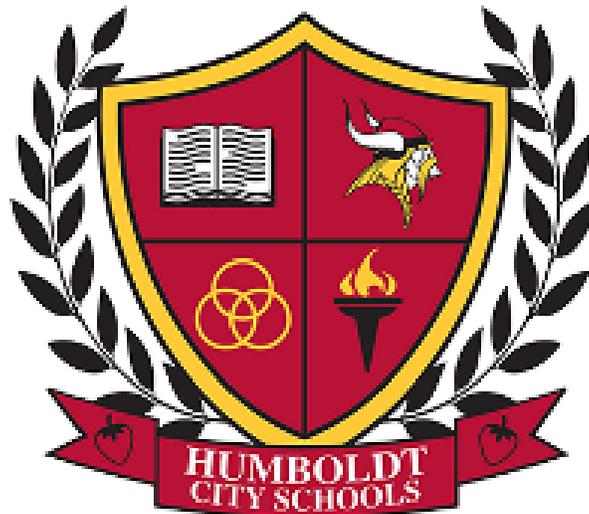


# **Humboldt Jr. & Sr. High School**

## **Viking Scholar Handbook**

### **2025-2026**

*Inspiring Greatness, Achieving Excellence*



#### **Our Vision**

Educate, empower, and encourage every student to become a productive member of our city, utilizing skills obtained in our schools.

#### **Our Mission**

Provide every student equitable options for achieving excellence in their future endeavors as they make connections with the global society.

#### **School Mascot & Colors**

Vikings: Red and Gold

## Student and Family Handbook Review

Important! Please read, discuss with your student, sign and return. The faculty and staff at Humboldt Jr & Sr High School promote the values of being respectful, responsible, and resilient. This STUDENT and FAMILY Handbook serves as your roadmap to understanding the high expectations set forth by Humboldt City Schools. Procedures and routines in this handbook refer to the wide variety of expectations of students during school hours, after school, and at all school functions (athletic events included).

After reviewing this handbook with your student, please sign this form below and return this form to your student's homeroom teacher on the next school day.

"My signature below indicates that I have received, reviewed, and discussed the contents of Humboldt Jr & Sr High School's Viking Scholar Handbook.

---

Parent/Guardian/Family Signature

Date

---

Student Signature

Date

Date received by teacher: \_\_\_\_\_ Teacher Initials: \_\_\_\_\_

### **Specific areas of emphasis are listed below. Please review pages and initial.**

\_\_\_\_\_ Attendance & Tardies (pg 13)

\_\_\_\_\_ Dress Code (pg 14)

\_\_\_\_\_ Cell Phones (pg 14)

\_\_\_\_\_ Daily Expectations (pg 17)

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# Humboldt Junior Senior High School

## 2024-2025 Viking Scholar Information

Our faculty and staff believe that all students can learn and achieve at high levels. As a staff, we will be CONSISTENT in our teaching and learning, ACCOUNTABLE for student outcomes knowing that we make the biggest impact on student success. We will be RESPECTFUL to all members of our school and community. We will be self-DISCIPLINED as it relates to our intentional effort to learn and grow as we push our practice forward to inspire greatness and achieve excellence.

### **School Administration & Leadership:**

Superintendent: Dr. Janice Epperson

Principal: Grover Harwell

Assistant Principal: Kelly Vonner

Instructional Coach: LaQuisha Webb

CTE Director: Terissa Rutherford

Professional School Counselor: Ericka Hamilton

Athletic Director: George Yarbrow

### **Contact Information:**

School Address: 2600 Viking Drive, Humboldt, TN 38343

Main Office: 731-784-2781

Career Technical Education: 731-784-4531

Field House: 731-784-6538

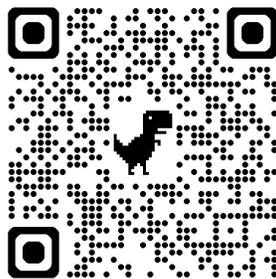
Main Office Fax Number: 731-784-8536

Cafeteria: 731-784-2414

District Office: 731-784-2652

Web Address: <http://hhs.hcsvikings.org>

Scan the Access the Humboldt Board of Education Policy Manual:



### **Student Goals:**

- To assure all students the same educational opportunities regardless of race, color, creed, religion, ethnic origin, sex, or disabilities;
- To protect and observe the legal rights of students;
- To promote a learning environment which provides opportunities for all students without regard to race, creed, ethnic origin, sex or disabilities;
- To enhance the self-image of each student by helping him/her feel respected and worthy through a learning environment which provides positive encouragement from frequent success;
- To provide an environment of reality in which students can learn personal and civic responsibility for their actions through meaningful experiences as school citizens;
- To deal with students in matters of discipline in a fair and constructive manner;
- To provide for the safety, health and welfare of students; and
- To promote faithful attendance and good work.

### **Instructional Goals:**

- To acquire the knowledge and attitude necessary to achieve and maintain good physical and mental health;
- To develop the skills necessary to function as a self-directed person;
- To develop the capacity to cope with change through an understanding of the arts, humanities, and scientific processes;
- To know the principles involved in making moral and ethical choices;
- To develop the basic skills of reading, writing, computation, spelling, speaking, and problem solving;
- To develop a positive attitude toward the lifelong endeavor of learning;
- To learn to identify personal talents and interests, make appropriate career choices, and develop career skills;
- To acquire knowledge and to develop skills in the management of personal and public resources necessary for meeting obligations to self, family, and society;
- To learn to act in a responsible manner;
- To learn of the rights and responsibilities of citizens of the community, state, nation, and world; and
- To learn to understand, respect, and interact with people of different cultures, generations, and races.

## **Regular Daily Bell Schedule**

<b>HS Regular Schedule</b>	
<b>1st Period</b>	<b>8:00-8:56</b>
<b>2nd Period</b>	<b>9:00-9:52</b>
<b>3rd Period</b>	<b>9:56-10:48</b>
<b>4th Period</b>	<b>10:52-11:44</b>
<b>5th Period</b> 1st Lunch 2nd Lunch 3rd Lunch	<b>11:48-1:07</b> 11:44-12:09 12:13-12:38 12:42-1:07
<b>6th Period</b>	<b>1:11-2:03</b>
<b>7th Period</b>	<b>2:07-3:00</b>

<b>HS Assembly/Pep Rally Schedule</b>	
<b>1st Period</b>	<b>8:00-8:50</b>
<b>2nd Period</b>	<b>8:54-9:42</b>
<b>3rd Period</b>	<b>9:46-10:34</b>
<b>4th Period</b>	<b>10:38-11:26</b>
<b>5th Period</b> 1st Lunch 2nd Lunch 3rd Lunch	<b>11:30-12:44</b> 11:26-11:50 11:53-12:17 12:20-12:44
<b>6th Period</b>	<b>12:48-1:36</b>
<b>7th Period</b>	<b>1:40-2:28</b>
<b>Assembly/Pep Rally</b>	<b>2:30-3:00</b>

