

HARDIN COUNTY HIGH SCHOOL BELIEFS AND MISSION

Our Beliefs:

- Students' learning needs should be the primary focus of all decisions impacting the work of the school.
- All students can learn.
- Students need not to only demonstrate their understanding of essential knowledge and skills, but also need to be actively involved in solving problems and producing quality work.
- Students need to apply their learning in meaningful contexts.
- Students learn best when they are actively engaged in the learning process.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A safe and physically comfortable environment promotes student learning.
 - The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, lifelong learners.

Our Mission:

The mission of Hardin County High School is to create a learning environment for each student to feel valued, safe, and comfortable in pursuing knowledge and skills necessary to lead fulfilling and productive lives as confident, self-directed, lifelong learners.

HARDIN COUNTY SCHOOLS MISSION, VISION, AND BELIEFS

Mission:

Hardin County School System, in partnership with parents and the community, will provide high quality educational opportunities to empower our students to succeed.

Vision:

Hardin County Schools will be recognized as a public school system of excellence by:

- Exceeding local, state and national performance standards.
- Striving to meet the expectations of those we serve
- Promoting an exceptional learning and work environment.

Beliefs:

We believe.....

- Students are our primary focus
- In striving for excellence in all areas and celebrating successes.
- All students can learn.
- All employees must genuinely care about our students and value them as individuals.
- That respect toward others is mandatory, discipline is essential and good character is expected.
- A safe, supportive and positive environment is essential for maximum student learning.
- Each employee is responsible for providing the highest level of service to all stakeholders
- Everyone in our schools should be treated with fairness.

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WELCOME TO HARDIN COUNTY HIGH SCHOOL

Hardin County High School is a comprehensive, coeducational institution offering many

academic and vocational selections and a multitude of extracurricular activities. We strive to create a positive attitude with a cooperative spirit between students and faculty, fostered by trust in high ideals and a high expectation of success. We hope that each student will enter school life with enthusiasm and a strong desire to learn.

With good attitudes and good attendance, we can accomplish our goals of quality education for every student. As we begin, let us strive toward that end together.

**ATTENDANCE POLICY
(DAILY ATTENDANCE, LATE TO SCHOOL, CHECKOUTS, CLASSROOM
TARDIES)**

HARDIN COUNTY BOARD OF EDUCATION ATTENDANCE POLICY – Adopted May 7, 2007 – Revised July 7, 2008

KINDERGARTEN-12TH GRADE

EXCUSED ABSENCE

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

- Call the school on the day of the absence or send a hand written note to report a student's absence and why. This will be accepted three (3) times each semester.
- Provide a written statement from a doctor reporting sickness or treatment. Generally, absences accompanied by a valid doctor's excuse will be excused. Questionable excuses will be checked for validity.
- 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.

Any absence accompanied by a **valid** doctor's excuse will be excused. Questionable excuses will be checked for validity.

CATAGORIES OF EXCUSED ABSENCES

1. Personal illness/injury;
2. Illness of immediate family member;
3. Death in the family;
4. Extreme weather conditions;
5. Religious observances;
5. Religious observances;
6. Pregnancy;
7. School endorsed activities (maximum ten per year);
8. Summons, subpoena, or court order unless related to the student's criminal or delinquent act; or
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control; or
10. Head lice (2 days maximum, including the day student is sent home, each episode as stated in 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)

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 day, or for a specific amount of time as indicated in their individualized education plan or 504 plan and shall be considered present for school attendance purposes. If a student is required to participate in a remedial instruction program outside of the regular school day where there is no cost to the parent(s)/guardian(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

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

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 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.

EXCESSIVE TOTAL ABSENCES – TIME-FOR-TIME POLICY

Hardin County High School sees a problem that is not currently being addressed. The problem is excessive absenteeism both excused and unexcused. This problem is the main reason students do not graduate.

When a student reaches 9 total absences (excused or unexcused) in a semester, a time for time procedure will be enforced. Students will be required to make up absences beyond the first nine to get credit for their class. Upon completion of the time for time program, a student's actual grade will be awarded. The deadline for getting time for time completed is the end of summer school. After that the student must retake failed classes.

1. Two hours of time for time will count for making up one day.
2. Time for Time days will be made up on Saturdays only. If students do not have their days made up by the end of school, they will be assigned summer school to get their time in. If students are assigned to Saturday school and do not report, they will be assigned to the alternative classroom, which does not count for their Time for Time hours.
3. Our system keeps up with tardy time and a student accumulates seven hours of time missed an absence is recorded.
4. A student's grade is held at 59 in all classes for that semester, until their time is made up.

A student upon being placed in the time for time program will have the right to an appeal process to discuss absences with the principal or his designee. Students who are assigned time for time will lose their test exemption in all classes for that semester.

