Student Handbook



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MISSION STATEMENT

Our mission is to provide an educational environment that inspires members of the school community to reach their highest potential by promoting a love of learning, a respect for others, and a sense of civic responsibility and self-discipline.

RICHARD CITY SPECIAL SCHOOL DISTRICT'S BOARD OF EDUCATION GOALS

Goal 1: Our learning programs will be designed so that all students are successful.

Goal 2: The learning environment for teaching and learning will be safe, disciplined, and well maintained.

Goal 3: Family, school and community partnerships will be fostered to promote student learning.

Goal 4: The system, school, and classrooms will be organized as communities of learning.

Goal 5: Resources will be allocated to further the mission, vision, and goals of the Richard City School District and Richard Hardy Memorial School.

The Richard City Special School District and Richard Hardy Memorial School do not discriminate on the basis of race, color, national origin, sex, handicap, or age. Any instance of discrimination or sexual harassment should be reported to the principal or director of schools for immediate investigation.

OUR VISION

In the early 1920s, Mr. Richard Hardy founded the Richard City and Deptford Independent School District. The school was established based upon Mr. Hardy's Creed, which has remained as the cornerstone for all that has been accomplished here since those early days. The messages therein are timeless; a set of guiding principles which remain strong in today's time. Therefore, our vision is simply to create and maintain a learning environment for the Richard Hardy community which upholds the principles set forth in Mr. Hardy's creed and provides the necessary preparation for our students to achieve the kind of life well-lived that Richard Hardy envisioned.

RICHARD HARDY SCHOOL CREED

"Grant me the boon of a life that is useful and earnest; the privilege of honest toil and well-earned rest; large hearted courage to cheer each faithful soul that strongly strives and wins or fails; kindly word and act for those who grieve; eyes to see the beauties that nature paints on land and sky and sea; ears to hear each music voice of life; senses to comprehend the meaning of the eternal plan; the confidence and trust of friends, more dear than glittering wealth or laurels rare or soon forgotten praise. Grant me these Father's God and mine and when my summons sounds from out the sunset skies, I'll go with hastening feet and joyous heart to tell Thee my gratitude for life."

--Richard Hardy

RICHARD HARDY MEMORIAL SCHOOL MOTTO

"Caring enough to ensure that our students succeed."

ALMA MATER

Nestled in a peaceful valley Columns rising high,
Stands our trusted Alma Mater Shaping all our lives

With a dream and creed to guide us Hawks will ever fly,
Pressing onward toward the future Soaring to the sky!

In the halls of Richard Hardy Memories, we share,
Growing, learning, loving, laughing Always will be there.

With a dream and creed to guide us Hawks will ever fly,
Pressing onward toward the future Soaring to the sky!

THE PERSONAL RIGHTS AND RESPONSIBILITIES OF RICHARD HARDY MEMORIAL SCHOOL STUDENTS

As a student of Richard Hardy Memorial School, you have a right to a good educational environment, and at the same time, you have a responsibility to do your part in providing it. If we all work together, interdependently, we make this a truly great school, and you will get an excellent education. So let us look at both your rights and corresponding responsibilities. These rights and responsibilities apply to all students Pre-K-12.

1. Student to Teacher/Staff Relationships

a. *Regular Faculty and Staff*: You have a right to the best instruction that RHMS is capable of providing. For the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must take the responsibility upon yourself to cooperate with the teachers. Teachers are responsible to your parents for the activity of learning that goes on in the school. You may not always understand or feel that something is right or fair, and they will not always have the time to explain or discuss their decisions. However, unless you believe that you are being told to do something immoral or illegal, you are to obey that faculty and staff member of RHMS. You must obey the employees of this school district regardless of whether they are your primary instructor or not.

b. *Substitute Teachers*: Our substitute teachers serve in very challenging circumstances because they will not be familiar with all the small details of a class. Your job as a student is to assist the substitute, treating them as a guest. If they change a class policy or procedure, do not insist upon doing things the way the normal teacher would do them. Rather, help the substitute give you a great day of education by cooperating fully.

c. *Visitors*: Official visitors, observers, speakers, etc. are considered to be honored guests and will be treated with courtesy and respect. "You may forget, but the public never forgets that you are a RHMS Hawk!"

2. Student to Student Relationships

a. Each student has the right to expect that his classmates will respect his/her feelings, time needed for an education, and personal items brought to school. Each student needs to respect others' rights to freedom from such things as bullying, selling drugs, and sexual harassment. For example, if you are courteous to others, you will receive courtesy much of the time. If you are helpful, you will receive help. If you talk about others, then you will be talked about. The best way to create an environment of respect is to follow the old adage, “If you can't say something nice to someone, don't say anything at all.” Tolerance of each other's differing beliefs, hobbies, and appearances is essential to being treated with respect yourself.

b. Students must also recognize that every time you take up a teacher's time by failing to hand in your work on time, being late, acting up in class, etc., you are stealing your friends' time and thus education. Research shows that time spent on educational tasks in school (also known as “time-on-task”) is directly related to educational achievement.

3. **Student to Self-Relationships**

a. You are responsible for your actions and your education. All that RHMS and your parents can do is present you with this golden opportunity. If you are a wise young man or woman, you will use your time carefully and you will focus on the goal of your education. If you are wise, you will also choose your friends carefully. A wise man once said that "bad company corrupts good morals." Choose good company. Choose to emulate upperclassmen who are setting high-level examples for you.

b. This school does not believe that a person can be made to do something wrong or to disobey. It is a choice that you must make. We will not look at your family background and give you a pass for bad behavior. We will not look at how much money you make and say, "It's okay; he/she is deprived." If you want to be successful, the keys are simple: Be honest. Be responsible. Be proactive.

c. Therefore, all decisions will be yours, and so will the consequences. Your first responsibility, then, is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences of your actions. Our hope and our goal is to be able to say to you often and particularly at the end of your time at RHMS, "Well done!"

