING**

Whether you give or receive information on homework, during an examination, or on certain assignments, the offense is the same. You will receive a zero for the work.

## CHECKS

All checks must be made out to Pickwick Southside School for the amount of purchase only. No two-party checks will be accepted. WE DO NOT CASH CHECKS.

## CLINIC

Pickwick Southside School has a clinic area that is to be used by students who become ill or are injured at school. School board policy prohibits the furnishing or dispensing of medication. **If a student must take a prescribed or over-the-counter medication during school time, the procedures outlined below must be followed:**

1. Written authorization from the parent or legal guardian is required before any student will be permitted to take any prescribed or over-the-counter medication.
2. The medication must be clearly labeled with the child's name, directions for dosage, and the physician's name.
3. The medication is to be brought to the clinic and left there until it is to be taken.
4. The student will be responsible for returning to the clinic to take the medication.
5. The parent or legal guardian must pick up any unused medication.

### **Meningitis & Flu Awareness:**

Per state law, the Hardin County School District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu. To receive additional information regarding these diseases, including locations to receive the vaccinations, please contact school nurse.

## CONFERENCES

The teachers and administration believe that parent-teacher communication is essential in the educational process of children. A report card will be sent home after each nine-week period. There are two parent-teacher conferences scheduled each school year.

Parents are encouraged to contact the school whenever the need arises. However, we request that parents call the school in advance to schedule a conference with teachers. Teacher schedules do not allow time for drop-in conferences. The school secretary or principal will assist in arranging a convenient meeting time.

### **CORPORAL PUNISHMENT**

According to the policies of the Hardin County Board of Education, a principal or teacher may administer corporal punishment to a pupil when it is deemed necessary.

If parents or guardians object to the infliction of corporal punishment upon their children or wards, such objection shall be made in writing to the principal of the school. A student, whose parents or guardians object to the infliction of corporal punishment, when and if it is deemed necessary by the principal or teacher, may be suspended by the principal. If a student has a disability, corporal punishment shall be administered only when the school has received written parental permission. The parental permission must include the type of corporal punishment that is allowed and the circumstances under which it is permitted. This information will be kept on file at the school. It may be revoked at any time.

### **DEBT**

Throughout the school year, a student may create debts through lost books, fundraising debts, unpaid fees, etc. These debts are the responsibility of the student. The student involved will be expected to pay for any lost or damaged books and to pay all fees authorized by his/her teacher. Money from fundraising projects must be accounted for and turned into homeroom teachers.

### **DRESS CODE**

Students' dress and appearance are the responsibility of the parents. It is not the schools' intention to interfere with the prerogatives of students or parents, yet in the learning environment it is felt that modesty, health, comfort, and the avoidance of distracting influences are vital. The parent/guardian of students that are not dressed appropriately will be asked to pick up his/her child and make sure he/she is appropriately dressed before returning to school.

## **HARDIN COUNTY SCHOOLS** **STANDARDIZED DRESS CODE**

### **GRADES 6-12**

**All students are expected to be neat and clean with clothing properly sized. All clothing should fit the individual student. Examples of acceptable standards of dress and appearance for students are:**

**Dresses, jeans, slacks, capri pants, and walking shorts**

Jeans and slacks must not have holes above the knee. Skirts, dresses, and walking shorts must be no more than three inches above the knee. All clothing must be worn in such a way that undergarments are not exposed and midriff areas are covered at all times. Clothing that expresses violence, obscenities, hatred, racism, or groups that support such will not be permitted.

Clothing that advertise/promotes alcohol, tobacco, illegal substances, sex, suicide, gang activities or groups that promote such will not be permitted. No oversized coats or overcoats may be worn inside the building. Facial jewelry is limited to the ears and nose. Studs will be the only piercing allowed in the nose. Band-Aid cover-ups and clear space savers will be allowed.

- Shoes must be worn at all times
- All garments must have sleeves
- Form-fitting garments must be properly covered

**Absolutely none of the following items will be permitted:**

- See-through clothing
- Open back or midriff tops
- Low cut/revealing neckline tops/blouses
- Hats, caps, sunglasses, bandannas
- Trench coats
- Sagging or baggy clothing
- Spaghetti straps

Large (“large” to be determined by the school administration) chains, wallet chains, belt chains or other objects may not hang from clothing or be worn as jewelry.

No hoods will be worn over the head at school.

