

# **Frank Hughes School Student Handbook**



**2025-2026**

## **A Note from the Principal:**

Frank Hughes School is a unique and special place, a school that is the center of the Clifton community that means so much to all those who have a part in its history. FHS serves many capacities for our students, parents, faculty and staff, and community stakeholders, and we want to continue to serve the students of our community by preparing them for their future walks in life. A proper education is essential in being successful, and we strive to provide a high-quality curriculum and various services to fully prepare our students upon their graduation from FHS.

During this 2025-2026 school year, it is our hope we can all work together (students, parents, administration, teachers, and staff) to make this school the best educational institution it can possibly be. Our students have so much potential, and we strive to lift up our students so they can shine and be seen by others. Let's aim high and expect great results! We hope every FHS student will have an enjoyable and productive year. Always remember, what you get out of this school year will depend largely on what you put into it. We are looking for you to bring a positive attitude and willingness to try. Great results will be possible if you can accomplish these two attitudes and mindsets.

This handbook has been created to assist you in having a successful year at FHS, and it can answer many of the commonly asked questions you or your parents may have throughout the year. These policies, rules, and regulations are the result of years of trial and error and the cooperative effort of students, teachers, and administrators. Student rights and responsibilities are covered in this handbook, so it is imperative each student knows the contents. A few changes and updates have been made in our policies, but by adhering to these current policies, together we can make FHS the best it's ever been. It should be noted that not all circumstances can be foreseen in any single document. Unforeseen situations or circumstances not specifically addressed by this handbook will be subject to administrative discretion.

Let's have a GREAT year! We look forward to serving you and making your experience at FHS as memorable as it can be. Good luck and GO LIONS!

Greg Morris  
Principal

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# School History

Frank Hughes School has stood in the heart of Clifton for more than 100 years. The school has seen many proud and happy days in its long history. Originally named Frank Hughes College, it began as both a college and a grade school. Generations of students from Clifton and the surrounding areas have spent their formative years on the historic FHS campus.

In a way, the story of Frank Hughes School began with a terrible tragedy that occurred on the afternoon of February 1, 1904. On that day fourteen year-old Frank Hughes went hunting on the edge of town with his uncle and a few friends. Frank, the son of prominent and well-loved parents, was fatally wounded when his shotgun accidentally discharged as he crossed a barbed-wire fence. Cliftonians were shocked when they heard the terrible news, and the town mourned greatly for the loss of this promising young boy.

A few months later, in January of 1905, the people of Clifton gathered in Clifton's Presbyterian Church to discuss building a new school in town. At that meeting local poet Charles Ricketts read a letter from his brother-in-law, a remarkable former Clifton resident named John A. Pitts. In that letter the Judge Pitts and his wife Ellen offered to donate what was then considered the most desirable property in all of Clifton for the construction of a new school. In that same letter the Judge also proposed calling the new school "Frank Hughes College" to honor the many contributions to Clifton made by Frank's parents, TS and Betty Hughes.

Judge Pitts' proposal was met with great enthusiasm, and the money was quickly raised to construct the new building. The original Frank Hughes building was built astonishingly fast. Tennessee Governor John Cox was the featured speaker when the school was dedicated with an impressive ceremony on September 13, 1905. Classes at Frank Hughes College began the following year.

In the beginning, Frank Hughes College offered educational opportunities for students in the first grade right on up through college. Bachelors and Associates Degrees were awarded at Frank Hughes for several years. In fact, out-of-town students used to come to Clifton and board in some of the large homes. Students came from a surprising variety of locations. According to the Frank Hughes College catalog of 1908-1909, students came from several states including Tennessee, Kentucky, West Virginia, Ohio, Maryland, Pennsylvania, Alabama, Arkansas, Oklahoma, and Texas.

As the steamboat traffic on the Tennessee River declined and the major new highways bypassed Clifton, attendance at Frank Hughes College began to wane. In the late 1920's the college section was phased out, and Frank Hughes School became a part of the Wayne County public school system.

Our campus has witnessed many changes since those early years:

- In the 1930's the first gym was added to the FHS campus. Before that, basketball games were played in a large room on the first floor of the school building. Graduating seniors began wearing caps and gowns in 1934.

- In the 1940's, many of our young men left FHS for the war, and some of them never returned. This was the last decade that large trucks were used as buses.
- In 1951 the first yearbook was published, and in 1952-53 a separate building was constructed for the elementary and junior high students.
- In the early 1960's a new gym was built, and a couple of years later the original gym was destroyed one night in a spectacular fire. Frank Hughes School finally became a school for everyone when integration came in the mid 1960's. Ann Churchwell became our first African-American graduate in 1966.
- The original building was demolished to make way for the present high school in 1976. The original elementary building burned in 1977, and it was replaced in 1979.
- In the 1980's our girls' basketball team became state champions. Sadly, the old tradition of spectacular senior trips ended with the Class of 1989's trip to Hawaii.
- In the 1990's extravagant elementary Christmas programs and the FHS dinner theater productions became extremely popular in Clifton.
- A new middle school wing and a new gymnasium were added to the campus in the early 2000's.
- Recently, the "old gym" was renovated through donations and extensive work by alumni, community and school members. It has been renamed "Alumni Gym" in honor of those who have graduated from Frank Hughes School.
- Elementary and high school restrooms have been updated/upgraded for student use.
- We have also recently upgraded the playground facilities and have installed a walking and bike track on the school grounds. This is open to the community.
- The FHS CTE building opened in the Fall of 2024, a state of the art facility that houses our CTE classes and workshop, the distance-learning lab, Lions Den Designs workshop, and houses our large equipment and supplies.

The buildings and faces have changed through the years, but the original purpose of Frank Hughes School has stood the test of time. FHS still strives to prepare students from the Clifton area for a better life. As the old cornerstone in the bell tower says, FHS remains "dedicated to the cause of education."

# WAYNE COUNTY SCHOOL CALENDAR

## FALL SEMESTER 2025

Fri.	Aug. 1	In-service at Individual Schools
Mon.	Aug. 4	County Wide In-service
Tue.	Aug. 5	Abbreviated Day (Registration)/Back to School Bash
Wed.	Aug. 6	Administrative Day
Thu.	Aug. 7	First Full Day of School for Students
Mon.	Sept. 1	Labor Day (No School)
Mon.	Sept. 15	Parent/Teacher Conference (10:00-5:00)
Fri.	Oct. 10	End of 1 <sup>st</sup> 9 Weeks
Mon.	Oct. 13	Professional Development Day (Columbus Day)
Tue.-Fri.	Oct. 14-17	Fall Break
Thurs.	Oct. 23	Grade Cards Issued for 1 <sup>st</sup> 9 Weeks
Fri.	Oct. 31	Student Dismissal at 12:00; ½ day In-Service at Schools
Mon.	Nov. 24	Professional Development Day
Tue.-Fri.	Nov. 25-28	Thanksgiving Break (No School)
Wed.	Dec. 18	Last Student Day Before Christmas (Full Day)
Thu.	Dec. 19	Professional Development Day (85 Student Days + 3 Prof. Dev.)

