



**HILHAM  
ELEMENTARY  
SCHOOL**

**PARENT-STUDENT  
HANDBOOK  
2025-2026**

**A supplement to OCS Elementary and Middle  
School Parent-Student Handbook**

# Hilham Elementary

---

## Welcome

July 11, 2025

Dear Hilham Families,

Welcome to the 2025-26 school year! Our HES faculty and staff members are excited to have the opportunity to work with your family this year. Hilham Elementary is a special place where terrific opportunities and learning happen every day.

This handbook has been designed as a supplement to the OCS Elementary and Middle School Handbook and offers further information and guidance to our students and families. Please take an opportunity to read over and understand the expectations outlined in our practices and policies. Information is contained here that covers important matters, such as attendance, discipline, and campus expectations.

It is our intent to help every student at Hilham Elementary succeed, and family engagement in this process will offer students even more support in meeting goals. Therefore, we encourage communication and involvement. Meet your student's teacher, visit our campus, and become an active member of our school community in our P.T.O. organization. Our desire is to work together to benefit our students.

We look forward to a fun and rewarding school year!

Sincerely,

***Lori Mosley***

HES Principal

# Hilham Elementary

---

## District Strategic Plan and Goals

The mission of Overton County Schools (Board of Education, Director of Schools, administrators, and teachers), in partnership with the citizens of Overton County, is to produce young men and women who will leave our system with the ability to think clearly, use good judgment in all areas of life, be competent in basic skills, be prepared to learn throughout the rest of their lives, and who possess the ability to do well in whatever endeavor they may choose.

## Future Changes

Although every effort will be made to update the handbook on a regular basis, the Overton County School District and/or Hilham Elementary reserve the right to change this handbook and any content within, without notice, except as may be required by state and federal law.

# Hilham Elementary

---

## Rights & Responsibilities

### Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;
5. Not be discriminated against based on sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program. Students who arrive late or leave early must sign in/out through the front office;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety (including footwear). Students wearing clothing that display inappropriate messaging or inappropriate areas of skin will be asked to change;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;

# Hilham Elementary

---

8. Refrain from behavior which would lead to physical or emotional harm or disruption of the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials;
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker, and refrain from extreme outward displays of affection or emotion.

## Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excuse notes;
2. Support the District by being a role model for their students, talking with their students about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals, teachers, and other school staff to address any academic or behavioral concerns or complaints students may experience.

# Hilham Elementary

---

## Administration of Schools

### Extracurricular Activities, Clubs, and Organizations

Beta Club (Grades 6-8)

Boys Basketball

Girls Basketball

Cheerleading

FCA (Grades 5-8)

Jump Rope Club

Chess Club

### Emergency Closings

As soon as the decision to close schools is made, the Director of Schools will notify the media and request that an announcement be made. If school dismisses early or is cancelled, student activities on campus, such as basketball, afterschool, etc., will also be cancelled.

For more information, refer to OCS Board Policy 1.8011 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

### Visitors to Schools

Except on occasions such as school programs, athletic events, open house, and similar public events, all visitors will report to the school office when entering the school and will sign-in. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal/designee. Guest passes shall be issued for all persons other than students and employees of the school.

OCS uses a recognition system when visitors check in at the front office. The visitor's Driver's License will be registered in the system at the beginning of the year and then referenced each time the visitor comes to campus.

# Hilham Elementary

---

For information refer to OCS Board Policy 1.501 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

## **Student Academic Achievement** **Grading System**

HB 0324 returns Tennessee to a 10-point grading scale beginning in the 2022-2023 school year. This mirrors the same system used in Tennessee university and colleges.

New Grade Scale (3rd -8th)

90-100 = A

80-89 = B

70-79 = C

60-69 = D

0-59 = F

For information, refer to: OCS Board Policy 4.600 at [oc-sd.com](http://oc-sd.com) or Kim Dillon, Director of Schools, 931-823-1287, [kimdillon@oc-sd.com](mailto:kimdillon@oc-sd.com)

## **Promotion and Retention**

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work or demonstration of satisfactory progress in each of the relevant academic areas. However, no student enrolled in the third grade shall be promoted unless the student has shown a basic understanding of curriculum and the ability to perform the skills required in the subject of reading as demonstrated by the student's grades or standardized test results.