Late to School and Checkout Policy

Any time a student is arriving late to school, he/she must sign in through student services with the person in charge of attendance. **Any student who leaves school must sign out through the office. Upon returning to school the student must sign back in through the office. Failure to do so will result in disciplinary action. Students not properly checked in/out through the school office by the parent or legal guardian will be counted unexcused.**

Tardies or checkouts considered excused are: (1) personal illness, death or serious illness in the immediate family (mother, father, sister, brother, or grandparent) (2) court summons (3) weather extremes (4) family emergencies approved by the principal in advance (5) school sponsored functions (6) Head Lice (up to (2) days allowed for this reason) (7) 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 absence. Tardies and checkouts must be clarified. Tardies or checkouts documented as “out-of-town” without clarification (doctor appointment, family emergency, etc.) are not excused

If a student accumulates five (5) unexcused late arrivals to school or has five (5) unexcused checkouts or **ANY COMBINATION OF THE TWO TO EQUAL FIVE IN A SEMESTER**, the sixth (6) unexcused late arrival or unexcused checkout will result in the loss of test exemptions **IN ALL CLASSES FOR THAT SEMESTER.**

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.

Disciplinary Policy for Unexcused Tardies (Late to School) and Checkouts

- A. After 5, tardies 6 through 8 students will be assigned 1 hour of Saturday School, for tardies 9 through 13 the student will be assigned 4 hours of Saturday School.
- B. On number 14 the student will be assigned to alternative school.

Disciplinary Policy for Classroom Tardies

Tardies will be handled by the classroom teacher in a predetermined manner. Anyone not in the classroom ready to begin class when the tardy bell rings will be considered tardy. Three tardies will equal an unexcused absence. Tardies will be kept on a semester basis.

Tardy Policy

1st – verbal reprimand 2nd – 3-page report 3rd – 5-page report 4th – 7-page report
5th – office

Qualifications for Perfect Attendance Awards

In order for a student to qualify for a perfect attendance award at the end of the school year, the student must have less than seven (7) hours of missed school time due to check-ins and/or check-outs. This applies to both excused and unexcused check-ins and/or check-outs. Once a student misses seven (7) hours of school time in a given school year, they will no longer qualify for perfect attendance.

ACCIDENTS

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

ADD/DROP/CHANGE COURSES

Because of the complexity of scheduling approximately 1,000 students in over 75 different course offerings in four periods daily student/teacher schedule, registration for this school year began last spring. This year’s schedules (student and teacher) are based entirely on that information provided by the students of courses desired. Schedule changes may cause a shift in class sizes; therefore, any student requesting a schedule change must have a valid reason. Schedule change request forms may be filled out in classrooms. Guidance counselors will confer with each student regarding his/her schedule changes. Parents may contact the guidance department if a conference is needed.

A student will not be allowed to add/drop/change a course except in unusual circumstances.

A student may be removed from a class at any time by the administration if his/her classroom behavior is unsatisfactory. The student may lose credit for that course.

Any deviation from this policy will require the approval of the principal.

AHERA NOTICE

The Asbestos Hazard Emergency Response Act (AHERA) of 1986 requires yearly notification to parent, teacher and employee organizations on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school. This notice is to inform you that Hardin County High School's management plan is located in the main office at Hardin County High School and is available for inspection upon request.

ALTERNATIVE CLASSROOM (ISS)

The Alternative Classroom may also be referred to as (ISS) in school suspension. Students may be assigned ISS for a certain number of days for violating school rules. Once a student has accumulated 5 or more days in ISS for the school year, he or she will be assigned to the Hardin County Alternative School on their next violation of school rules that would normally result in being assigned ISS.

ALTERNATIVE SCHOOL

The Hardin County Board of Education operates an alternative school located on Sevier Street. The Hardin County Alternative School is for students who are unable or unwilling to follow the general rules and regulations as outlined in their home school's student handbook. Students placed in the Hardin County Alternative School will be required to attend for an assigned number of days.

ANNOUNCEMENTS

Announcements will be made at the beginning of second period every morning.

ATHLETICS

HCHS is a member in good standing with the Tennessee Secondary School Athletic Association (TSSAA) which acts as the governing body of all school sports. Certain requirements as to age, grades, transfers, etc., must be met and all interested participants should contact the coaches.

BEHAVIOR

(STUDENT BEHAVIOR IN GENERAL, BEHAVIOR AT ASSEMBLIES AND SCHOOL SPONSORED EVENTS, GENERAL REQUIREMENTS AND HALL PROCEDURES)

The faculty and staff at HCHS take pride in creating and maintaining a school environment that contributes to academic and social growth. In order to accomplish this, it is necessary for every student to know and follow the rules and policies regarding discipline and supervision.

As responsible young adults, 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, and bus drivers. An accurate record of all 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 up to ten days by the administration or suspended to the Hardin County Board of Education.

