

Humboldt Junior Senior High School

2022-23 Student Information

Welcome to Humboldt Junior Senior High School!

You are now part of what we believe to be the greatest student body around. We hope that this year will be educationally profitable for you. We encourage you to take pride in your school. Help make it a positive place to learn, day by day. Get involved in at least one extracurricular activity.

Together we can continue to make Humboldt Junior Senior High School a good place to learn and become successful.

School Administration

Superintendent: Dr. Janice Epperson

Principal: Grover Harwell

Assistant Principal: Deborah Lambert

School Leadership:

Instructional Coach: Rachel Dreyer

Instructional Coach: Sharon McIlwain

CTE Director: Wayne Sheehan

Professional School Counselor: Ericka Hamilton

Athletic Director: George Yarbro

Contact Information:

School Address: 2600 Viking Drive, Humboldt, TN 38343

Main Office: 731-784-2781

Career Technical Education: 731-784-4531

Field House: 731-784-6538

Main Office Fax Number: 731-784-8536

Cafeteria: 731-784-2414

District Office: 731-784-2652

Web Address: <http://hhs.hcsvikings.org/>

Bell Schedule:

Breakfast/Attendance 7:50-8:08

First Period 8:08-8:56

Second Period 9:00-9:48

Third Period 9:52-10:40

Fourth Period 10:44-11:32

Fifth Period 11:36-12:24

Sixth Period 12:28-1:16

Seventh Period 1:20-2:08

Eighth Period 2:12-3:00

Backpacks/Book Bags

Only appropriate backpacks/book bags with factory logos will be allowed. (Monogram is allowed). All students (junior and senior high) must put their book bags in their lockers. Bookbags and purses are subject to be searched at any time if there is “reasonable suspicion” of contraband.

Cafeteria & Food Service

The school cafeteria is for the convenience of all students and teachers. This is the students’ cafeteria, and your cooperation is needed to maintain a clean and pleasant environment while eating. All trays, candy wrappers, milk cartons, and other trash are to be placed in the designated trash cans. All students are to report directly to the cafeteria during their lunch shift. Excessive noise and inappropriate behavior will not be tolerated and will result in disciplinary action.

All food is to be eaten in the cafeteria. Students may not leave the cafeteria area to go to their locker or run errands. Productive learning is taking place in the school building; therefore, students must remain in the cafeteria. **Students may not leave the cafeteria with food or beverages.** All food and beverage waste must be disposed of in the cafeteria trash cans. Students are not permitted to leave campus for lunch. Student breakfasts are no charge and will be served in the classroom, and student lunches are no charge as well. **Students will not be allowed to place orders and have food delivered by or from outside vendors or parents. Students will not be allowed to bring in breakfast and or drinks from restaurants.** Students will be allowed to bring their own lunches from home in appropriate containers (no fast-food containers). Students will not be allowed to bring in food in bulk to be shared with other students (i.e., birthday cakes, cupcakes, bags of snack or chips, crock pots, etc.) ***According to federal food service guidelines, neither the school, staff, faculty, or students are allowed to do anything that creates competition with the cafeteria food service, other than students being allowed to bring their own lunches for their own personal consumption.***

Cellphone and Personal Communication Devices in School

At Humboldt Junior Senior High School, we are very protective of the learning environment.

Electronic devices are not allowed to be used or seen in the school. Such devices include, but are not limited to, wearable technology such as eyeglasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. A student in violation of this policy is subject to disciplinary action. **Students have school issued devices for use within the classroom and need to bring them to school daily.**

Humboldt Junior Senior High School is NOT responsible for any electronic device lost or stolen while on campus.

Cellular Device Disciplinary Actions

First Offense

- 5 days of In-School Suspension
- The device is held in the office.

- The parent/guardian must come get the device as soon as possible.
- The student will not be allowed to participate in any extracurricular activities during the time of In-School Suspension.

Second Offense

- 2 days Out of School Suspension. Students will receive a “0” for any grades taken during the time of Out of School Suspension
- The device is held in the office.
- The parent/guardian must come get the device as soon as possible.
- The student will not be allowed to participate in any extracurricular activities during the time of suspension.

Third Offense

- 4 days Out of School Suspension. Students will receive a “0” for any grades taken during the time of Out of School Suspension
- The device is held in the office.
- The parent/guardian must come get the device as soon as possible.
- The student will not be allowed to participate in any extracurricular activities during the time of suspension.

Fourth Offense

- 10 days Out of School Suspension pending a Board Hearing. Students will receive a “0” for any grades taken during the time of Out of School Suspension.
- Information and cellular device will be turned over to the Gibson County Assistant District Attorney’s office.
- The parent/guardian must retrieve the device from the Gibson County Assistant DA’s office
- The student will not be allowed to participate in any extracurricular activities during the time of suspension.

All violations of the HCS Cellular Device Usage Policy will be considered cumulative for individual students in grades 7-12. Students caught producing, videoing, disseminating questionable/illegal materials with their cell phone will have their devices given to law enforcement officials to determine if charges are warranted.

Class Officers

Class officers are chosen at the beginning of each new school year. Nominations and elections will be held at the beginning of the new school year. Qualifications for class officers are:

- Must have an 85 average or higher.
- May not have had out-of-school or in-school suspensions or Alternative School placements.
- Must obtain a teacher recommendation.

Officers will be removed from office if any of the above requirements are violated. Officers removed from office cannot run again for class office. Any officer who is deemed to neglect the duties of the office may be removed from office at the discretion of the class sponsors and administration.

Crisis Management & Emergency Drills

The staff at Humboldt City Schools is very concerned with student safety in the event of a crisis or emergency. Students will have extensive practice on emergency procedures to be carried out in the event of fire, tornado, earthquake, or school violence. In the event of an emergency in which school officials feel it is in the student's best interest to leave school, local media and police will be notified. The safety of our students is our number one priority, and we will act accordingly.

Deliveries to Students

Humboldt Junior Senior High School does not accept deliveries of flowers, gifts, food, balloons, etc. Florists are allowed to deliver ONLY on Valentine's Day (February 14) and Homecoming Day between the hours of 1:00-2:00 p.m. If Valentine's Day is on the weekend, we will not accept deliveries on Friday. **No deliveries will be accepted from parents or a non-delivery service.** Please be advised of this policy. Students receiving large items such as balloons, stuffed animals, etc. during Valentine's Day and Homecoming Day will **not be allowed to take these items into their classes or onto school buses.**

Dismissal of Students During the School Day

No student will leave school prior to regular dismissal times, except with the approval of the principal or his designee and the parent/guardian; this includes students who are 18 years of age. In the case of the student's parents being divorced or separated, the student will only be allowed to leave with the student's legal guardian, or with the permission of the legal guardian. In no case will a student be allowed to leave school during school hours with any person other than the legal guardian without the direct approval of the legal guardian. **Students who are 18 years of age will still need parent/guardian approval to leave the premises.**

Humboldt City Schools--Dress Code Policy

Dress Code

Humboldt City School System has a responsibility to prepare students to take their places in society as mature, responsible individuals. Therefore, it is part of the school's responsibility to establish and maintain standards that can be carried into the workplace. At the beginning of first period each day, teachers are responsible to send any student who is out of dress code to the main office. If the student is deemed to be out of dress code, they will not return to class until they are in compliance. Students who miss class due to the necessity of changing into clothes that meet the dress code will be unexcused for the period missed. Students are required to arrive on campus appropriately dressed and stay dressed appropriately until they leave campus. Students are also required to abide by the dress code while riding the bus. *The school administrator will make the final decision about whether an article or style of dress falls outside of the guidelines below.*