A student may be retained when it is in the best interest of the student. However, a student shall not be retained more than once. If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent(s)/guardian(s) within ten (10) calendar days of its development.

For information, refer to: OCS Board Policy 4.603 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

## **Student Progress**

Student progress reports shall be provided at least once every nine (9) weeks during the school year. The reporting procedure shall be in writing and shall be uniform for all reporting periods during each school year. Each report shall be signed by the parents and returned promptly to the

# Hilham Elementary

---

school. Student progress reports shall indicate the students' conduct, attendance and academic progress and other information necessary to communicate effectively with the parents. In addition to the regular progress reports, principals and teachers are encouraged to confer with parents on the educational progress of their children. Teachers shall consult with parents of students who are working at an unsatisfactory level or whose performance shows a marked or sudden deterioration. Parents shall be notified by the teacher as early in the school year as possible if the retention of a student is being considered.

For more information, refer to: or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

## **Student Discipline & Behavior**

### **Bus Conduct**

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with the established board policy governing student conduct and discipline.

For more information, refer to OCS Board Policy 6.308 located at [oc-sd.com](http://oc-sd.com), or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com), or Jason Cantrell, OCS Bus Supervisor, 931-823-1993

### **Care of School Property**

Since chewing gum can be damaging to school property, students are not allowed to bring/use gum at school.

For more information refer to: OCS Board Policy 6.311 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

### **Corporal Punishment**

Any principal, assistant principal, or teacher with the approval of the principal may use corporal punishment in a reasonable manner against a student for good cause in order to maintain discipline and order within public schools in accordance with Tennessee State Law 49-6-4103 and OCS guidelines.

# Hilham Elementary

---

For more information refer to: OCS Board Policy 6.314 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

## Detention

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

For more information refer to: OCS Board Policy 6.315 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com).

## Dress Code

Attire and grooming should in no way disturb or distract other students from their normal scholastic pursuits.

### Building Wide Expectations:

1. No piercings, other than ears, are permitted.
2. Leggings are permitted only if a shirt or dress is worn long enough to cover the front and rear.
3. Clothing with lewd messages including, but not limited to, advertisements for drugs, alcohol, tobacco, sexual connotations, or double meanings is unacceptable.
4. Clothing or attire that could be associated with gang-related activities or membership is also unacceptable.
5. No hats, caps, or bandanas are to be brought or worn on school property or to school functions without permission from HES faculty.
6. Roller shoes and high heels are not permitted.
7. Costumes and costume components are acceptable only on designated costume days.
8. Pajamas are not to be worn as regular clothes

### Grades 5-8 Specific Expectations:

1. All shorts and skirts must be at or no more than 3" above the knee.
2. Holes in jeans or pants no more than 3 inches above the knee are not permitted.
3. No halter tops, spaghetti straps, low cut shirts, see through tops, sleeveless shirts, or any shirts showing midriff, tank tops, cut-off sleeveless shirts, or sagging pants are allowed.

Dress Code is subject to change pending policy changes. Administration reserves the right to address any clothing issue deemed distracting or disturbing. Violations of these rules may result in a student calling home for clothing to be brought to campus, being sent home, or other disciplinary actions.

# Hilham Elementary

---

## Field Trips

All students participating in school sponsored field trips must return a signed permission form to the school before the day of the field trip. If this form is not returned prior to the day of the trip, the student will not be allowed to go. Students will not be allowed to call home for permission over the phone.

\*Students with 5 or more discipline slips, 5 or more unexcused absences, a record of Out of School Suspension for 2025-26 or those who have been assigned to or are currently enrolled at the Alternative School will not be allowed to go on any field trips.

## Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

## Interrogation and Searches

Students may be questioned by teachers or principals about any matter pertaining to the operation of a school and/or the enforcement of its rules. Questioning shall be conducted discreetly and under circumstances which will avoid unnecessary embarrassment to the student. Any student answering falsely or evasively or refusing to answer a question may be subject to disciplinary action, including suspension. If a student is suspected or accused of misconduct or infraction of the student code of conduct, the principal may interrogate the student without the presence of parent(s)/guardian(s).

