Hardeman County Schools

Student Handbook
2018-2019

“Prepare to Achieve”
Mission: "Prepare to Achieve"

Intellectual, physical, and emotional development

Technological proficiency

Appreciation for diversity

Responsible and industrious citizenship

Life-long learning

BOLIVAR CENTRAL HIGH SCHOOL commits itself, in partnership with parents and community, to providing a quality education so that all students are able to reach their full potential within a safe and stimulating learning environment. We seek to:

- provide excellence and equity in education in an environment that focuses on the development of mind, character and physical well-being of every student—inspiring them to be life-long learners and industrious citizens

- prepare students for an increasingly global community by addressing such issues as proficiency with technology, knowledge of diversity, and appreciation of other cultural issues in preparation for a competitive workforce environment

Our Vision: All students at Bolivar Central High School will live successfully as student citizens and will meet or exceed all state academic standards by demonstrating the following:

- Scores of proficient or advanced on end-of-course testing
- Scores at or above the college readiness benchmark on each subtest of the ACT
- 100% graduation rate

To accomplish this goal, BCHS commits itself to involving faculty, staff, community members, students, and their families as partners in an ongoing process of educational improvement. All members of the BCHS community will work together to realize this vision in an atmosphere of mutual respect where the contributions of all are valued.

Our Beliefs

- All students must meet state and national standards; achievement gaps must be eliminated.
- A safe and stress free environment positively affects learning and impacts the lives of students and staff.
- All students deserve competent, highly qualified effective teachers who continue to show evidence of professional growth.
- When all stakeholders work together, it positively affects the academic achievement of all students.
- Social and emotional development, good nutrition and increased physical activity are essential to student success.
- A quality education includes the arts, international languages and cultures, career and technical programs and community services.
- All students should become life-long, self-directed learners.
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Welcome to Central High School

Welcome to Hardeman County Schools. This handbook is designed to be a basic source of information. It is an outline and a guide to assist students and parents in becoming familiar with the procedures of the school. Additional information will be provided during the school year.

A primary responsibility of the school system is the development of an understanding of the rights and responsibilities of each individual who is a citizen of the school community. The school is a community, and rules and regulations of a school are the laws of this community. A basic responsibility of the citizens of any community is to respect its laws. Disciplinary action for violation of the rules of the school community may be taken by the school for infractions of these rules. If an infraction also breaks the laws of the local, state, or federal government, the appropriate law enforcement authorities will be notified.

The Hardeman County School system will provide a program of educational services that is both challenging and rewarding. The educational environment must be favorable if students are to benefit from the opportunities that are offered within the school community. Good discipline is essential in this learning environment. This handbook will assist parents and students in knowing the philosophy and regulations that are important to an orderly educational program. However, the basic rule for this community, as well as the world in which we live, is do the things that you know to be right.

2018-19 Academic School Year

School Calendar and Holidays

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>Aug 8</td>
<td>First Day of School (1/2 day)</td>
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<tr>
<td>Sept 3</td>
<td>Labor Day</td>
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<td>Sept 4, (8–11 &amp; 3–6)</td>
<td>Parent Teacher Day*</td>
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<td>Oct 8-12</td>
<td>Fall Break</td>
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<td>Nov 12-23</td>
<td>Thanksgiving Holiday</td>
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<td>Dec 19, (1/2 Day)</td>
<td>Start of Christmas Holiday</td>
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<td>Jan 2</td>
<td>Professional Development*</td>
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<td>Jan 3</td>
<td>Students return to school</td>
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<tr>
<td>Jan 21</td>
<td>Dr. King's Birthday</td>
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<tr>
<td>Feb 18</td>
<td>President's Day</td>
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<tr>
<td>Feb 19, (8–11 &amp; 3–6)</td>
<td>Parent Teacher Day*</td>
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<tr>
<td>Mar 25-29</td>
<td>Spring Break</td>
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<tr>
<td>May 23, (1/2 Day)</td>
<td>Last Day of School</td>
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*No school for students

Report Cards will be sent home:
  October 23, January 8, March 20, May 23

School Telephone Number – 658-3151

Attendance/Absentee Policy

Attendance is a key factor in student achievement. Students are expected to be present each day that school is in session. If a student must be absent due to illness or an emergency, he/she should be aware of the following guidelines concerning this school’s attendance policy:

All absences are considered unexcused until acceptable documentation (doctor’s note, court document, etc.) is given to the attendance secretary in the office. This documentation must be turned in within three (3) days upon the student’s return or it will be unexcused. A limit of three (3) parent/guardian written notes will be accepted per semester. Additionally, students will only be allowed 10 excused absences per year. Any absence beyond 10 days will be unexcused regardless the reason unless proper documentation is submitted and approved by the school attendance board. The documentation will be reviewed by the attendance committee. If approved, a slip will be given to the student to carry to each teacher to be signed. Absences will be handled on a class-by-class basis by each teacher. Work cannot be counted for unexcused absences. Students participating in school sponsored activities whether on or off campus shall not be counted absent.

Absences constitute truancy. Under Tennessee state law, minors are required to attend school. If they accumulate unexcused absences, they may be in violation of this law as well as school policy. Truancy is defined as an unexcused absence from all or any portion of any class, study hall, or activity during the school day for which the student is scheduled. Truancy may result in disciplinary action and/or court action. Students who have three (3) unexcused absences will be put on an attendance intervention plan. Students with five (5) or more unexcused days will be reported as truant. Any absence above ten (10) days may result in the parents and student receiving a summons to truancy court. Ten (10) or more unexcused absences may result in the student being denied admittance/participation for the following: ballgames, pep rallies, award programs, club meetings, band or music performances, theater art performances, as well as other extra-curricular activities.

Again, failure to provide written documentation to the school within three (3) days of the student’s absence will result in the absence being unexcused.
Students are responsible for following these guidelines, requesting work missed, or making arrangements with the instructor concerning missed work.

**Morning Tardies**

All students are expected to be at school and in their assigned classroom at 7:55 AM each school day. All students have ample time between classes to reach their assigned classroom. In the event a student arrives at school after 7:55 AM, or if their entire body is not in the classroom on time, they will be counted tardy.

Teachers will keep a record of tardiness in their individual class and will take appropriate action. Promptness to class is very important.

Students who arrive to school after 7:55 a.m. must check in at the office before reporting to class.

**Late check-in/Early Check-out Procedures:**

Hardeman County Schools have a closed campus policy. This means that a student who arrives late or a student who must leave before the end of the school day must check in or out through the office. Once a student arrives on campus, he/she will not leave the campus without being dismissed through the office. Even a student over the age of eighteen must have a parent or guardian check the student out before the student is dismissed from campus. The student will remain in class until the parent or guardian has made contact with the administration. The office will then contact the teacher to send the student to the office to sign out.

Only the student’s parent or guardian may check the student out unless there is a written authorization, properly signed and notarized, to release the student into the care of someone other than the parent or legal guardian on file in the office. In case of an emergency, the principal or her designated representative may take the appropriate action regarding the check-out of a student when a parent or legal guardian cannot be contacted. Any person requesting to check out a student must present a picture ID.

*If a check-in or check-out causes a student to miss over 30 minutes of class time, he/she will be counted absent for the class.*

**Class Changes/Protection of Class Time**

No student will leave the classroom until the bell has rung and the teacher has dismissed him/her. Class changes should be orderly with students keeping to the right side of the hallway. Students will not be allowed in the hallway to get materials from their lockers after the bell has rung for class to begin. Therefore, students are encouraged to take all materials they need with them. Students should go directly from one class to another. Loitering in the halls is not permitted.

Promptness to class is very important. Teachers will keep a record of tardiness in their individual class and will take appropriate disciplinary action. At each fourth tardy, the student will receive an office referral. The 4th tardy will result in one day of ISS, and the 8th tardy will receive 2 days of ISS. Thereafter, each fourth tardy (12th, 16th, etc) will receive one day of OSS. Consequently the student will receive a grade of zero in each of their classes for that day.