## SPRING SEMESTER 2025

Mon.	Jan. 5	Administrative Day
Tue.	Jan.6	In-service at individual schools
Wed.	Jan. 7	Students Return to School
Thu.	Jan. 8	Grade Cards Issued for 2 <sup>nd</sup> 9 Weeks
Mon.	Jan. 19	Professional Development Day(Martin Luther King Jr. Day)
Fri.	Feb 13	Student Day Dismissal at 12:00, ½ Day Inservice at Schools

Mon.	Feb. 16	Parent/Teacher Conference (President's Day) (10:00-5:00)
Fri.	Mar. 6	End of 3 <sup>rd</sup> 9 Weeks
Thurs.	Mar. 12	Grade Cards Issued for 3 <sup>rd</sup> 9 Weeks
Mon.	Mar. 30	Professional Development Day
Tue.-Fri.	Mar. 31- Apr. 2	Spring Break
Fri.	April 3	Professional Development Day (Good Friday)
Tue.	May 19	Last Full Day
Wed.	May 20	In-Service at Individual Schools
Thu.	May 21	Administrative Day
Fri.	May 22	Last Day of School (Abbreviated Day) Grade Card
		(89 Student Days + 3 Prof. Dev.)

**Approved by the Board of Education January 9, 2025**

# General Information

## Frank Hughes School Mission Statement

The mission of Frank Hughes School is to enhance learning to allow students to meet or exceed academic standards while reaching his/her highest potential in a safe and caring environment so they may become productive citizens.

## Beliefs

FHS is truly a unique place, with its history embedded in the community of Clifton, Tennessee. We have been serving the Clifton area for more than 100 years. We look forward to the coming years with high hopes and deep-rooted beliefs.

1. We will prepare our students mentally, physically, and emotionally for all challenges.
2. This school will provide students with knowledge necessary to become productive and contributing citizens to society.
3. Our school has a responsibility to educate students in a safe, moral environment.
4. We have a responsibility to cooperate with the community by working to meet its needs, instilling its values, and living up to its highest expectations.
5. All individuals have unique strengths and personalities, and we will create an awareness of these to increase success.

## FHS Contact Information

Frank Hughes School

444 Main Street - PO Box A

Clifton, TN 38425

Phone: (931) 676-3325

Fax: (931) 676-3903

Cafeteria: (931) 676-3633

FHS Website: [FHSlions.com](http://FHSlions.com)

FHS Facebook Page - @Fhslionspride

Mascot: Lion

School Colors: Black and Gold

### Bell Schedule

<b>7:40</b>	<b>Elementary and Middle School Dismissed from Cafeteria</b>
<b>7:45</b>	<b>Report to 1<sup>st</sup> Block</b>
<b>7:50</b>	<b>1<sup>st</sup> Block Begins</b>
<b>9:20</b>	<b>End of 1st Block (VOTECH students dismissed at 9:15)</b>
<b>9:20-9:30</b>	<b>Morning Break (10 minutes)</b>
<b>9:30</b>	<b>2nd Block Begins</b>
<b>11:00</b>	<b>2<sup>nd</sup> Block Ends</b>
<b>11:05</b>	<b>3rd Block Begins (VOTECH students dismissed to lunch, depart FHS at 11:20)</b>
<b>1:05</b>	<b>3rd Block Ends</b>
<b>1:12</b>	<b>4th Block Begins</b>
<b>2:40</b>	<b>End of 4<sup>th</sup> Block</b>
<b>2:45</b>	<b>School dismissed</b>

### Alma Mater

On old Clifton's eastern border  
Reared against the sky,  
Proudly stands our Alma Mater  
As the years go by.

"Forward ever" be our watchword,  
Conquer and prevail.  
Hail to thee, our Alma Mater...  
Frank Hughes High, All Hail!!

### Administration

Principal:	Mr. Greg Morris	Counselor:	Mrs. Ashley Morris
Assistant Principal:	Mrs. Rhonda Beckham	Secretary/Bookkeeper:	Mrs. Hallie Gayheart
Athletic Director:	Mr. Greg Morris	School Nurse	Mrs. Kendra Yarbrow

# School Policies

The Wayne County Board of Education wants every parent and student to fully understand the general rules and regulations regarding student conduct, which are in effect in the schools. This handbook has been prepared to explain and clarify the procedures, policies and regulations at Frank Hughes School. Students and parents are encouraged to contact the school administration if they have questions or concerns. If this does not produce a satisfactory response, students and parents should then contact the Director of Schools.

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and the administration. This information has been carefully prepared and presented so that it will be of great value in helping you adjust to your school, and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within your school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

The administration will refrain from making any more rules than are absolutely necessary. Students are expected to conduct themselves as ladies and gentlemen, use sound judgment in their actions, and refrain from any disruptive behavior. Students are also expected to be courteous, show respect to all people, respect the authority of the teachers, and follow all rules and regulations set for them by the administration.

Students/Parents are expected to read the Student Handbook.

## **Enrollment or Withdrawal from School**

When new students enroll in Frank Hughes School, they:

1. Must be accompanied by a parent or legal guardian.
2. Must have a completed health record and birth certificate. Up to date immunization records on the "green card" from the Health Department. Any Documentation concerning custody rights.
3. Must have a physical exam for students entering Kindergarten. Students who went through the pre-K program will not be required to have another physical to enter Kindergarten.
4. All students entering the 7th grade must produce an updated immunization record before being allowed to participate in class.
5. Must be able to verify attendance in Wayne County with proper documentation and proper withdrawal and grades from the previous school.

\*\* A schedule will not be developed until a transcript and records are received from the previous school.

When students withdraw from FHS they:

1. Must be accompanied by a parent or legal guardian.
2. Obtain and complete withdrawal form from the guidance office.
3. Pay all fees and return all FHS chromebooks/chargers, textbooks, and materials.
4. Provide the name of the new school and sign a waiver to release records.

Failure to complete a proper withdrawal could delay records being transferred to the new school.

### **School Day**

The school day begins at 7:50 AM and ends at 2:45 PM. **Once you arrive on campus, you will not be permitted to leave without permission from the office.** Students in grades K-8 will go directly to the cafeteria upon arriving at school and remain there until 7:45 AM, when the early-bus duty teacher or the bell will dismiss them. Students in grades 9-12 will be permitted to go to their first period classroom immediately upon arriving at school. **THE BUILDING WILL NOT BE OPEN UNTIL 7:20 AM. Please do not drop off students prior to 7:20 AM. Once the school day begins at 7:50 AM, all exterior doors to the building will be locked. The only unlocked door to access school will be through the check out office.** The school day will end at 2:45 p.m. All students should immediately leave the building and the campus, unless they have official school business under the supervision of a faculty or staff member.

### **Breaks**

Breaks will be provided. Students are to use this time to use the restroom, eat snacks, and take care of any personal school business as permitted by the teacher in charge. Misuse of this privilege may result in breaks being eliminated. High school students are not allowed to use cell phones during this time.

### **Checks**

The school is not allowed to accept checks made out to Cash. Only checks written for the exact amount of the purchase and made to Frank Hughes School will be accepted. A fee of \$10.00 will be charged for returned checks.