If the principal has requested assistance by law enforcement to investigate a crime involving his/her school, the SRO may interrogate a student suspect in school during school hours. The principal shall first attempt to notify the parent(s)/guardian(s) of the student unless circumstances require otherwise. However, the interrogation may proceed without attendance of the parent(s)/guardian(s), but the principal/designee shall be present during the interrogation.

For more information refer to OCS Board Policy 6.303 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

# Hilham Elementary

---

## Suspensions

A principal may suspend a student from attendance in a specific class or school related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities. Refer to OCS Board Policy 6.316 located at [oc-sd.com](http://oc-sd.com)

## Energy Drinks

Energy drinks of any kind are strictly prohibited on school campus for students.

## Outside Food

Except for a lunchbox meal, no outside food is allowed to be brought into the school cafeteria.

## Instructional Materials and Services

### Use of the Internet

The district supports the right of students to have reasonable access to various information formats and believes that it is incumbent upon students to use this privilege in an appropriate and responsible manner. Students will be given appropriate instruction in internet safety as a part of any instruction utilizing computer resources. Students who do not act responsibly when using the internet for classroom assignments may be prohibited from using devices and the internet while on campus.

### Use of Personal Communication Devices

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parents or guardian. A student in violation of this policy is subject to disciplinary action, which is outlined in the OCS Elementary and Middle School Parent-Student Handbook.

For more information, refer to OCS Board Policy 6.312 located at [oc-sd.com](http://oc-sd.com) or Lori Mosley, Principal, 931-823-6816, [lorimosley@oc-sd.com](mailto:lorimosley@oc-sd.com)

# Hilham Elementary

---

## Textbooks and Instructional Materials

Textbooks and instructional materials are the property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children.

A list of textbooks and instructional materials shall be revised annually by principals under the direction of the Director of Schools.

Upon request, parent(s)/guardian(s) shall have the ability to inspect any textbooks and instructional materials including, but not limited to, teaching materials, handouts, and tests that are developed by and graded by their child's teacher.

## Student Welfare

### Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Parents or guardians of infected students shall inform appropriate school officials of the infection so that proper precautions for the protection of other students, employees, and the infected student shall be taken.

For more information regarding these diseases, including locations to receive the vaccinations, contact HES School Nurse, 931-823-6816 or Marcie Matthews, OCS Supervisor of School Nurses, 931-823-5911, mmatthews@oc-sd.com

### Fever Free

Students who have had a fever are to wait 24 hours from the end of the fever to return to school. This 24 hours should not have medication intervention involved.

### Immunizations

Students will not be permitted to attend school without proof of immunization as determined by the Commissioner of Health unless circumstances outlined in state or federal law prevent a student from producing such records. It is the responsibility of the parent(s)/guardian(s) to have

# Hilham Elementary

---

their children immunized and to provide such proof to the principal of the school which the student is to attend.

The Director of Schools shall ensure that appropriate immunization records are maintained for each student. Refer to OCS Board Policy 6.402 located at [oc-sd.com](http://oc-sd.com).

For more information regarding these diseases, including locations to receive the vaccinations, contact HES School Nurse, 931-823-6816, or Marcie Matthews, OCS Supervisor of School Nurses, 931-823-5911, [mmatthews@oc-sd.com](mailto:mmatthews@oc-sd.com)

## Medicines

Medications for students should be brought to the principal or his/her designee (the school nurse, front office staff, or other administration). These medications must have accompanying instructions signed by a parent/guardian and should be brought in the prescription container or a new, unopened over the counter bottle. Refer to OCS Board Policy 6.405 located at [oc-sd.com](http://oc-sd.com) for guidelines.

## Vomiting

Students who have had symptoms including vomiting are to wait 24 hours from last vomiting before returning to school.

## Physical Examinations

The principal shall ensure that there is a complete physical examination of each student prior to:

1. Entering school for the first time.
2. Participating as a member of any athletic team or in any other strenuous physical activity program.