BEHAVIOR AT ASSEMBLIES AND SCHOOL SPONSORED EVENTS

The following rules of behavior should be observed by students during assemblies:

- (1) Students will go to assemblies under direct leadership of their teachers.
- (2) Students should move quickly, quietly, and orderly.
- (3) Any talking before a performance should never be above a whisper and should be conducted only with an immediate neighbor.
- (4) Any movement that signifies the start of the program is an immediate signal for all talking to cease.
- (5) Moral behavior throughout the program is expected. Hearty applause and appropriate laughter are certainly acceptable, but unruly behavior will not be tolerated.
- (6) The dismissal of students from assemblies will be accomplished in an orderly manner under the direction of their teachers.

Any school sponsored event is considered a learning activity. Behavior at these events should follow the same pattern as that for assemblies with exceptions granted for conduct that is acceptable for particular events. Boisterous and unruly behavior is absolutely prohibited and will result in ejection from that particular activity and possible further activities.

During sporting events, the students should support the school teams vigorously, yet respect the presence of the opposition.

GENERAL REQUIREMENTS AND HALL PROCEDURES

1. Upon arrival to school, students are to enter the building and remain in the building until reporting to first period classes. All personal electronic devices including cell phones, should be powered off and put away before entering the building. Unnecessary noise, commotion, and running are never permitted inside the building. Rest rooms will be open for use.
2. Loitering in the rest rooms is never permitted.
3. The tardy bell rings at 8:00 a.m. If a student is detained by another teacher, he/she must receive a pass from that teacher to enter the class.
4. No knives or weapons of any kind are permitted on campus. If you forget to leave your knife at home, ask your teacher to keep it for you. If you fail to do this and you are caught with a knife at school, it will be taken and not returned.
5. No student shall be in the hall during regular class time without permission from the teacher in charge during that time. This will include trips to the locker, nurse, rest room, library, and the office as well as to any place other than the room to which the pupil has been assigned. Passage shall be by the shortest and quickest route practicable without stopovers at other points or without bothering other classes in session.
6. Students are allowed to get water, use the beverage, and snack machines, and use rest rooms during class changes. The right to do this can remain in force only as long as students arrive at the next class on time. Time is allowed between classes for passing from one area of the building to another. Lines at drinking fountains, beverage machines, snack machines, etc., are not excuses for being late to class.
7. Students are never allowed to visit in another classroom. If the student has a good reason for a conference with the counselor or for a visit to the office, he/she should ask his/her teacher for a hall pass to the office. **DO NOT VISIT THE OFFICE OR THE GUIDANCE OFFICE WITHOUT A HALL PASS.**

HARDIN COUNTY SCHOOL BOARD POLICY ON STUDENT BEHAVIOR

“When the principal of the school determines that the student has been given every reasonable opportunity to correct their behavior, the student 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 ISS. After a hearing, the Disciplinary Committee may place the student in Alternative School.

The Hardin County 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 the Alternative School **may 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.”

BUSES

The Hardin County Board of Education has outsourced all bus transportation to **Durham School Services**. It still 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. Disruptive behavior can result in students being suspended from riding the bus for a period of time. For any questions or concerns with bus transportation, **please contact Mr. Michael Parrish at 925-1410.**

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.

THE 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 2023-2024 school year Hardin County will be participating in Community Eligibility Provision (CEP) as pilot 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. Students may bring their lunches or snacks with them to school, but no outside food or drink will be allowed to be brought in the office by a parent or guardian throughout the day.

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

- (1) **ALL STUDENTS MUST REPORT TO THE CAFETERIA DURING THEIR ASSIGNED LUNCH BLOCKS.**
- (2) Depositing all lunch litter in wastebaskets.
- (3) Returning all trays and utensils to the proper area.
- (4) Leaving the table and floor around your place in a clean condition for others.
- (5) No outside lunches should be delivered to HCHS.

CHEATING

Whether you give or receive information 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 Hardin County High School for amount of purchase only. No two-party checks are allowed. **WE DO NOT CASH CHECKS.**

CONFERENCES

Parents and students are encouraged to have periodic conferences with the faculty and administrative staff at HCHS. These conferences are by appointment only. There are two

parent/teacher conferences that allow parents the opportunity to talk to teachers. The first conference is scheduled for Monday, September 12, 2024, 1:00 p.m. – 6:30 p.m. The next conference is scheduled during the second semester on Monday, February 6, 2025, 1:00 p.m. – 6:30 p.m.

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 advance, in writing, to the principal of the school.

DEBTS

Throughout the school year, a student may create debts through lost books, fund raising debts, unpaid fees, etc. These debts are the responsibility of the student, and 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 fund raising projects must be accounted for and turned in to teachers.

HARDIN COUNTY HIGH SCHOOL STANDARDIZED DRESS CODE (Grades 6-12)

Version Date: June 14, 2021

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, 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 advertises/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
- Spaghetti straps
- Low cut/revealing neckline tops/blouses
- Hats, caps, sunglasses, bandannas

- Trench coats
- Sagging or baggy clothing

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 interferences with the operation 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 2nd, 3rd, and 4th 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.