Pants/Skirts/Shorts - Navy, Khaki, and Black (skirts and shorts must be knee length)

Tops – any solid color polo (shirt with a collar)

NOT ALLOWED - Flip flops, athletic slides, house slippers, pajama pants, bandanas (on head or body) leggings, jeggings, rips or holes in clothing, too tight or too short

clothing, see through clothing, hair bonnets, hats, and anything else that disrupts the learning environment of the students. Belts will be worn if pants have beltloops.
***Hoodies may be worn, but the hoods CANNOT be worn inside of the building.**

Special Days

These are days set aside by the school administration to allow variation in the dress code. Dates will be announced. These dates include Homecoming week and Spirit Days. All clothing must still be neat, clean, and modest not causing disruption with the operation of the school day. *"If in doubt, leave it out"*. If students are unable to get in compliance with the dress code, they will be placed in in-school suspension until they are able. Students need to be in class so every effort will be made to get students in compliance.

A violation of the dress code may require the student to remove the article of clothing or accessory, change clothes, and/or other punishment. If the student is a repeat offender, the punishment will be at the discretion of the administrator. A student will not be out of compliance if failure to wear standard clothing is due to the student's or their parent's severe financial hardship. Clothing can be available through the HJSHS Clothes Closet if items are available. Parents and students shall be informed of the availability of financial assistance if they cannot afford to purchase standardized clothing.

Drug Testing Policy

Drug testing of a student will occur if there are reasonable indications to the principal that such student may have used or be under the influence of drugs (**TCA 49-6-4213**). Indications may include, but are not limited, to observed or reported use of drugs, other reasonable information received from a teacher, staff member, or other student, and observed student behavior that is typically associated with alcohol or drug use.

A student with a positive test result shall be placed in Alternative School for a minimum of thirty (30) school days and must have a negative test result when retested before returning to Humboldt Junior/Senior High School. A student who declines the test shall be suspended from school and brought before the Disciplinary Hearing Authority (local board policy).

An attempt to notify the parent/guardian will be made prior to any drug testing. The cost of the test is the responsibility of the school. In the event of a negative result, all records and evidence of testing will be destroyed. If a test is positive and a parent wants a second test, it will be at his/her expense at a facility designated by the school. Results of drug tests that do not follow these stipulations will be disregarded. Students are accorded the strictest privacy. Only the administrators, parents, coaches, and student will have knowledge of the drug testing. Parents will be notified as soon as the school receives the test results. In addition, we will have random drug task force searches which may or may not include Drug Task Force Dogs.

Athletic Drug Testing

Humboldt Junior Senior High School has implemented a random drug testing policy for all members of all athletic teams, band, cheerleaders, and all other extracurricular activities such as clubs, etc.

At the beginning of each school year, every student who will be involved in the previously mentioned activities will be given a form that must be signed by both the student and the parent/guardian before they will be allowed to participate in the above activities.

Every student involved in these activities will have their name placed in a random drawing at the beginning of the school year for drug testing. The testing will take place every month (August – May). A student with a positive test result will not be allowed to participate on any athletic team until he/she can get a negative test result.

Fundraisers

Fundraisers shall be authorized annually by the superintendent and shall be for the purpose of supplementing funds for established school programs and not for supplementing funds that are the responsibility of the public. The monies raised by fundraisers shall benefit the group of students that raise the funds. Students are not required to participate in fundraising activities. However, if a student does participate in a fundraiser, that student and his parent/guardian are responsible to turn in to the fundraising group either money equaling the price of the item(s) sold or the item(s) in original condition.

Guidance & Counseling Services

There is a Professional School Counselor on staff at Humboldt Junior Senior High School. The counselor is available to serve a variety of needs, including, but not limited to, student counseling, planning of courses of study, and career education.

Humboldt Junior Senior High School also has a Social Worker on staff who is responsible for supporting students and advocating for their emotional, mental, and physical wellbeing. Their duties include counseling students, connecting at-risk youth with helpful resources, and conducting home visits to provide additional support. In addition to the Social Worker HJSHS also employs a *Pathways liaison* who works in the building. They assist with counseling and have a direct access to connect students with outside services.

Hall Conduct and Passes

The transition time between classes for the Junior and Senior High School is to provide students with an opportunity to go to lockers, restrooms, or the office, and to arrive on time to their next class. Students will not be allowed in the hallways during class time without a hall pass. It is our policy that students should not leave the classroom during the teaching period except in cases of extreme emergency. If a student has a medical condition that might require the student to leave class, the student must bring a medical statement from his/her physician explaining the medical situation. To maintain order in the hallway, students should always walk on the right side of the hall. Loitering, excessive noise, running, throwing objects, or any other disruptive behavior will not be tolerated in the halls of Humboldt Junior Senior High School.

Illness or Other Emergency of Student

Parent(s) of all students shall provide an emergency contact form and medical information sheet with the following information:

- Parents' location and phone number(s) during the school day.

- The name, address, and phone number of the student's physician.
- Name and phone number of someone who may be contacted in an emergency.
- Information concerning a student's particular physical disability or medical condition.

In the event of a student illness or accident, the staff member in charge shall have the responsibility to render first aid or ensure that it is rendered. In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at the school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency information sheet will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached. Any parent who objects to the procedures contained in this policy should submit to the principal a written emergency plan for his/her approval.

Lockers

Humboldt Jr & Sr High School (HJSHS) assigns each student a locker and lock at the beginning of the school year. Lockers and locks are the property of the HJSHS and are subject to inspection by the HJSHS administration at any time.

Students are NOT to provide their lock combination to other students. HJSHS is not responsible for any items stolen from student lockers; hence our reason for providing locks for all lockers. Damage to locks or loss of locks will be the responsibility of the student and payment must be made for replacement of a lost lock and/or damage to a lock. The cost of a replacement lock is \$25.00.

All students (junior and senior high) must put their book bags in their lockers. Cell phones should be stored in lockers during class time.

Lost and Found

Articles found in and around the school should be turned in to the main office where the owners may claim their identified property. After thirty (30) days all unclaimed items will be donated.

Medication Policy

Administering medications at school to students is not a recommended procedure for schools, but at times it is inevitable. The following rules apply to all medication administered at school:

1. All medication must be brought to the school by the parent/guardian. Medication should be taken to the school office immediately upon arrival to school prior to 8:00 a.m.
2. A written order from the physician or licensed prescriber detailing the name of the drug, dosage and time intervals the medication is to be taken is required. This will cover the current school year only.
3. Written permission from the parent or guardian of the student is required in order for medication to be given. The forms are available in the school office.
4. All medications should be brought to school in the original, pharmacy labeled container. The container shall display:
 - a. Student's name
 - b. Prescription number

- c. Medication name & dosage
 - d. Administration directions
 - e. Date
 - f. Licensed prescriber's name
 - g. Pharmacy name, address & phone number
5. All over the counter drugs to include lotions, ointments, Tylenol, cold and cough etc., shall:
- a. Require written permission from the parent or guardian. Forms are available in the school office.
 - b. Have the student's name affixed to the container and must be provided in the container with the manufacturer's original label with ingredients listed.
 - c. Be brought to school by the parent or guardian.**
6. All medication will be kept in the office in a designated area by the administration and will be dispensed in the school office or by a designated staff member.
7. All medications should be picked up by the parent or guardian at the end of the school year.