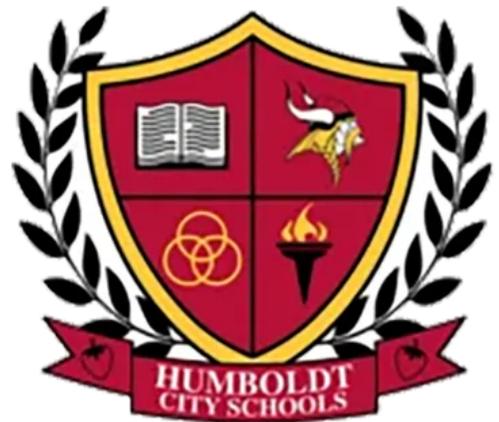
<b>HS Advisory Schedule (Monthly 2nd Tuesday)</b>	
<b>1st Period</b>	<b>8:00-8:50</b>
<b>Advisory</b> Clubs & Class Meetings	<b>8:54-9:14</b>
<b>2nd Period</b>	<b>9:18-10:08</b>
<b>3rd Period</b>	<b>10:12-11:02</b>
<b>4th Period</b>	<b>11:06-11:56</b>
<b>5th Period</b> 1st Lunch 2nd Lunch 3rd Lunch	<b>12:00-1:16</b> 11:56-12:20 12:24-12:48 12:52-1:16
<b>6th Period</b>	<b>1:20-2:08</b>
<b>7th Period</b>	<b>2:12-3:00</b>



<b>Jr High Regular Schedule</b>	
<b>1st Period</b>	<b>8:00-9:10</b>
<b>2nd Period</b>	<b>9:15-10:20</b>
<b>3rd Period</b> Intervention/Enrichment 1st Lunch Intervention 2nd Lunch Enrichment	<b>10:25-11:45</b>  10:25-10:55 11:00-11:30
<b>4th Period</b> Activity	<b>11:50-12:40</b>
<b>5th Period</b>	<b>12:45-1:50</b>
<b>6th Period</b>	<b>1:55-3:00</b>

<b>Jr High Assembly/Pep Rally Schedule</b>	
<b>1st Period</b>	<b>8:00-9:05</b>
<b>2nd Period</b>	<b>9:10-10:10</b>
<b>3rd Period</b> Intervention/Enrichment 1st Lunch Intervention 2nd Lunch Enrichment	<b>10:15-11:25</b>  10:15-10:40 10:45-11:15
<b>4th Period</b> Activity	<b>11:30-12:20</b>
<b>5th Period</b>	<b>12:25-1:25</b>
<b>6th Period</b>	<b>1:30-2:30</b>
<b>Assembly/Pep Rally</b>	<b>2:30-3:00</b>

<b>Jr High Advisory Schedule (Monthly 2nd Tuesday)</b>	
<b>1st Period</b>	<b>8:00-9:00</b>
<b>2nd Period</b>	<b>9:05-10:05</b>
<b>3rd Period</b> Intervention/Enrichment 1st Lunch Intervention 2nd Lunch Enrichment	<b>10:10-11:25</b>  10:05-10:35 10:40-11:10
<b>Advisory/Academic Support</b>	<b>11:30-12:00</b>
<b>4th Period</b> Activity	<b>12:00-12:50</b>
<b>6th Period</b>	<b>12:55-1:55</b>
<b>7th Period</b>	<b>2:00-3:00</b>



## **SCHOOL POLICIES & PROCEDURES**

### **Attendance, Absences and Tardies**

The Board of Education believes that attendance is a key factor in student achievement and therefore, all students are expected to be present 180 days of school and be responsible for material missed when absent. Absences shall be classified as either excused or unexcused. Three tardies are equal to one absence.

#### Excused absences shall include:

- ☐ Personal illness/injury
- ☐ Illness of immediate family member
- ☐ Death in family
- ☐ Extreme weather conditions
- ☐ Funerals with parental consent
- ☐ Religious observations
- ☐ School endorsed activities
- ☐ Circumstances that, in the judgment of the principal, create emergencies over which the student has no control.

All other absences shall be considered unexcused. It is the student's responsibility to ask teachers for any class work missed due to absences. Students can also stay after school for CASA to complete make-up work and receive assistance from teachers. Please refer to the school website for further information regarding the absence policy.

Make-Up Work (Policy 6200): Students with excused or unexcused absences shall have the opportunity to make up missed work; however, it is the student's responsibility for contacting and arranging for makeup work in each class or subject matter. Students have a minimum 3 DAYS to submit makeup work.

#### Absence Process

If a student is not in their first period class when the school bell rings at 8:00 a.m., the student will come to the office to pick up a Tardy Slip. Students who are tardy will not be allowed to enter their first period class without a Tardy Slip. Three (3) tardies are equal to one (1) absence. It is the responsibility of the student and their parent or guardian to see that the student is in school regularly. (Policy 6.200)

1. A student who is absent five (5) days without adequate excuse will be reported and the parent/guardian shall receive written notice of the student's absence. If the parent/guardian does not provide documentation within an adequate time excusing those absences or request a meeting, then the student shall be placed on a *Progressive Truancy Plan*. (Policy 6.200)
  - a. Tier I of the progressive truancy plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance.

- b. Tier II shall be implemented after the student accumulates five (5) unexcused absences, but before referral to juvenile court, and includes the following:
    - i. A conference with the student and the student's parent(s)/guardian(s);
    - ii. An attendance contract, based on the conference, signed by the student, the parent(s)/guardian(s), and the attendance supervisor.
    - iii. Regularly scheduled follow-up meetings to discuss the student's progress.
    - iv. Individualized assessment detailing the reasons a student has been absent from school.
  - c. Tier III shall be implemented if the Tier II interventions are unsuccessful.
2. Please be advised that the Tennessee Department of Safety may suspend a student's driving privileges upon the first finding of noncompliance with the TN Compulsory Attendance Law. Upon finding of the second & or subsequent findings, driving privileges may be suspended until 18 years of age. Students will be ineligible until they are 18 years of age or in compliance with the attendance law.

#### Tardy to School

All students who arrive at school after 8:00am must report to the main office to sign in. A student who has accumulated more than 3 unexcused tardies will be subject to a referral to the Viking Support program to explore causes of implement interventions and solutions for tardiness to school. If a student drives to school and receives 3 tardies, driving privileges could be suspended, pending completion of the Viking Support Intervention. Continual tardiness may result in parent conference and after-school independent study opportunities.