DRIVING

Driving personal vehicles to school is a privilege afforded licensed drivers which can be revoked if proper driving or parking procedures are not followed. **STUDENTS MUST PARK IN THE PARKING LOT AT NORTH END OF THE BUILDING. THIS IS THE ONLY AREA FOR STUDENT PARKING.** Students who drive are **NOT** to leave the school building until dismissal bell at 3:00 p.m. Students are **NEVER** allowed in their cars or in parking lot unless arriving or leaving school.

Students may lose driving privileges for a period of time for violations. Reckless driving is an automatic suspension of driving privileges.

DRIVING PERMITS (State of Tennessee Guidelines)

Chapter 819 of Public Acts of 1990, established the requirement for driving privileges to be denied or suspended for children under the age of 18.

1. A child under 18 applies for a Tennessee Driver License and is in non-compliance with the compulsory school attendance laws.
2. A student age 15 or older withdraws from school

“Withdrawn” means more than ten (10) consecutive or fifteen (15) days total unexcused absences during a single semester (TCA 49-6-3017 C. Suspension days are unexcused in regard to this policy. The Department of Safety requires written certification from local school officials for persons under the age of 18 applying for a Tennessee driver’s license and for persons who have withdrawn from school and are 15 years of age. These forms are available from the Attendance Office. Requests for the permits must be made on Mondays and will be issued on the following Friday. Permits are only issued based on the semester report card. Also, three (3) courses must be passed in order to have drivers license reinstated

Graduated Driver Licenses

Learner Permit – Minimum age 15

- Must be accompanied by licensed driver age 21 or over
- Restricted from driving between 10 PM and 6 AM
- Driver and passengers 17 and under must wear seatbelts, 3 and under must be in approved child restraint device
- Getting six points 180 days prior to applying for a restricted intermediate license extends permit period for 90 days
- Courts are required to notify parents of conviction for moving violations or second seatbelt violation

Intermediate Restricted License

Minimum age 16

- Must hold a learner permit for 180 days or be licensed in another state for 90 days
- Driver and all passengers 17 and under must wear seatbelts; age 3 and under must be in approved child restraint device
- Parent/guardian must submit certification that teen received 50 hours of driving experience, including 10 hours of night driving
- Restricted from driving between 11 PM and 6 AM unless accompanied by parent or guardian or licensed driver over twenty-one designated by parent or legal guardian, limited exceptions
- Accumulation of 6 points extends Intermediate Restricted period for 90 days

Intermediate Unrestricted License – Minimum age 17

- Must have Restricted Intermediate License for one year prior to application

ENROLLEMENT IN ADVANCED PLACEMENT

Students in grades seven through twelve (7-12) may enroll in available advanced courses including, but not limited to, advanced English language arts, mathematics, or science courses.

To enroll in these courses, students shall meet the following standards:

- 1) Honors Courses (Grades 9-12): earn a passing grade in the most recent corresponding subject(s)/course(s) and complete all TCAP test(s) (or equivalent achievement test).
- 2) Dual Credit Courses: earn a passing grade in the pre-requisite course(s) and complete all TCAP (or equivalent achievement test)/EOC test(s).
- 3) Industry Certification-Aligned Courses: earn a passing grade(s) in the pre-requisite course(s) and complete the TCAP (or equivalent achievement test)/EOC test(s).
- 4) Dual Enrollment Courses: earn a passing grade(s) in the pre-requisite course(s), complete TCAP (or equivalent achievement test)/EOC test(s) and meet the requirements of the participating institution.

The principal of each school shall have the authority to require additional criteria for the enrollment in advanced courses to fit the needs of the students within the school.

NOTIFICATION

Parent(s)/guardian(s) shall be provided written notification of a student's eligibility to enroll in advanced courses. The notification shall state that a student will remain enrolled in the course unless the parent/guardian timely submits a written request for removal. The Director of Schools shall determine the deadline to submit the request for removal.

Students may also be removed from an advanced course if the student's teacher determines that the student should be removed based on performance after thirty (30) days of instruction and the principal approves the request to remove the student.

EXTRACURRICULAR ORGANIZATIONS

We are proud to offer the students a number of extracurricular organizations. Our mission for each of these extracurricular clubs/organizations is to provide each student the opportunity to enhance his/her high school experience. Some clubs/organizations have financial requirements associated with their memberships. Contact club sponsors for more information.