**When a student is dressed in a manner which is likely to cause disruption or interference with the operations of the school, or in a manner that violates the developed guidelines, the principal shall take appropriate action, which may include suspension.**

**Dress Code Violation Disciplinary Action**

**First Offense** – verbal warning, parent contacted, and violation corrected

**Second Offense** – parent contacted, violation corrected, 1 day of in-school suspension

**Third Offense** – parent contacted, violation corrected, 2 days of in-school suspension

**Fourth Offense** – parent contacted, violation corrected, 2 days of in-school suspension

**Fifth Offense** – parent contacted, alternative school referral

Note: In-School Suspension days will be used on the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> offense (unless the student has maxed out their days in ISS). If the student is out of days in ISS, the offense will result in an alternative school referral.

### **DRUG AND ALCOHOL POLICY**

Students will not possess, use, sell, purchase, barter, distribute, or be under the influence of illegal drugs or alcohol 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 market or distribute any substance which is represented to be or is substantially similar in color, shape, size, or markings of a 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.

Students who violate this policy will be subject to suspension, expulsion, or placement in the alternative school program. Upon information that a student is suspected of violating this policy, the principal of the school shall be notified immediately.

After inquiry and obtaining the facts, if the principal determines that the student has violated this policy, he shall notify the student's parent or guardian and the appropriate law enforcement officials, suspend the student from school, and refer the matter to the Hardin County Board of Education for further action, provided that no student shall be suspended without first having been advised of the nature of his misconduct, questioned about it, and allowed to provide an explanation.

### **EMERGENCY AND DISASTER PLAN**

Pickwick Southside has in effect an emergency/disaster plan. This includes a detailed plan of action in the event of an emergency situation. These situations include the following: fire, severe weather, bomb threats, or any other situation that would involve the safety of the students, faculty and staff. Fire and tornado drills are held at regular intervals as required by law. It is essential that everyone take immediate appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for students.

### **FEES**

Having been approved by the Hardin County Board of Education, the following school fees may be requested from parents or students in our school for the current school year:

- Lockers
- Labs (Science, Math, etc...)
- Classroom supplies as approved by the teacher or principal
- Approved Field Trips during the regular school hours
- Art
- Music
- Physical Education
- Required Graduation Fees

Students will not be denied participation in school-day activities or activities that are required for graduation or credit for non-payment of these fees. (Please note, however, that some fees are required and that non-payment of these fees may result in withholding of grades, transcripts, or diplomas. Examples include but are not limited to fees for overdue library books, lost book fees, parking fees, and costs of participation in extracurricular activities or refundable deposits for school property used in extracurricular activities.)

Fee Waiver Process for all Hardin County Schools: Students who are eligible may request a waiver from payment of school fees. In order to request a waiver of fees, parents or guardians must meet household income guidelines set by the federal government and submit a written request to the principal of the school.

### **GRADING SCALE**

A = 90 – 100  
B = 80 – 89  
C = 70 – 79  
D = 60 – 69  
F = 0 – 59

### **GUIDANCE**

Guidance services are provided to help each student with educational, social, and personal development. Conferences with students are scheduled whenever needed.

### **HONORS CLUB**

Students with an academic average of 93 or higher are eligible to become members of the Pickwick Southside Middle School Honors Club. (Band and P.E. grades are not included in the academic average.) Once a student becomes a member of the club, he/she must maintain an overall academic average of 92 to remain in the club. A student that drops below the required average will have one nine-week period to bring his/her average to 92. If the student's average returns to 92 or above during the probationary nine-week period, he/she will remain a full member of the Honors Club. If not, the student will be dismissed from the Honors Club and will only be reinstated by achieving the 93 or above academic average required for new members. The club sponsors reserve the right to dismiss any member for disciplinary problems when warranted. Any discipline requiring a trip to the office, in-school suspensions, out-of-school suspension, or suspension to the School Board will void the privilege of participating in any scheduled Honors Club trip.

### **INTERNET AND NETWORK ACCESS INFORMATION**

Pickwick Southside School is pleased to bring Internet resources to both students and teachers. We believe the Internet offers vast, diverse, and unique resources for our learning community. The internet is part of an electronic highway connecting millions of computers all over the world. Students may have access to:

- The World Wide Web with its vast resources of all types of information, including data, maps, photographs, sounds, and motion video.
- Information, news, and scientific data from government, educational, and research institutions.
- Access to commercial resources, including CNN.
- Access to university resources, including the Library of Congress.
- Public domain software and shareware.