#### Tardy to Class

Students are required to be in class by the time the bell rings. If they are not, they are considered tardy to class. Therefore, students who are late to class, with an unexcused tardy, will receive appropriate interventions by the classroom teacher for the first three infractions. It is imperative that students make every effort to be in class on time so not to miss any instruction or interrupt the instruction in progress. Students will be referred to administration on the 4th tardy and all subsequent tardies for further consequences, including, but not limited to time with Viking Support. Tardies are recorded by period and each period is individual of all others.

#### Final Exam Exemption Policy:

Any student absent on exam days will need a doctor's excuse, dentist's excuse, or court excuse to make up missed exams. Exams will be given a grade of "0" unless the doctor's excuse is submitted. Students may be exempt with the following numbers of absences and corresponding averages per semester. The policy of three (3) tardies equaling one (1) absence continues to be enforced. The absences are per class and not based on entire day attendance. If a student is in ISS and they are not in class that

is considered an absence. For full year classes, a midterm will be given before Winter break. Midterms are mandatory and students may not be exempt.

#### Full-Year Class:

6 or less absences: 80-89 (B) average in a class

8 or less absences: 90-100 (A) average in a class

#### Semester Class:

3 or less absences: 80-89 (B) average in a class

4 or less absences: 90-100 (A) average in a class

Students remanded to Alternative School and/or Out of School Suspension will not be eligible to exempt exams.

#### Tutoring/Making Up Time/CASA

Humboldt Junior Senior High School provides before and after-school programs throughout the school year for students who need tutoring in a specific subject or who need to make up time and missed assignments while absent from school. Humboldt Junior Senior High School gives students the opportunity to complete assignments that have been neglected or missed. It is called CASA. CASA meets before and after school (September through April). Transportation is provided. Teachers can request students attend CASA to complete work and missing assignments. Coaches can also require their teams to attend for extra help and tutoring.

Driver's License Revocation: A student who has more than ten (10) consecutive or fifteen (15) unexcused absences during any semester shall be ineligible to retain a driver's permit or license.

### **DRESS CODE**

The Humboldt City School System has a responsibility to prepare students to take their places in society as mature, responsible individuals. Students shall dress and groom in a clean and neat manner so as not to distract or interfere with the operation of the school.

At the beginning of each day, faculty and staff are responsible for identifying any student that is out of dress code. If the student is deemed to be out of dress code, they will not return to class until they comply. Students who miss class due to the necessity of changing into clothes that meet the dress code will be unexcused for the period missed. Students are required to arrive on campus appropriately dressed and stay dressed appropriately until they leave campus. Students are also required to abide by the dress code while riding the bus. **The school administrator will make the final decision about whether an article or style of dress falls outside of the guidelines below.**

<b>Pants/Skirts/Shorts</b>	<b>Tops</b>	<b>Not Allowed</b>
Navy, Khaki & Black ONLY **Skirts and shorts must be knee length when standing**	Any <u>solid</u> color polo or shirt with a collar short or long-sleeved.  *Hoodies may be worn, but the hoods CANNOT be worn inside of the building*	Blue jeans, denim shirts, flip flops, slides, house slippers, pajama pants, bandanas, headbands, leggings, jeggings, rips or holes in clothing, too tight or too short clothing, see through clothing, hair bonnets, hats.

Outer Garments: No blankets, quilts, throws, or other styles of blankets will be allowed in the school building.

### Backpacks/Book Bags

Only clear backpacks/book bags will be allowed. Bookbags and purses are subject to be searched at any time if there is "reasonable suspicion" of contraband.

### Dress Code Violation:

1. Students will be given a verbal request to comply with the dress code. Clothing can be available through the HJSHS Clothes Closet if items are available.
2. If the student is unable to correct the issue, they will need to call a parent to bring them the proper attire.
3. The student may be assigned in-school suspension until the dress code violation is corrected.
4. The parent must bring appropriate clothing items to adhere to policy so the student may return to their normal schedule.
5. If the student does not comply or becomes disruptive when asked to adhere to the policy, the student will receive a disciplinary referral for not following the instructions of their teacher/staff. The consequences could result in a multiple day out of school suspension. Discipline procedures will occur for non-compliance of the dress code violation.

### Special Days

These are days set aside by the school administration to allow variation in the dress code. Dates will be announced. These dates include Homecoming week and Spirit Days. All clothing must still be neat, clean, and modest, not causing disruption with the operation of the school day. "*If in doubt, leave it out*". If students are unable to get in compliance with the dress code, they will be placed in in-school suspension until they are able. Students need to be in class so every effort will be made to get students in compliance.

## **CELL PHONE & PERSONAL COMMUNICATION DEVICES**

Students may possess personal communication devices so long as such devices are turned off and stored in backpacks or purses. Devices include wearable technology (eye glasses, rings, or watches). Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent or guardian. A student in violation of this policy is subject to disciplinary action.

Students are prohibited from using electronic devices in any manner that interferes with, or is disruptive to the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers, or visitors.

Humboldt Junior Senior High School is NOT responsible for any electronic device lost or stolen while on campus.

Jr High Phone/Personal Device Usage: Before school (i.e before students dismiss from the gym) and after 3:00pm

High School Phone/Personal Device Usage: Before school (i.e before students dismiss from the gym), during lunch, and after 3:00pm

Policy 6.312

## **CODE OF CONDUCT**



# HUMBOLDT JR & SR HIGH SCHOOL



## SCHOOL-WIDE BEHAVIOR EXPECTATION MATRIX

<i>THE VIKING WAY : I AM</i>	<b>CAMPUS</b>	<b>CLASSROOM</b>	<b>COMMUNITY</b>
<b>RESPECTFUL</b>	Interact positively with others Speak without profanity Respect ALL peers, teachers & staff Choose kindness	Respect everyone's right to learn Follow behavior expectations and directions Attend class on time with materials Accept redirection, feedback & discipline	Value adults, peers and their property Respect your community Respect others' rights to privacy Respect your environment
<b>RESPONSIBLE</b>	Attend class daily and on time Use restroom & transition time appropriately Clean up after yourself Know & follow school policy & dress code	Develop thinking through speaking and writing Complete all instructional assignments Engage in the lesson from start to finish Ask and answer appropriate questions	Balance school, work and personal life Be a positive role model Utilize social media for good Participate in community service
<b>RESILIENT</b>	Make good decisions consistently Look for opportunities to do good Ask for help when needed Resolve issues & conflicts w/peers.	Speak and listen with purpose Challenge yourself to grow and learn Demonstrate a joy for learning Try your best everyday	Represent yourself in positive way Be a problem-solver Look for opportunities to do good