Contact Information

Telephone (Voice)	423-837-7282
Telephone (FAX)	423-837-0641
Website:	www.richardhardy.org
Mailing Address:	1620 Hamilton Avenue, South Pittsburg, TN 37380

School Hours

Breakfast Served in Cafeteria	7:00 AM
School Opens	7:30 AM
Classes Begin	7:50 AM
Pre-K Classes End	2:15 PM
School Ends	2:45 PM
Front Porch Supervision Begins	2:45 PM

ARRIVAL AND DISMISSAL GUIDELINES FOR STUDENTS AND THEIR DRIVERS:

ALL students must Enter/Exit through the breezeway
(between Elementary/Middle School buildings)

1. Students who do not *drive* may be dropped off on Marion Street or 17th Street at the crossing guard stations or the walk-in areas in the fence. Please also note that 11th Street is **one-way** running northwest from Marion Street until it curves into Wayne Avenue.

2. In the morning, students should exit the vehicle:
   a. on the side of the car closest to the building (if it is necessary for a student to exit the car on the opposite side, please cross in front of the vehicle in which you are riding),
   b. if you cannot exit quickly, please pull into a parking space to allow your child to take the necessary time as to not block traffic,
   c. at or near one of the four areas where a crossing guard is posted,
   d. if before 7:30 AM, walk to the cafeteria on the sidewalk
   e. after 7:30 AM, proceed to your classroom/1st period class.
   f. no one is to use the front door to the historical building in the morning.

3. **In the afternoon,**
   a. Kindergarten students are dismissed at 2:30 PM by the back door of the Historical Building and are taken to the crossing at 17th and Hamilton Avenue. From there, they may proceed to their rides - which are parked in a safe area or designated parking spot. Parents are no longer allowed to wait in the center of the road for their children to enter the vehicle once school is out (this practice is unsafe and causes traffic jams.)
   b. Students in grades 1-5 are to exit to the rear of the Historical Building. If they are not picked up by 3:00 PM, they will be sent to after school.
   c. Students in grades 6-12 should exit by the SE exit of the MS Building or by the SW exit (three-door exit) of the HS and proceed to their cars immediately unless participating in school-sponsored extracurricular activities. If they are not picked up by 3:00 PM, students are to phone home.

4. **Drivers**
   a. Please observe the speed limit (15 MPH or lower).
   b. Please be courteous to the Safety Patrollers and obey their instructions.
   c. Please observe good driving habits - remember... little ones are watching.
   d. Please remember that parallel parking along 11th Street or in an intersection, is not allowed, again, this obstructs traffic and causes safety problems.
   e. Reserved Parking: During school hours do not park in the reserved parking inside the fence.
   f. Handicap Parking: Please do not park in a handicap area unless you have a handicap sticker or tag.

Reserved Parking - Please do not park in reserved parking spaces inside the fence next to the Middle School building nor around back near the High School building. Please be courteous enough to our staff to avoid parking in their spaces.

Student Driving/Parking - All students' cars must be parked in the designated parking areas on 17th Street. THERE WILL BE NO STUDENT PARKING ON HAMILTON AVENUE IN FRONT OF THE HISTORIC BUILDING. No students should be in or near cars during the school day. Driving and parking at school is a privilege, not a right. Students who choose not to abide by school parking procedures will lose this privilege. If a student needs to go to their car during the day, they need to come by the office for permission.

Attendance

State Requirement:

Beginning in the 2017-18 school year, chronic absenteeism will be a part of district and school accountability.

The measure will be called the Chronically Out-of-School Indicator. This indicator will be based on what research calls chronic absenteeism, which is defined as a student missing 10% (percent) or more of the days the student is enrolled-for any reason, including excused absences and out-of-school suspensions (Enrolled 180 days = 18 days absent will be considered Chronically ABSENT). Excessive absences from school represent lost instructional time for a student. The department of education encourages districts and schools to carefully review attendance data throughout the school year to ensure support is in place to maximize learning time for all students.

The following shall be accepted as an excuse for absences, tardiness and early dismissal.

1. Doctor's Note or religious reasons
2. Death in the immediate family (parent, guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other family member that resides in the student's house)
3. Legal (court, attorney, etc.)
4. An excused absence for one (1) day when the member is deployed, and an additional excused absence for one (1) day when the service member returns from deployment.
5. School-sponsored activities (field trips, club trips, etc.)
6. Head Lice is excused the day a student is sent home by the school nurse; if other days are missed, a parent or doctor's note is required.
7. Seniors may use up to 3 days to visit college campuses or for career-related trips (military, Chattanooga State, ACT, etc.) College visits must be scheduled with college advisors.

Notes shall consist of:

1. Parent notes will include: name of student, the current date, date of student's absence and parent/guardian signature. **Please remember we will accept only five (5) parent notes per year, and then a doctor's signature note is required.**
2. An excuse from a doctor, dentist, or other medical professional must have the following. The date and time of the appointment must be specified. Only dates specified on the note will be excused as a medical. Students who have office visits not involving an illness (ex: tests, physicals, visits to the dentist or health department) are expected to return to school and will be excused for reasonable travel time.
3. **A student has a maximum of three (3) days to turn in his/her written excuse upon returning to school. Excuses turned in after three (3) days are unexcused.**
4. **Family vacations will not be excused.**

According to the State of Tennessee Attendance Manual, if a student is not a

player on a team and they leave to go to the game, the absence is unexcused. A **tardy** occurs when a student is out of the classroom after the beginning of the official school day or when a student is late reporting to a class. An **early dismissal** occurs when a student leaves school before the end of the official school day. Notes for early dismissal must have a contact number for parent/guardian verification, or the note will not be honored. Unless a student is leaving for a doctor or dentist appointment, the early dismissal will be unexcused. Parent notes brought in for tardies or early dismissals will count as one of the (5) parent notes that a student can use.

The student shall be required to make up missed work as specified by the classroom teacher. It is the student's responsibility to collect and return missed work within two (2) days of his/her return. Failure to complete missed assignments shall constitute a zero for the assignment. Students who have unexcused absences forfeit the right to receive make-up work.