Archery	Future Teachers of America (FTA)
Athletics (Baseball, Basketball (Boys/Girls),	Hardin County 4-H Club
Cross Country (Boys/Girls), Football,	Hardin County Travel Club
Golf (Boys/Girls), Softball (Girls),	Hardin County VOLS
Tennis (Boys/Girls)	Hardin County Youth Leadership
Soccer (Boys/Girls)	Hardin County Tiger Bass Club
Track (Boys/Girls),	Health Occupations Students of
Volleyball (Girls),	America (HOSA)
Bowling (Boys/Girls)	Journalism
Cheerleading, Dance	National Art Honor Society
Team (Tiger Motion)	National Honor Society
Christians in Action (CIA)	Scholastic Clay Target Team
English Honor Society	Skills USA-VICA
Family, Career and Community Leaders of	Student Council
America (FCCLA)	Tiger Broadcast Radio
Fellowship of Christian Athletes (FCA)	Tri-M Music Honor Society
Future Business Leaders of America (FBLA)	Vocational Honor Society
Future Teachers of America (FTA)	Wired
Varsity Singers	Yearbook
Culture Club	Project 7

POLICY ON FEES/HARDIN COUNTY BOARD OF EDUCATION

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

- Labs (Science, Math, etc.)
- Classroom Supplies as approved by the teacher or principal
- Approved Field Trips
- 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 required 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, parent or guardian must meet household income guidelines set by the federal government and submit a written request to the principal of the school.

GRADING SCALE

90 to 100	A	70 to 79	C	59 and below	F
80 to 89	B	60 to 69	D		

GRADUATION PARTICIPATION

Students will not be allowed to participate in graduation exercises unless they have met State of Tennessee and Hardin County Board of Education graduation requirements. (Hardin County Board of Education policy approved 11-6-86.) All fees must be paid.

GRADUATION REQUIREMENTS (CURRICULUM REQUIREMENTS, UNIT REQUIREMENTS, STATE TEST REQUIREMENTS)

The following 22 units shall be required for graduation for students who enter the 9th grade in 2009-2010 and thereafter.

Ready Core Curriculum

English Language Arts	4 units
Mathematics*	4
Science**	3
Social Studies***	3
Wellness	1
Physical Education	½
Personal Finance	½
Foreign Language****	2
Fine Arts*****	1
Electives Focus	3
Total	22

Note: Although students have a counselor, each student is responsible for keeping up with their graduation requirements.

* *Students who enter 9th grade in 2009-10 and thereafter will be required to achieve, by the time they graduate, at least the following: Algebra I, Geometry, and Algebra II (or the equivalents) plus one additional mathematics course beyond Algebra II. Students with qualifying disabilities in math as documented in the individualized education program shall be required to achieve at least Algebra I and Geometry (or the equivalent). The required number of credits in math will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodations as determined by the IEP team.*

** *Students who enter 9th grade in 2009-10 and thereafter shall be required to achieve, by the time they graduate, at least Biology I and either Chemistry or Physics plus another laboratory science. Students with qualifying disabilities in reading and/or math as documented in the individualized education program shall be required to achieve at least*

Biology I and two other lab science credits. The required number of credits in science will be achieved through strategies such as, but not limited to, increased time, appropriate methodologies, and accommodations as determined by the IEP team.

*** The social studies curriculum shall include United States History, World History, Economics, and government

**** In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend a university to expand and enhance their elective focus.

COLLEGE ENTRANCE REQUIREMENTS

Most colleges may require the courses below for entering:

English	4 units	United States history,	1
Algebra	2	World history	
Geometry, trigonometry, advanced mathematics, or calculus	1	A single foreign Language	1
Natural Science, including at least one year of biology, chemistry or physics (two lab sciences for UTC)		Fine Arts	1

GUIDANCE SERVICES

Counseling service is available to all students. Many problems concerning both school and one's personal life can be helped by counseling with a competent person. The school counselor or your teacher will be happy to try to help you with these problems.

Some of the guidance services available include assistance with educational planning, interpretation of test scores, occupational information, career information, scholarship information, scholarship applications, study helps and with home and/or school concerns.

Assistance is given students with ACT registration, test results and interpretation. Hardin County High School is an approved ACT test center, and ACT officials administer the test each national test date.

AYERS FOUNDATION

The Ayers Foundation Scholars Program is an effective college access and success program currently providing comprehensive services to twenty-one high schools and two community colleges in rural West, Middle, and East Tennessee. Founded in 1999, The Ayers Foundation model provides services beginning in the 8th grade and continues services into and through college. The program has shown dramatic success in increasing college-going rates, persistence, and completion. The Ayers Foundation uses a comprehensive college counseling model. The Ayers Foundation model links best practices of academic readiness, changes in school culture, and college enrollment and attainment. 100% of students enrolled at participating high schools receive services from The Ayers Foundation. Since inception, every student has had access to higher education provided by an individualized plan with a college access counselor. The scholar's program is more than college access; it prepares and works with each student to provide resources, so they are prepared to be college eligible, successful, and in the end, work-force ready.