Students are prohibited from interrupting a class to give a message to a fellow student. The student that interrupts a class will be sent to the office for appropriate disciplinary action.

Students will not be called out of class for visitors. Messages, money, etc. can be left in the office and students will be able to come by the office between classes for retrieval of these items.

All deliveries of gifts and flowers to the school must be made through the school office. The school office will accept delivery of personal gifts from florists after 2:00 PM only. Students who receive gifts during school hours may pick them up at the office at the end of the school day. For the Valentine’s Day holiday, all gifts must be delivered by a florist after 2:00 PM. No glass vases or balloons are allowed for bus riders. *Individuals may not drop off Valentine’s gifts.*

**Sex Equity Guidelines**

It is the policy of the Tennessee Department of Education and Hardeman County Schools not to discriminate against any student, employee, or applicant on the basis of sex. Students will not be excluded from participating in or having access to course offerings, student athletics, counseling services, extracurricular activities, or other school resources based on unlawful discrimination. Anyone, employees or students, will be able to address grievances should they feel that they have had a student or employee intimidate, threaten, harass, coerce, discriminate against, or commit or seek reprisal against anyone who participates in any aspect of the discrimination complaint process associated with this policy. Any students who feel their rights
have been threatened or violated should take the following steps to correct the situation:

1. The student will notify the teacher in charge as quickly as possible.
2. If the student cannot notify the teacher, he/she will notify the principal, assistant principal, or guidance counselor.
3. The teacher, guidance counselor, or assistant principal will notify the principal.
4. The principal or his designee will investigate the allegations and contact the Director of Student Services.
5. A written report, with findings and outcome, will be on file with the Director of Student Services.

### Grading Policies

#### Senior Ranking:
All students will be ranked on their longitudinal average based on all courses and the 1st nine weeks of the last courses. To be eligible for Top Ten ranking, the student must have completed at least seven (7) honors classes.

#### Grading System:
Grades are determined by the teacher. For end-of-course classes, the EOC test will be figured in as a percentage of the student’s fourth quarter grade and will also count as the final semester exam. The semester exams will count as a percentage of the semester grade. These percentages are mandated by the state and are subject to change.

In order to be eligible for the Honor Roll, a student must have as many or more grades in the 93-100 range as in the 85-92 range, with no grade below 85 in any subject, and no “U” in conduct. Grade classification: A=93-100, B=85-92, C=75-84, D=70-74, F=0-69.

Honors Classes are more difficult and move at an accelerated pace. Therefore, students taking honors classes will receive three (3) points added to their nine weeks average per grading period.

Report Cards: Report cards are distributed during first period on the fourth day following the end of each grading period. If the fourth day falls on a Friday, report cards will be issued the following Monday. If the fourth day falls on the day preceding a holiday, report cards will be given out on the first day following the holiday. BCHS report cards are computer generated and report card slips may be kept by parent/guardian or returned to school with signature of parent/guardian as directed by some instructors.

### Semester Exam Exemptions:
Students who have shown academic integrity through regular attendance and classroom citizenship will be rewarded. Therefore, these students will be exempt from semester exams. The following criteria will determine eligibility:

- 1 exemption – zero office discipline referrals (ODR)
- 1 exemption – zero unexcused absences AND zero tardies (for any and all classes)
- 1 exemption – no fights (this is for the entire class: fresh., soph., jr., sr.)

#### Classification of Students:
- Sophomore (10th grade): 6 credits
- Junior (11th grade): 12 credits
- Senior (12th grade): 18 or more credits

Students may earn up to seven credits per year. Students will be required to earn 24 credits before being eligible for graduation.

Credit recovery and summer school classes are offered, however acceptance is based on attendance and behavior. Inclusion in these programs is a privilege, not a right.

### Correspondence Courses

Correspondence courses may be requested through the guidance office. A student may take a correspondence course only to meet graduation requirements. The student is responsible for all costs. The guidance office will assist the student in requesting the course, administering the exam, and entering the final grade into the student’s record. Any correspondence course that is taken for high school credit must be approved by the principal and/or guidance counselor before application is made for the course.

### Code of Student Conduct

Development of Good Discipline is one of the most important goals of education. In order for Bolivar Central High School to maintain the best possible and safest learning environment, the administration and faculty have expectations of the students. These are as follows:

1. Demonstrate appropriate school behavior:
Classroom behavior that assures the right of every student to learn and the right of every teacher to teach in a safe and secure environment. Appropriate out-of-class behavior demonstrates respect for the personal and property rights of other students, faculty, and staff.

1. Appropriate use and care of the buildings and facilities of the school.

2. Adherence to acceptable standards of courtesy, decency, morality, and compliance with provisions of civil law.

3. Use of alcohol, tobacco in any form, or e-cigarettes is prohibited.

4. Unless involved in after-school activities, students are expected to depart home by bus, car, or foot at the end of the school day. Loitering, either before or after school will not be allowed.

5. Any students in the building after school hours must have a sponsor in the area in which the activity is taking place.

6. BCHS students are not to go to Bolivar Middle School or Bolivar Elementary School unless they have prior permission from school administration.

7. Any material to be placed on bulletin boards must be cleared by the office. Material placed on class bulletin boards must have prior approval from the classroom teacher.

8. Outward signs of affection are inappropriate at school.

9. All students are under the supervision of all teachers and school employees whether the teacher has the student in class or not. This includes all activities or events sponsored and supervised by the school as well as in the hallways. Students will demonstrate respect for school employees at all times.

10. Students who have been suspended or assigned to the Hardeman County Learning Center are not permitted to attend any school functions, practices, activities, etc., or to be on school property while the suspension is in effect.

11. Students with excessive office referrals, tardies, or absences will not be allowed to attend credit recovery or summer school.

12. There should be no visible signs of any type of gang affiliation to include but not limited to: dress, bandanas, hand towels, hand signs, etc. Items can be confiscated and held until the end of the school year.

13. Off campus activity deemed detrimental to school safety can be subject to school disciplinary actions and may lead to suspensions.

14. For the purposes of this policy, a “personal communication device” is defined as a device that emits an audible signal, vibrates, displays a message, or otherwise summons, or delivers a communication to the possessor. Examples of such devices are, but not limited to, pagers, cellular phones, beepers, ipods, mp3 players, two-way radios, and other similar electronic devices used for the purpose of communication.

Electronic communication devices have become a vital part of our lives. While understanding the fact that these devices are useful to our students, they will not be allowed to be used at school or on school buses. These devices are disruptive to the educational process when used during the school day. Therefore, students are not permitted to possess cell phones or other personal communication devices on school property or on school buses.

Students are not permitted to make or receive calls, or transmit or receive text messages on a cell phone, or use these or other personal communication devices for any reason at any time during the school day on school property including school buses. The office phone should be used for all incoming and outgoing student calls. Cell phones or other personal communication devices shall not be seen or heard during the school day. For the purposes of this policy, the school day is defined as 7:30 am to 3:00 pm. The school day for students transported by bus will begin when they enter the bus in the morning and depart the bus in the afternoon.

Any student determined to be using, handling, or in possession of a cell phone or other personal communication device during the school day shall have the cell phone or other such item confiscated and kept in the office for thirty (30) school days at which time the item will be given to a parent or guardian upon request. On the second offense the cell phone or other device will be confiscated and held for sixty (60) school days. On the third offense the cell phone or other device will be confiscated and held for the balance of the academic year, but not less than ninety (90) school days. Students who refuse to surrender their phone will receive 7 days OSS (out of school suspension) with parent notification.

Students who violate this policy for the third offense may be placed in an alternative educational setting such as in-school suspension or in the Learning Center.

All confiscated personal communication devices that are not claimed by the parent or guardian by the end of the school year will become the property of the Hardeman County Schools.

Any use of a cell phone or other electronic device is prohibited during the school day.
communication device for immoral or pornographic purposes, photographing of tests, text messaging during an exam, the purposes of harassing a student, faculty, staff, or administrator, or for any other such infractions of school policies may result in suspension and/or reprimand. These actions may also result in the arrest and referral of the student to the court system.