Driver's License Revocation:

More than 10 consecutive or fifteen (15) reported unexcused absences by a student during any semester renders a student ineligible to retain a driver's license or permit or to obtain such if of age. A student must also make "satisfactory academic progress" by making a passing grade in 50% of their subjects at the end of each semester.

Other Attendance Policies

Make-Up Work: All students with absences of any kind will receive a zero for any work missed during the absence. **(See below)**

Students with excused absences: After returning to school, a student will have (2) two days for every three (3) days of consecutive absences to make up work. The zero will be removed upon the completion of the work. The student has the responsibility to obtain the work and any classroom notes that were missed. For example, if a student is absent one whole week, they will be allowed (4) four days to make up the work (2) two days for the first three absences and (2) two days for the other two absences.

Students with unexcused absences: Unexcused absences cannot make up any work and will receive zeros.

Perfect Attendance: For the purposes of attendance awards, a student must be in school every day, on time, all day. Field trips do count against attendance.

Extracurricular Activities: Unless otherwise permitted by the principal, students may not attend extracurricular activities (e.g., dances, sporting events, etc.) if they have been absent the day of or before the event.

Sports Participation: Students who are absent all day will not be allowed to play in any sporting event on that day. If a student misses part of the school day for a doctor visit, the coach and the Principal may approve playing on that day with a doctor's excuse.

Out-of-School Suspension: Students who receive out-of-school suspension as the result of misbehavior will not participate in any school functions for those days.

Returning to School after an Absence or Being Tardy

Students in grades 6-12 will report to the Attendance Secretary when returning to school after an absence. Students in grades K-5 will give their notes to their classroom teachers and those notes will be forwarded onto the Attendance Secretary.

Driver's Permit Form

Students attempting to obtain a driver's permit must request a form from the office at least **five (5) days** before going to take the test. Students must arrange for this by checking with each teacher to ensure that no tests are being missed.

The driver's permit form will not be issued to students with:

a. Failing semester grades in two or more subjects at the time of the request.
b. Five or more unexcused absences for ONE semester OR TEN FOR THE YEAR.
c. Patterns of behavior that clearly demonstrate that a student is subtracting from the school by causing teachers extra work or distracting fellow classmates.

Leaving school for a driver's test is an unexcused absence unless the student comes back to school and shows us the receipt for taking the test. We will give one excused absence for driver's permit and one for driver's license. Please contact the school one week prior to the date of the student needing the permit form.

Student Code of Conduct

The Principal or Director may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons. Student offenses are in four categories. Most of these are listed below. Administrators responsible for discipline will classify any offense not listed below. **Any threat of violence will be taken seriously.**

CATEGORY I

Offenses to be administered by the school that may result in detention, loss of privilege, corporal punishment, suspension due to severity of incident, or ISS (In-School Suspension)

1. Refusing to do assigned work
2. Tardiness (class or school)
3. Refusing to participate in required school activities (wellness activities, reading, instruction, etc.)
4. Minor violations of school or classroom rules
5. Conduct which disrupts the peace or good order of the school or the learning environment (impudence, disorderly conduct, and no regard for authority, etc.)
6. Inappropriate dress or appearance considered disruptive to the school.
7. Unauthorized use of a copying machine, computer, phones, or printers or school/teacher personal property.
8. Loitering **(no student should remain at school beyond 3:15).**
9. Inappropriate public display of affection
10. No food, no drinks, and "NO CHEWING GUM"!

CATEGORY II

Offenses that may result in suspension or referral outside the school ***If any student is placed in ISS, he/she will not be allowed to participate in any school function, including field trips, athletic practices or contests.

First Time Category II Offense: Corporal punishment or 3-5 days' suspension

Second Time Category II Offense: Up to 10 days' suspension, after behavior board hearing

Third Time Category II Offense: Referral to Board of Education for expulsion

1. Fighting (both parties, unless one was attacked for no apparent reason)
2. Use of foul or abusive language
3. Disrespect to teacher/staff member
4. Harassment (verbal or physical), including using electronic devices (ex, cell phones/computers, etc.)
5. Assault (verbal or physical)
6. Use or possession of tobacco in any form
7. Use or possession of Vape in any form
8. Use or possession of any incendiary device (i.e., lighter, matches)
9. Insubordination (not following a directive from a teacher, administrator, or

other school system employee)
10. Repeated refusal to do assigned work
11. Chronic disruption
12. Dishonesty (copying, cheating, forging signatures, etc.)
13. Misuse/destruction of school property
14. Sexual misconduct
15. Participation in school disruption
16. Receipt, sale, possession, or distribution of stolen property (reported to legal authorities)
17. Trespassing on school property
18. Prescription drug policy violation
19. Computer hacking or tampering
20. Stealing (may be reported to the police)
21. Bullying, threatening, hazing, or intimidating behavior, including cyberbullying)
22. Defiance

CATEGORY III

Offenses in this category are not automatically considered zero tolerance but will be treated as such by the principal unless there are extenuating circumstances.

1. Pulling a fire alarm or otherwise causing one to sound when no fire or smoke is visible
2. Possession or detonation of an incendiary or explosive material (firecracker or greater as well as stink/smoke bombs, poppers, etc.
3. Destruction of school property
4. Sexual harassment (including cyber)
5. Inciting disruption of school activities (i.e., stopping normal proceedings in school)
6. Repeated violation of school rules.
7. Verbal or physical assault of a student/employee

CATEGORY IV

There shall be **ZERO TOLERANCE** for the following offenses and these offenses shall be reported to the director of schools and the Board for expulsion and will also be reported to law enforcement officers.