Messages to Students

Parents and students are encouraged to communicate with each other before and after school, and students should arrive at school with needed money/supplies. However, if a message or item needs to be given to a student, it will be delivered between classes to minimize disruption to the learning process. Students will not be taken out of classes for messages except in the case of an emergency.

Office Telephone

Students may use the office phone for emergencies. Permission to use the telephone must be given by office staff. Students are not allowed to receive telephone calls. In the event of an emergency and parents call, the office staff will attempt to get the message to the student as soon as possible.

Parental Involvement Opportunities

Parents are encouraged to become involved in school activities and the educational process of their children. Normally, parents are active in the same programs in which their children are involved. Some opportunities are the following:

- Athletic Booster Club
- Band Booster Club
- Chaperones for Field Trips
- Parent Advisory Council Meetings
- Parent Teacher Conferences
- FFA
- BETA Club
- HOSA
- FCA

- FCCLA
- Yearbook
- Speaking to classes on topics of individual expertise

Parking

Students are to park in the large, northeast lot between the CTE building and the gymnasium. A parking decal is required and can be obtained from the school SRO. There is a fee of \$10 for a parking decal and must be displayed on the student's vehicle at all times. A valid Tennessee Driver's License and proof of insurance are required and must be shown at the time the parking decal is issued.

Students are expected to comply with all aspects of responsibility with their vehicles. Students are expected to drive slowly, safely, and courteously at all times. **The speed limit on the parking lot is 10 MPH.** Students are not allowed to linger in a vehicle beyond the time required to gather items needed for the school day (generally 1 minute). Students are not allowed to return to their vehicles without the permission of a school administrator. The use of cellphones when driving on campus is prohibited. Stereos and radios should be at a low volume until completely off campus.

Students will use the appropriate lanes to enter and exit the campus. It is imperative that students watch for elementary age school children and Junior High School students that are crossing traffic lanes and help us keep them safe.

Failure to comply with any or all of these rules will result in the following actions:

- 1st Offense-Warning
- 2nd Offense-Student will lose campus parking privileges for five (5) school days.
- 3rd Offense-Student will lose campus parking privileges for ten (10) school days.
- 4th Offense-Student will lose campus parking privileges for the remainder of the school year. *If student parks on campus anyway, the car will be towed at the student's expense.

With reasonable suspicion, students' cars are subject to search by school officials.

Posters and Announcements

All posters/announcements to be displayed in the school building must first be approved by the building principal or assistant principal. The individual posting the poster/announcement will be responsible for getting approval and for removing it when its purpose has been served.

School Assemblies

Students are expected to conduct themselves properly before, during, and after assemblies. Any student causing a disturbance will face the appropriate consequences deemed by administration. Administration reserves the right to ban students who exhibit improper behavior from future assemblies.

School Supplies

Students are responsible for supplying their own ordinary school supplies. Each teacher will inform his or her students as to what supplies are needed for class. Most of these supplies will be available for purchase from local Humboldt businesses.

School Trips

Students who are involved in activities that require transportation to and from an event must be transported on carriers provided by Humboldt City Schools, except in the case where the student's parents or guardians transport the student themselves. Parents or guardians will be required to sign a permission slip authorizing the trip sponsor, who must be a certified employee of Humboldt City Schools, to include their child on the trip. Students on school trips are not counted absent and must make up all work missed in advance **or** make arrangements with the teacher prior to the trip. Misbehavior on school-sponsored trips results in the same disciplinary actions as in-school misbehavior.

Sports

The sports program at Humboldt Senior High School includes the following:

- Football
- Boys Basketball
- Girls Basketball
- Baseball
- Softball
- Cross Country
- Track
- Volleyball
- Soccer

The sports program at Humboldt Junior High School includes the following:

- Football
- Boys Basketball
- Girls Basketball
- Softball
- Volleyball

To be eligible to participate in athletics at the junior high level, a student must have met TMSAA guidelines during the preceding year. To be eligible to participate in athletics at the senior high level, a student must have met TSSAA guidelines during the preceding year.

All students are encouraged to participate in extracurricular sports at HJSHS. Athletes must follow the academic and behavior requirements as outlined in their athletic contracts. Students who do not wish to participate are encouraged to support our school by attending the games.

Regardless of the location of the event or game, students who attend HJSHS athletic events are subject to the same Code of Conduct and disciplinary measures that exist during the regular school day.

Student Grievances

Student/parent complaints and grievances shall first be made to the person involved in the complaint or grievance. If the matter is not satisfactorily solved at that level, the student shall then take the complaint or grievance to a building administrator. If the matter is still not resolved, it may then be appealed to the superintendent.

Student Records

The records of students at HJSHS are confidential. Parents of students or eligible students may inspect the student's records upon written request. No records can be released without the written consent of the parent or eligible student. Information in student records relating to academic performance, financial status of a student or the student's parents or guardian, medical or psychological treatment or testing shall not be made available to unauthorized personnel of the school or to the public or any agency, except those agencies authorized by the educational institution to conduct specific research or otherwise authorized by the governing board of the institution, without the consent of the student involved or the parent or guardian of a minor student attending HJSHS, except as otherwise provided by law or regulation pursuant thereto and except in consequence of due legal process or in cases when the safety of persons or property is involved.

Textbooks/Computers

All textbooks and computers are loaned to the students for their use during the school year. Students are solely responsible for the textbooks and computer they are issued. Textbooks are to be handled carefully and kept clean. Students should not write in or on the textbooks. Fines for damaged books will be determined by the teacher issuing the books. **Students and parents are responsible for any textbooks or computer that is lost or destroyed.** The cost for these books is determined based on the book's replacement price and the condition of the book when issued, as established by board policy. Any student who does not pay fines for a lost/damaged book and/or computer will have their records held and will not be allowed to participate in extra-curricular activities, as deemed by the principal.

Transfers to Another School

Students and/or their parents are to submit the official transfer form to the attendance clerk and guidance counselor when withdrawing from school. The student's school records will then be sent by the school counselor to the appropriate authorities, assuming the student has turned in all textbooks and cleared all financial obligations to the school. If the student is under any disciplinary penalties at the time of withdrawal, that information will also be sent to the school to which the student is transferring.

Transportation

The privilege of using bus transportation can be revoked due to the behavior of the student or unsafe conditions created by the student(s). Bus drivers oversee the students on their bus and their instructions are to be followed by riders at all times. Students who cause problems or don't follow the bus driver or monitor's instructions may lose riding privileges. Bus riders must stay in the assigned areas on campus while waiting to be picked up or after being dropped off. Students who misbehave at any school while waiting for a bus or when leaving a bus may be put off that campus or bus by the principal of that school for whatever length of time is deemed necessary. **Students who ride the bus are required to be in appropriate school dress while on the bus or on any school campus in the system.** The following are the steps that will be used by your child's principal in dealing with school bus discipline:

- 1st Offense – Warning and required parent meeting; either in person or on the phone before student will be allowed to ride the bus again.