## Disaster Plans

**Fire Drills**—The signal for this drill is **ONE LONG, CONTINUOUS RING**. Once the fire alarm sounds, students will retreat to the classroom “safe place” with their teacher and wait for the verbal command from administration to exit the building.

**Announcement-** “Retreat to your safe place, and wait for further instructions.”

**“Exit the building at this time”.**

The purpose of a fire drill is to empty the building as quickly as possible. The following regulations should be observed whenever a fire drill is conducted:

- Each class will exit the building by way of the outside door in each room. These exits are marked on a diagram posted in each classroom.
- Teachers are to take their roll books and check the roll when outside the building and keep their students together.
- Students are not to re-enter the building until their teachers have received the proper signal.
- Teachers will check the roll when all students have re-entered the building.

**Tornado Drills** — An announcement of a Tornado Drill will be sent by administration.

**Announcement-** “Severe weather in place, go to your assigned shelter area!”

Upon the sound of a tornado drill, the students will move to the assigned area of the building where they may sit, kneel, or squat and cover their heads. When danger of the tornado has passed, students will move back to their respective rooms. The teacher will then check roll.

**Lock-down procedures**— An announcement of “Lockdown” will be made by administration to alert everyone of a lockdown situation.

**Announcement-** “Lockdown, Lockdown! This is a Lockdown!”

Students are to stay in their assigned area, and listen to teachers directions. Doors are to be locked and students are to move to the designated ‘Safe Space/Hard Corner’ or to an inside wall so as not to be visible by any intruder.

**Evacuation procedures** — An announcement of evacuation of the building will be made by administration to notify everyone to evacuate campus as soon as possible.

**Announcement-** “Evacuate the Building, Evacuate the Building! (give a location to evacuate to)”

In the event that campus should be evacuated, 3 different off campus “Safe Spots” are identified for students, faculty, and staff to go to.

These emergency procedures will be practiced throughout the school year to assist in safety measures in the event of a crisis situation.

## **Financial and Other Obligations**

No student will be allowed to receive a report card until all debts are paid, all library books returned, chromebook/charger turned in, and all other obligations are met, such as payment for lost textbooks, book fines, charged lunches, damage to school property, etc. This policy will be strictly enforced and reviewed every nine weeks.

### **Lockers, Mailing Fee, & Other Fees**

**Elementary** students will be charged a \$20.00 mailing/technology/supplies fee.

**Middle and High School** students will be charged a \$20.00 mailing/technology/locker fee.

**High School ONLY:** Science Fee of \$10.00 Collected by Science Department in the Semester you are assigned to his/her class. There also may be a science lab fee assessed to students that are taking those classes.

Students in grades 5-12 are issued a locker for personal use in keeping school supplies, coats, and etc. Locks and lockers are provided as a part of the Mailing/Locker fee. School locks must be used on the assigned lockers. Teachers will keep a log of locker assignments and combinations. A copy of this log will be kept on file in the office.

Students should only use the locker that they have been issued. They should keep their locker neat and in good condition. Students are not to write on lockers or put any kind of decals or stickers on them. They are not to give their combination to other students. Lockers are school property that has been provided for the student to use, take care of, and respect. A student should avoid putting various valuables and money in a locker. Any problems experienced with lockers should be reported to the office.

If there is reason to believe that a locker contains items detrimental to the health and welfare of the student or stolen items, a search may be authorized.

### **Lost and Found**

Students who find lost items are asked to take them to the office where the owner can claim them. Students are asked to place their name in or on personal property. Students are expected to keep up with their own personal property and textbooks. The school cannot assume responsibility for losses; however, if a student reports the loss of an item immediately, every effort will be made to locate the item.

### **Valuables**

Students should not bring large sums of money, valuables, or expensive jewelry to school. If it is necessary to bring such items, students should make arrangements with a teacher or the principal for safekeeping. **Do not bring any items to school that do not pertain to schoolwork.** Examples might include video games, cell phones, I-Pods, or any item the administration deems as interfering with the learning environment.

## **Cell Phones and Similar Devices (Policy 6.312)**

In order to further ensure the safety of students while at school, school sponsored events and traveling to and from school, the Wayne County School System will allow students to possess cell phones, and other electronic communication devices provided they abide by the following school policies regarding their use:

- The use of cell phones in the school building is strictly prohibited.
- The instructional school day is defined as the time period between a student's arrival in the building and the final dismissal bell for all students. **The instructional day includes breakfast and lunch periods, breaks, restroom breaks, and class changes.**
  - The principal or designee may also grant a student permission to use such device at his/her discretion.
  - Teachers can allow cell phones to be used within class to complete class assignments. It is the teacher's responsibility to monitor use of personal cell phones during their instructional time.
- Cell phones/communication devices should be turned **OFF** during the instructional school day and should be stored in a locker, back pack, purse, pocket, or another place where it is not visible during the school day.
- At no time should students carry an exposed cell phone.

Violation of the above rules will result in the following:

- First Offense – Confiscation of device until the end of the school day. Warning issued.
- Second Offense – Confiscation of device for 3 days.
- Third Offense – Confiscation of device for five days. Parents must come pick up the device.
- Following the Third Offense – At the discretion of the principal/administration

Parents should call the school for any emergency situation. School administrators will contact your son/daughter. **Parents and students are asked to refrain from contacting each other by cell phone/text during the school day.**

The school system is not responsible for lost or stolen electronic signaling devices.

### **Messages for Students**

Parents should make arrangements for how students will get home prior to the beginning of the school day. In cases where a message must be delivered to a student during the school day, **please make sure that you call before 2:15 PM.** It is very difficult to deliver messages at the end of the school day. Messages received after 2:30 may not be possible to deliver. **Please keep all messages to "Emergency Events Only".**

## Medication

If it becomes necessary for a student to take any form of medication at school, the following rules will apply:

- A signed note from a parent/guardian must be presented to the office giving office personnel permission to give the medication to the student.
- All medication will be kept and dispensed through the office.
- All medication must be labeled with the student's name and dosage instructions.
- Only medication sent from home will be dispensed through the office. We do not give out aspirin or Tylenol. We do, however, treat cuts and abrasions.
- No medication may be kept in lockers, purses, or pockets. This includes aspirin and Tylenol. These must be brought to the office as described above.

## Solicitation and Sales

Students are not to engage in any type of buying, selling, or trading of articles on school property. Any item brought to school for this purpose will be taken from the student and may be retrieved at the end of the school day. No sales by individuals or non-school groups are permitted.

## School Telephone

The office telephone is for school business and may be used by students only in case of emergency. Students may not use the office phone without first obtaining permission from office personnel (not student workers). Messages and deliveries from home should be left in the office. Students will not be called out of class for messages unless it is an emergency! A principal or office personnel must approve calling parents to pick a student up at school.

## Visitors

Although parents are welcome at Frank Hughes School, anyone coming to school will need **to come to the office first. Do not go directly to the child's room without checking in at the office.** It is very important for the safety of each student and to preserve the quality of instructional time that the office is aware of all persons on campus. Students should not bring friends, brothers or sisters, etc. to school.