1. Possession/use of alcohol and/or other drugs **(shall be reported to law enforcement)**
2. Possession/sale/distribution of drug paraphernalia (including rolling papers) (STATE MANDATED)
3. Arson (STATE MANDATED)
4. Bomb threat/explosives (STATE MANDATED)
5. Possession/sale/use or distribution of alcohol, illegal drugs or controlled substances (shall be reported to law enforcement)
6. Possession and/or use of weapons or any instrument used as a weapon to injure someone intentionally or any instrument or toy intended to be a weapon. This includes handguns, rifle/shotgun (STATE MANDATED)
7. Aggravated Assault to a Staff (STATE MANDATED)

Cell Phones/Communication Device Policy

Beginning the 2025-2026 school year, all personal wireless communication devices (cell phones, smart watches, smart glasses, ear buds, gaming devices, tablets, and any electronic device capable of exchanging voice messaging or data communication with other devices) must be turned off or silenced and out of sight during class time.

Students may use cellphones between classes and during lunchtime only.

Failure to adhere to this policy will result in the consequences listed below:

1st Violation – The electronic device will be confiscated and may be retrieved at the end of the day from the principal.

2nd Violation – The electronic device will be confiscated and may be retrieved from the principal at the end of the day by a parent or guardian only.

3rd Violation – The electronic device will be confiscated and may be retrieved from the principal at the end of the day by a parent or guardian only. The student will be subject to minimum 3-day suspension.

Financial Information

Proof of Residency - RHMS will require you to show proof of residency in our district or in our state at any time. Examples of such proof would be a rent receipt or utility bill in the custodial parents'/legal guardian's/power of attorney of the individual that resides within Richard City SSD.

Money for supplies, lunch, etc. - Please send the correct change if at all possible. For small children, enclose money in a labeled envelope or baggie so that the teacher will know exactly what it is for. If you have children in one or more classrooms, money for lunch, etc., must be sent separately.

Returned Checks - There will be a $36.00 fee administered for all returned checks.

Debt to School - If parents or students owe a debt to the school **at the end of each school year,** the following documents will be withheld until payments or arrangements are made with the (Finance Office) to clear the debt: diploma, final report cards and/or transcripts. This includes lunch charges.)

Fees/Fines for lost or damaged books - Fees/fines for lost or damaged textbooks and library books will be charged to the student to whom the book is assigned or checked out. Grade cards are held until all outstanding fees are paid.

Food Service

All RHMS students receive a free breakfast and lunch for the 2026/2027 school year.

Cafeteria Prices:

Extra Milk	.50¢
Extra Food	Varies
Adult Breakfast	$1.50
Adult Lunch	$3.50

PLEASE make checks payable to: RHMS

Breakfast will be served from 7:00 to 7:40 in the mornings.

Parents Eating with Your Child: Will only be on school scheduled occasions.

Bringing Personal Lunch: Students may only bring enough food for themselves. Bringing such things as 2-liter bottles of coke or large bags of chips does not follow the nutrition guidelines of the State Department of Education and is not authorized except for school approved parties/events.

All meals must be brought in an unmarked container or bag.

NO outside vendors (McDonald's, Sonic, etc.)

NO food deliveries will be permitted.

Academic Information

The State has mandated that all 3rd grade students must be proficient (TCAP) in reading before being promoted to 4th grade.

GRADE SCALE:

Letter Grade	Numerical Grade
A	90-100
B	80-89
C	70-79
D	60-69
F	59-Below

HOMEWORK POLICY The faculty of RHMS recognizes that students' lives after school are made up of important activities such as quality family time, recreation, rest and relaxation, and extracurricular activities both associated with school and not so associated. The purpose of this policy is to provide some measurable guidelines on how RHMS will support the above recognition.

PURPOSES OF HOMEWORK: The faculty recognizes that homework is beneficial when it:

a. Reinforces previously learned materials and processes,
b. Prepares students for the next day's activities (e.g., reading a chapter from a book in preparation for discussion the next day),
c. Is necessary for the memorization of certain basic concepts (e.g., vocabulary, math facts, etc.),
d. Prepares students to organize and complete complex, long-term assignments (e.g., history, research papers, complex art creations, science fair projects, etc.),
e. Develops independent study skills and thus prepares students for higher education as well as life and/or,
f. Gives parents the opportunity to understand the level at which a student is working.

INAPPROPRIATE USE OF HOMEWORK The faculty believes that homework is not an appropriate method to:

a. Introduce new concepts
b. Punish with busy work
c. Assign long-term projects without properly instructing in both the process and content of said assignment.

PLANNING TIMES FOR HOMEWORK ASSIGNMENTS

The faculty recognizes that students work at different rates and directs that teachers aim their homework assignments to require no more than the below-stated times on an average basis.

*Cluster leaders are responsible for the coordination of homework given among their group of teachers. For example, if the English teacher gives an unusually long homework reading assignment, the other teachers in the group must be notified so as to be able to adjust their assignments.

OTHER HOMEWORK GUIDANCE

a. For the (K-5), if homework is given, it is not to be assigned on holidays or breaks, nor on weekends unless it is makeup work or supplemental work (work assigned at the parent's request).
b. For the middle school/high school (6-12), if homework is given, it is not to be assigned on holidays, breaks or weekends except for long-term assignments and then only if the students are given an alternative time to do it on regular homework nights and/or choose to do a long- term assignment themselves during the holidays, breaks or weekends.
c. Projects (those taking longer than two weeks to complete) are not to be assigned at a rate of no more than one per quarter. For students having multiple teachers (cluster groups), cluster leaders need to organize scheduling meetings to ensure no overlap. These instructions do not, of course, cover voluntary projects or activities taken on by a student.
d. Projects that might require significant parent contribution in terms of time, money or other resources are to be agreed upon with the parents. For example, if a student decides to attempt an elaborate science fair project costing, in the teacher's estimate, hundreds of dollars, the teacher needs to get parent approval for the student to attempt that project. Projects should be age-appropriate and tied to the Tennessee State Curriculum Standards. Teachers may offer more challenging projects for advanced students but only with the consent of the parents.
e. Any student who completes homework will receive a grade or credit for the homework completed on a *pro rata* basis. For example, if a student completes 95% of the work on a project correctly, then only 5% should be deducted from the grade. No student should receive a "zero" because 5% of the work was not completed.
f. No student is ever to be addressed in public if a parent sends a note explaining why work has not been completed. That should always be taken up in private. Our goal must always be to encourage student respect for the position of parent and for the team of parent and teacher.
g. **Supplemental Homework**. Supplemental homework is defined as additional homework given that is optional. This homework will receive credit just as regular homework. For example, if the regular assignment for a certain math class is to do 20 problems (odd-numbered problems on page 381) for homework, the teacher may also suggest a supplementary assignment of another 20 problems (even-numbered problems on page 381). If the parent elects for the child to do the additional work, the teacher will give credit for the extra problems completed. The purpose of this is to provide the parent an opportunity to give their child extra practice when the parent recognizes the need.