WORKFORCE ALLIANCE PARTNERSHIP PROGRAM

The Workforce Alliance Partnership for Placement program (W.A.P.P.) encompasses is idea that "it's okay to not attend college; however, it is not okay to not have a plan when you graduate." We strive to ensure all students have a plan whether that be go to a 4-year university, trade school, apprenticeship, or straight to work. W.A.P.P. Bridges the gap between high school and the real world. We have numerous industry partners eagerly wanting to hire our highly trained students, and we help facilitate the hiring process. All HCHS students are considered to

be a part of the W.A.P.P. Program as we are here to help all students. Here are a few ways W.A.P.P. can assist the student:

- Career Counseling, Listening Ear, Cheerleader
- Job Shadowing Opportunities
- Part-Time Jobs
- Industry Tours
- Career Fairs & Hiring Events
- Guest Speakers
- Mock Interviews
- Scholarship Opportunity
- ...AND MORE!

HOMEBOUND AND ILLNESS

Any student who is enrolled in regular school and becomes ill may have homebound teaching. The student must have a form filled out by his/her physician and the form should be submitted to the superintendent who will refer the parent or guardian to the homebound services. There is no cost to the parents for these services. Students may have homebound work for the entire school year if the doctor deems it necessary.

Any student who becomes ill in the classroom should inform the teacher immediately. The teacher will assist with the problem. If the illness requires the student to leave the building, permission must be received from the office.

INTERNET USE POLICY – (Board Policy Adopted 11/3/97)

The use of the Internet by Hardin County students shall be for educational purposes only. Students shall not access material that is profane or obscene (pornography), that advocates or condones the commission of unlawful acts (illegal), or that advocates or condones violence or discrimination towards other people (hate literature). Any violation of this policy will result in disciplinary action as determined by the administration.

LIBRARY MEDIA CENTER

The HCHS Library Media Center offers a collection of books, periodicals, and computers to meet student academic and recreational reading needs. Materials are selected with student assignments and interests in mind. A librarian is available to help students find resources for research, to teach library or technology skills when necessary, and to recommend good books to read. All students are welcome in the library which is open daily. The library is a student-friendly place for learning.

LOCKERS/PERSONAL PROPERTY

Each student will be issued a locker, The locker number will be printed on their schedule on the first day of school. The student will be responsible for a lock to secure their locker. HCHS will not be responsible for lost or stolen property. Keep valuables under lock and key or leave them at home. Report any item that has been stolen to the office.

Lockers must be kept clean and in good order at all times. Lockers are subject to being searched at any time school officials deem necessary. Radios and noisemakers of any type are not permitted and may be confiscated.

MAKEUP WORK/ASSIGNMENTS PROCEDURES

It is the student's responsibility to complete excused absence makeup work/assignments for 100% credit within five school days upon returning to school. After that, it cannot be made up for a grade. **It is the student's responsibility** to complete unexcused absence

makeup work/assignments, but no credit will be given. Students may need the work for a later date. Students who do not get their makeup assignments done within the five day period, unless cleared by teacher, will receive zeros for all missed assignments.

MEDIA ACCESS TO STUDENTS

School administrators shall be authorized to grant permission and set parameters for media access to students in their respective schools. Media representatives shall be required to report to the administration for prior approval before accessing students involved in instructional programs and activities not attended by the general public. The media may interview, and photograph students involved in instructional programs and school activities including athletic events. Such media access shall not be unduly disruptive and shall comply with Board policies.

Each year parents/guardians will be given the option to withhold permission for public news media interviews or photographs of their child at school.

Specific parental/guardian permission must be obtained if the story or photograph covers topics of a sensitive nature.

If any student is to be filmed or videotaped and will be identified or a primary subject of the filming or videotaping, prior written consent/release/waiver will be obtained from the student's parent/guardian.

District employees may release student information to the media only in accordance with applicable provisions of the education records law and Board policies governing directory information and personally identifiable information.

PARTICIPATION RULE

(SLEEPING IN CLASS, NO PENCIL, PAPER, OR BOOKS)

- 1st Offense – Verbal Reprimand
- 2nd Offense – 3-Page Report
- 3rd Offense – 5-Page Report
- 4th Offense – 7-Page Report
- 5th Offense – Office

PERSONAL ELECTRONIC DEVICES

Students may possess personal communication devices, such as cell phones, smart phones, tablets, digital readers, laptops, iPods, iPads, etc., while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse or similar personal carry-all and may only be used during the **school day** under the direct supervision of a principal or his/her designee for educational purposes only. **(The school day is defined as the moment the student enters the building in the morning until the 3:00PM dismissal bell.)**

The principal or 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 personal cellular data network plans is not permitted to be used to access the Internet at any time. Only HCS Guest wireless should be used to access the Internet during school hours.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions unless authorized by the principal or his/her designee to complete a classroom assignment. A student in violation of this policy is subject to disciplinary action.

DISCIPLINE PROCEDURE

1ST time – Device confiscated for three (3) days.

2nd time – Device confiscated for five (5) days.

3rd time – Device confiscated for fifteen (15) days.

4th time – Assigned to Alternative School. Device confiscated for remainder of school year.