### LEVELED MISBEHAVIORS

<b>LEVEL 1</b>	<b>LEVEL 2</b>	<b>LEVEL 3</b>	<b>LEVEL 4</b>
Classroom disturbances Classroom tardiness Cheating and lying Abusive language Failure to do assignments Not carrying out directions Harassment of any student	Continued Level 1 misbehaviors Using forged notes or excuses Disruptive classroom behaviors	Continued Level 1 and 2 misbehaviors Fighting Vandalism Possession of tobacco, alcohol or drugs Stealing Threats to others Harassment of any student	Continued Level 1, 2 and 3 behaviors Threats of massive violence Bodily injury upon any teacher, principal, administrator, or other employee of the school or resource officer

<b>Behavior</b>	<b>Minor (Teacher Managed)</b>	<b>Major (Administration Managed)</b>
<b>Defiance</b>	<ul style="list-style-type: none"> <li>Not working/Unfinished work</li> <li>Not participating in group work</li> <li>Ignoring staff/not responding</li> <li>Leaving assigned area</li> <li>Cheating/Lying</li> </ul>	<ul style="list-style-type: none"> <li>Blatant or excessive non-compliance or defiance</li> <li>Repetitive minor incidents that normal classroom consequences are not addressing</li> <li>Leaving campus/hiding from staff</li> </ul>

<b>Disrespect</b>	<ul style="list-style-type: none"> <li>Arguing/Inappropriate Response to Staff Request</li> <li>Uncooperative behavior</li> </ul>	<ul style="list-style-type: none"> <li>Repetitive minor incidents that normal classroom consequences are not addressing</li> <li>F-you, flipping off, etc</li> </ul>
<b>Disruption</b>	<ul style="list-style-type: none"> <li>Making noises</li> <li>Constant talking</li> <li>Yelling out or blurting</li> <li>Disruption during instruction</li> <li>Throwing objects</li> <li>Out of seat</li> <li>Not listening</li> <li>Not following directions</li> <li>Tardy to Class</li> </ul>	<ul style="list-style-type: none"> <li>Screaming/yelling excessively</li> <li>Other students cannot learn</li> <li>Out of control behavior in the extreme</li> <li>Throwing objects with the intent to cause harm</li> <li>Excessive pattern of absence, tardy or truancy</li> <li>Walk out of class</li> </ul>
<b>Dress Code</b>	<ul style="list-style-type: none"> <li>Not in appropriate uniform shirt</li> <li>No in appropriate tan, navy blue or khaki bottoms</li> <li>Slides or inappropriate footwear</li> <li>Hood on head</li> </ul>	<ul style="list-style-type: none"> <li>Gang related apparel</li> <li>Inappropriate language or images</li> <li>Ongoing pattern of dress code violations</li> </ul>
<b>Inappropriate Language</b>	<ul style="list-style-type: none"> <li>Name calling/teasing</li> <li>Rude or disrespectful language</li> <li>Peer conflict (balance of power)</li> <li>Profanity</li> </ul>	<ul style="list-style-type: none"> <li>Blatant or excessive swearing</li> <li>Offensive/harassing language</li> <li>Excessively vulgar language</li> <li>Severe verbal threats against anyone</li> <li>Harassment (racial, sexual, religious, gender, ability)</li> <li>Intimidation</li> <li>Bullying (imbalance of power)</li> </ul>
<b>Property Damage/Misuse</b>	<ul style="list-style-type: none"> <li>Cheating</li> <li>Defacing books, pencils, pens, crayon, classroom supplies</li> <li>Minor vandalism</li> </ul>	<ul style="list-style-type: none"> <li>Excessive defacing of peer/teacher/school property</li> <li>Vandalism/Arson</li> <li>Use of combustibles</li> <li>Stealing major items from peers/adults</li> <li>Pushing over furniture</li> </ul>
<b>Physical Contact</b>	<ul style="list-style-type: none"> <li>Horseplay (poking, pushing, shoving, tripping)</li> <li>Reckless physical behavior</li> </ul>	<ul style="list-style-type: none"> <li>Fighting</li> <li>Loss of control out of anger</li> <li>Hitting, punching, spitting and scratching with intent to harm-anger related</li> <li>Physical intimidation</li> <li>Sexual misconduct</li> <li>Physical aggression/Assault</li> <li>Repeated minor physical contact/aggression</li> </ul>
<b>Technology Violation</b>	<ul style="list-style-type: none"> <li>Texting at inappropriate times</li> <li>Cell phone on during class/ringtone</li> <li>Earbuds in at inappropriate times</li> <li>Cell phone not in backpack/purse</li> <li>Off-task computer behavior</li> <li>On a website without permission</li> </ul>	<ul style="list-style-type: none"> <li>Refuses to give tech equipment to the staff member</li> <li>Accessing "off limit" and inappropriate websites on school computer</li> <li>Bullying/harassment type messages on school tech equipment</li> </ul>
<b>Other</b> *Specify in brief note*		<ul style="list-style-type: none"> <li>Repeated "minor offenses" in any category listed.</li> <li>Alcohol/drug/tobacco/weapons possession</li> </ul>

## Consequences

Consequences: Interventions and Consequences will be defined by the educator. Below is the process if the misbehaviors are considered minor referrals (teacher-managed behaviors)	
1st Offense	Teacher Managed
2nd Offense	Teacher Managed/Parent Contact + Other Interventions
3rd Offense	Teacher Managed/Parent Contact/Counselor Meeting +Other Interv
4th Offense	Referral to Administration/Parent Contact

### Tobacco/Vaping/Drugs/Alcohol

The possession of drugs, alcohol, and tobacco and vaping products on campus by a juvenile or an adult student is strictly prohibited. State law requires the principal of a school to issue a juvenile court citation for juvenile students who unlawfully possess these products on campus. Students will also be referred for counseling at the cost of the parent.

### Public Display of Affection

Public displays of affection shall be limited to the holding of hands only. This applies to all students.

### Breaking and Entering

Students who are caught unlawfully breaking into any Humboldt City Schools building or property will be remanded to Alternative School for the remainder of the school year and referred to the Humboldt Police Department.

### Forgery

Students who forge a signature on any document will be issued a minimum of five days out of school suspension.

### Gangs

Students wearing/displaying/writing/drawing or talking about anything gang related will be issued consequences and referred to the Humboldt Police Department.

### Plagiarism and Cheating

School is one of many places where students should learn to lead an ethical life. Because words and ideas are the "product" created in schools, plagiarism and cheating are the greatest academic crimes a student can commit. It is the intention of

the faculty to respect and value the work of others by (1) creating a climate in which plagiarism and cheating is never acceptable and (2) teaching students how to properly cite sources to avoid plagiarism.

Students who engage in plagiarism or cheating are subject to punishment, which can include but are not limited to:

- No credit for the assignment or test in which plagiarism or cheating occurred.
- Parent contact and/or meeting scheduled.
- Completion of alternative assignment that may result in partial credit.

Disciplinary measures for plagiarism or cheating are initially at the discretion of the school administration. Decisions will be based on individual teacher policy and the severity of the incident of plagiarism or cheating. The school administration may impose additional consequences that fall in line with a level-4 offense.