## Grading

The following uniform grading scale was adopted by the Wayne County Board of Education in the June, 2022 board meeting (TN Public Ch 1080), to be used by all schools giving numeric grades. Grades are determined by combining daily grades, test grades, and special project grades. The grading scale is:

<b>A</b>	<b>=</b>	<b>90-100</b>	<b>C</b>	<b>=</b>	<b>70-79</b>	<b>F</b>	<b>=</b>	<b>59 or below</b>
<b>B</b>	<b>=</b>	<b>80-89</b>	<b>D</b>	<b>=</b>	<b>60-69</b>	<b>I</b>	<b>=</b>	<b>Incomplete</b>

## **Honor Roll/Principal's List**

Making the Honor Roll or Principal's List is the ultimate success! We are proud of the hard work that students exhibit while striving to earn this status.

Requirements for the Honor Roll are:

- Overall grade average of **85** with no grade below **80**.
- Satisfactory mark in Physical Education

Requirements for the Principal's List are:

- Overall grade average of **90** with no grade below **85**.
- Satisfactory mark in Physical Education

The Honor Roll and Principal's List will be posted in the office before they are sent to the paper. It is the student's responsibility to check the list if he/she believes he/she should be on the list. If it is not included, please notify the office.

## **Reporting Progress to Parents**

It is important that current telephone numbers and addresses of home, relatives, and workplace be kept on Student Information Forms in the office so that family members can be contacted as needed. If this information changes during the school year, please contact us with the correct information.

- Letters or notes from teachers/principals are used to report progress and behavior to parents/guardians.
- Report cards are issued at the end of each nine week period.
- At the midpoint of each 9 week period, we will be sending out progress reports. These are not to be official grades, but are meant to inform parents of student progress before report cards are issued.
- Formal parent-teacher conferences will be scheduled in the Fall on Monday, September 16, 2024 (10:00-5:00), and in the Spring on Monday, February 17, 2025 (10:00 – 5:00).

## **Homework**

It is a policy at Frank Hughes School to regularly assign homework for the reinforcement of skills studied during class time. Homework grades play an important part in the total grade at the end of the nine weeks' period. Students who need additional assistance with homework may contact the guidance counselor for after school tutoring opportunities.

## **Make-up Work (Wayne County Bd of Educ. Pol 6.200)**

All missed class work or tests (excused or unexcused absence) may be made up provided the student makes the request immediately upon returning to school and provided instructional time not taken from other students. A grade "Incomplete" will be received for any work missed until the work is completed. A student may have up to three (3) days to make up work from a single absence and up to 5 days to make up work from an absence longer than a single day. It's the students responsibility to make arrangements for make-up work, and if not completed in the allotted time, a grade zero(0) will be recorded for the assignments.

## **TCAP and End of Course Exams**

TCAP exams will be administered for grades 2-8 in the Spring Semester.

End of course exams will be administered in some high school core classes in both the Fall and the Spring. These tests will count as 15% of the students' grade for the final half of the course.

## **High School Semester Final Exams**

Students in grades 9-12 will be given end of semester exams in each class. These exams may be comprehensive, cumulative, or however the teacher decides to set them up. Students can be exempt from these exams if they obtain the academic and attendance requirements set forth by the teacher during the semester. These exams will be in addition to the EOC state-issued exams in some classes. An exam schedule will be posted at the end of each semester for students to follow.

## **Textbooks and Chromebooks**

Textbooks are provided free of charge to the students. Books assigned to students must be returned in reasonable condition. Students will have to pay for any damaged or lost books. Some classes may require students to purchase additional workbooks. Chromebooks will be used in various classroom settings and are the property of the Wayne County School System. Each student and parent must read and sign the Wayne County Schools Chromebook Check Out agreement when issued a school owned Chromebook. See the **Wayne County Schools Chromebook Agreement** at the end of this handbook.

## **Guidance**

The school guidance counselor will be available to assist the students, parents, administration, faculty, and community during the school year. Areas of involvement will include orientation or new students, scheduling, testing, individual and group counseling, career and technical education, and personal-social growth and development. Counseling is available for any student who needs advice, help, or information. The purpose of the counselor is to help students with problems of school studies, friendships, personal matters, and college requirements. Parents may call the guidance counselor (Mrs. Ashley Morris) at 931- 676-3325. Scholarship information, after-school tutoring opportunities and information on additional learning programs can be obtained through the guidance office.

## **Pass-Fail Policy**

Students in grades K-5 must meet requirements for their grade level in order to be promoted to the next grade. Students in grades 6-8 must pass all four-core subjects (language arts, math, science, and social studies) in order to be promoted to the next grade level.

## **Athletic Requirements**

All athletes, cheerleaders, etc. must maintain passing grades each semester to participate in such activities, as determined by the coach and administration. They must show their grade cards each nine weeks to their coach and advisor. High School student/athletes must also meet Tennessee Secondary School Athletic Association (TSSAA) requirements to be eligible to participate. High School and Junior High participants must be passing all subjects to participate, and are subject to probation or dismissal from a team if their grades are not passing or meeting established standards.

## **Classification**

High School classification will be as follows:

Freshmen—Promotion to 9<sup>th</sup> grade

Sophomores—6 credits

Juniors—12 credits

Seniors—18 credits

## **Dual Enrollment**

Juniors and Seniors enrolled at FHS will have the opportunity to enroll in Dual Enrollment classes through Columbia State, TCAT, and The Bevis Education center. The definition of dual enrollment is: credit can be earned at FHS for graduation requirements and the institution offering the class for credit towards a certificate or to gain college credit. These classes are free of charge, paid for by a grant provided by the Tn Dept. of Educ. Students must maintain a “C” average in each class to maintain their grant to pay for the next class they decide to take. Any student that makes a D or F in a DE class will be required to retake the class at FHS, or complete the class equivalent on our approved online credit recovery system. Our policy at FHS is any Junior will only be allowed to take 1 DE class per semester. This is to protect their grant status and ensure they don’t become overwhelmed with college-level work and expectations.



English-18, Math-22, Reading-21, Science-24 and a composite of 21.

Students will be recognized as graduating with distinction by attaining a B average and completing at least 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 Semifinalist
- Attain a score of 31 or higher composite score on the ACT
- Earn 12 or more semester hours of postsecondary credit

### **Clubs and Special Activities**

Frank Hughes School is a firm believer in developing a well-rounded student, thus we encourage all students to take part in extracurricular activities. These activities include athletics, band, academic clubs, service clubs and any activity sponsored by FHS as a student activity. **Students who do not meet attendance requirements for school will not be allowed to participate in any extracurricular activity. Students must also be passing all subjects to be allowed to participate.**

Some of the clubs at Frank Hughes are: Band, Beta Club, 4-H, FCA, Math Club and Yearbook Staff.

No student will be forced to participate in any club or special activity.

