

East Hickman Intermediate School

Dear Parents/Guardians:

The faculty and staff would like to join me in welcoming you to East Hickman Intermediate School. We are looking forward to a wonderful school year ahead and hope that this will be a successful year for you and your child. We anticipate a productive partnership with you to ensure our children continue to grow and achieve to his/her highest potential.

We truly believe that communication is the key to a successful educational experience. Together, we will continue to improve the quality of our school community and provide the best for the children of East Hickman Intermediate. Education is a partnership between the school, students, parents/guardians, and community. All children are more successful when we work as a team to achieve educational goals.

This handbook was created to provide useful information covering school policies and procedures. **Please read the handbook carefully to learn about some of the policies and procedures of the Hickman County School System as well as EHIS. It is suggested that parents and students review the contents together. After reviewing the handbook with your child, please sign and return the last page of the policies and procedures and return this with your child's information packet.**

If you happen to have any questions or concerns after reading the handbook, please call the office. We feel that open and clear communication between school and home is the key to the success of our educational program.



Becky Malugin, Principal

Thank you for taking the time to review this student handbook. If you have any questions or concerns, please call the EHIS office at (931) 670-0227.

Important Information

My child's teacher is : _____
Room number: _____
Email address: _____ @hickman.k12tn.net
Planning period: _____

Mission Statement for East Hickman Intermediate School

Our mission at East Hickman Intermediate School is create a safe and respectful learning environment where students are actively involved in becoming successful lifelong learners and challenged to reach their fullest potential.

Vision Statement for East Hickman Intermediate School

Our vision at East Hickman Intermediate School is to give all students the opportunity to achieve and maintain their highest individual level of performance.

Excellence

Honor

Integrity

Success

Curriculum and Programs

Basic Curriculum

The curriculum of East Hickman Intermediate School is based on the State of Tennessee Curriculum Standards for grades K – 12. A publication of these curriculum standards may be viewed by parents at any time upon request to the teacher or principal. Subjects taught include: reading, language arts, mathematics, spelling/phonics, science, and social studies.

Art/Music

All students at East Hickman Intermediate School participate in an art/music program with a certified instructor. Art will be taught the first semester and Music will be taught the second semester.

Guidance

The guidance counselor at East Hickman Intermediate School is available to students for individual and group counseling throughout the school year. Small group counseling is made available to certain students upon referral from a parent or teacher.

Library

Each student at East Hickman Intermediate School has a regularly scheduled library class once a week. During this time students are allowed to check books out of the library. Students are also taught a library curriculum that includes the comparisons of fiction and nonfiction, parts of a book, how to use resources such as the dictionary and thesaurus, technology utilization, and research.

Technology

Students are exposed weekly to effective technology integration in his/her classroom as well as during technology classes. The technology teacher support students in **grades 3-5** to prepare for the digital age and be college and career ready.

Physical Education

Physical Education is scheduled weekly for each child at East Hickman Intermediate School. Physical education is taken very seriously at our school with instruction that focuses on wellness, exercise, lifelong health awareness, and a study of the human body along with recognition of bones and muscles. **Students are required to obtain gym shoes with non-marking soles to be kept at school.**

Health Services

A part-time school nurse is on staff at East Hickman Intermediate School. The nurse divides her time up between schools on the East campus. The nurse provides state mandated health services such as vision and hearing screenings and maintenance of health records and immunizations. Parents are notified of any child's hearing or vision deficiencies.

The school nurse also provides care for students with injuries or illnesses that occur at school. If a child becomes ill during school hours, every attempt will be made to contact you. Parents are expected to make arrangements to have the child removed from school immediately. In emergency situations, 911 personnel may be contacted. If a student requires transportation to a hospital and

the parent is not available, school personnel will accompany the child to the hospital and remain until a family member arrives. Please inform the school of any medical problems your child may have including allergies, asthma, heart murmurs, seizures, etc. Also please provide the school with a current phone number and emergency contact. This information should be completed on the student registration form on the first day of school.