- 2nd Offense – 10-day suspension of riding privileges
- 3rd Offense – 30-day suspension of riding privileges
- 4th Offense – Suspension of riding privileges for the remainder of the semester or year.

An immediate bus suspension will result due to behavior that creates an unsafe situation for the driver, monitor or other students on the bus. All discipline will be based on the severity of the offense and is left up to the Principal, Assistant Principal, or designee.

Visitors on School Campus

For security purposes, the individual schools in Humboldt City Schools are “closed campuses” to the public. Visitors are only permitted for official reasons approved by the principal’s office.

Academics

Grading System

The following grading system is in place for all Humboldt City Schools:

- A is 90 – 100
- B is 80 – 89
- C is 70 – 79
- D is 60 - 69
- F is 59 or below

Graduation Requirements

Senior high students are required to have **24 credits** to graduate. These credits must meet the Tennessee Department of Education requirements for graduation:

- 4 credits in Math
- 4 credits in English
- 3 credits in History
- ½ credit in Personal Finance
- 3 credits in Science
- ½ credit in Physical Education
- 2 credits in Foreign Language
- 1 credit in Fine Arts
- 1 credit in Lifetime Wellness
- 3 credits (CTE Concentration Courses or Fine Arts)
- 2 credits of Electives (any course)

Career Technical Education (CTE)

Humboldt Senior High School is working to provide Programs of Study that will better prepare students for success after high school into post-secondary technical training or community college or university where our students may gain access to high-skill, high-wage, and/or high-demand careers.

Mission: Preparing today’s students for tomorrow’s opportunities

Vision: To provide our students the opportunity to participate in a rigorous and relevant career and technical education program that leads to academic achievement and successful employment in a global economy.

Programs of Study and Courses currently taught at the senior high:

- Advance Manufacturing
- Horticulture Science
- Agriculture Engineering, Industrial, and Mechanical Systems
- Information Technology
- Construction
- Health Science Education
- Family Consumer Science/Fashion Design
- Law, Public Safety, Corrections, & Security

Diplomas

Students must earn all the state required credits to receive a regular diploma. The name on the student's diplomas must be the exact name on each student's birth certificate as required by the Tennessee Department of Education.

- State Honors Diploma – Must meet all 4 ACT benchmark scores: English 18, Reading 22, Mathematics 22, Science 23
- Local Honors Diploma- Must meet the graduation requirements and obtain an overall GPA of 3.0 or higher.
- Regular Diploma – Students must meet the basic requirements; earn at least 24 credits and pass all required courses.
- Special Education Diploma – Students must meet the requirements of their Individual Education Plans and maintain satisfactory attendance and conduct.
- Occupational Diploma: Students must meet the requirements of their Individual Education Plans, maintain satisfactory attendance and conduct, work towards a regular diploma, complete SKEMA, and complete 2 years of paid or non-paid work experiences as defined in their IEP.
- Alternate Academic Diploma: Students must meet requirements of their Individual Education Plan, participate in alternate assessments, earn 22 credits, have satisfactory attendance and conduct, and complete a transitional assessment.
- Academic Scholar – Students must have a 3.0 GPA and have completed 8 honors courses.
- Distinction – Must have at least a B average and completed one of the following:
 - Earn a nationally recognized industry certification.
 - Participate in at least one of the Governor's schools.
 - Participate in one of the state's All State musical organizations.
 - Be selected as a National Merit Finalist or Semi-Finalist.
 - Attain a score of 31 or higher composite score on the ACT.
 - Earn nine (9) or more semester hours of transcribed postsecondary credit.

Senior Participation in Commencement Exercises

A senior must meet all graduation requirements set by the State of Tennessee and satisfy all obligations to HJSHS and Humboldt City Schools ten (10) days prior to the graduation date to participate in the commencement exercises. If the senior has not met all requirements, then he/she will not be allowed to participate (walking at graduation with their class) in the commencement exercises. The school principal reserves the right to not allow seniors to participate in the graduation ceremony due to disciplinary actions.

Honor Classes

Placement in junior high honors classes is determined by benchmark and end of year assessments that include, but are not limited to:

End of year assessments
Benchmark and/or Formative Assessments
Reading Universal Screener
Math Universal Screener
Teacher Recommendation
Over-all GPA

The principal reserves the right to make the final decision regarding honors class placement.

Credit Recovery

Credit Recovery is free and open only to students enrolled in Humboldt Junior Senior High School the prior semester. Credit Recovery is for the student to work at his/her own pace to complete the course work of credit recovery for a required course that was failed. Student must have earned at least a grade of 50 to complete Credit Recovery. A parent letter explaining all options MUST be signed giving the student permission to enroll in Credit Recovery. Upon completion of the course work the student will receive a passing grade of 60 D for the failed class. The student will receive credit in that course.

Attendance, Absences and Tardies

The Board of Education believes that attendance is a key factor in student achievement and therefore, all students are expected to be present 180 days of school and be responsible for material missed when absent. Absences shall be classified as either excused or unexcused. Three tardies are equal to one absence.

Excused absences shall include:

- Personal illness
- Illness of immediate family member
- Death in family
- Funerals with parental consent
- Religious observations
- Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

All other absences shall be considered unexcused. It is the student's responsibility to ask teachers for any classwork missed due to absences. Students can also stay after school for CASA

to complete make-up work and receive assistance from teachers. Please refer to the school website for further information regarding the absence policy.

Absence Process

If a student is not in their first period class when the school bell rings at 8:00 a.m., the student will come to the office to pick up a Tardy Slip. Students who are tardy will not be allowed to enter their first period class without a Tardy Slip. Three (3) tardies are equal to one (1) absence. Students having over ten (10) days of absences may not receive academic credit for that year. This ten-day limit applies to both excused and unexcused absences and tardies. If a student receives No Credit for the year, he/she will receive 0's in all classes and fail all classes. Students with excessive tardies are subject to being petitioned to the Juvenile Court and charged with Truancy. It is the responsibility of the student and their parent or guardian to see that the student is in school regularly. (policy 6.200)

1. A student who is absent five (5) days without adequate excuse will be reported and the parent/guardian shall receive written notice of the student's absence. If parent/guardian does not provide documentation within an adequate time excusing those absences or request a meeting, then student shall be placed on a *Progressive Truancy Plan*. (policy 6.200)

Tardy to School Consequences

1st, 2nd and 3rd Tardy Offense-Warning; 3 tardies equal 1 absence.

4th Tardy Offense- After School Detention, a parent/guardian will be contacted

Subsequent Tardy Offense- After school detention + One (1) day of In-School Suspension, parent meeting required

Tardy to Class

Students are required to be in class by the time the late bell rings. If they are not, they are considered tardy to class. It is imperative that students make every effort to be in class on time so not to miss any instruction or interrupt the instruction in progress. Students have four (4) minutes between class to transition to their next class, go to their lockers, use the restroom, or take care of business in the office. This is an adequate amount of time to ensure students are on time to each class.

Tardy to Class Consequences (Unexcused)

1st and 2nd Tardy Offense-Warning. Must have a late slip to enter class.

3rd Tardy Offense- Equals one (1) absence. Must have late slip to enter class.