### **Junior/Senior Prom**

**Students who attend the prom must abide by the following rules:**

1. **No** middle school students will be permitted to attend the prom.
2. **No more than 9 unexcused absences for the entire year.**
3. Age limit is 22 years.
4. All non-FHS students must be approved by the administration.
5. No previous prom incident.
6. Any senior that is caught with alcohol/drugs or is under the influence of alcohol/drugs will be placed in AEP for the remainder of the school year and could not participate in graduation.
7. Any junior that is caught with alcohol/drugs and/or is under the influence of alcohol/drugs will be placed in AEP for at least the remainder of the school year and will not be allowed to attend their senior prom.

8. Prom Activities will be held on campus, unless given special permission by the Director of Schools and/or Board of Education.

### **School Sponsored Field Trips**

No student will be permitted to participate in school sponsored field trips with more than 9 unexcused absences for the entire school year.

### **Wayne County Bank Academic Bowl**

Students with a total of three tardies or one unexcused absence will not be permitted to attend the Wayne County Academic Bowl. Students are required to have an **average of 85** for the first 3 nine weeks of the academic year to qualify for the Academic Bowl.

## **Attendance/Truancy Policies (W.C. BoE 6.200)**

Regular attendance and punctuality are essential in any vocation chosen in life. It is also essential to student success, enjoyment, and achievement in schoolwork. State law also requires it. Every student should make attendance one of his/her priorities each year.

### **Absences**

Absences shall be classified as either excused or unexcused as determined by the **principals or their designee**. **Students must be at school until 1:00 PM** to be considered present for the school day. Any student checking out before this time will need to use a parent note or physician note to have this day as an excused absence. Excused absences shall include:

- Personal illness
- Illness of immediate family member
- Death in the family
- Funerals, with parental consent
- Religious observation
- Circumstances which, in the judgment of the principals, create emergencies over which the student has no control
- Extreme weather conditions

### **The Frank Hughes School Attendance Policy is as follows:**

1. After being absent from one or more classes, a student must bring a written note from his/her parent/guardian to receive an admission slip. All students must check in with the school office before school begins. Failure to bring a note will result in an unexcused absence. This unexcused absence

can be removed only by bringing the proper note to school on the next day. **Documentation for an excuse must be provided to the school office within 5 days of the last absence.** The note should contain:

- The student's full name
- The date of absence
- Reason for absence
- Parent/guardian signature

- Each student will be given 4 excused absences each semester with a parent note. Any absences over four will be excused only by a doctor/dentist note, death in immediate family, and/or a documented court appearance.

2. FHS will implement the Attendance Call Home program. In order to improve communication with parents, an automated calling program will notify parents when a student is absent. These calls can be expected after 10:00 am on the day of the absence.
3. If a student misses over 8 days in a semester class, or 4 days in a quarter class, that student will owe make up time hour for hour. That time will be required regardless of whether the absences are excused or unexcused. The recommended method of making up time will be in the academic setting during after-school tutoring. Another method of making up time will be attending during designated Saturdays one time a month. Other methods of activities may be arranged to serve as acceptable make-up time for missed classes. Parents will be notified when a student is close to reaching the 8-day threshold, and when a student is required to make up time for missed classes. Students who do not make up the required time will not receive credit for the class(es) in question.

Parents are accountable under state law to see that students attend school. When a student has 4 "sick" notes (per semester), the 5th excuse must be a written statement from a licensed physician. Notes marked "personal" will be monitored. **Nine unexcused absences will result in a referral to the Attendance Officer/Truancy Board of the Wayne County Board of Education. Students with 5 unexcused absences per semester will not be allowed to participate in any extracurricular activities (including sports). Also, students who have 9 unexcused absences during the school year will NOT be allowed to attend the prom.** Excessive absences and continued non-compliance with attendance laws will result in subpoenas to juvenile court.

### **Wayne County Schools Truancy Intervention Plan**

3 Unexcused absences- Formal letter from school will be sent to Parent/Legal Guardian, making them aware of absences including compulsory attendance law and board policy.

#### **Tier I - 5 Unexcused absences**

- Conference with student, parent/legal guardian, Principal/Asst. Principal, and School Counselor.
- A Resulting **attendance contract** to be signed by student, Parent/Guardian, Principal/Asst. Principal, and School Counselor.

1. Description of school's attendance expectations for student.
2. Period for which it is effective
3. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.

- Individualized assessment by school counselor of reasons student has been absent from school. This assessment may result in referral to counseling, community-based services or other services to address attendance problems.

- If student accumulates additional unexcused absences in violation of Tier I attendance contract, student will be subject to Tier II interventions.

### **Tier II - 7 Unexcused Absences**

- Formal letter from District will be sent to Parent/Legal Guardian, making them aware of absences including compulsory attendance law and board policy.

- School Counselor shall conduct an **individualized assessment** detailing reasons student has been absent. May include individual counseling time, collaborate with community-based services to address attendance problems.

### **Tier III - 9 Unexcused Absences**

When student accumulates 9 unexcused absences, the attendance supervisor/Principal will notify Parent/Legal Guardian of their requirement to attend a scheduled Truancy Board meeting as established by Truancy Board. **Failure to appear before the Truancy Board will warrant an automatic petition to Wayne County Juvenile Court.**

- Tier III interventions are to be implemented if truancy interventions under Tier II are unsuccessful.

- These interventions shall be determined by a team made up of mental/medical health professionals, case management agencies, youth service officer, and school representatives.

### **Tardiness**

#### **A “little late” is too late---class time is important!**

What are the results of allowing tardiness? When we think of an isolated incident, it seems to be no big deal. However, a lax attitude toward tardiness encourages the delay of starting class. If each class were delayed only five minutes, the end result would be a loss of 20 minutes daily, 1 hour and 40 minutes weekly or a total of 60 hours of instruction over the course of a school term. Therefore, we will not accommodate tardiness.

Students who are late to school must check in through the office. Being late to class during the school day will result in the teacher issuing an unexcused tardy to the student. **Students with 3 unexcused tardies per semester will result in one unexcused absence**, be assigned 5 AM break detentions at which time they will be copying the student handbook. **Excessive tardiness may result in alternative school.** All entrances will be locked after 8:00 AM, and anyone arriving after this time will be required to enter the main entrance to receive the appropriate note/documentation. This policy is for the safety of our building, and the protection of our students. **DO NOT** ask someone to let you in these entrances that are locked.

#### ***Elementary (Grades K-5)***

Homeroom begins at 7:50 a.m. Students arriving after this time are counted tardy. They will need to go to the office and sign in. A student should bring a written note from home to the office stating why he/she is late and must be signed by parent or guardian. A tardy note will be issued and the student is to take the tardy slip to their teacher.

After 4 unexcused tardies your child will make up time during break or PE. You will be notified on the 4th tardy to make you aware of this situation. If this continues to be a problem, after school detention, before school detention, or in-school suspension will be assigned.

## **Grades 6-12**

### *Excused Tardies*

A tardy will be excused if the student has a written note signed by his/her parent/guardian. Only 4 excused tardies will be granted per semester. After the student's 4<sup>th</sup> tardy, excuses must be Dr/Dentist note, death in family, or court appearance to be excused. 5 unexcused tardies will result in 5 days AM break detention, or other forms of discipline set by administration.