The school or the Hardeman County Board of Education or any of its employees will not be responsible for the loss or theft of such devices. Students who bring the device to school do so at their own risk. Incidents of theft may be reported to the proper law enforcement agency by the student or his/her parent or guardian.

**Disciplinary Policy**

The Hardeman County Schools Disciplinary Policy consists of 4 levels and operates with the following being understood:

1. Punishment does not negate financial responsibility.
2. ALL RULES apply to campus and off-campus school activities.
3. Situations listed are intended to be typical in nature. Individual incidents could result in a modification of the levels or consequences.
4. Multilevel disciplinary policy provides due-process to all students.

The following consequences are not all-inclusive and the administration may use whatever techniques they deem necessary and effective:

**Level 1** – Discipline will be handled by the school staff. Consequences will include but not be limited to the following: verbal warning, teacher intervention techniques, parent-teacher contact.

**Level 2** – Discipline will be handled by the administration. Consequences will include but not be limited to the following: in-school-suspension, detention, parent-administrator conference, home suspension.

**Level 3** – Discipline will be handled by the administration. Consequences will include but not be limited to the following: minimum two (2) day home suspension, Learning Center.

**Level 4** – Discipline will be handled by the administration. Consequences will include but not be limited to the following: long-term suspension, expulsion, long-term placement in Learning Center.

This school participates in the Tennessee RTI2-B behavior modification program which rewards good behavior and provides intervention plans including counseling and mentors to students with excessive office referrals. As incentives, we offer quarterly RTI2-B celebrations for students with no tardies, no unexcused absences, and no office referrals. The year-end celebration is for students who have perfect records for the entire year.

**Notations:** Students placed in ISS (In School Suspension) will be allowed to do or to make up their school work. Students sent home or placed on home suspension will have unexcused absences and will not be allowed to make up missed work.

Suspended students are not allowed on the campus and cannot be involved in any school-related activity, whether on or off campus, during the time of the suspension.

Suspension time is defined as school days in session, not to include weekends, holidays, professional development days, or days out of school due to school closings.

**ZERO TOLERANCE:** Zero Tolerance means these activities will not be tolerated and punishment will be swift, reasoned, and certain. Zero Tolerance violations include:

1. Battery upon any teacher, principal, administrator or other employee of the local education agency, bus driver or other contracted personnel, or any authorized volunteer
2. Possession/use/transfer of dangerous weapons
3. Unlawful possession of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana)
4. Unlawfully using or being under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana)
5. Sale/distribution/transfer of any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana)

Zero Tolerance offenses will result in expulsion for a period of not less than one calendar year subject to modification by the superintendent on a case-by-case basis.

Public Chapter 992 states:

A person commits a Class A misdemeanor if:
- He/She intentionally communicates with another person or transmits or displays an image without legitimate purpose with the
Disciplinary Measures for Bus Students: Due to the seriousness which involves the safety of other students, any discipline can be used including removal from the bus.

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-10, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Dress Code

The dress code is designed to reflect the will of the school community. Hardeman County School Board Policy #6.310 states the following: “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 Hardeman County School System has the responsibility to enhance the educational focus, provide a safe and secure school, and establish an orderly learning environment. It is also our belief that by teaching students a proper and professional standard of dress it will aid our students in having a greater opportunity for success upon exiting our schools as well as having a positive effect upon the student’s self-esteem. In addition, standard dress will enable school personnel to easily recognize outside intruders and deter gang affiliation and activity. Changing fads and trends put increasing pressure on parents, students, and staff as well as detract from the educational mission of the schools.

A basic consideration is that apparel should not jeopardize a student’s health and safety, be disruptive in any way, or interfere with the learning process of other students. Teachers who observe students who are inappropriately dressed should refer those students to the principal or his/her designee. Students whose dress, or lack of dress, is distracting or disruptive will not be permitted to remain in school. Students may be sent home or placed in ISS. Students sent home will be counted as absent.

The following guidelines are provided in order to demonstrate what is considered appropriate and inappropriate dress. However, they are not in any way intended to include all situations:

Shirts – Only golf-type shirts (no zippers) and button-front shirts will be permitted. Only the top 2 buttons may be unbuttoned.
1. Must have a collar.
2. Must be solid white, black, or the designated school color (green or yellow).
3. Must be the appropriate size.
4. May be long or short sleeves.
5. Must not have any writing or pictures.
6. Logos (other than approved school logos) must be no larger than 1” on the front left side of the shirt.
7. Only t-shirts in school colors may be worn underneath the approved golf or button-front shirt. (No writing on the shirt.)

Sweatshirts/Sweaters must be solid white, black, gray, or the designated school colors (green or yellow). Solid color sweaters with v-necks, crew necks, cardigans or vests in the approved colors may be worn, but must be worn over the approved shirts. No brand names or wordings are allowed.
1. Logos (other than approved school logos) must be no larger than 1” on the front left side of sweater or sweatshirt.
2. Sweaters, sweatshirts, and vests should hang at the waist/belt line.
3. Hooded sweatshirts/sweaters of any kind may be worn in the classroom at the teacher’s discretion and must be only solid green, yellow, black, white, gray or beige unless issued by a school organization.
4. Sweaters or sweatshirts are not to be tied over the shoulders or around the waist.
5. Mock turtlenecks or turtlenecks in approved colors may be worn under the approved shirt. They must be solid color, and either white or the approved school color, and they cannot be worn alone. Short sleeve turtlenecks may be worn under the approved short sleeve shirts.

** Approved colors for t-shirts, jackets and sweaters: green, yellow, white, black, gray or beige

Pants -- Color choices for pants are khaki, black, or navy (hemmed or cuffed) and of a cotton twill blend.
1. Pants must be worn and fitted at the waist line.
2. Low slung, baggy seat, baggy legged, or bell-bottom pants are not permitted.
3. Students in all grades PreK-12 may wear knee-length shorts of a cotton twill blend in khaki, navy, or black.
4. No jeans are all allowed except on special days designated by the school principal.
5. Cargo pants, carpenter pants, or overalls are not permitted.
6. Pant legs cannot be rolled up exposing the leg.
7. There are to be no holes, rips, or tears. On special dress days where jeans are permitted, leggings must be worn under the pants if there are holes or rips above the knee.
8. Capri style pants may be worn by female students. Capris are defined as trousers which end at the mid-calf area or just below the calf.
9. Pants that do not fit snugly at the waist will require a belt. Belts must be worn through the belt loops and buckled. The belt buckle must be a plain buckle and shall not exceed 1 1/2 inches in width. Uniform pants which have a completely elasticized waist with no belt loops do not require that a belt be worn. The school administration will have the final discretion on the color of the belt.

**Skirts/dresses** – All skirts must be solid, khaki colored, black or navy blue, and be a twill cotton or blend.
1. Skirts must go to the knee.
2. There must be no slits in skirts above the knee.
3. All dresses that are worn must go to the knee.

**Footwear**-
1. Shoes are to be worn at all times.
2. Dress/casual shoes, sandals, or athletic shoes are to be worn and must be properly fastened.
3. Flip flops, house shoes, and skeleton shoes are **not** to be worn.
4. Boots are permitted with the pants leg worn outside the boot.
5. Shoes with heels taller than 1 1/2 inches are **not** permitted.
6. Footwear must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

**Coats/Jackets** -
1. Students may wear a heavy coat to school, but it must be stored in a locker or designated location when the student gets to school. Heavy coats may not be worn in the class room. Sweaters, jackets, or pullover windbreakers may be worn with the standard dress policy clothing in the classroom at the teacher’s discretion. All outerwear including pullovers, sweatshirts, and jackets should be a solid school approved color (green, yellow, black, white, gray, or beige) with no writing or pictures that are not school related other than a small logo.
2. Large, oversized coats and jackets or trench coats are not permitted in the school building.
3. Coats and jackets must not have drug, alcohol, gang related, gambling, or other such messages or pictures.

**Headwear** -
1. No caps, hats, or beanies are to be worn in the school building.
2. No sweatbands are to be worn in the school building.
3. Headwear may be worn on school busses but must be removed and stored upon arrival at school.
4. Girls may wear head bands such as those worn to hold hair in place while in the school building.
5. No hair rollers or night head wraps may be worn at school.