Breakfast/Lunch

Any questions concerning breakfast and lunch should be directed to the cafeteria manager at 670-6696.

Field Trips

From time to time teachers plan activities away from school designed to give students first-hand experience in what they have been learning in class. A teacher will accompany all school related field trips. Parents must sign a permission form in advance for each trip. The form will describe the purpose of the trip and will include whether there is a fee for the activity. Usually a small fee is requested to cover transportation and admission charges. Parents are often needed to chaperone field trips. We do ask, however, that any parent chaperone arrange for his/her own transportation and that parents do not bring preschool aged children on field trips. Students must have good behavior to attend field trips. **Principal discretion will be used to determine if a student is allowed to attend field trips due to discipline issues.**

Testing

As part of the district-wide standardized testing program, all students at East Hickman Intermediate School will take an annual assessment. Annual assessments play a key role in the teaching and learning process, and they are critical to ensure that all students are meeting higher standards and are making progress on their path to postsecondary and the workforce. The test includes sections on reading/language arts, math, science, and social studies. ***In light of recent developments, it is unknown of the new testing vendor, the name of the test to be administered in the 2016-2017 school year, or the dates of the assessment at the time of this publication.***

Rules and Expectations

Arrival/Dismissal

The school day at East Hickman Intermediate School is from 8:00 a.m. until 3:00 p.m. **Students may enter the building no earlier than 7:30 a.m. and must be picked up by 3:15 p.m.** If you drop your child off in the morning, please remember to drop them off at the main entrance only. **Do not leave students unattended in front of the school.** Students arriving after 8:00 must report to the office. Parents are required to sign the student in for the day. The attendance computer program automatically counts that student absent for the number of minutes not at school. These tardies will accumulate to a day's unexcused absence and may affect perfect attendance.

Car riders are dismissed to the cafeteria each day at 2:50 p.m. Parents can pick students up through the car rider line in the front of the building with a car rider number. **Students are only dismissed to persons who are on their pick up list or with a car rider number. Please be prepared to show identification if you are picking up a student.**

Homework

Homework contributes to the development of independence and responsibility on the part of the student. The purpose of homework is to reinforce taught skills, prepare for upcoming skills, teach responsibility, and develop positive study habits. All homework should be completed daily. Parental monitoring of homework is encouraged; however, students are to complete assignments with minimal assistance from parents. The amount, length, and type of homework will vary according to the individual needs of your child. The Hickman County Board of Education has established the following homework guidelines:

Grades 3 & 4: If necessary, homework should not exceed thirty (30) minutes per day.

Grade 5: If necessary, homework should not exceed ten (10) minutes per subject or forty-five (45) minutes per day.

If your child is spending excessive amounts of time on homework, please request a conference with the teacher. This could signify the student is having difficulty comprehending subject material or is not using class time wisely.





Cell Phones

Students are not allowed to bring cell phones to school. The district-wide policy regarding cell phones is as follows:

- **First Offense:** Phone confiscated and not released to parent until the end of the school day. As a condition of release, parent signs form acknowledging punishments for further cell phone violations.
- **Second Offense:** Phone confiscated and not released to parent until end of last school day of current grading period.
- **Third and Subsequent Offenses:** Phone confiscated and not released to parent until end of last day of the current school year. The principal's discretion will be used concerning cell phones.