### *Unexcused Tardies*

Each time that a student is tardy to class the teacher will request that the student sign a tardy form which will be turned into the office. Upon receiving the 3rd unexcused tardy, the student will receive 5 days AM break detention. Each time a student reaches the 3 unexcused tardies level, they will serve 5 days AM break detention, or an alternative form of discipline will be determined by the administration. Any student who accumulates 9 unexcused tardies in a semester will have to make up the time missed on a designated day set by administration. Students who fail to attend this day are subject to truancy court or not receiving class credit for the semester.

Further abuse of this policy will result in the Administration taking additional action. Example: After school detention, Alternative School, or driving privileges taken away.

### **Driver's License Revocation (Board Policy 6.200)**

More than ten consecutive or fifteen unexcused absences by a student during any semester render a student ineligible to retain a driver's permit or license, or to obtain such if of age. In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in at least three full unit subjects or their equivalency at the conclusion of a grading period.

### **Check-in & Check-out Procedures**

Students coming to school after the 7:50 tardy bell will need to check in the office to receive an admission note to class. Please refer to the tardy policy for excused admission to school.

Parents who wish to check their children out of school must come into the office and sign their child out. Parents who cannot come to the school themselves, may call the school and designate a responsible adult who will be allowed to check the student out of school. **The designated adult must be at least 18 years of age, must present a valid driver's license and must come in to the office and sign the student check out form.** This practice is designed to prevent such abuses as individuals posing as parents and checking students out of school without the actual parent's knowledge. We hope we can eliminate a dangerous situation without causing an undue hardship on the parents. In cases where someone poses as a parent and designates a person to check a student out without the real parent's knowledge, we will have the driver's license number of the person responsible and that person will be prosecuted. In addition, the student will be punished here at school.

Even students who are 18 must have a valid excuse to check out of school. The Principal or his designee must agree that the excuse is valid. Unexcused absences will result in a zero being given for all class work missed and subject to other disciplinary measures.

### **Parking Lot/Driving Privileges**

Students will use the parking area between the gyms or the areas around the gyms. Students are not to park on the sides of the school, in front of the old gym, or in front of the building; these areas are for faculty, visitors, and bus parking. Students should park in their designated assigned parking spot, if applicable, each day. Students should enter the building immediately after they arrive in the student parking lot, not loitering or "hanging out". **Under no circumstances are students allowed to go to the parking lot unless given permission by the principal/designee. Any continuous issues with students not following these parking lot protocols will result in loss of parking privileges on campus and further disciplinary action as deemed appropriate by FHS Administration .**

The speed limit on campus is 15 M.P.H. as required by state law. **The following violations may result in the privileges of driving or riding with someone to school being revoked.**

- Excessive tardiness
- Illegal parking
- Sitting in cars during school hours
- Bringing unauthorized people or items to school
- Going to cars during the day without permission from the principal

### **Leaving School Grounds Before Dismissal**

***After students arrive on school property at the beginning of the school day, they must remain on the campus until dismissed that afternoon unless they are properly checked out of school by their***

**parent/guardian.** Students who ride buses are not to leave the bus after boarding until they reach school in the mornings and their home in the afternoons. Any temporary change in a student's schedule must be made in writing to the principal's office, and the student will take a signed note to the bus driver. In order for a student to leave in any other manner, the student's parent/guardian must check the student out through the office. Students caught leaving campus will be subject to:

**\*1<sup>st</sup> Offense - 3 days AEP**

**\*2<sup>nd</sup> Offense - 5 days AEP**

**\*Recurring offenses- Administrative decision**

## **Student Conduct**

### **Bus Regulations**

Bus drivers are to have control of all students conveyed between the homes of students and the school. The bus driver shall keep order, maintain discipline among the students in a civil manner, see that no student is imposed upon or mistreated while in his/her charge, and shall take every precaution to ensure the safety of the students.

The bus driver has the same rights and authority as a classroom teacher. The driver may assign any student who presents problems a permanent seat. Bus problems will be referred to the principal.

Students who present problems, which jeopardize the safety of others, may have their privileges of riding a bus withdrawn by the administration. All students riding a bus will be given a copy of the transportation policies the first week of school.

### **General Conduct on Campus**

1. No running in the buildings
2. No fighting
3. No loud or abusive language
4. Dress in appropriate manner/
5. No smoking or possession of tobacco products
6. No gambling
7. Sunglasses and hats are not to be worn in building
8. No public displays of affection
9. Show respect to others
10. Headphones and ear buds, etc, are not permitted during school hours, unless a teacher approves them in their classroom.

**Each teacher and staff member at FHS has the authority to correct any misbehavior anywhere on campus or at any school sponsored activities. This includes all ball games, club meetings, trips, etc.**

## **Fighting**

The general disciplinary policy for fighting in all Wayne County High Schools is 5 days AEP for the first offense. Consequences will increase for subsequent offenses.

## **Drugs**

Possession or use of alcohol, drugs, or related equipment will result in immediate suspension. This includes any prescription drug that isn't properly checked in to the school nurse. The student's parent/guardian will be notified. The case will also immediately be referred to the proper legal authorities and to the Wayne County School Board. **Any student who refuses a search by FHS administration will be assigned 5 days Alternative School and a juvenile court citation for defiance/insubordination.**

## **Drug Testing**

Students suspected of drug use may legally be required to submit to drug testing. Refusing to submit to testing could result in the student being removed from school.

The drug testing policy is located at 6.3072 in the Wayne County School Board Policy Manual.

## **Alternative Education Program (policy 6.319)**

Students will attend W.C.A.E.P. from 8:00 AM to 2:40 PM for the amount of time specified by the student's assigning principal. Students must leave campus when dismissed from A.E.P.—you are not allowed on the campus of your home school.

Students will come to A.E.P. fully prepared to work on current or tardy assignments. Work will be sent to each teacher daily.

All tardiness or absences will be unexcused unless a doctor's written excuse is presented. Five (5) unexcused absences or tardies will be reported to the Attendance Supervisor.

Grooming and dress will follow Wayne County dress code policies. Absolutely no suggestive clothing or materials will be permitted.

Students attending A.E.P. shall provide their own transportation according to school board policy 6.319—in other words, no school bus privileges will be provided.

Students who choose to be uncooperative will face expulsion from school, based on the decision of the A.E.P. instructors per TCA 49-6-3402 (State Law).

Students assigned to A.E.P. will not be allowed to participate in or attend any extracurricular school activities on campus while assigned alternative school.

## **Out-of-School Suspension (policy 4.300)**

A student in out-of-school suspension or attending alternative school shall not be permitted to attend and/or participate in Wayne County school-sponsored activities or be present on any school property.

## **Property Damage**

Students are expected to maintain order in the school environment, preserve school property, and exercise care while using school facilities. Students who destroy, damage, or lose school property shall be subject to disciplinary action and shall be responsible for the cost of replacing or repairing such materials and equipment. School property is defined as buildings, buses, books, equipment, water fountains, records, instructional materials, or any other item under the jurisdiction of the Board of Education.