Honors: Each year, a student will be awarded academic certificates of achievement for high levels of academic performance. Students must have taken at least four core subjects in high school for the entire school year.

Principal's List / A Honor Roll	**90 or above in all subjects/classes** **90 or above as an average of all subjects/classes with no C's or below**
A-B Honor Roll	80-89 or above as an average of all subjects/classes with no C's or below

End-of-Course Tests. These tests are required to be taken by a student at the end of the year in which the course is taken. For instance, in the year a student takes US History, he/she is required to take the US History end-of-course test. Currently, the courses requiring these tests are US History, English I, English II, Algebra I, Algebra II, Biology I, and Geometry. **The EOC counts as 15% of the final grade if those scores are returned from the state at least 5 instructional days before the end of the course.**

TCAP Tests

These tests are required to be taken by a student at the end of the year.

ACT Test

The state of Tennessee requires all graduates to attempt and complete the ACT at least once during the high school career. Juniors are tested in March of their Junior year, and seniors have a retake in October of their senior year. These two opportunities are funded by the Tennessee Department of Education.

For Grades 6th, 7th, and 8th, the TCAP score counts as 10% of the final grade. As long as the scores are returned to the school at least 5 instructional days before the end of the course.

Retention of Students

- Students can be retained for excessive absences (18+ days excused or unexcused), or for failing grades. While we do not want to retain students, it is sometimes necessary to keep a student back a grade to ensure that they will be successful later. Students in K-12 will be retained based on attendance, grades, and on a teacher's or parent's recommendation.
- Beginning with the 2022-2023 school year, a student in the third grade shall not be promoted to the next grade level unless the student is determined to be proficient in English language arts (ELA) based on the student's achieving a performance level rating of "on track" or "mastered" on the ELA portion of the student's most recent Tennessee comprehensive assessment program (TCAP) test. **Tenn. Code § 49-6-3115**

****Committee (Principal/Teacher/Attendance Supervisor) may retain a student in grades K-12 for attendance if they miss (18+ days excused or unexcused) or if they fail 2 or more of their academic subjects. ****

Requirements for high school promotion/placement:

To pass from 9th to 10th 5 credits total

To pass from 10th to 11th 11 credits total

To pass from 11th to 12th 16 credits total

A student must have a total of 22 academic credits that are listed on the following page in order to graduate.

***Please note that TSSAA has grade standards that are required for students to **participate in high school sports**. These standards differ from the RHMS promotion to the next grade standards. TSSAA requires that students earn the five (5) credits the previous year in order to qualify for playing sports.

Online Classes

Please refer to the school board policy 4.209 pertaining to the qualifications of online and correspondence courses.

Academic Graduation Requirements

To meet the requirements for graduation, a student shall have attained an approved attendance and conduct record, and a subject matter which covers a planned program of education. More specifically to receive a regular diploma:

Graduation requirements:

Subject Matter	Credits	Requirements
English	4	English I, II, III, IV or Comp I/II
Mathematics	4	Alg. 1, Geometry, Alg. 2, SAILS Math
Science	3	Biology, Chemistry, Physical Science
Wellness/P.E.	1.5	Wellness/P.E.
Foreign Language	2	Spanish I & II
Social Studies	3	US History/.5 Eco/.5 Gov./World History
Fine Arts	1	Theater/Music/Art
Personal Finance	.5	.5 Personal Finance
Electives	3	Humanities Focus / Dual Enrollment
Credits for Graduation	22	

1. Each student must serve 100 hours of community service for the school. These hours **may not** be earned by serving immediate family (e.g., cutting the grass in your own yard). Written verification from the organization, etc., is required to be in the hands of the school counselor two weeks prior to graduation. It is

recommended that each student attempt to put in 25 hours per year.

2. Each student should work with the school counselor to identify colleges they may wish to attend. Some colleges have special requirements for their enrolling freshmen or for certain majors. All students will meet with the school counselor once a year to make sure they are getting the credits they need to enter the college of their choice. This is of particular importance at the beginning of one's junior year.

Requirements for Valedictorian/Salutatorian

1. Students passing dual enrollment courses will receive an automatic three (5) points to their final average.
2. Students must be enrolled full-time in RHMS for their Junior and Senior years in order to be eligible for the title of Valedictorian or Salutatorian, even if they have the highest or second highest grades in the class.
3. The official recognition for rank in class will be declared after the completion of the first semester during the senior year. All calculations regarding the standings are to be computer-generated by the SIS system, so as to minimize error. The calculations are to be performed by the School Counselor and reviewed by the Principal. Announcements of class rankings will be made school counselor by the end of the 3rd 9 weeks. Top Ten will be ranked on a 100-point scale, not quality point.

Extracurricular Activities and Organizations

Extracurricular activities and organizations are permitted at RHMS for the express purpose of enhancing the core curriculum in the areas of athletics, special interests, service, and leadership. In order to participate in these activities and organizations, students must maintain a "C" average or better and not be on suspension for behavior problems.

Club Meeting Times: Clubs and other activities besides sports will meet at least once each month of school. Organizations are expected to take on worthwhile projects and represent the school in an outstanding manner to the community. Clubs and activities may be added to the school-sponsored list by consulting with the principal and ensuring that the organization has one faculty sponsor.

Requirements to Participate in TSSAA Sanctioned Interscholastic Sports, Athletics and Cheerleading.