Behavior Matrix

East Hickman Intermediate School Behavior Expectations

Setting	Classroom	Hallway	Arrival/Dismissal	Restrooms	Cafeteria	Playground	Enrichment
Voice Level 	0-4 I follow directions. I value the learning of others. I speak with good purpose.	0 I walk quietly with my hands to myself. I follow directions. I walk on the right hand side of the hallway on the colored lines.	0 I enter and exit the building quietly and orderly. I follow directions.	0 I keep the restroom clean. I use the restroom promptly. I allow other privacy.	2 I speak in a quiet voice. I use good manners	5 I follow the playground rules. I allow everyone to play. I play fairly and am honest.	0-4 I will use kind words and actions. I will wait my turn. I will allow others to participate and learn.
Be Respectful 	I participate in class. I think before I act or speak. I complete and return my assignments on time. I always do MY best!	I stay on track for my destination. I keep my hands to myself and stay in my personal space. I care for school property and keep walls and surfaces looking new.	I go directly to where I am supposed to be. I bring notes about absences to my teacher. I use the correct doors for entry and exits.	I knock on the stall door. I clean up after myself. I care for school property and keep walls and surfaces looking new.	I keep my food on my plate. I eat my lunch in the time provided.	I bring all equipment to the play area. I play only in designated areas. I line up quietly when instructed.	I return all books and materials on time so others can use them. I use supplies and materials appropriately.
Be Responsible 	I come to class on time prepared to learn and work. I have all needed supplies.	I listen for instructions. I walk with purpose.	I listen during dismissal. I know how I am supposed to go home and turn in notes about changes before morning announcements.	I wait patiently. I make sure my clothing is appropriate to exit the restroom.	I keep the line moving at a steady pace. I get all utensils, milk, etc. when going through the line.	I complete my work so I can play. I use the restroom and get a drink before I go outside.	I have all the materials I need with me. I practice what we learn. I enter quietly and sit at my designated area.
Be Ready 	I keep my hands, feet, and all objects to myself. I stay in my assigned area. I keep my area clean.	I walk on the appropriate line and face forward.	I walk to designated areas. I keep my backpack and body parts to myself. I wipe my feet if they are wet or muddy.	I keep my feet on the floor. I keep water in the sink. I keep the restroom sanitary and clean.	I eat my own food. I stay seated while eating. I maintain quiet voice so I can hear adults. I clean up after myself.	I walk to and from the play area. I use equipment appropriately. I am aware of those around me.	I keep my area clean. I keep my hands, feet, and all objects to myself. I use materials and equipment as intended. I stay in my area.
Be Safe							

Discipline

At East Hickman Intermediate School we strive to conduct discipline in a positive manner. We believe that good behavior can be achieved through praise and rewards rather than punishment. We have revamped our School Wide Positive Behavior Program to ensure continued success. Parents and students should review the East Hickman Intermediate School Behavior Expectations matrix above to see students' expectations. Matrices are posted around the school as well.

As part of our revamp, we will use a web-based system that will track students' points, behaviors, and possible rewards. **Students that follow the expectations at EHIS can look forward to reaping the rewards of their hard work and thoughtfulness toward others.**

REWARDS

Students will be rewarded for good behavior through a variety of ways:

- Live School points
- Compliment Chains
- 9 Weeks Reward Activities
- PBS Rallies
- Eagle Store Redemption Days/Drawings
- Reward Trips
- Other

Inappropriate behavior, however, will lead to consequences.

CONSEQUENCES

- Loss of recess
- Phone call home
- ODR:
An ODR (Office Discipline Referral) will possibly be issued for the following: foul language, obscenity (verbal, written, or gestures), stealing, defacing property, defiance, lying, forgery, cheating, and behaviors that endanger others.
- Corporal Punishment:
With parental permission, corporal punishment may be administered to students. Alternative methods of behavior modification will be utilized before corporal punishment is considered. Parents must give written permission to the principal/assistant principal before corporal punishment is considered. A corporal punishment notice appears on the enrollment form to be completed at the beginning of the school year and must be completed yearly. Parents will be notified when a student receives corporal punishment.

****The following would result in immediate action by the principal which could include automatic in-school suspension, out of school suspension, or possible expulsion from school:**

fighting/assault/battery, bomb threats, possession/use/transfer of a dangerous weapon, vandalism, arson, selling/possessing an unauthorized substance, or sexual harassment.