#### Lunch Isolation (LI)

Students will not be allowed to participate in regular lunch activities and will be isolated from their classmates. Students in LI will not be allowed to talk nor move around during their lunch period.

#### After School Detention (ASD)

Students will be required to stay after school for 75 minutes. Students will be required to bring written work to complete as students without work will not receive credit for staying. ASD is from 3:15-4:30. Days are TBD. Students who fail to report to ASD or stay the entire 75 minutes will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in ASD, Saturday School, OSS or ISS On-Campus and Off-Campus.

#### In-school Suspension-On Campus (ISS ON)

Students will be placed in in-school suspension on the premises of HJSHS. Students serving ISS may not participate in any extracurricular activities as either a participant or a spectator during the duration of their time in ISS.

#### Saturday School (SS)

Students will be required to attend school on Saturday from 8:00 a.m. until 12:00 p.m. Students will be required to bring written work to complete. If work is not brought, students will be given work to do at the discretion of the facilitator. Transportation is not provided for students serving in SS. Students who fail to report to SS or stay the entire four (4) hours will be subject to additional consequences as determined by the administration which may include but not limited to: additional time in SS, ASD, OSS, ISS On-Campus or Alternative School.

#### Out of School Suspension (OSS)

Students shall not report to school and will be marked suspended. Students will be allowed to request all missing assignments upon return from OSS and given one (1) day per day suspended to complete missed assignments. Students serving OSS may

not participate in any extracurricular activities as either a participant or a spectator. Students serving OSS are not to be on school premises until their OSS has been served. Discipline measures are always at the discretion of the principal as delegated by state law. Juvenile court referrals are at the discretion of the school's administration.

### Alternative School

Students remanded to Alternative School cannot participate in or attend any school function or activity of the Humboldt City Schools while assigned. Students are not allowed to return to their home school or any Humboldt City School while assigned to the center without the Principal's permission. Failure to comply with this restriction may result in the student being charged with trespassing and the possibility of being turned over to proper law enforcement authorities.

Placement in Alternative School is made only by a school administrator. Students will be placed in Alternative School the following day after the offense.

### Disciplinary Hearing Authority

Humboldt City Schools has in place a Disciplinary Hearing Authority (DHA) that is empowered to conduct hearings regarding certain student or parental complaints concerning rulings made at the school building level. For further information, individuals should contact Wayne Sheehan at the Board of Education office (731-784-2652).

## **ACADEMICS**

### Academics

#### Grading System

The following grading system is in place for all Humboldt City Schools:

A is 90 – 100

B is 80 – 89

C is 70 – 79

D is 60 - 69

F is 59 or below

#### Graduation Requirements

Senior high students are required to have 24 credits to graduate. These credits must meet the Tennessee Department of Education requirements for graduation:

4 credits in Math

4 credits in English

3 credits in History

½ credit in Personal Finance

3 credits in Science

½ credit in Physical Education

2 credits in Foreign Language

- 1 credit in Fine Arts
- 1 credit in Lifetime Wellness
- 3 credits (CTE Concentration Courses or Fine Arts)
- 2 credits of Electives (any course)

Make-Up Work (Policy 6200): Students with excused or unexcused absences shall have the opportunity to make up missed work; however, it is the student's responsibility for contacting and arranging for makeup work in each class or subject matter. Students have a minimum 3 DAYS to submit makeup work.

### WEIGHTING TCAP SCORES

TNReady and EOC scores shall be included in students' final grades as follows:

- Grades 7-8 – 10% of the final nine weeks' average for the year.
- Grades 9-12 - 10% of the final nine weeks' average for the spring EOC.

The Humboldt City School System shall use the following methodology: cube root.

### **Career Technical Education (CTE)**

Humboldt Senior High School is working to provide Programs of Study that will better prepare students for success after high school into post-secondary technical training or community college or university where our students may gain access to high-skill, high-wage, and/or high-demand careers.

Mission: Preparing today's students for tomorrow's opportunities

Vision: To provide our students the opportunity to participate in a rigorous and relevant career and technical education program that leads to academic achievement and successful employment in a global economy.

Programs of Study and Courses currently taught at the senior high:

- Advance Manufacturing
- Horticulture Science
- Agriculture Engineering, Industrial, and Mechanical Systems
- Business Marketing
- Construction
- Health Science Education
- EKG Technician

- Certified Nursing Assistant
- Cosmetology & Barbering
- Law, Public Safety, Corrections, & Security

### Diplomas

Students must earn all the state required credits to receive a regular diploma. The name on the student's diplomas must be the exact name on each student's birth certificate as required by the Tennessee Department of Education.

- State Honors Diploma – Must meet all 4 ACT benchmark scores: English 18, Reading 22, Mathematics 22, Science 23
- Local Honors Diploma- Must meet the graduation requirements and obtain an overall GPA of 3.0 or higher.
- Regular Diploma – Students must meet the basic requirements; earn at least 24 credits and pass all required courses.
- Special Education Diploma – Students must meet the requirements of their Individual Education Plans and maintain satisfactory attendance and conduct.
- Occupational Diploma: Students must meet the requirements of their Individual Education Plans, maintain satisfactory attendance and conduct, work towards a regular diploma, complete SKEMA, and complete 2 years of paid or non-paid work experiences as defined in their IEP.
- Alternate Academic Diploma: Students must meet requirements of their Individual Education Plan, participate in alternate assessments, earn 22 credits, have satisfactory attendance and conduct, and complete a transitional assessment.
- Academic Scholar – Students must have a 3.0 GPA and have completed 8 honors courses.
- Distinction – Must have at least a B average and completed one of the following:
  - Earn a nationally recognized industry certification.
  - Participate in at least one of the Governor's schools.
  - Participate in one of the state's All State musical organizations.
  - Be selected as a National Merit Finalist or Semi-Finalist.
  - Attain a score of 31 or higher composite score on the ACT.
  - Earn nine (9) or more semester hours of transcribed postsecondary credit.

### Senior Participation in Commencement Exercises

A senior must meet all graduation requirements set by the State of Tennessee and satisfy all obligations to HJSHS and Humboldt City Schools ten (10) days prior to the graduation date to participate in the commencement exercises. If the senior has not met all requirements, then he/she will not be allowed to participate (walking at graduation with their class) in the commencement exercises. The school principal

reserves the right to not allow seniors to participate in the graduation ceremony due to disciplinary actions.

### Honor Classes

Placement in junior high honors classes is determined by benchmark and end of year assessments that include, but are not limited to:

- End of year assessments
- Benchmark and/or Formative Assessments
- Reading Universal Screener
- Math Universal Screener
- Teacher Recommendation
- Overall GPA

The principal reserves the right to make the final decision regarding honors class placement.