To be eligible to participate in athletic contests during any school year,

a. The student must earn five credits the preceding school year if less than 24 credits are required for graduation or six credits the preceding school year if 24 or more credits are required for graduation. All credits must be earned by the first day of the beginning of the school year. Academic eligibility for a student is based on the requirements of the school the student was attending at the conclusion of the previous school year. Students who are ineligible the first semester may gain eligibility the second semester by passing five subjects (1/2 credit) or three blocks (one credit per block) or the equivalent. (TSSAA Handbook).

b. Students must be passing all subjects with a 60 or above at the beginning of the season and must maintain those grades throughout the season in accordance with TSSAA standards.
c. Students must not be on suspension to be eligible to play or practice.
d. Students must be in the school four hours on the day of the game or the practice unless there are circumstances beyond a student's control (e.g., doctor's appointment). The AD is responsible to review these situations case by case.

General Operations Information

Library Information - Students have regular times to go to the library for skills instruction and opportunities to check out books.

Lost and Found - Lost and found items are to be turned in by the finder to the lost and found box located outside the bathroom in the middle school. Please label all supplies, jackets, lunch boxes, etc., so that if they are misplaced, we can return them to the owner. Once each month (on or before the last working day of the month), the lost and found articles may be sent to a local charity if not removed or may be put in the trash.

Lockers - Lockers must be used by students in grades 6-12 for a $5.00 locker fee. Locks not obtained from RHMS may not be put on our lockers. If these locks are found, they will be cut off. This policy has been implemented due to the increased needs in the area of safety and security. Students should not share their locker combinations with each other as things have been stolen or vandalism has occurred. These lockers should be kept neat and free of protruding objects, stickers, etc. Nothing can be attached to the lockers but magnetic accessories. There will be periodic checks of locker cleanliness. The lockers belong to the school. The teachers and administrators have the right to search the locker and its contents at any time. Students who do not follow the rules for lockers or who abuse or damage their locker will have their locker taken from them with no refund of fees.

Immunization/Health Record - When students enroll at RHMS, they must have an up-to-date immunization (shot) record on file in the office on the appropriate Tennessee Form. Additional shots may be required according to the State Health Department's directives. Students must also have had a complete health physical within the last three years in order to enroll at RHMS. All students coming from out-of-state are required by State law to have a new physical in order to enroll.

Student Insurance - All students participating in interscholastic sports (basketball, baseball, volleyball, cheerleading, etc.) must have proof of full coverage insurance before participating. Proof of insurance (copy of insurance form) must be provided to the Athletic Director prior to the first day of practice.

Medicine - Medicine should be dispensed at home whenever possible. According to state law, if your child must take medicine at school, medication must be administered by the school nurse. For occasional medication, the student must have a note signed and dated by the parent giving permission, dosage, and time for the

school nurse to assist with self-administration of medication. (The school nurse will assist students with self-administration primarily by providing storage of and timely distribution of medication.) Students who are on daily medication that must be taken during school hours will have a form to fill out for our files before medication can be administered.

Flower Deliveries - Flower arrangements and balloons will not be accepted for a student during the school day.

Textbooks Hardbound - Textbooks are not consumable. They are used for multiple years. Therefore, students need to work hard at keeping books in their best condition as it will benefit all students.

a. **Keep a cover on all textbooks all year long.**
b. Do not mark in a textbook unless instructed to do so by a teacher. The condition of each textbook will be assessed each semester. We try to use our textbooks for at least five years if not more. If a textbook was issued in serviceable condition but is lost, destroyed or rendered unserviceable through damage, the cost of the textbook will be charged to the student on a *pro rata* basis of the semester of issue. For example, if a text book is rendered unserviceable, the cost of replacement will be at **the discretion of the librarian.**

**Please note that a new textbook will not be issued until the old one is paid for.

Inclement Weather - According to RHMS Board Policy, RHMS will make all decisions about school closings. **Please watch our Facebook page and text messaging system for school closings.**

Standards of Dress and Appearance

Students will be required to show proper attention to personal cleanliness plus suitable clothing and appearance for school activities. In every case, the dress and grooming of the student should be clean and shall not cause disruption or disturbance in any school activity or interfere with the participation of the student in a school-related activity. Further, all clothes and shoes must be judged on their safety and suitability for school activities. Any questionable dress code violation will be referred to the principal.

Examples of clothing that are unacceptable. The following are examples but are not the complete list.

- Anything with offensive, **INSULTING** or off-colored language or pictures.
- Any shirts with questionable or scary graphics (e.g., blood, murder, torture, etc.) or leads to morbid or threatening thoughts about death or suicide are banned.
- Tobacco, drugs and alcohol cannot be advertised by students on clothing or accessories.
- Muscle shirts and spaghetti strap tank tops are not acceptable. Tank tops must be at least 2-3 finger-tips wide on the shoulders.
- Low-cut shirts that expose or show cleavage, either standing or bending, or shirts that show stomach when arms are raised.
- Shirts that reveal undergarments or clothing made of see-through material, including mesh or extremely thin cloth.
- Jeans, pants or shirts with holes in inappropriate places are not allowed.
- Shorts/skirts/skorts that are not well below the fingertips, including the slits in shorts/skirts/skorts also.
- Leggings may be worn ONLY if the shirt covers the student's bottom
- Pants or shorts with writing across the student's bottom.
- Pants shall be properly fitting - to maintain the appropriate length and fit, belts will be provided if necessary to correct any problems. No baggy pants or shorts, no exposure of undergarments.
- Bondage straps on pants or shorts
- Sweatshirts with hoods on head.
- Sunglasses, hats, and bandanas in the building.
- Heavy chains, studded bracelets, or any jewelry that can be used as a weapon.
- No Heelys (shoes with wheels in them)
- Blankets are not articles of clothing and should not be brought to school.
- Pajamas and house shoes.
- **All students must bring tennis shoes on PE days**

Dress Code Violation Procedures

1. 1st First offense: Call home for a change of clothes. If clothes cannot be provided, students will spend the day in ISS.
2. 2nd Second offense: Call home for a change of clothes. Students will receive 2 days of ISS.
3. 2rd Third offense: Out-of-School Suspension with parent conference.