Zero Tolerance

Zero Tolerance is generally understood to mean that certain student disciplinary infractions will result in mandatory punishment. Tennessee statutes identify three types of misbehavior that are typically referred to as —zero tolerance || infractions:

1. Possession of a weapon, dangerous instrument, or firearm;
2. Possession of any narcotic or stimulant drug, prescription drug, or any controlled substance;
3. Committing battery upon any teacher, administrator, or other employee of the local education agency.

Under Tennessee law this means students who engage in these particular forms of behavior will be expelled. Expulsion is defined as removal from the student's regular school program at the location where the violation occurred or removal from school attendance altogether, as determined by the school official. 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 Alcohol and Drug Testing

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

- The school board policy on alcohol and drug use has been violated
- A search of lockers produced evidence of the presence of drugs and/or alcohol
- A search of persons and containers produced evidence of a presence of drug and/or alcohol;
- A search of vehicles produced evidence of the presence of drugs and/or alcohol
- Through observation or other reasonable information reported by a teacher, staff member or other student that a student is using drugs and/or alcohol on the school property. A student reporting cannot be the only basis of information to be used.

Upon receiving reasonable information, the principal shall take the following steps.

1. Call the student into the principal's office or another private place.
2. Summon an appropriate witness to the proceeding and to assist in furtherance of the proceeding.
3. Inform the student of the substance of the information available to him/her which is the basis for the determination that a test is necessary.
4. Notify the parent or guardian of the student of the impending test.
5. Inform the student of the procedures which shall be followed in administering the test.
6. Give the student an opportunity to decline the test and inform the student that if the test is not taken the penalty shall be suspension from school and a hearing before the disciplinary hearing authority.

Dress Code

Students represent EHIS to the community through their behavior and their appearance. It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered. If the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law, students may be asked to change clothing or be sent home. **All final decisions regarding the appearance or dress of any student will be left to the discretion of the principal.** EHIS follows these guidelines:

1. Shoes must be worn at all times. Shoes with wheels in them pose a threat to student safety and may not be worn to school.
2. Students are encouraged to wear jackets, coats, hats and other outdoor clothing appropriate for the weather when they are outside.
3. Shorts, skirts, and dresses should extend to a length at least three inches above the center of the kneecap.
4. Shirts should be long enough and pants should be high enough that one's torso is completely covered. Tops and bottoms must overlap at all times, including when arms are raised. Spaghetti straps, halter tops, bare shoulders, bare backs, low neck lines, etc. are not appropriate for school. Pants should be worn at or above the hip bone. All undergarments should be covered.
5. Garments meant to be worn as pajamas or as undergarments are not meant to be worn as outerwear. Students may not wear these items in school without prior administrative approval.
6. Clothing must fit appropriately and not be too tight or too loose.
7. Clothing that is torn, ripped, or cut is not appropriate for school.
8. Clothing or accessories which draw negative attention to the individual are not permitted. Students should not wear items of clothing which advertise or promote actions or products which are illegal or against school rules.
9. Earrings are the only piercings permitted.
10. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted.

To help students understand the importance of appropriate appearance at school, we ask that all family members visiting the school or attending school functions comply with the dress code. Your support is appreciated.

The Hickman County Board of Education has set these additional guidelines concerning dress code:

Students shall dress and groom in a clean, neat and modest manner so as not to distract or interfere with the operation of the school. When a student is attired in a manner which is likely to cause disruption or interference with the operation of the school, the principal shall administer appropriate punishment, which may include suspension and/or expulsion. Any clothing which is disruptive to classroom routine is inappropriate for school wear.

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

Policies and Procedures

Attendance/Absences

East Hickman Intermediate School believes that good attendance is vital to a child's education.

Failure to attend school causes a student to miss out on valuable education instruction and may jeopardize a student's promotion to the next grade. Attendance is a key factor in student achievement. Therefore, students are expected to be present each day that school is in session. Parents must assume responsibility for a child's school attendance. Absences shall be classified as either excused or unexcused as determined by the principal.