**Additionally:**
1. For young ladies, any top revealing cleavage is strictly prohibited. Undergarments should not be of a color that is visible through clothing. Any decorative or see-through tops worn over the uniform shirts other than the approved sweaters or sweatshirts are prohibited.
2. No hats, caps, head covers, picks, combs, hair curlers, or dark glasses may be worn in the school building at any time.
3. Hairstyles, jewelry, earrings, etc. shall conform to what is generally accepted for our area and should not be of an unusual or disruptive nature. Bangs should be of appropriate length. Any piercings other than ears should be studs only (no rings).
4. Unacceptable or questionable dress and grooming standards will be referred to administration.
5. Anyone having tattoos that are deemed disruptive, as determined by the administration, may be required to keep them covered at all times.

**Expectations & Consequences** - Students are expected to adhere to the standard dress policy at all times during the regular school day. If a student arrives at school and is not in compliance with the
standard dress policy he/she will not be allowed to attend classes. The student will be detained and a parent will be called to bring appropriate clothing for the first violation. The second violation will result in a one-day in-school suspension; and subsequent violations will result in a conference with parents for further disciplinary consequences. (Note: elementary school principals may take special circumstances into consideration when there are violations of the standard dress policy.)

**Bus Rules**
For the safety of our students, adherence to the following rules is required for all who use the county school busses:

1. Bus Driver is in charge. Students must promptly listen to instructions.
2. If students have to walk along the road to a bus stop, they should do so on the left side of the road facing the traffic. They should walk as far away from the lane of traffic as is practical in a single file.
3. Do not run to or from the bus.
4. While waiting for the bus, stand 10 feet back from the road and stand in a single file to get on the bus. Don’t play, push, or shove while waiting.
5. Students must be at the bus stop when the bus arrives. The driver is not required to blow the bus horn and he/she may leave the bus stop if the student is not there at the proper time.
6. Don’t litter while waiting on the bus. Stay out of others’ yards.
7. If students have to cross the road, they must do so under the driver’s direction.
8. Stand still at the bus stop until the bus comes to a complete stop.
9. Go directly to a seat and sit down after getting on the bus. Be sure to use the handrail. Face the front, and keep legs, books and other objects out of the aisle.
10. Keep the bus clean.
11. The use of tobacco, e-cigarettes, drugs, alcohol, food or drinks on the bus is prohibited. Animals and oversize objects as well as glass containers are also prohibited.
12. The driver may assign seats.
13. Do not put any part of your body out the window, and do not throw anything out of the window.
14. If a student damages the bus, payment will have to be made before he/she is allowed to ride again.
15. Students must observe the same rules of conduct as they do in the classroom. Ordinary conversation is permitted. Horseplay, unruly behavior, abusive and obscene language or gestures are unacceptable.
16. When leaving the bus, do so under the driver’s direction. Wait until the bus comes to a complete stop before getting up. Use the handrail, and move quickly (but don’t run) away from the bus.
17. Stay clear of the bus after getting off. If students have to cross the road, they must move out 10 feet in front of the bus before crossing. Watch for the driver’s signal and cross when the way is clear. Never cross the road behind the bus.
18. Do not delay the bus by going to check the mailbox or visit a friend, etc. Cross the road as soon as the way is clear and the driver has given the okay.
19. Drivers will not unload passengers at a place other than the regular stop unless the student shows the proper authorization. Proper authorization consists of a note with a request signed by the parent and also signed by the principal. No student will be delivered to a business.
20. A student desiring to ride a bus other than his/her assigned bus must have the same authorization as in Rule 19.
21. Failure to observe these regulations may result in disciplinary action and possible suspension from the bus. School bus transportation is a privilege, not a right.
22. Parents are responsible for their children before the children get on and after they get off the school bus.

**Student Parking and Automobile Regulations**
All students who drive vehicles to school will park in assigned slots in the lots on Jefferson Street, Harris Street and Butler Street. Parking passes will be sold in the office throughout the school year. Park inside the painted lines and place the parking pass placard on the rear-view mirror. Illegally parked cars will be towed. After school, student cars will leave the campus during the five-minute period while the buses
are being loaded. If cars have not left before the five minute bell, they are to remain on campus until the buses have left. Students should never be picked up in the Jefferson Street parking lot. Parents and guardians should **pick up & drop off students in the circle drive on Harris Street**.

*Vehicles parked on school property by students or visitors are subject to search for drugs, drug paraphernalia or dangerous weapons.

**Driver’s License**

When any student who is age 15 or older applies for a Tennessee Driver's License, they must request a certification sheet that they are in compliance with the present compulsory school attendance laws. Students must sign up for the driver’s certification in the main office.

**Juvenile Offender Act**

*TCA §55-10-701*

(a)When a person, younger than eighteen (18) years of age, but thirteen (13) years of age or older, commits any offense or engages in any prohibited conduct described in this subsection (a), then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the department of safety, driver control division, within five (5) working days of the conviction or adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction or other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverage, wine, or beer, or any controlled substance as defined and enumerated in Title 39, chapter 17, part 4, or involving the possession or carrying of a weapon on school property, as defined and enumerated in §39-17-1309(b) or (c). The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender is eighteen (18) years of age, regardless of when a conviction or determination occurs. The department shall promulgate the form “Order of Denial” for use by the courts.

(b) If a court has issued an order of denial of driving privileges pursuant to this section, the court, upon motion of the offender, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:

1. A court may not withdraw an order for a period of ninety (90) days after the issuance of the order if it is the first order issued by any court with respect to the petitioning person;
2. A court may not withdraw an order for a period of one (1) year after the issuance of the order if it is the second or subsequent such order issued by any court with respect to the petitioning person; and
3. A court may not withdraw an order involving a violation of part 4 of this chapter, concerning the operation of a motor vehicle while intoxicated or impaired.

(c) For a motion for withdrawal under this section to be properly before a court for consideration, the local district attorney general must have received at least ten (10) days’ prior notice of the motion, together with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an unemancipated juvenile at the time the motion is made. A custodial parent or legal guardian must appear in court with the offender if the offender is an unemancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include as exhibits any prior orders of denial issued.

(d) The local district attorney general or assistant district attorney general has the right to appear, present evidence and be heard at proceedings under this section.

**Selling on Campus**

Solicitations of funds or the sale of merchandise and/or services on campus for outside organizations or individuals is not allowed by students or faculty. All fundraising activities by school organizations and adult support groups must be approved in advance by the principal.

**Visitors on Campus**

All visitors must check in at the main office. Visitor passes are not issued for visitors to visit a school all day.

**Other Information**

*Medicine:* With the exception of emergency medicines such as asthma inhalers, if a student
has to take medication, the medicine should be left in the main office. This includes over-the-counter medications. A parental consent form and physician's order must be brought to the office before we can dispense any medication including over-the-counter medications. A student may get a pass to come and take his/her medication. The medicine must be brought to school by a responsible adult in the original unopened pharmacy container which lists the following information:
1. student's name
2. prescription number
3. medication name and dosage
4. special directions for administration
5. date
6. licensed prescriber's name
7. pharmacy name, address, and phone #.

Health Clinic: A Health Center will be located at Bolivar Elementary School to offer the following services: Same day appointments, diagnosis and treatment, sick visits, immunizations, and sports physicals.

Food & Drinks: Students are not allowed to have food and/or drinks in the classroom or hallway. Any soft drinks purchased in the instructional areas must be consumed during lunch.

Money Receipts: All students should receive a receipt for any money in amounts over one dollar. The receipt should be kept by the student in case a problem arises.

Private Property: Students are warned and advised not to bring valuables, expensive personal property or belongings, and large amounts of money to school.

Telephone Usage: Students are not allowed to use the office telephone for personal calls. In case of an emergency, parents will be contacted by the school staff. Incoming calls for students will be taken and delivered at an appropriate time.