Parents, teachers, and students must also understand that the internet is a global, free, unregulated network of computers which may contain, along with educational resources, materials that are illegal, defamatory, offensive, and inappropriate for students. The Tennessee Department of Education has implemented a filtering system that will eliminate most of the inappropriate material. But, the burden of responsibility rests on the users and they alone are responsible for content accessed via the Internet.

### **INTERNET AND NETWORK ACCESS** **RULES AND REGULATIONS**

1. Students are responsible for good behavior on the Internet. General school rules for behavior and communications apply.
2. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that saved files will be private.
3. The following are not permitted:
  - Sending or displaying offensive messages or pictures
  - Using obscene language
  - Harassing, insulting, or attacking others
  - Damaging computers, computer systems, or computer networks
  - Violating copyright laws
  - Entering another user's accounts
  - Trespassing in another user's folders, work, or files
  - Intentionally wasting resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals.
  - Employing the network for commercial purposes
  - Revealing the personal address or phone number to other users without permission from the teacher
  - Any other act deemed inappropriate as judged by community standards or the school administration
  - Installation of unauthorized software or viruses
  - Usage of unauthorized disks
  - Downloading unauthorized material or software from the Internet
4. Violations may result in a loss of access as well as other disciplinary or legal action.

### **LOCKERS**

1. Students are assigned lockers through their homerooms. They are to keep the same locker all year, unless changed through their homeroom teacher.



2. Each student is responsible for the cleanliness orderliness of his/her locker.
3. Students may not deface lockers in any way. This includes writing, painting, or gluing cards, pictures, or posters in or on them.
4. Students are to use lockers only at designated times.
5. Books and personal items left in lockers are the responsibility of the individual student and not the school.
6. All problems with lockers are to be reported to the office.
7. Lockers belong to the school and may be checked periodically by school officials for cleanliness, stolen items, and forbidden items.
8. Students are not to share lockers with other students.

### **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents of elementary and secondary students certain rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include, but are not limited to, the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or student’s parent; or
8. Income, other than as required by law to determine program eligibility.
  - Receive notice and an opportunity to opt a student out of –
    1. Any other protected information survey, regardless of funding;
    2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
    3. Activities involving collection, disclosure, or use of personal information collected from students for marketing or to sell or otherwise distribute the information to others. (This does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.)
      - Inspect, upon request and before administration or use –
        1. Protected information surveys of students and surveys created by a third party;
        2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
        3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Hardin County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for

marketing, sales, or other distribution purposes. Hardin County will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes.

Hardin County School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Hardin County School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this direct notification requirement:

- Collection, disclosure, or use of personal information collected from students for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Student Privacy Policy Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

<https://studentprivacy.ed.gov/resources/ppra-model-general-notice-rights>

### **PARENT INVOLVEMENT**

To encourage parent participation in school activities and programs, a parent/teacher organization has been established. Parent/teacher conferences are scheduled twice a year to provide parents a convenient means of meeting with teachers to discuss their student's progress at school.

Individual parent/teacher conferences can also be arranged, but the school requests that parents call the school to make an appointment in advance. Teacher schedules do not allow time for drop-in conferences.

### **SCHOOL SPONSORED EVENTS**

During the school year, students may be provided opportunities to speak at school sponsored events or activities. All student speeches must **not** contain any obscene, vulgar, offensively lewd, or indecent language or promote illegal drug use. All student speeches will be screened by school officials before the event or activity for inappropriate material.

A student's speech does not reflect the endorsement, sponsorship, position, or expression of Hardin County Schools or the Hardin County Board of Education.

### **SOLICITING AND SALES AT SCHOOL**

Soliciting and/or sales by individuals or non-school groups are prohibited. School clubs and organizations must secure permission from the principal to sell items of any type in school or at a school sponsored activity.

### **TELEPHONE**

The office telephone is for school business and may be used by students **ONLY** in case of emergency. Messages for students will be delivered during the last period of the day

### **TOBACCO POLICY**

Students of any age are forbidden to use or possess tobacco or tobacco-like substitute, in any form, while at school or while participating in any school-sponsored activity. It is our intention to deal firmly and consistently with offenders. The administration, faculty, and staff will deal with tobacco policy violations on campus or on the school bus in the following ways:

1. Any tobacco product or paraphernalia in the possession of a student will be confiscated and will not be returned.
2. Any student using or possessing tobacco products on school grounds or school buses will be subject to the following discipline:
  - First Offense: Three (3) days In-School Suspension. The student will also be reported to the Hardin County Juvenile Court System.
  - Second Offense: Three (3) days Out-of-School Suspension.
  - Third Offense: Student will be suspended to the Hardin County Board of Education and will be required to appear before the Disciplinary Committee to determine punishment.