Excused absences shall include:

Personal illness; serious illness or death of an immediate family member; family emergency; doctor or dental appointment; extreme weather conditions; religious observances; unusual situation approved by the principal.

Unexcused absences shall include:

Truancy; shopping; recreational activities; birthday or other celebration; transportation problems (other than school transportation); oversleeping.

If a student is absent from class, a parent or guardian must provide the principal's office with a written explanation of the child's absence. Written explanation of absences must be made within three (3) school days of the student's return. Any absence for which a written explanation is not provided within three (3) school days will be considered unexcused. After a total of three (3) parent notes or five (5) absences per semester, subsequent absences will require documentation from an official or professional source.

Truancy/Truancy Council

Truancy is defined as an absence without adequate excuse for the entire school day, a major portion of the school day or the major portion of any class, study hall or activity during the school day for which a student is scheduled. Students who accumulate five (5) unexcused absences will be reported to the principal or designee who will provide written notice to the director of accountability. The student and parent/guardian will receive a written notice from the school regarding the mandatory school attendance law in Tennessee and will appear before the truancy council. Failure to comply with the written notice within three (3) days of receiving such notice will result in the filing of a petition in juvenile court. A written notice will be issued each time a student accumulates five (5) unexcused absences. The truancy council, under the direction of the director of accountability, will convene weekly to hear truancy issues with the students and their parents/guardians. The council will establish a plan of recommendations for improving attendance and establish consequences should absenteeism continue to be an issue.

Withdrawal of Students

If you are moving or withdrawing your child from school, please come by the school a few days prior to the withdrawal date if possible. Be sure to return all school or library books and pay all fees before leaving. All textbooks, library books, and money owed to the school must be cleared before a transcript of the child's record will be forwarded to his/her new school.

Visitor Policy

Safety of all students is very important at EHIS; therefore, we must ask that all visitors of the building enter through the front entrance and proceed immediately to the check-in window. You will be asked to state the purpose of your visit. If you know you will need to go to your child's classroom or otherwise enter the hallways, please remember to bring your driver's license to check-in at the window. As we strive to keep classroom interruptions to a minimum in order to protect instructional time, there may be times when you are denied entry to the building.

Grading Policy

Grades are given at the end of each (9) nine week period for students at East Hickman Intermediate School and will be determined from daily work, homework, written assignments, and tests. The teacher will weight the value of grades given for various assignments and tests within the applicable period in computing the grade. This procedure will enable the teacher to allow for individual student differences in the grading process. Any assignments or tests required of a student must be considered in the computation of his/her grade. The work of a student whose grades are satisfactory but are withheld because of failure to complete the required work shall be reported as incomplete (I). If the incomplete is not removed in the time designated by the teacher, it will then become an (F). The final grade for the year will be determined by averaging the nine week periods.

Subject-area grades shall be expressed by the letters "A", "B", "C", "D", and "F", or with the following corresponding numerical values:

A	93-100
B	85-92
C	75-94
D	70-74
F	below 70

Medicine

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

Written instructions on the assigned form **signed by the parent** will be required and will include:

- | | |
|--|------------------------------------|
| 1. Child's name | Non-prescription medicines: |
| 2. Name of medication | 1. Must have label directions. |
| 3. Name of physician | 2. Possible side effects, if known |
| 4. Time to be self-administered | 3. Termination Date For self- |
| 5. Dosage and directions for self-administration | administration of the medication. |

Doctor's signature on the assigned form will be required for all prescription medication.

The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration (i.e. students with asthma).

Transportation of Medications on School Buses

No medication is to be brought to or taken from school on school buses!