When device is confiscated, it must be complete and intact. If a device 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. If a student refuses to give the device to an administrator, the student will be assigned to alternative school. Devices will be released to students the day before Spring Break, Fall Break and Christmas Break, unless confiscated within two days of the break.

Personal electronic devices such as CD players, gaming devices (PSP, etc.) or MP3 players may be stored in backpacks, purses, or personal carry-all. 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.

SCHOOL INSURANCE

All students are covered by the Hardin County Board of Education for any accident occurring at school during school hours, while on school sponsored field trips, and participating in athletics (including band, cheerleading, and dance).

SCHOOL PROPERTY

All school property is to be treated as if it were your own. Defacing or vandalism in any form is grounds for disciplinary action and subject to restitution.

SCHOOL SPONSORED EVENTS/STUDENT SPEECHES

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 students’ 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

SPECIAL EDUCATION DEPARTMENT/MAINTENANCE OF SCHOOL RECORDS

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 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 a special task (such as an attorney, auditor, medical consultant, or therapist; or a parent or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate interest if the officials need 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 (ten) categories of information:

1. Attendance
2. Scholastic record
3. Group test results
4. Individual data (a) psychological records, (b) social casework reports
5. Medical and dental health
6. Student attitudes and behavior
7. Discipline
8. Emergency contact information
9. Special testing results
10. 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 permission by a parent or 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 by FERPA.

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 1st day of September each 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 suspension 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.

STUDENT GRADE REPORTS COMPUTERIZED

We use a computerized system for reporting student grades. The system allows more efficient and economical reporting. All grades from each class will be reported on one printout that will also contain student absences. The grade reports will be distributed after each nine weeks grading period. Students who lose or misplace grade reports will be assessed a fee for replacements.

TELEPHONE

Students are NOT to use the office phone for personal calls. In the event that a student receives a call, he/she will be called out of class only in the case of an emergency. Normally, phone calls for students will be handled between classes, during lunchtime or after school. A phone for student use is located in student services.

TEXTBOOKS

Textbooks are furnished by the Hardin County Board of Education. Each student will be responsible for all textbooks assigned to him/her. Any lost or damaged textbooks must be replaced or repaired by the student. The cost of replacing or repairing any textbooks will be the responsibility of the student and/or his/her parents.

THREATS

Threats to students, staff, or faculty will be handled in an appropriate manner by the administration. (TN Code 49-6-4216)

VALEDICTORIAN/SALUTATORIAN/HONOR STUDENTS

Honor students will be those who have met all requirements and have a 90 or above average and meet the following requirements. Honor students will be recognized at graduation.

- A. ENGLISH – four years of Honors English
- B. MATH – (Honors) Algebra I, Algebra II, Geometry plus an upper-level math course
- C. SCIENCE – (Honors) Biology, Chemistry, plus an upper-level science course.
- D. Other courses of his/her choosing to complete the graduation requirements.

...The valedictorian and salutatorian shall be the honor students with the highest and second highest GPA.

...In addition to the valedictorian and salutatorian awards, HCHS will honor top students with a recognition award.

...Transfer students must be in attendance for a minimum of two years before being considered for the valedictorian or salutatorian award and must meet all requirements.

VISITORS

All visitors must report to the office and sign a Visitors Form if permission is granted for visitation. Visitors from other schools and/or towns are welcome but not during school hours. (BOARD POLICY, 2-6-91) Please do not embarrass yourself or a friend by bringing a visitor to school as he/she will be asked to leave.

WAIVERS ON EXAMS

1. Any student with an **A average** may become exempt from taking a final exam.
2. Any student with a passing average for a **semester** and has not been absent **in a class** more than **one (1) time** may be exempt from the semester exam.
3. If a student accumulates five (5) unexcused late arrivals to school or has five (5) unexcused checkouts or **ANY COMBINATION OF THE TWO TO EQUAL FIVE IN A SEMESTER**,

the sixth (6) unexcused late arrival or unexcused checkout will result in a loss of test exemptions **IN ALL CLASSES FOR THAT SEMESTER.**

...The program is designed so that each semester will act independently of the other. Attendance will be taken for each class and the teacher's record is final.

...Exam exemptions for transfer students will be handled in the same manner as regular full-time students at HCHS. Transfer records must indicate grades and attendance to meet requirements.

...Teachers may require students in any class to take semester and final exams.

...Students who are exempt but choose to take the semester or final exams can only improve their grade(s).

...Suspension, Alternative School, Alternative Classroom, Saturday School or Time for Time, will cause an automatic loss of exemption.

POLICY ON THE USE OF DRUGS AND ALCOHOL

Students will not possess, use, sell, purchase, barter, distribute, or be under the influence of illegal drugs, alcoholic beverages or any substance that shall be considered mind altering or mood enhancing 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. This includes but is not limited to abuse of inhalants and prescription drugs.