School Closings: In the event of inclement weather, students are advised to listen to local radio stations and the Memphis and Jackson television stations for announcements concerning school closings. The Board of Education should notify you through the automated calling system.

Lockers: A locker will be assigned to each student. He/she is to keep the locker assigned. The student may place a lock on his/her locker if not shared by another student. Bolivar Central High School retains no responsibility for items stolen from lockers.

School Records: School records will be released only to authorized personnel.

Student Identification Badges: Student Identification Cards will be provided to every student at the first of the school year. Just as a driver's license authorizes driving a vehicle, a student ID card authorizes a student for the following: a) check out library books, calculators, etc., b) use computers, and c) participate in campus life activities (school activities, prom, etc.). Lost, stolen, or defaced ID cards must be replaced IMMEDIATELY through the BCHS school library. Cost for a replacement student ID card is $5.00.

Administrators and Counselors
If you need to see an administrator or counselor, please sign the roster in the counselor's waiting area, or write a note to the person that you wish to see. Do not miss class to see them.

Cafeteria
1. Breakfast will be served from 7:30 – 7:45 a.m., allowing students time to be in first period no later than 7:55 a.m.
2. Students will pass to and from the cafeteria in an orderly manner.
3. All students must stay in the cafeteria during their assigned lunch time.
4. Permission to leave the cafeteria before dismissal time must be obtained from the on-duty staff member.
5. Table manners and good conduct are expected from all students.
6. Federal regulations state that no commercially prepared foods will be allowed on campus. They will be taken up.

Clubs and Organizations
The following clubs and organizations are active at Bolivar Central High School. Please see the club sponsor for information regarding membership eligibility.
- Beta Club
- Fellowship of Christian Athletes
- Future Farmers of America
Students are not required to join any clubs. Students and/or parents may choose to decline membership offers. Participation in field trips may be subject to classroom teacher approval.

**Emergency Drills and Evacuation Procedures**

These will be explained by the teacher of each class. Maps and detailed instructions will be posted in all rooms and areas of the school.

**Majority to Minority Transfer Request**

Hardeman County Schools operates under the 1969 Federal Court desegregation order. Under this order, transfers from one school zone to another are permissible when the student wishing to transfer is in the racial majority at the home school and will be in the racial minority at the receiving school. All transfer requests meeting these criteria are subject to approval by the director of Schools and the Chairman of the Board of Education. There must be space available at the receiving school for a transfer to be approved.

Parents may find the Student Transfer Request form at www.hardemancountyschools.org/SchoolForms.html.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.
   Parents or eligible students who wish to ask the School to amend a record should write the School principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged
failures by the School District to comply with the requirements of FERPA.
The name and address of the Office that administers FERPA are:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-8520

If you do not want the Hardeman County Schools to disclose directory information from your child’s educational records without your prior written consent, you must notify the School in writing. Hardeman County Schools has designated the following information as directory information:

- Student’s name
- Dates of attendance
- Major field of study
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA Affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student or student’s family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents;
  8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

This school district has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The School District will make this notification to parents at the beginning of the school
year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC  20202-8520

The school system does not discriminate on the basis of age, sex, race, color, creed, religion, national origin, or disability in the operation of its educational programs and activities, including employment practices.

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111(g), or the attempt to commit one of these offenses as defined under Tennessee Code Annotated 39-12-10, shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Contact Information Related to Student Rights and Services

The following is a list of state and local resources available to parents and children who wish additional information about available services:

Tennessee State Department of Education
1-888-212-3162, or
http://www.state.tn.us/education/speced/index.htm

Legal Services Division
Division of Special Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, Tennessee 37243-0380
Phone 615-741-2851
Fax: 615-253-5567 or 615-532-9412

West Tennessee Regional Service Center
100 Berryhill Drive
Jackson, TN  38301
Phone:  731-421-5074
Fax: 731-421-5077

Child Advocacy Group Contact Information
The ARC of Tennessee
44 Vantage Way, Suite 550
Nashville, TN  37228
Phone:  615-248-5878
Toll Free:  1-800-835-7077
Fax:  615-248-5879
Email:  pcooper@thearctn.org
Internet:  http://www.thearctn.org/

Support and Training for Exceptional Parents (STEP)
712 Professional Plaza
Greenville, TN  37745
Phone:  901-756-4332
Email:  jenness.roth@tnstep.org
Internet:  http://www.tnstep.org/

Tennessee Protection and Advocacy (TP&A)
416 21st Avenue South
Nashville, Tennessee  37212
615-298-1080
Toll Free:  1-800-287-9636
TTY:  615-298-2471
Fax:  615-298-2046
Internet:  http://www.tpainc.org/

Tennessee Voices for Children
West Tennessee/Jackson Area
Phone:  731-660-6365
Fax:  731-660-6372
Internet:  http://www.tnvoices.org/main.htm

Tennessee Disability Services
Disability Pathfinder Database:
http://mingus.kc.vanderbilt.edu/tid/dbreasearch.asp
Disclaimer: The information listed above is provided as a service to individuals seeking additional help. The Hardeman County Board of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented herein.

Parent Involvement Plan

PURPOSE

The No Child Left Behind Act of 2001 requires each school that receives federal funding to implement a parent involvement plan. This plan ensures that the parents of all students will have an opportunity to participate in the planning of activities at BCHS. Because parents are active stakeholders, this plan outlines specific expectations for parental involvement. It will be distributed to all parents and posted on the school's website.

All parents are encouraged to participate in the planning and implementation of activities at Bolivar Central. The policies listed below ensure the opportunity for participation by all parents:

- Bolivar Central will schedule an annual school-wide meeting through our Partners in Education (TPaT) organization in September. Parents and other stakeholders will be invited to attend in order to participate in planning activities. Four meetings will be held throughout the year.
- Progress reports are sent to parents during the fourth week of each quarter. At the end of each quarter, report cards are sent to all parents.
- In order to provide parents with test data information, guidance counselors set up a table in the school lobby where parents sign in for parent-teacher conferences held each semester. The counselors make themselves and test scores available to parents and offer explanations about the scores and answer questions regarding tutoring opportunities.
- Parents are stakeholders; therefore, they are encouraged to volunteer to serve on the School Improvement Planning Committee.
- During the first TPaT meeting of the year, the faculty will be introduced to the parents of Bolivar Central. Parents will be given a description of the activities and programs at the school. Sign-up sheets will be available for parents to volunteer to serve on committees for the School Improvement Planning Process.
- Parents are encouraged to contact the school if they have questions or concerns about their child's academic progress.
- Surveys will be used to gather information annually to determine if the Parent Involvement Plan is effective. Bolivar Central will also confer with parents, students, and teachers in planning and implementing educational programs and activities at the school.
- Parents with disabilities and parents with limited English proficiency will be provided equal opportunity to participate in their child's education. These parents will be provided a copy of the BCHS Parent Involvement Plan in a format that they can understand. A translator will be available to offer assistance, if needed, in the reading of this plan.
- Parents are encouraged to volunteer to serve on the School Improvement Planning Committee and participate in the decisionmaking process of the school through the following measures:
  - Surveys distributed to stakeholders in order to compile information regarding the programs and activities at Bolivar Central.
  - Efforts to schedule requested conferences at the convenience of the parent.
  - Four TPaT meetings scheduled during the school year.
  - School-Parent-Administrator Compact to formalize the shared responsibility of all stakeholders in improving student academic success and meeting the standards outlined by Tennessee Department of Education.
- Communications between the school and home will employ a variety of channels and formats such as the following:
  - Faculty and staff of Bolivar Central are encouraged to communicate frequently with parents regarding student progress using progress reports during the fourth week of each reporting period, report cards at the end of each grading period, and current online grading program to check for daily progress on assignments.
- District-wide parent-teacher conferences are held two times per year. Additional parent-teacher conferences may be planned when deemed necessary by the parent or teacher. Phone conferences may be initiated by the teacher when he/she feels it is necessary to discuss student progress or behavior. Parents may request a conference with one or more teachers through the guidance office.