Parent/Guardian Policies

Parent-Teacher Conferences: At any time, you have a concern regarding your child, it is our desire that you set up a parent-teacher conference. You may ask that an administrator be present also. If you wish to schedule a conference with your child's teacher or an administrator, please contact the teacher or call the office (423-837-7282) to make an appointment so that the teacher or administrator can arrange a time to meet with you. Unless you have a pre-arranged appointment, please do not drop in for a conference. **To ensure the safety and security of the students and a smoothly run school, we must insist that our teachers and administrators be seen by appointment only.** Two (2) School-wide Parent/Teacher conferences for all students will be set each year to discuss student progress. (Please check the school calendar)

Complaint resolution Should a time arise when there is a disagreement between parents and a teacher, first make every attempt to resolve the issue with the teacher. If this is unsuccessful, arrange a principal, teacher and parent meeting. If this meeting does not resolve the issue, parents have the right to request to be on the board agenda.

Adult Behavior at Sporting Events: Your help is needed at sporting events. While we understand that it is always exciting to watch the Hawks play, we also know it can be very frustrating. Your attitude affects the way we play as a team, the way the referees call our games and the way the community respects us. If we have differences of opinion, let's take care of them the next day by seeing the Athletic Director or the Principal. Nobody wins on the court when we don't show good sportsmanship.

Divorce, Custody and Visitation Problems: It is our personal and professional belief that school needs to be a safe, non-threatening place where students learn skills they will need throughout life. We ask families to please keep our environment as stress-free as possible by not involving the school in any custody or divorce matters. The ability to learn can be drastically affected when children are under stress and conflict, which revolve around family problems being brought to school. We will do all we can to create an atmosphere where children feel safe, loved, and relaxed. Help us help our children by keeping our school a place of peace, cooperation, and understanding where family issues are involved. We all want what is best for the child.

- In cases of divorce, custodial issues, visitation rights, and other parental issues, all court instructions need to be spelled out specifically in a court document, written with the knowledge of both parents.
- All court orders must be on file in the school office before they are enforceable by the school.

Messages: Please make your child aware of plans for the day. Emergencies do not include forgetting homework, materials, or snack money. Social arrangements and rides to and from school should be settled before the students arrive at school.

The office personnel at RHMS are extremely busy; however, emergency messages will be delivered if at all possible. After 1:00 P.M. many students are in special classes, on the playground, or otherwise out-of-pocket. Please make sure your child knows how he/she is getting home, etc., before they leave home.

Notification of Rights under FERPA for Elementary and Secondary Schools

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.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 or company with whom the School has contracted to perform a special task (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.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(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

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

Field Trips and Excursions

The faculty and staff of Richard Hardy Memorial School believe that field trips are an essential part of the learning experience. Students can learn so much by visiting off campus sites such as museums, businesses, historical sites, etc. We like to offer these educational trips to enhance what we are teaching in the classrooms. We want to thank you ahead of time for assisting us in these exciting and educational trips.

We have developed the following guidelines that apply to all field trips at RHMS:

1. All drivers are to have valid driver's licenses and liability insurance on their car when traveling on the field trip.
2. Student safety is very important to us. All drivers should obey the posted speed limits, and should be buckled into a seat at all times.
3. Please respect the health of the children and do not smoke around them, especially in the car.
4. **Children who are not students in the class (siblings) or students at RHMS may not be brought on the trip, as they create both educational and safety distractions to the chaperones.**
5. Please plan to feed your child and yourself before you get to school to leave on a field trip. It may hurt other children's feelings if you bring "breakfast" for one child and not for the whole group.
6. Do not make any side trip on the way to or from the field trip.
7. Please know that if you sign up to drive on a field trip, we are counting on you. If you cancel at the last minute, we may not have enough drivers and will have to cancel the trip completely. If something comes up, please contact the teacher as soon as you possibly can, so that we can make other arrangements.
8. Please arrive at the school at least 15 minutes before the time to leave on the trip. This will give you time to go over travel routes, student assignments, and other little details.
9. There will be no **refunds** for children/adults who do not show up for, or who decide not to go on a field trip. We have to turn in the money and the number of students attending well in advance of the date of the trip. Once the money is sent to the destination site (Business Office), we cannot get money back from them.

Richard Hardy Memorial School Family Involvement Plan

Goal Statement: To encourage and maintain effective relationships between school, parents/guardians, and community.

Objective 1: Provide timely communications concerning school curriculum, assessments, and events.

Action Steps:
- A system-wide calendar is posted on the school's website.
- A website for our school system is regularly maintained with postings of the school calendar and links to the school website.
- A school-wide monthly newsletter is sent home to all parents to provide information about upcoming events and an overview of school activities.
- A student/parent handbook is provided to outline school procedures, discipline policies, dress code, and other pertinent information.
- Convene parent/teacher conferences to inform and provide parents with an opportunity to have input in academic progress.
- The school sign outside will provide announcements of events.
- Notes will be sent home, or phone calls made to address a specific student's needs or school activities.
- Teachers will initiate ongoing communications with parents.

Objective 2: Promote family and community participation in school activities.

Action Steps:
- Volunteers will be solicited for school needs.
- An orientation will be held to educate volunteers about policies and procedures of the school.
- Notes and phone calls to solicit help will be made.
- Volunteers sign in upon arrival to the school so that their participation can be monitored.
- Parents/Guardians are invited as needed to assist in school activities such as field trips, in-class projects, at-home projects, etc.

Objective 3: Provide curriculum-based activities to be utilized at home to enable and encourage parents to participate in their child's education.

Action Steps:
- Distribute information that provides parents with advice on educating children.
- Encourage home reading by sending books for parents and students to read together.
- Family Reading Nights will be held 2 times a year.
- Teachers may provide projects and activities to be shared and /or instructed at home.
- Parent workshops are offered to give parents tools for helping the child.