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 or placement in Alternative School. 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 a 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 Board 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 give an explanation.

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

ZERO-TOLERANCE BEHAVIOR

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

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

NOTIFICATION

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

STUDENT CONCERNS, COMPLAINTS AND GRIEVANCES

Any student wishing to file an appeal, complaint or grievance may do so. Proper procedures to do so are available in the office.

MEDICATION POLICY FOR STUDENTS WHO MUST TAKE MEDICINE WHILE AT SCHOOL

Hardin County High School has a clinic area that is to be used by students who become ill or are injured at school. Minor injuries can be treated, and temperatures taken. 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. Written authorization from the prescribing physician is required for all prescription medicine. All local physicians have these forms.
3. The medication must be clearly labeled with the child's name, directions for the dosage, and the physician's name.
4. The medication is to be brought to the school's clinic and left there until it is to be taken.
5. The student will be responsible for returning to the clinic to take the medication.
6. Medication forms are available in the clinic and in the office.
7. Inhalers and Epi-Pens are not included in this policy. Students may keep these emergency medications with them if necessary.

TOBACCO POLICY

Tennessee state law prohibits students under the age of 21 from possessing or purchasing tobacco products. The use of tobacco products is also prohibited in governmental buildings which include all schools. In order to comply with this law, the Hardin County Board of Education has adopted the following tobacco policy.

1. The following announcement will be read by the principal during the first assembly to begin the year. It will be re-read by each homeroom teacher each day during school orientation and then posted in each classroom.

All uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers used for sporting events or public restrooms.

Employees and students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district

Any student who possesses tobacco products shall be issued a citation by the school principal/resource officer. The director of schools, in cooperation with the juvenile court and the local (police/sheriff's department), is responsible for developing procedures for issuance of the citations which shall include the form and content of citations and methods of handling completed citations.

Parents and students shall be notified of this citation requirement at the beginning of each school year.

Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: *Smoking is prohibited by law in seating areas and in restrooms.*

“Students, the Superintendent of Schools and the Hardin County Board of Education intend to eliminate all tobacco products from our schools. We know that this affects only a small percentage of you, but we hope that each of you understands the problem and will do your best to help us eliminate a problem that not only is a health hazard, but a source of filth and litter around our campuses and schools.”

2. It is our intention to deal firmly and consistently with offenders. The staff and administration of each school will deal with tobacco on campus and/or the school bus in the following ways:
 - A. Any tobacco product or paraphernalia (cigarette lighter, rolling papers, etc.) in the possession of a student will be confiscated and will not be returned.
 - B. Any student using or possessing tobacco products on school grounds or school buses during school hours and at school sponsored activities will be subject to the following discipline:

FIRST OFFENSE: 2 days in-school suspension

SECOND OFFENSE: 3 days in-school suspension

THIRD OFFENSE: Alternative School

Tennessee Code states that any student who is in violation of the tobacco policy be summoned to juvenile court.

PARENTAL NOTIFICATIONS

(Hardin County High School)

Hardin County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Ryan Miller
Hardin County Board of Education
155 N. Guinn Street
Savannah, TN 38372
Telephone: 731-925-3943

MILITARY RECRUITER ACCESS TO STUDENT INFORMATION

Federal law requires Hardin County High School to notify parents of high school Students that they have a right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.

SECTION 504 POLICIES AND PROCEDURES

Grievances and complaints of Section 504 policies and procedures will be accepted either in writing or orally to: Ryan Miller

Hardin County Schools
155 Guinn Street
Savannah, TN 38372
731-925-3943

HARDIN COUNTY SCHOOL BOARD POLICY CONCERNING DISCRIMINATION/HARASSMENT AND BULLYING/INTIMIDATION Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through

disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.

Discrimination/harassment is defined as conduct, advances, gestures, or words either written or spoken of a sexual, racial, ethnic, or religious nature which:

1. Unreasonably interfere with the student's work or education opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (as set forth in Student Concerns, Complaints and Grievances 6.305).

The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantial charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the Director of Schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Hardin County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states:

No person in the United States shall, on the grounds of race, color, sex, or national origin, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint form is located in each school principals' office. The written complaint form should be filed within 180 days of the alleged discrimination by the complainants. They will be handled within 90 days of receipt. The completed form can be sent to:

Theresa McCormick
Title VI Coordinator
Hardin County School System
155 Guinn Street
Savannah, TN 38372

TITLE IX COORDINATOR
Ryan Miller
155 Guinn Street
Savannah, TN 38372
ryan.miller@hctnschools.com

If the complaint has not been resolved to your satisfaction, you may forward the complaint to:

Lesley D. Farmer
Director
Office of Civil Rights
Tennessee Department of Education
6th Floor, Andrew Johnson Tower
710 James Robertson Parkway

Nashville, TN 37243
and/or

The Office of Civil Rights
U. S. Department of Education
P. O. Box 2048, 04-3010
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