- Upcoming events and dates will be broadcast on the school calendar, the quarterly report card, the school's website, the school sign outside the main entrance, and through the school's automated calling system.

- The school makes every effort to remove language barriers for students and their parents with limited English proficiency by providing an ESL (English as a Second Language) teacher to assist students with their class work and parents with translation of documents and policies. The school system also employs a translator who visits schools and provides translation technology.

- Parents are recruited to help with Bolivar Central's sports programs such as cheerleading, softball, track and baseball.

- Bolivar Central cultivates community/business involvement in its Partners in Education organization.

### Parent-Student Compact

#### PURPOSE

Bolivar Central High School is a school-wide Title I school and receives government funding as such. As required by the No Child Left Behind Act of 2001 (NCLB), Bolivar Central High School has formalized a partnership among our stakeholders to share in the academic achievement of all students. This partnership is outlined in this Parent-Student Compact.

#### Parent/Guardian Agreement:

I want my child to be successful as he/she pursues his/her academic goals. Therefore, I shall him/her by doing the following:

- Communicate and work with the teachers and staff to support and challenge my child in his/her academic endeavors.
- Ensure that my child attends school regularly and arrives on time.
- Support the school in its efforts to maintain proper discipline.
- Encourage my child to complete his/her homework on a daily basis.
- Respect the school staff and the diversity and cultural differences of others.
- Attend and support school activities.
- Encourage my child to resolve conflicts in a positive, non-violent manner.

#### Student Agreement:

It is imperative that I work diligently to achieve my academic goals. Therefore, to achieve success, I shall strive to do the following:

- Attend school regularly, arrive on time for each class, and bring all necessary supplies and materials with me.
- Complete homework assignments and study on a daily basis.
- Continue to do my part in keeping my school safe.
- Follow the rules and code of conduct for students.
- Respect and cooperate with my parents, other students, teachers and administrators in order that I may be successful.

#### School Agreement:

Student achievement is our primary objective. Therefore, the faculty and administration of Bolivar Central High School shall strive to do the following:

- Set high expectations for all students.
- Provide high quality, standards-based curriculum and instruction to meet local, state, and federal benchmarks.
- Communicate with parents on a regular basis in regard to academic progress and behavior.
- Provide assignments that reinforce instruction and on-going assessments that inform instruction.
- Incorporate instructional activities that will make learning enjoyable.
- Commit to the individual needs of each student.
Provide a safe environment that supports positive communication among the student, teacher, and parent.
Foster an instructional climate that emphasizes diverse learning styles, incorporates assignments that reinforce instruction, and prepares students for all forms of assessment.
Encourage students to excel and to strive toward academic excellence.
Provide parents an opportunity to participate in their child's education
Schedule parent-teacher conferences each semester to discuss the child's academic progress.

Hardeman County Schools Attendance Information For Parents

Attendance is a major factor in student achievement. Excessive absenteeism is a key indicator that a child will drop out of school prior to graduating. In a recent study, twelve-year-old students who missed 17 or more days of school dropped out at a rate of 85 percent. Failing to get a diploma can have devastating consequences. On average, a person with a high school diploma will earn almost twice as much as a high school dropout. In today's rapidly changing times, an education is vital for economic stability. For this reason, we encourage you to ensure your child attends school every day school is in session unless there is a valid reason for missing. Tardies to school and checkouts should be avoided if at all possible. The median number of days missed last year in Hardeman County School was 6 days. If your child misses substantially more than this, it will have detrimental effect on his/her education. Valid reasons for missing school include illness, injury, and death of an immediate family member, court appearance, religious observance, extreme weather conditions, or military deployment of a parent. Principals may use their discretion to excuse absences for other reasons. School sponsored field trips are not considered absences. If your child does miss school, it is important that you send written documentation to get the absence excused. Doctors' notes, funeral home statements, corroboration from court officials, letter from church leaders, or documentation affirming military deployment are all examples of acceptable documentation. In addition, up to three (3) days per semester may be excused with a note from a parent when other documentation is not available. If written documentation is not provided, the absence will be recorded as unexcused. Students who have five (5) or more unexcused absences in a school year in accordance with law will be reported to the state as truant. Students who are considered truant, along with their parents, could be in violation of T.C.A.49-6-3001 and may be cited to court. Hardeman County Schools is committed to providing a quality education for all of our students. We appreciate the support and assistance of our parents as we strive to help the children of our county become successful and productive citizens. More information about Hardeman County Schools' Attendance Policies and Procedures can be found in the Student Handbook or online www.hardemancountyschools.org in the Hardeman County Board of Education Policy Manual. The Attendance Department contact information 737-658-2510.
VACCINE INFORMATION STATEMENT

Meningococcal ACWY Vaccines—MenACWY and MPSV4: What You Need to Know

1 Why get vaccinated?

Meningococcal disease is a serious illness caused by a type of bacteria called *Neisseria meningitidis*. It can lead to meningitis (infection of the lining of the brain and spinal cord) and infections of the blood. Meningococcal disease often occurs without warning—even among people who are otherwise healthy.

Meningococcal disease can spread from person to person through close contact (coughing or kissing) or lengthy contact, especially among people living in the same household.

There are at least 12 types of *N. meningitidis*, called “serogroups.” Serogroups A, B, C, W, and Y cause most meningococcal disease.

Anyone can get meningococcal disease but certain people are at increased risk, including:

- Infants younger than one year old
- Adolescents and young adults 16 through 23 years old
- People with certain medical conditions that affect the immune system
- Microbiologists who routinely work with isolates of *N. meningitidis*
- People at risk because of an outbreak in their community

Even when it is treated, meningococcal disease kills 10 to 15 infected people out of 100. And of those who survive, about 10 to 20 out of every 100 will suffer disabilities such as hearing loss, brain damage, kidney damage, amputations, nervous system problems, or severe scars from skin grafts.

Meningococcal ACWY vaccines can help prevent meningococcal disease caused by serogroups A, C, W, and Y. A different meningococcal vaccine is available to help protect against serogroup B.

2 Meningococcal ACWY Vaccines

There are two kinds of meningococcal vaccines licensed by the Food and Drug Administration (FDA) for protection against serogroups A, C, W, and Y: meningococcal conjugate vaccine (MenACWY) and meningococcal polysaccharide vaccine (MPSV4).

Two doses of MenACWY are routinely recommended for adolescents 11 through 18 years old: the first dose at 11 or 12 years old, with a booster dose at age 16. Some adolescents, including those with HIV, should get additional doses. Ask your health care provider for more information.

In addition to routine vaccination for adolescents, MenACWY vaccine is also recommended for certain groups of people:

- People at risk because of a serogroup A, C, W, or Y meningococcal disease outbreak
- Anyone whose spleen is damaged or has been removed
- Anyone with a rare immune system condition called “persistent complement component deficiency”
- Anyone taking a drug called eculizumab (also called Soliris®)
- Microbiologists who routinely work with isolates of *N. meningitidis*
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa
- College freshmen living in dormitories
- U.S. military recruits

Children between 2 and 23 months old, and people with certain medical conditions need multiple doses for adequate protection. Ask your health care provider about the number and timing of doses, and the need for booster doses.

MenACWY is the preferred vaccine for people in these groups who are 2 months through 55 years old, have received MenACWY previously, or anticipate requiring multiple doses.

MPSV4 is recommended for adults older than 55 who anticipate requiring only a single dose (travelers, or during community outbreaks).
Some people should not get this vaccine

Tell the person who is giving you the vaccine:
• If you have any severe, life-threatening allergies.
If you have ever had a life-threatening allergic reaction after a previous dose of meningococcal ACWY vaccine, or if you have a severe allergy to any part of this vaccine, you should not get this vaccine. Your provider can tell you about the vaccine’s ingredients.
• If you are pregnant or breastfeeding.
There is not very much information about the potential risks of this vaccine for a pregnant woman or breastfeeding mother. It should be used during pregnancy only if clearly needed.
If you have a mild illness, such as a cold, you can probably get the vaccine today. If you are moderately or severely ill, you should probably wait until you recover. Your doctor can advise you.