## **Tobacco**

Students shall neither use, nor have in their possession, tobacco products or lighters in any form on school premises or on school buses during school hours. Vape cartridges/pods, Juuls, and similar devices are also strictly prohibited. A LAW PASSED BY THE LEGISLATIVE REQUIRES LAW ENFORCEMENT OFFICIALS AND SCHOOL PRINCIPALS TO ISSUE A JUVENILE CITATION FOR STUDENTS WHO UNLAWFULLY POSSESS TOBACCO PRODUCTS. **Any student who refuses a search by FHS administration will be assigned 5 days Alternative School and a juvenile court citation for defiance/insubordination.**

### **Wayne County Board of Education Policy 1.803 (issued 6/10/2024):**

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

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

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

In addition, students in Grades 6-12 who possess products above:

### **1st Offense**

The student is placed in Alternative School for three (3) days at the principal's discretion. The student must complete the online EverFi "Vaping: Know the Truth" Program along with the INDEPTH Online Class. The INDEPTH Online Certificate of Completion must be presented to the Juvenile Court upon completing the online course. Note: For students caught with Tobacco/Nicotine products, completion of modules 1-4 of the EverFi Program will be required. For students caught with Cannabis/THC products, completion of modules 1-6 of the program will be required.

### **2nd Offense**

The student will be placed in Alternative School for five (5) days. The student must complete an in person INDEPTH (Tobacco/Vaping Prevention) class. INDEPTH will be taught either after school or on Saturday

morning with two instructors present. The class will last approximately 4 hours. The student will receive a Certificate of Completion at the close of class. The certificate must be presented to the Juvenile Court to show class completion. Note: If sufficient instructors are not available to teach the class, the student will complete the INDEPTH Online Class again. The student will then present a Certificate of Completion to the Juvenile Court. Signs will be posted throughout the district's facilities to notify students, employees, and all other persons visiting the school that the use of these products is forbidden. The following notice shall be prominently posted (including at each ticket booth) for elementary or secondary school sporting events: Smoking is prohibited by law in seating areas and in restrooms.

## **Weapons**

The General Assembly of the State of Tennessee has passed the following legislation concerning weapons at school. It reads as follows:

"It shall be unlawful for any person to possess, or carry openly or concealed, any gun, shotgun, rifle, pistol, dynamite cartridge, bomb, grenade, mine explosive device, Bowie knife, dagger, sling-shot, leaded cane, switchblade, blackjack, metallic knuckles, or any other weapon of like kind, not used solely for instructional or school sanctioned ceremonial purposes, on any public or private school building or bus, on any public or private campus, grounds, recreation area, athletic field, college, or university board of trustees, regents, or directors for the administration of any public or private education institution. Each school must display the following sign:

**Felony: State law prescribes a maximum penalty of  
Five (5) years' imprisonment and fine not to exceed \$2,500  
for carrying weapons on school property."**

This act became effective July 1, 1982.

## **Hazing Policy (Policy 4.301)**

Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

## **Dress and Appearance**

Proper dress and appearance promote a positive learning atmosphere and wholesome attitude for the school as a whole. Therefore, the guidelines for student dress and appearance are best expressed by briefly saying "Use Common Sense". 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. The following guidelines have been set by the Wayne County Board of Education:

- Blouses or tops must have some type of sleeve (long, short, or cap sleeve) therefore, no tank tops, muscle shirts or spaghetti straps.
- No midriff, cleavage or bare backs showing.
- Shorts or skirts must be no more than 3 inches above the knee or no more than 4 inches from the floor in a kneeling position. **This is in effect for boys and girls.**

- **No track shorts or biker shorts will be permitted.**
- **All holes in pants/jeans must be at the knee or below. Any holes or tears in jeans above the knee must be patched or covered.**
- **Leggings under jeans are considered patches.**
- **Leggings worn as pants must be covered with clothing that is no shorter than mid-thigh.**
- **Body piercings (ornamentation) will be allowed in the ears, and small studs will be allowed in the nose (grades 9-12). No hoops, rings or septum rings are allowed in the nose. No other areas of the face will be allowed to be pierced (eyebrows, lips, cheeks, tongue, etc.)**
- **Hair Color must be in a natural range of colors.** Traditional haircuts, hair styles, hair colors only. FHS administration has the final decision in what is considered “natural range” of colors.
- No sagging pants, pants must be worn at the waist.
- No excessively baggy pants.
- No see-through attire.
- No extremely tight clothing (such as biker pants).
- Clothing or jewelry advertising alcoholic beverages, tobacco, displaying inappropriate words or comments should not be worn.
- No printed slogans on the seat of pants.
- No pajama pants.
- Tennis shoes are required for the gym floor and cleats are not allowed in the building.
- No flip flops in any vocational trade classes.
- No underclothing worn as an outer garment.
- **Hats-caps-sunglasses should be removed when in the building.**
- Backpacks must be kept in a safe place in the classroom, organized and neat.
- No chains, spiked wristbands, collars, etc.
- No safety pins.
- Any item that can be used as a weapon.
- No head-coverings are allowed, unless they are used for religious purposes.

**The Principal/Administration has the final decision in determining what is appropriate in clothing and appearance for the school day.**

Students who consistently violate the dress code policy will be asked to go home and change clothing before returning to school. Further issues could result in Alternative School placement.

### **Cafeteria**

**At this time ALL students will receive FREE Breakfast and Lunch. Any additional a-la carte items will be at the expense of the student. Students are encouraged to get a tray to help meet quotas necessary to maintain this FREE Lunch Program.**

Each student must eat in the cafeteria where they will remain for the 30 minutes scheduled for lunchtime. Lunch may be obtained in the cafeteria at school or be brought from home. **No lunches/food will be**

**allowed to be brought in from outside agencies or restaurants. Extra items cannot be charged to the student's account. All extra items must be purchased or money can be deposited into the account beforehand.** Appropriate manners should be exhibited in the cafeteria as follows:

- Stay in line to be served.
- Do not push or shove.
- Do not yell.
- Clean the area after eating.
- Do not take food out of the cafeteria.

### **Computer Lab Policy**

Students are to use computers and chromebooks for educational purposes only. Chat rooms and social networking sites are not to be opened on school grounds. Up-loading files from home are not permitted. Students are not allowed to use the lab or any teacher computers without teacher supervision. No food, drinks or gum allowed in the computer labs. Students should close any working files before leaving the lab. The last class of the day should shut down all computers to protect them from overnight power surges.

**Students will abide by the rules and ethics for Internet use outlined in Board Policy 4.406.**

## **Special Notices**

### **Nondiscrimination Policy**

It is the policy of the Frank Hughes School not to discriminate on the basis of race, religion, creed, age, color, sex, handicap, or national origin in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973. If you are unable to speak English, an interpreter will be provided upon your request.

La Política de No Discriminación Del Condado De Wayne

Es la política del Sistema Escolar de Condado de Wayne de no discriminar a base de raza, religión, credo, edad, color, sexo, desvantaja ni a base del origen nacional en sus programas educativos, sus actividades ni en sus políticas del empleo como requerido pro el Título IV del Acto Civil de Derechos de 1964, el Titulo IX de las Enmiendas Educativas de 1972, y la Sección 504 del Acto Federal de Rehabilitación de 1973.