In an effort to ensure the safety and well-being of all students, no medications except inhalers or other medications which a physician has indicated in writing should be kept on a student's person, may be transported on school buses. Parents must make arrangements for delivery of medications to the school. In the event that medication is sent to school on a bus in violation of this policy, the following procedure will be utilized:

1. **First Non-Compliance Incident**—A letter will be sent to the student's parent(s) or guardian by the principal. Parents will be requested to set up a conference with the principal regarding the issue. A copy of the policy will be attached to the letter.
2. **Second Non-Compliance Incident**—A referral will be made to the Juvenile Court of Hickman County and/or the Department of Children's Services for disposition of the matter.

Disposal of Medications

Notification will be provided by mail to parents one week prior to the end of the school year that unused medication is remaining at school. If a parent does not pick up remaining medication, disposal will occur at the end of the school year by flushing into a sewage system. Two school personnel shall be present at disposal. Appropriate school personnel will be trained annually in disposal procedures. Documentation shall occur regarding disposal of all medications.

Pediculosis (Head Lice)

School systems serve as focal point for the transmission of various communicable conditions, including head lice infestation. It is the goal of the school system to diagnose these cases as quickly as possible and instruct the parents in proper treatment to minimize and control head lice in schools. Diagnosis of head lice (pediculosis) is made by direct inspection of the hair and scalp for the presence of crawling lice or brown nits. Upon detection of head lice, a standard letter should be sent home with the student explaining treatment of family and home. Treatment is accomplished by use of a pediculicide which is an insecticide or chemical that kills head lice. Several over-the-counter preparations are available but Nix cream rinse is the only preparation that is reported to be an ovicide (kills eggs as well as the lice). The other preparations must be followed by a second application within 7-10 days since incubation eggs can produce lice resulting in re-infestation. Nix users should be rechecked for live lice in 7-10 days.

In Schools

1. Any carpet in rooms will be vacuumed daily.
2. Mats, pillows, towels, etc. will be assigned to students and stored separately and not stacked together.
3. Head phones in learning stations will be cleaned thoroughly between uses. Wiping vigorously with a disposable towel or alcohol swab should be sufficient.
4. Students will be educated about head lice and how they are spread. Stressing the importance of limiting the exchange of personal items is essential.
5. Fumigation of schools, buses, and homes will NOT be done since this practice has not been proven effective.
6. Students returning to school for readmission will be examined by a staff member. If a student has not been satisfactorily treated or if nits are present, readmission will be refused. All students re-entering school will be re-screened for LIVE LICE in 7-10 days. Those who use a non-NIX product (nonovicide) must show proof of treatment within 7-10 days in order to prevent continuing infestation.

A "No Nit" Policy will be strictly enforced. Students with nits (eggs) present in the hair will not be allowed to attend school.

1. On the first occurrence parents must present box, box top, or label for proof of treatment upon child's return to school.
2. On second occurrence a parent must accompany child to school and present a note from physician or health department nurse that the child has been seen and is free of lice/ nits.
3. On third occurrence a referral will be made to the Truancy Council for review and consideration of petition to the Juvenile Court of Hickman County.

Emergency Procedures

Emergency School Closings—when severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure student safety. Announcements are made on Nashville television stations or the Centerville radio station, WKIX 96.7 FM, and announcements may be sent out to all homes using our Alert -Now communications system. **Make sure that your child's teacher has an early dismissal form on file and that you update it as needed.** Please do not wait until inclement weather occurs to update your child's information. It is very confusing if directions are unclear.

Earthquake, Fire, Tornado, and Lock Downs Drills—Emergency drills are held at regular intervals throughout the school year at EHIS. This is to ensure that students as well as staff are prepared just in case a real emergency occurs. During these drills, students should remember these basic rules:

1. Check instructions posted in each classroom indicating route to be taken during fire, tornado, earthquake, or lock down drills.
2. Walk quickly and directly to designated areas.
3. Remain quiet during all drills.

Sexual Harassment

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 educational opportunities;
2. Create an intimidating, hostile or offensive learning environment;
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 or participation in a student activity.