Risks of a vaccine reaction

With any medicine, including vaccines, there is a chance of side effects. These are usually mild and go away on their own within a few days, but serious reactions are also possible.

As many as half of the people who get meningococcal ACWY vaccine have mild problems following vaccination, such as redness or soreness where the shot was given. If these problems occur, they usually last for 1 or 2 days. They are more common after MenACWY than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Problems that could happen after any injected vaccine:
• People sometimes faint after a medical procedure, including vaccination. Sitting or lying down for about 15 minutes can help prevent fainting, and injuries caused by a fall. Tell your doctor if you feel dizzy, or have vision changes or ringing in the ears.
• Some people get severe pain in the shoulder and have difficulty moving the arm where a shot was given. This happens very rarely.
• Any medication can cause a severe allergic reaction. Such reactions from a vaccine are very rare, estimated at about 1 in a million doses, and would happen within a few minutes to a few hours after the vaccination.

As with any medicine, there is a very remote chance of a vaccine causing a serious injury or death.

The safety of vaccines is always being monitored. For more information, visit: www.cdc.gov/vaccinesafety/

What if there is a serious reaction?

What should I look for?
• Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or unusual behavior.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness—usually within a few minutes to a few hours after the vaccination.

What should I do?
• If you think it is a severe allergic reaction or other emergency that can’t wait, call 9-1-1 and get to the nearest hospital. Otherwise, call your doctor.
• Afterward, the reaction should be reported to the “Vaccine Adverse Event Reporting System” (VAERS). Your doctor should file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967.

VAERS does not give medical advice.

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation. There is a time limit to file a claim for compensation.

How can I learn more?
• Ask your health care provider. He or she can give you the vaccine package insert or suggest other sources of information.
• Call your local or state health department.
• Contact the Centers for Disease Control and Prevention (CDC):
  • Call 1-800-232-4636 (1-800-CDC-INFO) or
  • Visit CDC’s website at www.cdc.gov/vaccines

Vaccine Information Statement
Meningococcal ACWY Vaccines

03/31/2016
42 U.S.C. § 300aa-26
A New Way of Leading
Building family-school partnerships for student success

In the 2012 research review A New Wave of Evidence: The Impact of School, Family, and Community Connections on Student Achievement, Anne T. Henderson and Karen L. Mapp conclude that there is a positive and convincing relationship between family involvement and student success, regardless of race/ethnicity, class, or parents’ level of education. To put it another way, when families are involved in their children’s learning both at home and at school, their children do better in school. The report also points to specific types of involvement as being especially beneficial to children’s academic success.

Finding 1: Involvement programs that link to learning improve student achievement.

It’s simple: The more parent and community involvement activities focus on improving student learning, the more student learning improves. Learning-focused involvement activities may include:

- Family nights on math or literacy.
- Family-teacher conferences that involve students.
- Family workshops on planning for college.

Finding 2: Speaking up for children protects and promotes their success.

Children whose parents are advocates for them at school are more confident at school and take on and achieve more. The more families advocate for their children and support their children’s progress, the longer their children stay in school and the better their children do. Families should:

- Become knowledgeable about the operations of schools and the laws that govern those operations.
- Be confident about their ability to work with schools.
- Expect only the best from their children and for their children.
- Join PTA.

Finding 3: All families can contribute to their children’s success.

Family involvement improves student success, regardless of race/ethnicity, class, or parents’ level of education. For involvement to happen, however, principals, teachers, and parents themselves must believe that all parents can contribute to their children’s success in school. Parents can promote their children’s academic success by:

- Teaching their children the importance of education.
- Finding out what their children are expected to know and to be able to do and reinforcing lessons at home.
- Sending their children to school ready to learn every day.
- Principals and teachers must support parent involvement by:
  - Making parent involvement a priority.
  - Recognizing and removing barriers to parent involvement.
  - Sharing decision-making power with parents and community members.
- Working to understand class and cultural differences.

Finding 4: Community organizing gets results.

Engaging community members, businesses, and organizations as partners in children’s education can improve the learning community in many ways. For example, community partners may be able to:

- Provide expanded learning opportunities.
- Build broad-based support for increased school funding.
- Provide quality after-school programs.

PTA’s National Standards for Family-School Partnerships

Standard 1: Welcoming all families into the school community—Families are active participants in the life of the school, and feel welcomed, valued, and connected to each other, to school staff, and to what students are learning and doing in class.

Standard 2: Communicating effectively—Families and school staff engage in regular, meaningful communication about student learning.

Standard 3: Supporting student success—Families and school staff continuously collaborate to support students’ learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Standard 4: Speaking up for every child—Families are empowered to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Standard 5: Sharing power—Families and school staff are equal partners in decisions that affect children and families and together inform, influence, and create policies, practices, and programs.

Standard 6: Collaborating with community—Families and school staff collaborate with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

For more information about the National Standards and PTA programs that promote family-school partnerships, visit www.pts.org.
Print Student’s Name:____________________________________________________________

Student School ID Number:_______________________________________________________

By signing below, I indicate that I understand and agree to the following:

● All students will be expected to abide by the rules and regulations of Bolivar Central High School. These expectations are stated in the school handbook.
● All parents will support and encourage their child’s educational efforts as set forth in the Parent Involvement Plan and Parent-Student Compact in order to improve student academic achievement.
● All students will abide by the Parent-Student Compact and share responsibility for improving academic achievement.
● All students may attend school-sponsored field trips, honor roll trips, and athletic trips under the supervision of Bolivar Central High School faculty and staff by means of school transportation.
● All students may be photographed during school activities, in recognition of awards or honors, or during any GEAR UP activity or event. These images may be published/used in newspapers, on web pages, in brochures and newsletters, or in promotional videos. Names are not attached to pictures published on web pages or last names included with publicly distributed images.

*Note: If you request an exemption from any of the above, it must be submitted in writing and attached to this page.*

Parent/Guardian Signature: ___________________________________ Date ____/____/_____

Student Signature: __________________________________________  Date ____/____/_____
Hardeman County Board of Education
Student Health History & Emergency Medical Treatment Consent Form

<table>
<thead>
<tr>
<th>School Year</th>
<th>Student</th>
<th>School</th>
<th>Grade/Teacher</th>
<th>Address</th>
<th>Birth Date</th>
<th>Gender</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Parent/Guardian/Emergency Contacts</th>
<th>Relationship</th>
<th>Phone Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call 1st</td>
<td>Home: Cell:</td>
<td></td>
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<tr>
<td>Call 2nd</td>
<td>Home: Cell:</td>
<td></td>
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<tr>
<td>Call 3rd</td>
<td>Home: Cell:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Student's Doctor/Health Care Provider</th>
<th>Phone#</th>
<th>Fax#</th>
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</thead>
</table>

Indicate if student has been diagnosed by a licensed healthcare provider with any of the following:

<table>
<thead>
<tr>
<th>Health Condition</th>
<th>Yes</th>
<th>No</th>
<th>Explanation if “Yes”</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication Allergies</td>
<td>List:</td>
<td>Peanut Rate the reaction:</td>
<td>Eggs Mild</td>
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<tr>
<td>Food Allergies</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Allergy to Bee-Stings</td>
<td>☐</td>
<td>☐</td>
<td>Rate the reaction:</td>
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<tr>
<td>Allergies (other)</td>
<td>☐</td>
<td>☐</td>
<td>List:</td>
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<tr>
<td>Asthma</td>
<td>☐</td>
<td>☐</td>
<td>Rate the severity:</td>
</tr>
<tr>
<td>Diabetes</td>
<td>☐</td>
<td>☐</td>
<td>Type 1 (Insulin Dependent)</td>
</tr>
<tr>
<td>Seizure Disorder</td>
<td>☐</td>
<td>☐</td>
<td>Type of Seizure:</td>
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<tr>
<td>Neurological Disorder</td>
<td>☐</td>
<td>☐</td>
<td>Type of Seizure:</td>
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<tr>
<td>Heart Condition</td>
<td>☐</td>
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<tr>
<td>Blood Disorder</td>
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<td>☐</td>
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<tr>
<td>Cancer</td>
<td>☐</td>
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<tr>
<td>Bowel/Bladder Issues</td>
<td>☐</td>
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<tr>
<td>Migraine Headaches</td>
<td>☐</td>
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<tr>
<td>Bone/Muscle Problems</td>
<td>☐</td>
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<tr>
<td>ADD/ADHD</td>
<td>☐</td>
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<tr>
<td>Mental Health Behavioral Issues</td>
<td>☐</td>
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<tr>
<td>Wears</td>
<td>☐</td>
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<tr>
<td>Glasses/Contacts</td>
<td>☐</td>
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<tr>
<td>Hearing Loss</td>
<td>☐</td>
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<tr>
<td>Other Serious Illness</td>
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<td>Serious Injury</td>
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<td>Surgery</td>
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<tr>
<td>Medications (if not already listed)</td>
<td>☐</td>
<td>☐</td>
<td>List:</td>
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The information on this form may be shared confidentially with school staff and emergency responders as needed. In the event of a medical emergency with my child, I understand every effort will be made to inform me. If emergency care is needed, I authorize qualified professionals to provide assessment, diagnosis, and any necessary emergency treatment. I understand that the Hardeman County Board of Education assumes no financial liability for expenses incurred due to accident, injury and/or unforeseen circumstance.

Parent/Guardian Signature ___________________________ Printed Name ___________________________ Date ____________

Reviewed by School Nurse: ___________________________
School Year of 2018/2019

Please complete and return this form. We need a form for each child enrolled at Bolivar Central High School. When someone comes to the office to check a student out early or calls the school the office, personnel will ensure that the person is on the approved check out list by checking their picture I.D. and matching telephone numbers to the caller ID. **If the name is not on the form or the telephone number does not match what we have in our system, the student will not be released from school. To ensure no unauthorized names are added, please “X” out any unused space and write the number of authorized contacts beside your signature.**

Child’s Name: ____________________________ Date of Birth: ________________

Parent or Legal Guardian (Must be Legal Court Document):

Mother: ____________________________ Phone: Home___________ Cell ____________ Work ____________

Father: ____________________________ Phone: Home___________ Cell ____________ Work ____________

Home Address: ____________________________________________

<table>
<thead>
<tr>
<th>Street</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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List all names and contact information, including yourself, who has permission to check the child out of school.

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone Number</th>
<th>Name</th>
<th>Telephone Number</th>
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</table>

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__________________________

Parent Signature
Acceptable Use Policy

Computer Use is a Privilege, Not a Right

Unacceptable use may result in suspension or cancellation of privileges, as well as additional disciplinary and/or legal actions. All costs incurred by the student because of the loss, or damage to computer technology equipment due to violation of board policy and/or to these rules, will be the responsibility of the student and/or the parent/guardian. Any fines or fees associated to the violation of State and Federal laws, will be the responsibility of the offending student and/or the parent/guardian.

Acceptable Use

Student access to computers, the network, and the Internet are provided for educational purposes and research consistent with the school’s educational mission, curriculum and instructional goals. Students will not use the computer to play games unless specifically authorized by the supervising teacher. Students are allowed to “surf the net” as long as a learning objective is in place by the supervising teacher. The same rules and expectations will govern student use of the computer as apply to other student conduct and communications. Students must comply with all these rules and other specific instructions of the supervising teacher while accessing the school’s computers, networks, and the Internet.

- Web publishing, blogging, podcasting, and online collaboration tools, such as Google Classroom and Edmodo in the classroom will be treated like a school publication.

Prohibited Use

- Personal software and/or personal music is not allowed to be brought from home and installed/copied on any school computer. This includes purchased software, shareware/freeware, as well as files or music downloaded from the Internet. Such software/music will be confiscated from the student to become property of the school. INSTALLING AND/OR COPYING SOFTWARE OR MUSIC WITHOUT A VALID LICENSE IS A FEDERAL OFFENSE. Offenders may be subject to civil damages, criminal penalties, and even imprisonment.

- Students who knowingly infect a school computer with a “virus”, “trojan”, or “worm” will have all computing privileges revoked and may be subject to other disciplinary actions which may include suspension from school and/or criminal prosecution. Any flash/thumb/thumb/jump drive that has been used in a computer that has a known virus/trojan/worm must be checked and cleaned by antivirus software. All flash/thumb/thumb/jump drives brought from home must be scanned by antivirus software before being used at school.

- Any malicious use, disruption, or harm to
Prohibited Use Continued

the school’s computers, networks, and/or Internet services, which includes, but are not limited to hacking activities, will be considered a violation of this AUP. All computing privileges will be revoked. Other disciplinary actions may follow. Use of the school’s computers, networks, and/or Internet services for illegal activity will be considered malicious use. Any user who attempts to cause a breach of system security will have all privileges revoked and may be subject to other disciplinary actions. If a security problem has been identified, it is the user’s responsibility to contact the supervising teacher, who will then contact the Technology Department.

The school’s computers, network, and/or Internet services will not be used to harass, defame, intimidate, threaten, or otherwise discriminate against other individuals. This includes accessing, submitting, posting, forwarding, scanning, or displaying any offensive and/or inappropriate material. Violation of these policies will be considered a violation of the AUP and may be prosecuted under Federal and State Laws.

Violation of copyright laws is expressly prohibited. This includes misrepresentation of created material by student. When Internet sources are used in student’s work, the author, website and publisher must be identified.

Although filtering software is in place, computer security cannot be made perfect, and families must know that some material accessible through the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. This includes material accessed through email. The supervising teacher will monitor sites as much as possible, but it is the student’s responsibility to leave the offensive site immediately and contact the supervising teacher.

A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

Students are not allowed to participate in ‘chat rooms’ or have access to newsgroups, nor the use of the district network or Internet. Student Information will NOT be released by the school system without parental consent. Otherwise, all stored email and stored files will be considered a public record. The school reserves the right to monitor all computer and Internet activity.

Accessing Instagram, Facebook, and/or any other social networking site that is currently blocked by the filtering software is prohibited. Any student found to be on such a site will be in violation of this Acceptable Use Policy. This violation includes the use of proxy sites to access prohibited sites.

Use of the school’s computer technology, network, and/or the Internet for non-related school activities is prohibited. The school’s computer technology is not to be used for private financial gain, commercial, advertising, or solicitation purposes.

Sharing passwords, or using passwords without permission, and/or accessing other user’s accounts is prohibited. Using teacher login credentials, whether to log onto the wireless network, or any computing device is expressly prohibited.

Students must strive to take the best possible care of the computer equipment. Food or drinks are not allowed near the computer. Do not remove components from the computer (the mouse, headphones, etc.). Do not stick objects into any slots on the front or back of the computer. Do not change any of the display, and or mouse settings.

Student personal devices are prohibited from connecting to the school’s networks.

Remember, access to a school computer is a privilege, not a right!

Please check one of the following statements, sign and return this section only.

Failure to return this form will be considered a negative response and your child will not be able to utilize computer technology.

As the parent/guardian of:

Child’s Name

☐ I have read the AUP terms and conditions for Computer Technology use at Hardeman County Schools. I understand that my child’s computer use at school is designed for educational purposes only. I understand that it is impossible to restrict access to all controversial materials available on the Internet. I understand that computer usage is considered a privilege. I have discussed the rules and regulations of computer use with my child. I have explained to my child the possible consequences if all regulations are not followed. I give my permission for my child to use classroom computer technology, including access to the Internet.

☐ I have read the AUP (Acceptable Use Policy) terms and conditions for Computer technology use at Hardeman County Schools. I DO NOT wish to give my child permission to use computer technology or access the Internet in school. I understand that in denying permission, my child will not be able to use the educational software incorporated at the classroom level. I also understand that my denial will not effect the use of teacher-led, pre-viewed curriculum using the Internet in the classroom.

Parent/Guardian

Date

I have read and understand the terms and conditions of the school AUP. I will abide by all the rules and regulations of the AUP. I understand that disciplinary action will be taken if I am found abusing any of these privileges.

Student

Date