Objective 4: Provide parents opportunities to give input concerning school needs and goals.

Action Plan:

1. A committee of faculty, parents, and students will be appointed to review the school compact.
2. The compact will serve as an agreement between the school, parents, and students to take certain responsibilities.
3. Yearly surveys will be completed by parents.
4. Parents are encouraged to contact the school at any time to schedule a conference with a staff member.

Objective 5: Coordinate community services with students' needs.

Action Plan:

1. The school counselor will work with students according to their needs.

Evaluation: Evaluation will be based on completion of activities listed in the Action Plan. Parents' surveys will be used to determine the effectiveness of the Parent Involvement Plan

Homeless Students

It is the policy of the federal government, the state of Tennessee, and this school district to seek out homeless students to ensure they get the opportunity for a free and appropriate education.

If you or your child fit into the descriptions of homelessness, we want to help. Who needs to come?

- If you are sharing a house with others due to loss of housing or financial problems.
- If you are living in a motel, RV park, or camping ground because you can't live in a regular house
- If you are living in a homeless shelter
- If you are awaiting foster care placement
- If you are living in public or private places where people don't normally sleep
- If you are living in a car, a park, an abandoned building, or a bus station
- If you are living in a temporary place because your parents are moving to another job (migratory work)

What can we do?

- We will work to get you to and from school if you need it.
- We will make sure you get breakfast and lunch every school day.

We will make sure you have the school supplies you need

We can provide help getting such things as healthcare, clothes, or any other reasonable things that will work to get you an education

WE CARE, CALL RICHARD HARDY MEMORIAL SCHOOL

at 837-7282 EX. 108

Child Find Notice

If your family resides in the Richard City Special School District and you suspect that your child (ages birth to 22) may have a disability, contact the Principal or Supervisor of Special Education at Richard Hardy Memorial School at 423-837-7282. Richard City Special School District offers evaluations for individuals ages 3-22 who may be in need of special education and/or related services. These evaluations are provided at no cost to parents who reside in the district. Children ages birth to 3 are referred to the Tennessee Early Intervention System (TEIS} for evaluation.

Also contact the principal about:

- Students enrolled in private schools,
- Homeschooled students,
- Children enrolled in private child-care or pre-schools,
- Children enrolled in Head Start,
- Transient or homeless students,
- State custody students,
- Students who are in hospital or other institutional settings.
- School-age child-find services operate during the school year.
- Child-find for younger children operates year-round.

This notice is provided in accordance with the requirements of the Individuals with Disabilities Education Act and Chapter 0520-01-09, Special Education Programs and Services, Tennessee State Department of Education.

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Intellectually Gifted

As defined by the Tennessee State Department of Education:
"Intellectually Gifted" means a child whose intellectual abilities and potential for achievement are so outstanding the child's educational performance is adversely affected. "Adverse effect" means the general curriculum alone is inadequate to appropriately meet the student's educational needs.

The Referral Process:
Anyone, including the parent(s), guardian, or community professional, may refer a student for screening and possible evaluation.

A screening team of educational professionals considers screening information, previous evaluations, and teacher/parent input to determine if a comprehensive evaluation is needed. The team's decision is based on multiple data sources.

An assessment team will determine the types of assessment needed. All procedural safeguards are followed to ensure evaluation procedures are non-discriminatory.

Services:
Special services are often required to meet the unique needs of gifted children. A team of professionals and the child's parent(s) plan the student's educational program based on the assessment information obtained through the evaluation process.

Richard Hardy Memorial School offers various services for students who are eligible by meeting state criteria as Intellectually Gifted. Services include but are not limited to: acceleration of curriculum in the general education classroom, specific subject-area advancement, acceleration of curriculum in the general education classroom, and curriculum compacting.

If you would like to refer a student at Richard Hardy Memorial School for screening, please contact the Principal or Director of Special Education. 423-837-7282 ext. 106.

(Information from Gifted Child Find Brochure by TN Department of Education)

School/Student/Parent Compact

What makes a successful school?

One of the most important elements is involved families. Research has shown that students whose families are involved in the educational activities of the school have higher grades and test scores, better attendance and homework completion, fewer placements in special education, more positive attitudes and behavior, higher graduation rates, and greater enrollment in post-secondary education.

A compact specifies what each of the individuals entering into the agreement will do to honor their part in the compact. The goal of the School/Student/Parent Compact is to identify the major areas where cooperation is needed and what each person's role is in getting the students a great education. Two copies of the School/Student/ Parent· Compact are included in this handbook. We would encourage you to sit down with your student and review each person's responsibilities. RHMS School, student, parent compact in our registration packet.

Statement of Non-Discrimination

This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Notice to Parents - Did you know?

Richard Hardy Memorial School is "asbestos free".

Contact Information: Asbestos Coordinator and Management Plan
Telephone Number of Asbestos Coordinator: 1-423-837-7282
Location of School Management Plan: Maintenance Office
Richard Hardy Memorial School
1620 Hamilton Avenue, South Pittsburg, TN 37380

The Management Plan is available for review during normal school hours. Cost for a Copy of the Management Plan: 25¢ per copy

Parents are to be informed of their child's eligibility for service in specific programs including: Title I-A, Migrant, and Title-III.
Parents may request information about the qualifications of teachers and paraprofessionals who instruct their child.

- Parents are to receive notification if a district employs a teacher for four or more consecutive weeks who does not meet the highly qualified requirement.
- Parents have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.
- Parents of students in schools identified as unsafe are to be notified in writing of their rights.
- 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 39-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information may be obtained by contacting the school's principal.
- All students and parents have received a copy of the code of conduct and Disciplinary policies designed to create and maintain safe, disciplined, and drug-free environments.

Low-Cost Legal Assistance to Parents:

Tennessee Protection and Advocacy Agency	800-821-4575
Southeast Tennessee Legal Services	423-756-4013 737
Market Street, Chattanooga, Tennessee 3740	