Alleged victims of sexual, racial, ethnic, and religious discrimination/ harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations of discrimination/harassment shall be fully investigated by a complaint manager.

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 substantiated 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.

Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Title VI

The Hickman County School System affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states that no person in the United States shall on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX

The Hickman County School System affirms that it will comply with Title IX of the Education Amendment Acts of 1972 which states that East Hickman Intermediate School does not discriminate against anyone (students, parents, staff, visitors) on the basis of sex in its educational program, activities, student athletics, counseling services, or its employment policies as required by law.

For information regarding student rights and services, please contact the principal of your child's school or the Hickman County Board of Education at (931) 729-3391 ext. 0. For additional information regarding child advocacy and rights of students with disabilities, the following information is provided.

The Arc of Tennessee is on the internet at <http://www.thearc.org>

44 Vantage Way, Suite 550

Nashville, TN 37228

Phone: 615.248.5878 Toll-free 1.800.835.7077

Support and Training for Exceptional Parents (STEP) is on the internet at

<http://www.tnstep.org>

712 Professional Plaza

Greenville, TN 37745 Middle Tennessee 615.463.2310

information@tnstep.org

Disability Law and Advocacy Center of Tennessee is on the internet at

<http://www.tpainc.org>

416 21st Ave South Nashville, TN 37212

Tennessee Voices for Children is on the internet at <http://www.tnvoices.org/main.htm>

Middle Tennessee

1315 8th Ave. South

Nashville, TN 37203 Fax: 615.269.8914

TN Toll Free: 800.670.9882 E-Mail: TVC@tnvoices.org

Permanent Records

According to the Family Rights and Privacy Act of 1974, the parent/guardian or student if age 18 or older is permitted to inspect and review educational records relating to the student. Please give at least 48 hours notice if you would like copies of these records. In cases where parents are divorced or separated, the non-custodial parent has rights to records, notice of meetings, conferences, etc. upon notice to the building principal unless denied by court order. **If there are custodial restrictions, it is the responsibility of the parent to provide the school with a copy of the court order if school officials are to abide by its orders.**

Complaints and Grievances

Decisions made by school personnel which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or designee. To appeal, students should contact the principal's office in their school and provide their name, the issue, and the reason for their appeal on a printed form available at the school office within two days. The appeal will usually be decided confidentially and promptly, preferably within five school days. However, if not resolved within five school days, the matter may then be appealed to the director of schools at central office. The information provided should include the student's name, the school, and a description of the problem. An investigation and decision will be made within two school days and communicated to the principal and student by telephone. A written copy of the decision will also be sent to the student and principal.

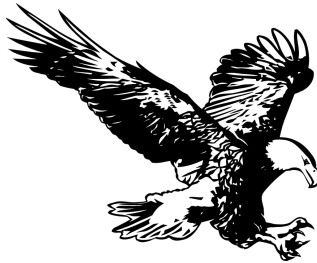
Confidentiality

East Hickman Intermediate School has established written educational and discipline records. Certain policies are followed that ensure privacy of student information and are in compliance with state and federal guidelines. Records are maintained in various offices on the school campus and are available only to teachers and staff members working directly with the student. Records are not released to any entity without prior written consent of the parent or guardian of the child. Parents of special education students are advised of confidentiality of records during IEP meetings. Any psychological or therapeutic testing that is recommended for students requires prior written notice to parents before any testing occurs.

I, _____, have read and understand my student handbook. I understand the policies and procedures and will abide by the expectations matrix each day I am at school.

Child's Name: _____

Child's Signature: _____ Date: _____



I have read and reviewed the student handbook with my child, _____ . I understand the policies and procedures established and explained in EHIS's handbook. Should I have questions, I understand I should contact either my child's teacher or the school office.

Parent's Name: _____

Parent's Signature: _____ Date: _____

Homeroom Teacher: _____

Parent Contact Number: _____