Si usted es incapaz de hablar ingles, un intérprete sera proveido para usted a pedido.

## **Registered Sex Offenders (Policy 1.808)**

Individuals registered as sex offenders in Tennessee or any other state are prohibited from the premises of any school in this district, except for the limited instances outlined in board policy 1.808

Toll free number for DCS is 1-877-542-2873

## **Filing Complaints & Grievances**

Wayne County Board of Education Policy 6.305 states:

*Any student of this school district who wishes to file a discrimination/harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with a complaint manager. Students may also report an allegation of discrimination/harassment to any teacher or other adult employed in the school who shall inform a complaint manager of the allegation. The complaint should include the following information:*

- *Identity of the alleged victim and person accused;*
- *Location, date, time and circumstances surrounding the alleged incident;*
- *Description of what happened;*
- *Identity of witnesses and any other evidence available.*

Complaints may be filed in writing or orally. Complaint Administrators at the school level are:

Ashley Morris, Guidance Counselor or

Greg Morris, Principal

**Grievance Procedures at the District Level:**

Should you have reason to believe you have been treated unfairly, you should take the following steps:

A complaint may be filed by a student or employee who believes discrimination or unfair treatment has been practiced against him/her. Complaints may be filed in writing or orally.

Efforts must first be made by the complainant to resolve the differences with the person or persons responsible for such alleged discrimination or mistreatment.

In the event a complaint cannot be resolved as provided above, the complaint must be submitted to the Board of Education. All complaints must be in writing and include specific evidence of discrimination or mistreatment; be signed by the complainant; and filed within three (3) working days after a solution has been attempted and failed or seven (7) working days after the alleged discrimination or mistreatment.

The Superintendent shall conduct an investigation and present findings and recommendations to the Board of Education within three working days.

The Superintendent may render judgment on the validity of the complaint or may refer to the Board of Education for an informal hearing of the allegation. The Superintendent shall notify the complainant within three working days either that no hearing is warranted or notification of the scheduling of a hearing. In the event of a hearing, members of the Board of Education, those accused of discrimination or unfair practices, and any witnesses of the alleged discrimination or practice are also notified of the scheduled hearing.

The Board of Education shall meet within 3 working days after notice of referral to hear testimony and study all evidence. Their written recommendation will be presented to the Superintendent or his designated representative(s) within 5 working days of the hearing.

The complainant and/or person accused of discrimination or mistreatment may bring legal counsel or an advisor to the hearing. Legal counsel will not be permitted to speak for their client and may act in an advisory capacity.

If the complainant is not satisfied with the action, he/she may appeal the decision to the following:

Wayne County Board of Education

419 South Main Street  
Waynesboro, TN 38485

Or

Director of the Office for Civil Rights  
U.S. Department of Education  
Washington, D.C.

### Compliance Administrators

Compliance Administrators for Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendment of 1972 (Race, gender, color, or national origin) are:

Dr. Ricky Inman

Wayne County Board of Education

419 South Main Street  
Waynesboro, TN 38485

931 722-3316

### **Rights of Children with Disabilities and Parent Responsibilities**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

### **Tennessee Department of Education Contact Information**

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3161 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education,

Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5<sup>th</sup> Floor

Nashville, Tennessee 37243-0380

Phone: 615.741.2851

Fax: 615.253.5567 or 615.532.9412

West Tennessee Regional Resource Center

100 Berryhill Drive

Jackson, Tennessee 38301

Phone: 731.421.5074

Fax: 731.421.5077

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, Tennessee 37290

Phone: 865.594.5691

Fax: 865.594.8909

**Child Advocacy Group Contact Information**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The ARC of Tennessee is on the Internet at <http://www.thearctn.org>.

ARC of Tennessee

44 Vantage Way, Suite 550

Nashville, Tennessee 37228

Phone: 615.248.5878      Toll-Free: 1.800.835.7077

Fax: 615.248.5879 E-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org>.

Support and Training for Exceptional Parents

712 Professional Plaza

Greenville, Tennessee 37745

Middle Tennessee

615.463.2310

[information@tnste.org](mailto:information@tnste.org)

### **FERPA (Federal Education Right to Privacy Act)**

Wayne County Schools follow rules and guidelines as outlined through FERPA.

### **Military Recruiters Access to Student Information**

Districts receiving federal education funds must notify parents of secondary school students that they have a right to request their child's name, address, and telephone number not be released to a military recruiter without their prior written consent.

A district receiving Title I funds and each school served under Title I must develop and distribute a written parental involvement policy. A copy of the Wayne County Parent Involvement Policy is located on the Wayne County School District website at [waynetn.net](http://waynetn.net) and the FHS website.

**Addendums or handbook supplements may be added during the school year after this document has gone to print.**

## **Wayne County Schools Chromebook Check-Out Agreement**

The Chromebook Check-Out Agreement must be signed by the student and financially responsible parent/guardian before the student may borrow a Chromebook set (Chromebook, charger, and laptop case \*IF available\*).

### ***Rules***

#### ***Chromebook sets:***

- May only be checked out IF a student does not have a device at home.
- May not be checked out over vacations.
- May only be used by the student checking it out.
- May only be used for school-related work.
- Must be returned with the student each school day.

**Usage**

By signing this document, the student agrees to only use the Chromebook in accordance with the Acceptable-Use-Policy found in the Student-Parent Handbook, and understands that the school has permission to monitor this school device and its location at all times. Users are expected to follow all laws, including copyright laws. The sharing or transferring of copyrighted materials with this Chromebook is prohibited. While the school maintains the right to monitor use of this Chromebook, parents/guardians are responsible for monitoring the use of this device when it is not on the school network. Internet filtering and antivirus software on the computer may not be disabled for any reason. If the student does not follow these guidelines, access to the take-home computers will be revoked.

**Care**

The student agrees to properly handle and care for the entire Chromebook set while in possession of it. The student shall not attempt to damage, open, repair, or in any way alter any portion of the kit. Personalization of the laptop and tampering with existing identification labels/stickers is strictly prohibited and considered vandalism. The Chromebook shall remain in the case during all transportation activities. The set includes a computer, charger, and case. Each component must be returned in the same condition the student received it. If any component is broken when the student receives the Chromebook set, the student must notify his/her homeroom teacher as soon as possible. If any components are lost, stolen, or broken while they are in the student's possession, the student and his/her parent/guardian agree to reimburse Wayne County Schools for the cost of the repair or replacement. Use of a Chromebook is free; however, misuse or loss of the Chromebook, charger or laptop bag will result in the following:

The student will be charged for any individual components of the Chromebook set that are not returned after 5 days when requested by their teacher, lost, or damaged. Replacement costs are as follows: \$230 for the Chromebook, \$30 for the charger and \$20 for the laptop case. Replacement will be prorated on a 5 year schedule. Year 1-100%, 2-80%, 3-60%, 4-40%, 5-20%.

If a Chromebook set is returned damaged a parent/guardian will be charged for the damaged items. If payment is not made within a business week, the student's access to the take-home Chromebooks will be revoked. Please sign below, stating that you understand and agree to these terms.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_