4th Tardy Offense- After School Detention, a parent/guardian will be contacted

Subsequent Tardy Offense-One (1) day of Saturday School + After School Detention; parent meeting required

Positive Incentives for Perfect Attendance

Final Exam Exemption Policy: Any student absent on exam days will need a doctor's excuse, dentist's excuse, or court excuse to make up missed exams. Exams will be given a grade of "0" unless the doctor's excuse is submitted.

Students may exempt with the following numbers of absences and corresponding averages per semester. The policy of three (3) tardies equaling one (1) absence continues to be enforced. The absences are per class and not based on entire day attendance. If a student is in ISS and they are not in class that is considered an absence. For full year classes, a mid-term will be given before Christmas break. Mid-terms are mandatory and students may not be exempt.

Semester Class:

3 or less absences: 80-90 (B) average in a class
4 or less absences: 90-100(A) average in a class

Full-Year Class:

6 or less absences: 80-90 (B) average in a class
8 or less absences: 90-100 (A) average in a class

Students remanded to Alternative School and/or Out of School Suspension will not be eligible to exempt exams.

Tutoring/Making Up Time/CASA

Humboldt Junior Senior High School provides before and after-school programs throughout the school year for students who need tutoring in a specific subject or who need to make up time and missed assignments while absent from school. Humboldt Junior Senior High School gives students the opportunity complete assignments that have been neglected or missed. It is called CASA. CASA meets before and after school (September through April). Transportation is provided. Teachers can request students attend CASA to complete work and missing assignments. Coaches can also require their teams to attend for extra help and tutoring.

Parent-Teacher Conference

Parent-Teacher Conferences will be held on at the end of the 1st nine-week grading period (October 6, 3:30-6:30 and October 7, 9:00-12:00) and again at the end of the semester (January 12, 3:30-6:30). In addition to these scheduled dates, parents are encouraged to arrange meetings with teachers on their planning periods or administrators as needed. Parents should call in advance to schedule such meetings.

Promotion

Junior High Requirement

Students must pass all 4 of their core classes (English/Language Arts, Math, Science, and Social Studies) for the year.

Senior High Requirement

Credits Needed for Promotion to Next Grade Level:

At least 6 credits – Sophomore

At least 12 credits – Junior

At least 17 credits – Senior

Report Cards

Student report cards are sent home at the end of the 1st, 2nd, 3rd, and 4th nine weeks grading periods. Parents will need to attend the Parent/Teacher Conference to pick up their child's report card at the end of the first nine weeks grading period. Progress reports will go out in between report card dates to continue to allow parents to be aware of their student's progress. In addition, teachers may send home Deficiency Reports at any time during the school year if they feel parents need to know the status of a

student's grades. **Parents are urged to set up a Power School account and check their student's grades online regularly. If you need the sign-up information, please contact the school counselor.**

Schedule Changes

A class change request form must be filled out within the first 2 weeks of school and given to first period teacher. All schedule changes for senior high students must be approved by administration and will be contingent upon class size, availability, and student's track for graduation. A schedule change form

Tennessee Scholars

Tennessee Scholars is a joint effort of school districts, local chambers of commerce, and the business community. Students who complete a minimum of 80 service hours from their freshman year to their senior year may be recognized as a Tennessee Scholar (TS). Tennessee Documentation must be completed and turned in by April 14, 2023. For information about the benefits of being a Tennessee Scholar visit <http://www.tennesseescholars.org/> or see the school counselor.

Viking Service Scholars

Humboldt Senior High School students who are interested in helping with community service activities are encouraged to participate. Some examples might be helping with Relay for Life, volunteering at the library, a day care center, through your church, or a community service organization. Should you meet the minimum requirements of a Viking Service Scholar (VSS) you will receive a certificate at graduation. The Viking Service Scholar recordkeeping year runs from June 1st to April 15th each year. You have until April 14th to turn in your Service-Learning Passport which documents the hours you have served and who you were a service to. Remember to get an adult sponsor signature for every event/hour that you work. The Service-Learning Passport may be picked up from the school counselor.

Disciplinary Procedures

Discipline Code of Conduct

It is our belief that the educational process can only be successful if the environment of our school is conducive to the learning process. We feel that, in most cases, the students will conduct themselves at the standard we expect if they are aware of these expectations in advance. With that in mind, we have developed a positive behavior system that lets students know without a doubt what behaviors we expect, as well as the disciplinary actions we will take if improper behaviors are exhibited. Response to Instruction and Intervention (RTI²) is a multi-tiered, problem-solving approach. The purpose of the Response to Instruction and Intervention for Behavior (RTI²-B) Framework is to help districts, schools, staff, parents, and students align behavioral interventions into one comprehensive, cohesive, and effective multi-tiered, problem-solving approach that is sustainable. Please become familiar with our RTI²-B Framework and procedures provided on the school website.

Tobacco/Vaping/Drugs/Alcohol

The possession of drugs, alcohol, and tobacco and vaping products on campus by a juvenile or an adult student is strictly prohibited. State law requires the principal of a school to issue a juvenile court citation for juvenile students who unlawfully possess these products on campus. Students will also be referred for counseling.

Disciplinary Procedures

The Code of Conduct is posted in every classroom. The students are devoted to the code of conduct that is expected of each student in Humboldt City Schools. Each school has a positive behavior plan that follows the state RTI²-B guidelines.

Public Display of Affection

Public displays of affection shall be limited to the holding of hands only. This applies to all students.

Breaking and Entering

Students who are caught unlawfully breaking into any Humboldt City Schools building or property will be remanded to Alternative School for the remainder of the school year and referred to the Humboldt Police Department.

Forgery

Students who forge a signature on any document will be issued a minimum of five days out of school suspension.

Gangs

Students wearing/displaying/writing/drawing or talking about anything gang related will be issued consequences and referred to the Humboldt Police Department.

Plagiarism and Cheating

School is one of many places where students should learn to lead an ethical life. Because words and ideas are the “product” created in schools, plagiarism and cheating are the greatest academic crimes a student can commit. It is the intention of the faculty to respect and value the work of others by (1) creating a climate in which plagiarism and cheating is never acceptable and (2) teaching students how to properly cite sources to avoid plagiarism.

Students who engage in plagiarism or cheating are subject to punishment, which can include but are not limited to:

- No credit for the assignment or test in which plagiarism or cheating occurred.
- Parent contact and/or meeting scheduled.
- Completion of alternative assignment that may result in partial credit.

Disciplinary measures for plagiarism or cheating are initially at the discretion of the school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences that fall in line with a level-4 offense.

Consequence Descriptions

Lunch Isolation (LI)

Students will not be allowed to participate in regular lunch activities and will be isolated from their classmates. Student in LI will not be allowed to talk nor move around during their lunch period.

After School Detention (ASD)

Students will be required to stay after school for 75 minutes. Students will be required to bring written work to complete as students without work will not receive credit for staying. ASD is from 3:15-4:30. Days are TBD. Students who fail to report to ASD or stay the entire 75 minutes will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in ASD, Saturday School, OSS or ISS On-Campus and Off-Campus.

In-school Suspension-On Campus (ISS ON)

Students will be placed in in-school suspension on the premises of HJSHS. Students serving ISS may not participate in any extracurricular activities as either a participant or a spectator during the duration of their time in ISS.