### Credit Recovery

Credit Recovery is free and open only to students enrolled in Humboldt Junior Senior High School the prior semester. Credit Recovery is for the student to work at his/her own pace to complete the course work of credit recovery for a required course that was failed. Students must have earned at least a grade of 50 to complete Credit Recovery. A parent letter explaining all options MUST be signed giving the student permission to enroll in Credit Recovery. Upon completion of the coursework the student will receive a passing grade of 60 D for the failed class. The student will receive credit in that course.

### Promotion

#### Junior High Requirement

Students must pass all 4 of their core classes (English/Language Arts, Math, Science, and Social Studies) for the year. Summer school is offered to students who failed 1 or 2 classes.

#### Senior High Requirement

Credits Needed for Promotion to Next Grade Level:

- At least 6 credits – Sophomore
- At least 12 credits – Junior
- At least 17 credits – Senior

Credit recovery is ONLY AVAILABLE for high school students who failed a course with a score of 50-59.

## **READY GRADUATE**

The *Ready Graduate* indicator measures the percentage of students who earn a **regular diploma** or an **alternate academic diploma** from a Tennessee high school and meet at least one of four *Ready Graduate* criteria. For students to be considered *Ready Graduates*, they must meet at least one of the following criteria (students can only be “counted” once):

- Earn a composite score of 21 or higher on the ACT (or 1060 or higher on the SAT); or
- Complete four [Early Postsecondary Opportunities \(EPSOs\)](#); or
- Complete two EPSOs and earn an industry credential; or
- Complete two EPSOs and earn a score of 31 on the Armed Services Vocational Aptitude Battery (ASVAB) Armed Forces Qualifying Test (AFQT), indicating military readiness.

## STUDENT SERVICES

### Cafeteria & Food Service

The school cafeteria is for the convenience of all students and teachers. This is the students’ cafeteria, and your cooperation is needed to maintain a clean and pleasant environment while eating. All trays, candy wrappers, milk cartons, and other trash are to be placed in the designated trash cans. All students are to report directly to the cafeteria during their lunch shift. Excessive noise and inappropriate behavior will not be tolerated and will result in disciplinary action.

1. All food is to be eaten in the cafeteria.
2. Students may not leave the cafeteria area to go to their locker or run errands.
3. Students may not leave the cafeteria with food or beverages. All food and beverage waste must be disposed of in the cafeteria trash cans.
4. Students are not permitted to leave campus for lunch.
5. Student breakfasts are no charge and will be served in the classroom, and student lunches are no charge as well.
6. Students will not be allowed to place orders and have food delivered by or from outside vendors or parents. Students will not be allowed to bring in breakfast and or drinks from restaurants.
7. Students will be allowed to bring their own lunches from home in appropriate containers (no fast-food containers). Students will not be allowed to bring in food in bulk to be shared with other students (i.e., birthday cakes, cupcakes, bags of snack or chips, crock pots, etc.)

*According to federal food service guidelines, neither the school, staff, faculty, or students are allowed to do anything that creates competition with the cafeteria food service, other than students being allowed to bring their own lunches for their own personal consumption.*

### Guidance & Counseling Services

There is a Professional School Counselor on staff at Humboldt Junior Senior High School. The counselor is available to serve a variety of needs, including, but not limited to, student counseling, planning of courses of study, and career education.

Humboldt Junior Senior High School also has a Social Worker on staff who is responsible for supporting students and advocating for their emotional, mental, and physical wellbeing. Their duties include counseling students, connecting at-risk youth with helpful resources, and conducting home visits to provide additional support. In addition to the Social Worker HJSHS also employs a *Pathways liaison* who works in the building. They assist with counseling and have direct access to connect students with outside services.

### Medication Policy

Administering medications at school to students is not a recommended procedure for schools, but at times it is inevitable. The following rules apply to all medication administered at school:

1. All medication must be brought to the school by the parent/guardian. Medication should be taken to the school office immediately upon arrival to school prior to 8:00 a.m.
2. A written order from the physician or licensed prescriber detailing the name of the drug, dosage, and time intervals the medication is to be taken is required. This will cover the current school year only.
3. Written permission from the parent or guardian of the student is required for medication to be given. The forms are available in the school office.
4. All medications should be brought to school in the original, pharmacy labeled container. The container shall display:
  - a. Student's name
  - b. Prescription number
  - c. Medication name & dosage
  - d. Administration directions
  - e. Date
  - f. Licensed prescriber's name
  - g. Pharmacy name, address & phone number
5. All over the counter drugs to include lotions, ointments, Tylenol, cold and cough etc., shall:
  - a. Require written permission from the parent or guardian. Forms are available in the school office.
  - b. Have the student's name affixed to the container and must be provided in the container with the manufacturer's original label with ingredients listed.
  - c. Be brought to school by the parent or guardian.
6. All medication will be kept in the office in a designated area by the administration and will be dispensed in the school office or by a designated staff member.
7. All medications should be picked up by the parent or guardian at the end of the school year.

### Illness or Other Emergency of Student

Parent(s) of all students shall provide an emergency contact form and medical information sheet with the following information:

- Parents' location and phone number(s) during the school day.
- The name, address, and phone number of the student's physician.
- Name and phone number of someone who may be contacted in an emergency.
- Information concerning a student's particular physical disability or medical condition.

In the event of a student illness or accident, the staff member in charge shall have the responsibility to render first aid or ensure that it is rendered. In the event of serious injury or illness to a student, the parent(s) will be notified as to whether to pick up the child at the school or meet the child at the hospital. If the parent(s) cannot be reached, the student will be transported to the hospital emergency room and the physician identified by the parent(s) on the emergency information sheet will be notified of the accident. Efforts to notify the parent(s) will continue until they are reached. Any parent who objects to the procedures contained in this policy should submit to the principal a written emergency plan for his/her approval.

## **EXTRACURRICULAR ACTIVITIES**

### Class Officers

Class officers are chosen at the beginning of each new school year. Nominations and elections will be held at the beginning of the new school year. Qualifications for class officers are:

- Must have an 85 average or higher.
- May not have had out-of-school or in-school suspensions or Alternative School placements.
- Must obtain a teacher recommendation.

Officers will be removed from the office if any of the above requirements are violated. Officers removed from office cannot run again for class office. Any officer who is deemed to neglect the duties of the office may be removed from the office at the discretion of the class sponsors and administration.

### Sports

The sports program at Humboldt Senior High School includes the following:

- Football
- Boys Basketball
- Girls Basketball
- Baseball
- Track

- Volleyball
- Soccer

The sports program at Humboldt Junior High School includes the following:

- Football
- Boys Basketball
- Girls Basketball
- Volleyball
- Track

To be eligible to participate in athletics at the junior high level, a student must have met TMSAA guidelines during the preceding year. To be eligible to participate in athletics at the senior high level, a student must have met TSSAA guidelines during the preceding year.