### **VISITORS**

Parents are encouraged to visit our school. For the safety of our students, all visitors must report immediately to the office upon arrival to obtain a visitor's pass. Any visitor who does not have a visitor's pass will be asked to report to the office or to leave school grounds.

Lunch visitors will be provided special seating arrangements for themselves and their student only. Visitors are not to sit at the tables with other students.

The faculty and staff enjoy keeping in touch with our former students, but we encourage those students not to visit during regular school hours.

### **CHILD ADVOCACY INFORMATION**

Child advocacy information may be found at the following website:

<http://tennessee.gov/education/speced/selinks.shtml>

If you do not have access to a computer, free computer use is available at the Hardin County Library located at 1365 Pickwick Street. You may call the library at 925-4314 for

information about hours when the library is open. As always, if more information is needed about any issue pertaining to your child, you may call the school.

**HARDIN COUNTY SCHOOLS**  
**MAINTENANCE OF SCHOOL RECORDS**  
**SPECIAL EDUCATION DEPARTMENT**

The Family Educational Rights and Privacy Act (FERPA) affords parents and/or students of eligible students who have reached the age of majority (18 years of age) certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the school system receiving a written request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. The school system will notify the parent of eligible student of the right to and procedures for a hearing if the district decides not to amend the record as requested.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school system as administrator, supervisor, instructor, or support staff members (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**TYPES OF INFORMATION**

The school system maintains a number of different records in various locations. Essentially, these records contain ten (10) categories of information:

- Attendance
- Scholastic record
- Group test results
- Individual data (a) psychological records, (b) social casework reports
- Medical and dental health
- Student attitudes and behavior
- Discipline
- Emergency contact information
- Special testing results
- Directory card information

\*Directory Information includes: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance,

degrees and awards received, and the most recent previous educational agency or institution attended by the student.

\*Directory information may be disclosed by the Hardin County School System for any purpose in its discretion, without of a parent of a student or an eligible student. Parents of students and eligible students have the right to refuse to permit the designation of any or all the above information as directory information. In that case, the information will not be disclosed except with the consent of a parent or student, or as otherwise allowed

\*Any parent or student refusing to have any or all of the designated directory information disclosed must have written notification to this effect at the Hardin County Board of Education on or before the 1<sup>st</sup> day of September of the school year. In the event a refusal is not filed, this institution assumes that neither parent of a student or eligible student objects to the release of the directory of information designated.

### **LOCATION AND AUTHORIZED CUSTODIANS**

The primary source for access to most records is the elementary or secondary school in which a student is enrolled. The principal is the authorized custodian for these records. Records pertaining to disciplinary hearings and suspensions are maintained in the Hardin County Board of Education office. Special Education records for active eligible students are located in the school where the student is enrolled and are maintained by the school principal. Inactive special education files are located at the Special Education Office, located at the Hardin County Board of Education. A complete list of all records maintained, along with locations, and authorized custodians is on file at the Hardin County Board of Education and is available for inspection.

### **SECTION 504/ADA GRIEVANCE INFORMATION**

Contact: Ryan Miller  
Hardin County Schools  
155 Guinn Street  
Savannah, TN 38372  
Phone: 731-925-3943

Grievances and complaints of Section 504 policies and procedures should be directed to the contact listed above.

Grievances or complaints will be accepted either in writing or orally.

### **TITLE IX INFORMATION**

Contact: Ryan Miller  
Title IX Coordinator  
155 Guinn Street  
Savannah, TN 38372  
Phone: 731-925-3943, ext. 2240      Email: ryan.miller@hctnschools.com

### **FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (FERPA)- ANNUAL NOTIFICATION**

**The Family Education Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records. These rights are:**

**1. The right to inspect and review the student’s education records within 45 days after the day the school receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where records may be inspected.**

**2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the school principal, clearly identify the part of the record they want changed and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.**

**3. The right to provide written consent before the school disclosed personally identifiable information (PII) from the student’s educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official may also include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.**