Saturday School (SS)

Students will be required to attend school on Saturday from 8:00 a.m. until 12:00 p.m. Students will be required to bring written work to complete. If work is not brought, students will be given work to do at the discretion of the facilitator. Transportation is not provided for students serving in SS. Students who fail to report to SS or stay the entire four (4) hours will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in SS, ASD, OSS, ISS On-Campus or Alternative School.

Out of School Suspension (OSS)

Students shall not report to school and will be marked suspended. **Students will be allowed to request all missing assignments upon return from OSS and given one (1) day per day suspended to complete missed assignments.** Students serving OSS may not participate in any extracurricular activities as either a participant or a spectator. Students serving OSS are not to be on school premises until their OSS has been served. Discipline measures are always at the discretion of the principal as delegated by state law. Juvenile court referrals are at the discretion of the school's administration.

Alternative School

Students remanded to Alternative School cannot participate in or attend any school function or activity of the Humboldt City Schools while assigned. Students are not allowed to return to their home school or any Humboldt City School while assigned to the center without Principal's permission. Failure to comply with this restriction may result in the student being charged with trespassing and the possibility of being turned over to proper law enforcement authorities.

Placement in Alternative School is made only by a school administrator. Students will be placed in Alternative School the following day after the offense.

Disciplinary Hearing Authority

Humboldt City Schools has in place a Disciplinary Hearing Authority (DHA) that is empowered to conduct hearings regarding certain student or parental complaints concerning rulings made at the school building level. For further information, individuals should contact Wayne Sheehan at the Board of Education office (731-784-2652).

Statement of Non-Discrimination

It is the policy of Humboldt City Schools and Humboldt Junior Senior High School not to discriminate based on sex, race, color, natural origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act Of 1997. Please contact Wayne Sheehan at the Humboldt City Schools for any questions regarding this statement. (731) 784-2652 or 2602 Viking Drive, Humboldt, TN 38343.

SPECIAL EDUCATION DEPARTMENT

Introduction

Welcome to the Special Education Department of Humboldt City Schools! Humboldt City Schools' Special Education department is committed to working with families and community agencies to ensure the implementation of the Individuals with Disabilities Education Improvement Act by creating and supporting inclusive environments, services and programs that ensures a Free and Appropriate Public Education (FAPE) with educational, social, behavioral, and emotional support for students with disabilities including gifted students between the ages of three and twenty-one.

In keeping with the mandate from IDEA Humboldt City Schools seeks to provide the Least Restrictive Environment (LRE) for all students. This means the door to schools, classrooms, and school activities are open to every student and they are afforded every opportunity to be included with their non-disabled peers. A continuum of services is available for each student based on the IEP team decision on the placement of those services, either in general education or special education setting. The focus is on giving each student the assistance he/she needs to learn (TCA 49-10-102; TCA 49-10-103).

Students receiving special education services are enrolled using the same enrollment process as that used by students who do not receive special education services. Parents are asked to contact their zoned school as early as possible in the enrollment process so that an IEP meeting can be scheduled. It would be very helpful in determining appropriate special education services, if the parent can bring a copy of the current IEP, eligibility form, and assessments.

Special Education Identification Process

If a student is suspected of having a disability that impacts their ability to make progress in school, staff or parents may refer the student for a special education evaluation under the provisions of the Tennessee State Board of Education, Part II (TRR/MS 0520-1-9-.06 & .07). A team of educators and related service providers will conduct evaluations to inform a determination of eligibility for special education services. This team is made up of the school psychologist, special education teacher, other relevant related service providers, parents/guardians, guidance counselor, and the student (14 years or older). This team will review the results of these evaluations. The team will determine whether a student presents with one or more educational disabilities and requires specially designed instruction from special educators to access the general education curriculum and make effective progress.

CLASSROOM PLACEMENT

Inclusion Classroom Setting

Some students with identified disabilities will be provided with specially designed instruction in the general education classroom, more generally referred to as **inclusion**. The special education teacher or special education teaching assistant works with students in their classroom to ensure that accommodations, any necessary modifications to content, or changes to the methodology of instruction, and/or assessment are provided.

History of the Every Student Succeeds Act (ESSA)

The Elementary and Secondary Act (ESEA) was passed as part of Lyndon B. Johnson's 1965 "War on Poverty" and has been the most far-reaching federal legislation affecting education ever passed by Congress. The bill aims to shorten the achievement gaps between students by providing each child with fair and equal opportunities to achieve an exceptional education. The last reauthorization of ESEA was No Child Left Behind (NCLB) of 2001, named and proposed by George W. Bush. Under current State administration, Tennessee applied for and was approved for a waiver for First to the Top (FTTT) stimulus funds. The waiver eliminated NCLB achievement accountability, and we adopted the district specific AMOs based on academic growth. The bill defaulted to ESEA. On Dec. 10, President Obama signed Every Student Succeeds Act (ESSA) into law. ESSA contains a number of meaningful levers that education leaders, parents, members of the business and civil rights communities, and advocates can use to advance education equity. These levers include: • Consistent, state-adopted standards for all students that are aligned with the demands of postsecondary education and work; • Statewide annual assessments aligned with statewide standards; • Clear requirements that statewide accountability systems must expect more progress for the groups of students who have been behind, base school ratings on the progress of all groups of students, and expect action when any group of students is consistently underperforming; • Richer public reporting on academic outcomes and opportunities to learn for all groups of students, including, for the first time, school-level per-pupil spending and access to rigorous coursework; • Resources to support teachers and leaders, and a demand that states and districts report on and address inequities in the rates at which low-income students, out-of-field, or inexperienced teachers; and • Continued targeting of federal funding to the highest poverty schools and districts. Humboldt City Schools follows the Uniform Grants Guidance (UGG) and procedures manual for all federal spending. The UGG can be reviewed on ePlan located at www.eplan.tn.gov.

ESSER 1, 2, and 3:

The CARES Act (Elementary Secondary Emergency Relief Funds, ESSER 1.0), CRRSA Act (Coronavirus Response and Relief Supplemental Appropriation, ESSER 2.0), and ARP Act (American Rescue Plan, ESSER 3.0) provides vital support to LEA and Schools as they work to reopen school safely, maximize in-person instructional time and address the impact of the COVID-19 pandemic on students, educators, and families. These funds address the urgent needs for students and educators as LEA's work to return and safely sustain in-person instruction, address the education inequities that have been exacerbated by the COVID-19 pandemic, and address student's social, emotional, mental health, and academic needs. Humboldt City Schools has diligently included all stakeholders (Administrators, Supervisors, Teachers, Families, Students, Local Health Department, Non-Profit Organizations, Local Merchants, and Church Congregation Members have been included in previous allocated funds, current funds, and will seek feedback throughout the life of ESSER grants.

For more information, please visit our ESSER funding pages on the website (www.hcsvikings.org). The available links are:

- Safe Return to In-Person Instruction and Continuity of Services Plan
- Federal Relief ESSER Spending Plan
- ESSER 3.0 Needs Assessment
- ESSER Presentation
- Community Engagement Checklist

District LEA Plan

The InformTN District Strategic Plan is written with multiple stakeholders and is aligned with major initiatives, needs, strengths, and opportunities. The LEA InformTN Plan needs assessment includes assessment results and progress towards meeting State standards. The LEA Board five-year strategic plan influences the LEA InformTN Plan and funding decisions. The LEA InformTN Plan link is located at on the HCS website. Select Federal Programs and under Departments and then click on the link tab.