All students are encouraged to participate in extracurricular sports at HJSHS. Athletes must follow the academic and behavior requirements as outlined in their athletic contracts. Students who do not wish to participate are encouraged to support our school by attending the games. Regardless of the location of the event or game, students who attend HJSHS athletic events are subject to the same Code of Conduct and disciplinary measures that exist during the regular school day.

### Athletic Drug Testing

Humboldt Junior Senior High School has implemented a random drug testing policy for all members of all athletic teams, band, cheerleaders, and all other extracurricular activities such as clubs, etc.

At the beginning of each school year, every student who will be involved in the previously mentioned activities will be given a form that must be signed by both the student and the parent/guardian before they will be allowed to participate in the above activities.

Every student involved in these activities will have their name placed in a random drawing at the beginning of the school year for drug testing. The testing will take place every month (August – May). A student with a positive test result will not be allowed to participate on any athletic team until he/she can get a negative test result.

## **SAFETY AND EMERGENCY PROCEDURES**

### Crisis Management & Emergency Drills

The staff at Humboldt City Schools is very concerned with student safety in the event of a crisis or emergency. Students will have practice on emergency procedures to be carried out in the event of fire, tornado, earthquake, or school violence. In the event of

an emergency in which school officials feel it is in the student's best interest to leave school, local media and police will be notified. The safety of our students is our number one priority, and we will act accordingly.

### Deliveries to Students

Humboldt Junior Senior High School does not accept deliveries of flowers, gifts, food, balloons, etc. Florists are allowed to deliver ONLY on Valentine's Day (February 14) and Homecoming Day between the hours of 1:00-2:00 p.m. If Valentine's Day is on the weekend, we will not accept deliveries on Friday. No deliveries will be accepted from parents or a non-delivery service. Please be advised of this policy. Students receiving large items such as balloons, stuffed animals, etc. during Valentine's Day and Homecoming Day will not be allowed to take these items into their classes or onto school buses.

### Dismissal of Students During the School Day

No student will leave school prior to regular dismissal times, except with the approval of the principal or his designee and the parent/guardian; this includes students who are 18 years of age. In the case of the student's parents being divorced or separated, the student will only be allowed to leave with the student's legal guardian, or with the permission of the legal guardian. In no case will a student be allowed to leave school during school hours with any person other than the legal guardian without the direct approval of the legal guardian. Students who are 18 years of age will still need parent/guardian approval to leave the premises.

### Drug Testing Policy

Drug testing of a student will occur if there are reasonable indications to the principal that such student may have used or be under the influence of drugs (TCA 49-6-4213). Indications may include, but are not limited, to observed or reported use of drugs, other reasonable information received from a teacher, staff member, or other student, and observed student behavior that is typically associated with alcohol or drug use. A student with a positive test result shall be placed in Alternative School for a minimum of thirty (30) school days and must have a negative test result when retested before returning to Humboldt Junior/Senior High School. A student who declines the test shall be suspended from school and brought before the Disciplinary Hearing Authority (local board policy).

An attempt to notify the parent/guardian will be made prior to any drug testing. The cost of the test is the responsibility of the school. In the event of a negative result, all records and evidence of testing will be destroyed. If a test is positive and a parent wants a second test, it will be at his/her expense at a facility designated by the school. Results of drug tests that do not follow these stipulations will be disregarded. Students are accorded the strictest privacy. Only the administrators, parents, coaches, and students will have knowledge of the drug testing. Parents will be notified as soon as

the school receives the test results. In addition, we will have random drug task force searches which may or may not include Drug Task Force Dogs.

## **ADDITIONAL INFORMATION:**

### Fundraisers

Fundraisers shall be authorized annually by the superintendent and shall be for the purpose of supplementing funds for established school programs and not for supplementing funds that are the responsibility of the public. The monies raised by fundraisers shall benefit the group of students that raise the funds. Students are not required to participate in fundraising activities. However, if a student does participate in a fundraiser, that student and his parent/guardian are responsible to turn in to the fundraising group either money equaling the price of the item(s) sold or the item(s) in original condition.

### Lost and Found

Articles found in and around the school should be turned in to the main office where the owners may claim their identified property. After thirty (30) days all unclaimed items will be donated.

### Messages to Students

Parents and students are encouraged to communicate with each other before and after school, and students should arrive at school with the needed money/supplies. However, if a message or item needs to be given to a student, it will be delivered between classes to minimize disruption to the learning process. Students will not be taken out of classes for messages except in the case of an emergency.

### Office Telephone

Students may use the office phone for emergencies. Permission to use the telephone must be given by office staff. Students are not allowed to receive telephone calls. In the event of an emergency and parents call, the office staff will attempt to get the message to the student as soon as possible.

### Parental Involvement Opportunities

Parents are encouraged to become involved in school activities and the educational process of their children. Normally, parents are active in the same programs in which their children are involved. Some opportunities are the following:

- Athletic Booster Club
- Band Booster Club
- Chaperones for Field Trips
- Parent Advisory Council Meetings

- Parent Teacher Conferences
- FFA
- BETA Club
- HOSA
- FCA
- FCCLA
- Yearbook
- Speaking to classes on topics of individual expertise

### Parking & Driving Expectations

Students are to park in the large, northeast lot between the CTE building and the gymnasium. A parking decal is required and can be obtained from the school SRO. There is a fee of \$10 for a parking decal and must always be displayed on the student's vehicle. A valid Tennessee Driver's License and proof of insurance are required and must be shown at the time the parking decal is issued.

Students are expected to comply with all aspects of responsibility with their vehicles. Students are expected to drive slowly, safely, and courteously at all times. The speed limit on the parking lot is 10 MPH. Students are not allowed to linger in a vehicle beyond the time required to gather items needed for the school day (generally 1 minute). Students are not allowed to return to their vehicles without the permission of a school administrator. The use of cellphones when driving on campus is prohibited. Stereos and radios should be at a low volume until completely off campus.

Students will use the appropriate lanes to enter and exit the campus. It is imperative that students watch for elementary age school children and Junior High School students that are crossing traffic lanes and help us keep them safe.

### Failure to comply with any or all of these rules will result in the following actions:

- 1<sup>st</sup> Offense-Warning
- 2<sup>nd</sup> Offense-Student will lose campus parking privileges for five (5) school days.
- 3<sup>rd</sup> Offense-Student will lose campus parking privileges for ten (10) school days.
- 4<sup>th</sup> Offense-Student will lose campus parking privileges for the remainder of the school year. \*If a student parks on campus anyway, the car will be towed at the student's expense.

With reasonable suspicion, students' cars are subject to search by school officials.

### Posters and Announcements

All posters/announcements to be displayed in the school building must first be approved by the building principal or assistant principal. The individual posting the poster/announcement will be responsible for getting approval and for removing it when its purpose has been served.