**4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:**

**Family Policy Compliance Office**

**U.S. Department of Education**

**400 Maryland Avenue, SW**

**Washington, DC 20202**

**“Directory Information” means information contained in an educational record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate, full-time or part-time), participation in officially recognized activities and sports, weight, and height of members of athletic teams, degrees, honors, and awards received and the most recent educational agency or institution attended.**

**FERPA permits the disclosure of PII from student’s education records, without consent of the parent or eligible student in the following circumstances:**

- 1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions.**
- 2. To officials of another school, school system or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer.**
- 3. To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities such as the State educational agency (SEA) in the parent or eligible student’s State.**
- 4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.**
- 5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system’s ability to effectively serve, prior to adjudication, the student whose records were released.**
- 6. To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.**
- 7. To accrediting organizations to carry out their accrediting functions.**
- 8. To parents of an eligible student if the student is a dependent for IRS tax purposes.**
- 9. To comply with a judicial order or lawfully issued subpoena.**
- 10. To appropriate officials in connection with a health or safety emergency. 11. Information the school has designated as “directory information”.**

## **TESTING PROGRAMS**

**General:**

**The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to:**

- 1. Assist in promoting accountability;**
- 2. Determine the progress of students;**
- 3. Assess the effectiveness of the instructional program and student learning;**
- 4. Aid in counseling and guiding students in planning future education and other endeavors;**
- 5. Analyze the improvements needed in each instructional area;**
- 6. Assist in the screening of students with learning difficulties;**
- 7. Assist in placing students in remedial programs;**
- 8. Provide information for college entrance and placement; and**
- 9. Assist in educational research by providing data.**

**The Director of Schools shall be responsible for planning and implementing the program which includes:**

- 1. Determining specific purposes for each test;**
- 2. Selecting the appropriate test to be given;**
- 3. Establishing procedures for administering the tests;**
- 4. Making provisions for interpreting and disseminating the results;**
- 5. Maintaining testing information in a consistent and confidential manner; and**
- 6. Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.**

**State-mandated student testing programs shall be undertaken in accordance with guidelines published by the State Department of Education.**

**ELS Assessments**



**Purpose:** ELS Benchmark Assessments provides grade level assessments for grades 3-8 that are aligned to state standards. They assess how schools are progressing towards meeting their academic goals.

**Grade Level/Class:** Grades 3-5 ELA/Math/Science. Grades 6-8 ELA/Math/Science/Social Studies **Description:** Taken online or by paper/pencil. The ELS Assessment is a multiple choice/multiple select assessment designed to show if students are meeting grade level expectations.

**Use of Data:** The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

### **TNREADY**

**Purpose:** To measure skills in Reading, Language Arts, Mathematics, Science, Social Studies (Grades 6-8)

**Grade Level/Class:** 3-5 and 6-8

**Description:** It is a criterion-referenced test which measures a student's performance according to Tennessee state standards, rather than to the performance of other test takers. Paper & pencil tests will be administered to grades 3-5. Grades 6-8 tests will be administered online.

**Use of Data:** The results are provided to teachers and school administrators to help them address the instructional needs of their students. They may be used as one measure of student achievement during the current school year.

**Parental/Student Notification:** A report concerning performance on specific objectives (criterion-referenced) and a description of student performance on academic skills based on the grade span standards (performance levels) is typically sent home five to six months after testing.

### **RTI Screening**

**Purpose:** To assess the performance and progress of all students on grade level skills and assist schools with identifying students who may need additional instructional support.

**Grade Level/Class:** K-3 **Description:** AIMS Webb is the universal screening and progress monitoring tool Hardin County will use for the 2024-2025 school year. It is a nationally-normed assessment and a requirement of Tennessee's RTI<sup>2</sup> (Response to Instruction and Intervention) framework.

**Grade Level/Class: 4-8 Description: iReady is the universal screening and progress monitoring tool Hardin County will use for the 2024-2025 school year. It is a nationally-normed assessment and a requirement of Tennessee's RTI (Response to Instruction and Intervention) framework.**

**Use of Data: Identify students who may be in need of targeted intervention in addition to their typical high-quality core instruction.**

**Parental/Student Notification: Parents will receive notification if the results of the universal screener indicate their child meets the requirements for additional academic support and intervention(s). If a student qualifies for instructional intervention, his/her parents will be notified of their child's progress every 4.5 weeks.**

**Grades: No grades are given on this assessment.**

### **Board Policies**

Board policies may be modified or added throughout the school year. The current text of all policies is available on the Hardin County School District homepage:

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