The cost of the examination shall be covered by the parent/guardian of the student. These records shall be on file in the principal's office. Screening tests as required by the Tennessee Department of Education and the Department of Health will be conducted. Parent(s)/guardian(s) will receive written notice of any screening result that indicates a condition that might interfere with the student's progress. The school district will not conduct physical examinations of a student without parental consent or by court order unless the immediate health or safety of the student or others is in question. Refer to OCS Board Policy 6.402 located at [oc-sd.com](http://oc-sd.com)

For more information regarding these diseases, including locations to receive the vaccinations, contact HES School Nurse, 931-823-6816, or Marcie Matthews, OCS Supervisor of School Nurses, 931-823-5911, [mmatthews@oc-sd.com](mailto:mmatthews@oc-sd.com)

# Hilham Elementary

---

## Suicide Prevention

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

For more information refer to OCS Board Policy 6.415 located at [oc-sd.com](http://oc-sd.com) or Christen Dillon, HES School Counselor, 931-823-6816.

## Individual Needs of Students

### Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period determined, on a case-by-case basis, by the district.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

For more information, refer to Lori Mosley, Principal, 931-823-6816, or to OCS Board Policy 4.206.

# Hilham Elementary

## 2025-2026 School Calendar (campus specific dates subject to change, if needed)

Day	Date	Event
Monday	July 21 & 28	Hilham School Inservice days
Tuesday	July 29	County-wide Inservice day
Wednesday	July 30	Registration Day (New and Transfer Students Only)
Thursday	July 31	Teacher workday; Disc. Day #1 (no students)
Friday	August 1	First full day of school
Monday	September 1	Labor Day; Disc. Day #2 (No school)
<b>Mon-Fri</b>	<b>October 13-17</b>	<b>Fall Break</b>
Tuesday	November 11	Veteran's Day- No school
Wed-Fri	November 26-28	Thanksgiving Holiday
Friday	December 19	Abbreviated day
<b>Mon-Fri</b>	<b>Dec 22- Jan 2</b>	<b>Christmas Break</b>
Monday	January 5	Teacher workday; Disc. Day #3 (no students)
Tuesday	January 6	Students return to school
Monday	January 19	Martin Luther King Jr. Holiday – No school
Monday	February 16	President's Day- No school
<b>Mon-Fri</b>	<b>March 16-20</b>	<b>Spring Break</b>
Fri-Mon	April 3-6	Easter Holiday- No school
Tuesday	May 5	Election Day; Disc Day #4 (No school)
Wednesday	May 20	Last full day
Thursday	May 21	Abbreviated day

# Hilham Elementary

---

## Contact Information

Kim Dillon, Director of Schools  
302 Zachary St.  
Livingston, TN 38570  
931-823-1287  
kimdillon@oc-sd.com

Lori Mosley, Principal  
2305 Hilham Hwy.  
Livingston, TN 38570  
931-823-6816  
lorimosley@oc-sd.com

Chasity Choate, Assistant Principal/Title I and Test Coordinator  
2305 Hilham Hwy.  
Livingston, TN 38570  
931-823-6816  
chasitychoate@oc-sd.com

# Hilham Elementary

---

## Resources Page

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243  
Phone: (615) 741-2731  
<https://www.tn.gov/education>

For information regarding child advocacy, contact the following groups:

Hilham Elementary	931-823-6816	<a href="http://hes.oc-sd.com">hes.oc-sd.com</a>
Agriculture Extension Office	931-823-2735	<a href="http://overton.tennessee.edu">overton.tennessee.edu</a>
Overton County Adult Education	931-823-7761	<a href="http://oc-sd.com">oc-sd.com</a>
The Stephens Center	931-823-6432	<a href="http://stephenscenter.org">stephenscenter.org</a>
Sidekick Therapy Partners	865-693-5622	<a href="http://mySidekickTherapy.com">mySidekickTherapy.com</a>
State of TN	352-873-6332	<a href="http://kidcentraltn.com">kidcentraltn.com</a>
Tennessee Department of Health	931-823-6260	<a href="http://tn.gov/health.html">tn.gov/health.html</a>

Board policies may be modified or added throughout the school year. The current text of all policies is available in the following locations:

Overton County Schools  
302 Zachary St.  
Livingston, TN 38570  
931-823-6816  
Website: [oc-sd.com](http://oc-sd.com)