School Improvement Plan

Each school is required to have a School Improvement Plan. This plan is developed through multiple stakeholders through the School Improvement Plan Committee and each plan has a needs assessment aligned with goals and strategies. This plan serves as a guide for each school's Title I funds. If you would like to serve on the committee, please contact your child's principal. This plan can be reviewed at the school office or on the school's website.

Family Engagement Compacts

Local education agencies (LEAs) develop and implement Family Engagement compacts with all stakeholders including parents/guardians of students. The compact is available at every school, the Humboldt Board of Education, and the school's website.

Humboldt City Schools Parent and Family Engagement Policy / Plan

Each school in the district has a Parent and Family Engagement Policy and Plan which is jointly created with stakeholders and coincides with the District Parent and Family Engagement Policy and Plan. A copy is located on the school's website (www.hcsvikings.org).

Visitors on School Campus

All visitors will need to check-in to the main office when entering any of the Humboldt City Schools buildings. Visitors must provide government or state issued identification for the routine background check. The system will indicate if the visitor is on the National Sex Offender Registry List. If the visitor's name is on the National Sex Offender Registry List, they will be denied access to our schools.

- **Parent Invitation** - Parents are welcome at our school at any time. Please register in the office. Parents are encouraged to visit their child's school and see their child's educational program first-hand.
- **Student Visitors** – No student visitors are allowed at any time without permission from the Main Office. Students should not enter the building of a school in which they are not enrolled without a specific reason. Students in alternative school and students serving out-of-school suspension are not allowed on campus while serving time in alternative school or during their suspension from school.
- **Students Checked Out** - Students who have been checked out by their parents for the day may not return to the campus unless they are checked back in by their parents in the main office. Eighteen (18) year old students who have been given permission from their parents to check out may not return to school unless they have a doctor's or dentist excuse or court excuse.

Humboldt City Schools Curriculum

Humboldt City Schools teach the Tennessee State Standards. HCS students are assessed with the annual state Achievement, End or Course, WIDA Access, and the ACT assessments. HCS assesses student progress through the Aimsweb and School Net assessments. These standards-based assessments measure the student's mastery level. Progress reports are sent home with students every six (6) weeks. Please reach

out to our central office District Instructional Team, principals, and teachers for more information about the standards and assessments.

Parents Rights to Know

The parents of Humboldt City Schools are encouraged to become involved in their child’s education. Parents have the right to know:

References	Responsibilities
Sec. SCC.1111(h)(2)	LEA’s must provide an annual report card on results of the metrics in the State accountability System. Parents can view the Humboldt City Schools State Report card at www.hcsvikings.org
Sec. 1112(e)(1)(A)	At the beginning of the school year, LEA’s must notify parents of each school attending a Title I school that they may request information on the professional qualifications of the students, teachers, and paraprofessionals.
Sec. 1112(e)(1)(B)(i)	Schools must inform parents of the right to know the level of achievement their child attained on the State academic assessments.
Sec. 1112(e)(1)(B)(ii)	Applicable State certification or licensure requirements.

Disciplinary Procedures

Each school has a positive behavior plan that follows the state RTI²-B guidelines.

Humboldt City Schools Professional Development

Humboldt City Schools mandates ten (10) professional development days per year for certified employees and two (2) professional development days per year for Educational Assistants. All teachers receive training in the implementation of state standards, serving students with disabilities, poverty, and cultural competency, WIDA standards, accommodations for ESL students, identifying, and differentiation strategies.

Humboldt City Schools Transfer Option for Students Victimized by Violent Crime at School

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public-school student who is the victim of a violent crime as defined under Tennessee Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-101.

State-mandated Drill Documentation

Frequent drills train our students on what to do in the event of an emergency. Humboldt City Schools follows the State-mandated Drill Schedule aligned with Tennessee-Code Annotated. The principals document all drills conducted on the HCS Drill Documentation Instrument. Member(s) of the District Safety Team attend all school scheduled drills and record observed practices. Drill records are on file at each school facility and at the Humboldt Board of Education.

Secure School Measures

Humboldt City Schools believes in providing the safest environment possible for our student population. The Tennessee Department of Education Annual Safe Schools Grant and General Education funding enables Humboldt City Schools to purchase sustainable resources for school security. HCS utilizes Control-Access Security Doors, Check-In Systems with Badge passes, interior and exterior cameras on all campuses and buses, two-way handheld radio devices and handheld metal detectors.

Humboldt City Schools Bullying Procedure

As a district, we have written and follow RTI²B Positive Behavior Plans. The Humboldt City Schools Office of Civil Rights Coordinator is responsible for ensuring that the policy is implemented.

Consequences for Bullying (Federal Law) shall be:

<u>Level One Bullying Behaviors</u>	<u>Level One Interventions</u>
Gossiping/Spreading Rumors Embarrassing someone on purpose Name calling/Put Downs Teasing in a hurtful way	Contact parent Students must sign an anti-bullying contract Parent and child will attend a mandatory anti-bullying class Student is assigned detention Family Resource Director will be notified to provide services
<u>Level Two Bullying Behaviors</u>	<u>Level Two Interventions</u>
Threatening to take or destroy a possession Taking or destroying a possession Making verbal threats to harm or intimidate Encouraging others to exclude, reject, or isolate someone Encouraging others to spread rumors Verbal threatening and/or using force to get someone to act unsafely Retaliation against someone reporting bullying Humiliating someone publicly Harassment	In-school suspension Out of school suspension Alternative school

If Level Two behaviors are repeated, the incident will be presented to the Disciplinary Hearing Board by the school of origin. Then the administrative team will make a referral to DSC or court.

*Each case of bullying will be individually investigated in accordance to the State Step by Step Process and be kept confidential. The investigation has to be initiated within 48 hours and that the appropriate intervention be initiated within 20 calendar days of receipt of the report. If a case is deemed false and a possible defamation of character, HCS will follow the Level Two interventions.

To follow Public Chapter 992, Humboldt City Schools uses the same State bullying/ hazing/ harassment

definition in order to provide a safe, bully-free environment for all students.

The Tennessee Department of Education defines bullying as unwanted, aggressive behavior that involves a real or perceived power imbalance, and the behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, access to embarrassing information, or popularity to control or harm others.

The Tennessee Department of Education defines hazing as any intentional or reckless act, on or off HCS property, by one student acting alone or with others, against any other student that endangers or that induces or coerces a student to endanger the mental or physical health or safety of that student.

The Tennessee Department of Education defines harassment as verbal acts, name-calling, graphic written statements (include use of cell phones & internet), or conduct that may be physical threatening, harmful, or humiliating.

Bullying Clarifying Information

Bullying is a purposeful action that is intended to injure, involves physical (hitting, pushing, shoving, kicking, etc.) and/or mental components (e.g., verbal humiliation, hurtful, threatening behaviors, gossip, exclusion) and ALWAYS involves an imbalance of power. It is any act that substantially interferes with a student's educational benefits, opportunities, or performance.

It is **Repeated**, there is an **Imbalance** of Power, and conduct is **Purposeful**. All three components (R.I.P.) must be present for bullying to meet the criteria set forth in this policy:

R: "Carried out repeatedly" - This means simply that the targeting has occurred more than once.

I: "Imbalance of power" - Occurs when one student or group is more powerful than the other.