### School Assemblies

Students are expected to conduct themselves properly before, during, and after assemblies. Any student causing a disturbance will face the appropriate consequences deemed by the administration. Administration reserves the right to ban students who exhibit improper behavior from future assemblies.

### School Supplies

Students are responsible for supplying their own ordinary school supplies. Each teacher will inform his or her students as to what supplies are needed for class. Most of these supplies will be available for purchase from local Humboldt businesses.

### School Trips

Students who are involved in activities that require transportation to and from an event must be transported on carriers provided by Humboldt City Schools, except in the case where the student's parents or guardians transport the student themselves. Parents or guardians will be required to sign a permission slip authorizing the trip sponsor, who must be a certified employee of Humboldt City Schools, to include their child on the trip. Students on school trips are not counted absent and must make up all work missed in advance or make arrangements with the teacher prior to the trip. Misbehavior on school-sponsored trips results in the same disciplinary actions as in-school misbehavior.

### Student Grievances

Student/parent complaints and grievances shall first be made to the person involved in the complaint or grievance. If the matter is not satisfactorily solved at that level, the student shall then take the complaint or grievance to a building administrator. If the matter is still not resolved, it may then be appealed to the superintendent.

### Student Records

The records of students at HJSHS are confidential. Parents of students or eligible students may inspect the student's records upon written request. No records can be released without the written consent of the parent or eligible student. Information in student records relating to academic performance, financial status of a student or the student's parents or guardian, medical or psychological treatment or testing shall not be made available to unauthorized personnel of the school or to the public or any agency, except those agencies authorized by the educational institution to conduct specific research or otherwise authorized by the governing board of the institution, without the consent of the student involved or the parent or guardian of a minor student attending HJSHS, except as otherwise provided by law or regulation pursuant thereto and except in consequence of due legal process or in cases when the safety of persons or property is involved.

### Textbooks/Computers

All textbooks and computers are loaned to the students for their use during the school year. Students are solely responsible for the textbooks and computers they are issued. Textbooks are to be handled carefully and kept clean. Students should not write in or

on the textbooks. Fines for damaged books will be determined by the teacher issuing the books. Students and parents are responsible for any textbooks or computers that are lost or destroyed. The cost for these books is determined based on the book's replacement price and the condition of the book when issued, as established by board policy. Any student who does not pay fines for a lost/damaged book and/or computer will have their records held and will not be allowed to participate in extracurricular activities, as deemed by the principal.

### Transfers to Another School

Students and/or their parents are to submit the official transfer form to the attendance clerk and guidance counselor when withdrawing from school. The student's school records will then be sent by the school counselor to the appropriate authorities, assuming the student has turned in all textbooks and cleared all financial obligations to the school. If the student is under any disciplinary penalties at the time of withdrawal, that information will also be sent to the school to which the student is transferring.

## **TRANSPORTATION**

The privilege of using bus transportation can be revoked due to the behavior of the student or unsafe conditions created by the student(s). Bus drivers oversee the students on their bus and their instructions are to be always followed by riders. Students who cause problems or don't follow the bus driver or monitor's instructions may lose riding privileges. Bus riders must stay in the assigned areas on campus while waiting to be picked up or after being dropped off. Students who misbehave at any school while waiting for a bus or when leaving a bus may be put off that campus or bus by the principal of that school for whatever length of time is deemed necessary. Students who ride the bus are required to be in appropriate school dress while on the bus or on any school campus in the system.

The following are the steps that will be used by your child's principal in dealing with school bus discipline:

- 1<sup>st</sup> Offense – Warning and required parent meeting; either in person or on the phone before the student will be allowed to ride the bus again.
- 2<sup>nd</sup> Offense – 10-day suspension of riding privileges
- 3<sup>rd</sup> Offense – 30-day suspension of riding privileges
- 4<sup>th</sup> Offense – Suspension of riding privileges for the remainder of the semester or year.

An immediate bus suspension will result due to behavior that creates an unsafe situation for the driver, monitor or other students on the bus. All discipline will be based on the severity of the offense and is left up to the Principal, Assistant Principal, or designee.

### Visitors on School Campus

For security purposes, the individual schools in Humboldt City Schools are “closed campuses” to the public. Visitors are only permitted for official reasons approved by the principal’s office.

### Parent-Teacher Conference

Parent-Teacher Conferences will be held at the end of the 1<sup>st</sup> nine-week grading period and again at the end of the semester. In addition to these scheduled dates, parents are encouraged to arrange meetings with teachers on their planning periods or administrators as needed. Parents should call in advance to schedule such meetings.

### Report Cards

Student report cards are sent home at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine weeks grading periods. Parents will need to attend the Parent/Teacher Conference to pick up their child’s report card at the end of the first nine weeks grading period. Progress reports will go out in between report card dates to continue to allow parents to be aware of their student’s progress. In addition, teachers may send home Deficiency Reports at any time during the school year if they feel parents need to know the status of a student’s grades. Parents are urged to set up a Power School account and check their student’s grades online regularly. If you need the sign-up information, please contact the school counselor.

### Schedule Changes

A class change request form must be filled out within the first 2 weeks of school and given to their first period teacher. All schedule changes for senior high students must be approved by the administration and will be contingent upon class size, availability, and student’s track for graduation. A schedule change form

### Tennessee Scholars

Tennessee Scholars is a joint effort of school districts, local chambers of commerce, and the business community. Students who complete a minimum of 80 service hours from their freshman year to their senior year may be recognized as a Tennessee Scholar (TS). Tennessee Documentation must be completed and turned in by April 14, 2023. For information about the benefits of being a Tennessee Scholar visit <http://www.tennesseescholars.org/> or see the school counselor.

### Viking Service Scholars

Humboldt Senior High School students who are interested in helping with community service activities are encouraged to participate. Some examples might be helping with Relay for Life, volunteering at the library, a day care center, through your church, or a community service organization. Should you meet the minimum requirements of a Viking Service Scholar (VSS) you will receive a certificate at graduation. The Viking Service Scholar recordkeeping year runs from June 1<sup>st</sup> to April 15<sup>th</sup> each year. You have until April 14<sup>th</sup> to turn in your Service-Learning Passport which documents the hours you have served and who you were a service to. Remember to get an adult sponsor’s

signature for every event/hour that you work. The Service-Learning Passport may be picked up from the school counselor.

**Statement of Non-Discrimination**

It is the policy of Humboldt City Schools and Humboldt Junior Senior High School not to discriminate based on sex, race, color, natural origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments, Section 504 of the Federal Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act Of 1997. Please contact Wayne Sheehan at the Humboldt City Schools for any questions regarding this statement. (731) 784-2652 or 2602 Viking Drive, Humboldt, TN 38343.