P: Bullying is a "Purposeful" action – The goal and/or the intent is deliberate.

The Humboldt City School Board of Education Bullying Board Policy (6.304) may be viewed on the Humboldt City Schools website at www.hcsvikings.org. Please contact Keli Gooch, District Licensed Counselor, for more information at 731-784-2781.

Foster Care Procedures

Humboldt City Schools will use the best determination process developed by the TDOE to maintain educational stability of children in foster care. HCS will use the 10 student-centered factors listed on Board Policy 6.505. DCS notifies the district and school within 1 school day for students in foster homes. The school immediately updates the child's foster care status in the student database. The child will remain in the school of origin until the best interest decision is made. The best interest decision is collaboratively made between DCS and the responsible district within 5 school days of placement into foster care except in emergency removal situations. The student will be immediately enrolled in the new school. The new school will request the student's records the same day from the school of origin. The school of origin will send the student's records within two weeks of receiving notice from the DCS representative. DCS will provide the new school with as much information as possible about the student. If the enrolling school does not know the student's grade, it can give grade level assessments to determine a student's placement until the school receives relevant records. The new school will provide the student appropriate credit for full or partial coursework satisfactorily completed while attending a prior school. The Foster Care Point of Contact and the DCS consultant will meet for each individual foster care family case to determine the best interest decision is being made for the foster child. HCS will follow the TDOE recommended: Making a Transportation Plan: Implementing ESSA Transportation Requirements to Ensure Educational Stability for Children in Foster Care. The statute mandates that HCS and DCS will develop and implement the plan of how transportation will be provided, arranged, and funded within 5 school days of the best interest decision being made. Interim transportation will be arranged until

permanent transportation is in place. Pre-K-12th grade foster students must have transportation provisions. While the HCS and DCS arranges permanent transportation, interim transportation will be in place for the child. Interim transportation arrangements are meant to be short-term, only to be used for a maximum of 10 school days. The school district must provide transportation when it can be done at “no additional cost”. When “additional costs” are required to be in compliance with Board Policy 6.505, HCS and DCS will share expenses. When students are transported between school districts the costs will be shared.

ESSA Requirements for Military Data Reporting

As required under ESSA, 1111(h)(1)(C)(ii), each state’s report card must include information for students with a parent who is a member of the Armed Forces. Beginning in the 2017-2018 school year, districts are required to identify students whose parent(s) or legal guardian(s) fall within military-related classifications. According to the U.S. Department of Education (Used) “We want all military-connected school children to have an equal and fair opportunity for success. This requires that those individuals who make up our nation’s educational system, our teachers, principals, school nurses, coaches, and counselors understand the unique situations the children of our service experience.” Districts can collect this data through their registration/enrollment/data collection procedures to report in the department’s education information system (EIS). The three military-related student classifications are:

- 4- Active-Duty Military
- 5- National Guard Military
- 6- Reserve Military Dependent

Migrant Occupational Survey

School districts are required to give the Migrant Occupational Survey to all new and returning students in the district.

Administrative Regulation On Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act (FERPA)*, a federal law, requires that Humboldt City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Humboldt City Schools may disclose appropriately designated “directory information” without written consent, unless you have advised the district to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Humboldt City Schools to include this type of information from your child’s records in certain school publications. Examples include, but not limited to:

- A playbill, showing your student’s role in a drama production.
- The annual yearbook.
- Honor roll or other recognition lists.
- Graduation programs; and
- sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under *Every Student Succeeds ACT of 2015 (ESSA)* to provide military recruiters, upon request, with three

directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

If you do not want Humboldt City Schools to disclose directory information from your child’s educational records without your prior written consent, you must notify the District Office in writing by September 1. Humboldt City Schools has designated the following information as directory information. **(Note: an LEA may, but does not have to, include all the information listed below.)**

- Student’s name
- Address
- Telephone listing
- Electronic mail address
- Photography
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Non-English Speaking Students Identification of Students

A separate home language survey is a part of the registration process for all students. This will identify any language other than English. There is a district translator to help non-English speaking families with the registration process.

Upon enrollment, each school in the school system will determine by the survey those students who are potential EL students. This is to be done within the first ten (10) days of the student’s initial enrollment in the district. If a language other than English is identified, a language assessment will be conducted by the EL teacher/coordinator to determine language dominance and proficiency.

Estudiantes Que No Hablan Ingles

Identificacion De Estudiantes

Una encuesta de lenguas es una parte de la solicitud para inscripción que se llenará cada alumno que se inscribe en el Sistema Educativo de la Ciudad de Humboldt. Se usará la encuesta para determinar si hay alguna influencia de otra lengua que no sea inglés.

Al inscribirse, cada escuela en el sistema educativo determinará por encuesta quienes son esos alumnos que sean alumnos potenciales de proficiencia limitada en el inglés (EL). Se hará tal encuesta dentro de los primeros diez días después de inscribirse el alumno en el distrito.

Si se identifica una lengua que no sea inglés, el maestro o el coordinador del Programa de Inglés Como Segunda Lengua (EL) se le dará un examen de inglés al alumno para determinar su nivel de dominancia y proficiencia.

Notice

Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title I, Title II, Title IV, and Title VI of the Improving America’s Schools Act (IASA) of 1994, prohibit discrimination in programs and activities that receive Federal financial assistance.

Humboldt City Schools does not discriminate, exclude participation in, or deny the benefits of any program or activity that it operates to any individual on the basis of gender, age, religion, handicap, race, color, or national origin.

Anyone who believes that the school system has discriminated against them may file a complaint. The complaint can be sent to:

Alisha Baskerville, Attendance Coordinator/Pupil Services
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343

Title VI & Title IX Contact
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343

George Yarbro
Section 504 Coordinator
Humboldt City Schools
2602 Viking Dr.
Humboldt, TN 38343
State Title VI Coordinator
Tennessee State Department of Education
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243-0375

The Office of Civil Rights
State Department of Education
P.O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Departamento de Educación

Oficina del Superintendente
2602 de Viking Drive
Humboldt, TN 38343

darse cuenta

Título VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Título IX de las Enmiendas de Educación de 1972, Título I, Título II, Título IV, y el Título VI de la Ley de Escuelas de América Mejorar (IASA) de 1994, prohíbe la discriminación en programas y actividades que reciben asistencia financiera federal.

Humboldt escuelas de la ciudad no discrimina, excluye la participación en, o negar los beneficios de cualquier programa o actividad que opera a cualquier persona sobre la base de su sexo, edad, religión, discapacidad, raza, color u origen nacional.

Cualquiera que crea que el sistema escolar ha discriminado, puede presentar una queja. La queja puede ser enviada a:

Alisha Baskerville, Coordinador de Asistencia
Humboldt Escuelas de la Ciudad
2602 de Viking
Humboldt, TN 38343

George Yarbro
Coordinador de Sección 504
Humboldt escuelas de la ciudad
2602 de Viking Dr.
Humboldt, TN 38343

Coordinador Estatal Título VI
Departamento de Educación del Estado de Tennessee
Andrew Johnson Torre, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243-0375

La Oficina de Derechos Civiles
S. Departamento de Educación
P. O. Box 2048, 04-3010
Atlanta, Georgia 30301-2048

Título VI y Título IX Contacto
de Humboldt escuelas de la ciudad

de Viking 2602 el Dr.
Humboldt, TN 38343

