

WELCOME

It is with great pleasure that we take this opportunity to welcome you to school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us.

This agenda has been developed to help you learn as much as possible about school policies and procedures and the services we offer. We also hope that you will use this agenda as a tool for homework and communication with your child's teacher.

Warren County School System does not discriminate on the base of race, sex, color, age, religion, national origin, handicap, or veteran status in educational opportunities, programs, activities, and opportunities for employment and benefits. Student and Employee Rights, grievance procedures and forms can be found in the Warren County Board of Education Policy Manual, posted in the schools or at the Central Office.

BELIEFS

1. We believe all students are capable of learning, achieving, and succeeding to their fullest potential.
2. We believe a healthy, safe, stimulating environment is essential.
3. We believe students learn in different ways and differentiated instructional practices should be used to reach the highest learning potential in each student.
4. We believe teachers, parents, and the community share the responsibility of educating students.
5. We believe regular attendance is fundamental to learning.
6. We believe every person deserves to be treated with respect.
7. We believe cultural diversity awareness increases each student's ability to interact respectfully within the community.
8. We believe in the community's common goal, **"To expect 100% graduation in Warren County."**

SHARED VISION

The vision of Hickory Creek Elementary School is to motivate our students to strive for academic excellence in a safe and accepting environment and to provide the skills that will enable our students to become productive members of society.

PARENT INFORMATION NOTICE

The Parent Information Notice of the Warren County School System is made available to you online at www.warrenschoools.com or you may get a copy from the school office.

ATTENDANCE POLICY (Board Policy JB)

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee in grades PreK - 5. Excused absences shall include:

1. Personal Illness
2. Illness of Immediate Family Members
3. Death in Family

4. Extreme Weather Conditions
5. Religious Observations
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

For an excused absence, proper documentation must be presented to the principal or principal designee. Up to five (5) parent notes are accepted per year (i.e. one parent note per each day of absence). Any over five (5) notes are to be verification from a doctor or reasonable appointment.

The school will contact the parent by letter after the third (3rd) unexcused absence.

When a student reaches five (5) unexcused absences, the parents will be notified by letter and he/she will be reported to the attendance director for appropriate action. This action may also include being reported to appear at The Truancy Board by the attendance clerk.

When the absence is created by a doctor's appointment, court appearance, etc., the excuse will apply only to the reasonable amount of time involved including time for travel (i.e. a student having an appointment at 2:00 p.m. would not be excused the entire school day.)

Absences are counted on an accumulated basis (i.e. a student checking out early for ½ of a day for 2 days during the school, would be considered absent one full day of school.)

IMPORTANT: The student **MUST** bring a note to school explaining the reason for any absence from school within three (3) days of the student returning to school.

Any student signing in tardy **or** signing out early will be considered unexcused until proper documentation is provided by the parent or guardian. Proper documentation **must** be received within three (3) days.

Parents may request one prior-arranged absence per year by filing a form with the principal to explain the dates and reason for the upcoming absence. The absence must be **pre-approved**. A decision will be made based on the attendance record.

PERFECT ATTENDANCE

To be eligible for perfect attendance, a student must be in attendance for a length of time equal to the

state's minimum hourly requirement for a school day. To have perfect attendance, a student's attendance record must indicate that the actual days at year end is .99 or below or less than 420 minutes away from school for the entire year. Students who sign in late and check out early will accumulate time and when this time reaches 420 minutes or 7 hours, the student will be considered absent one day.

ARRIVAL & DISMISSAL - SCHOOL HOURS ARE 7:45 A.M. TO 2:45 P.M. DAILY

1. Each student should be in his/her classroom ready to start class at 7:50 a.m. each morning.
2. Any student arriving at school before 7:40 a.m. must report to the gymnasium. Two teachers are on duty each morning beginning at 7:00 a.m. Main Entrance unlocks at 7:00 a.m. Kindergarten entrance unlocks at 7:30 a.m.
3. Students arriving at school after 7:50 a.m. are considered tardy. Those students must pick up a tardy slip at the sign in/sign out area before they can be admitted to class.
4. For K – 5th graders, school is dismissed at 2:40 p.m. Pre-K students only may be picked up at the Kindergarten pickup area at 1:15 p.m.
5. Any student signing in tardy or signing out early will be considered unexcused until proper documentation is provided by the parent or guardian. Proper documentation must be received within three (3) days.
6. Persons wishing to sign any student out before the end of the school day must do so at the sign in/sign out area. Such persons must have their name listed on the student's "yellow sign-out card". Proof of identification is required.
7. The Warren County School System cannot be responsible for students arriving before 7:00 a.m. nor departing more than 15 minutes after the close of school. It is the responsibility of the parent or guardian to make the proper arrangements to ensure that students arrive and depart from school on time. If you need early or late care, please enroll in The Extended Day Program. Students arriving before 7:00 a.m. and remaining after buses are loaded (3:15 p.m.) will be sent to The Extended Day Care Program.
8. Kindergarten and 1st grades students should be picked up and dropped off at the kindergarten entrance (1st drive to the right as you approach the building). Parents of 2nd – 5th graders should pick up and drop off children at the main front entrance (2nd driveway). Kindergarten entrance drop off begins at 7:30 a.m. Main entrance drop off begins at 7:00 a.m. If families with kindergarten and 1st graders have children from other grades, all students should be dropped off and picked up at the kindergarten entrance.
9. For safety reasons cars cannot park in the left lane of any drive. The left lanes MUST be kept open for emergency vehicles and wheel chair buses. When dropping off your children at school, students must exit next to the yellow curb. **DO NOT** allow students to walk through traffic when being dropped off. We want to assure everyone's safety by following this procedure. **Bus lane drop off and parking is not allowed.**
10. Please **do not park on the front circle drive grass areas.** Parking is available in the staff parking area or Kindergarten circle drive area. Traffic must be able to flow smoothly during the school day and at pick-up and drop off times.

STUDENT DISCIPLINE

It is important that students learn to develop self-discipline in order to be successful in school and in life. We ask all parents to discuss with your children the importance of good behavior and a positive attitude while at school. The Positive Behavior Support (PBS) rules at Hickory Creek Elementary School are to **BE RESPECTFUL, BE RESPONSIBLE, and BE SAFE.**

Such behavior as fighting, disrespect toward others, obscene language or destruction of school property will not be tolerated. Parents of students who repeatedly break rules will be called to school to resolve the problem. Students who disobey the school/district code of behavior are subject to school discipline ranging from loss of privileges to suspension/expulsion. Students who severely or continuously disturb the learning environment may be referred to the Warren County Schools Disciplinary Board.

Students may not sell items at school to other students for personal gain.

ZERO TOLERANCE POLICY

In order to ensure a safe and secure learning environment free from drugs, drug paraphernalia, battery or threat of battery, dangerous weapons/instruments or firearms, any student who engages in the following behavior will be subject to suspension for a period of not less than (1) calendar year. The Director of Schools shall have the authority to modify suspension requirement on a case-by-case basis. The disciplinary board will recommend the appropriate disciplinary sanction to the Director of Schools. Zero tolerance acts are as follows:

1. Any student, who, while on a school bus, on school property or while attending any school event or activity:
 - (a) is under the influence of a drug; or
 - (b) possesses a drug, drug paraphernalia or dangerous weapon/instrument or firearm; or
 - (c) assaults or threatens to assault any school system employee or school resource officer.
 - (d) transmits credible threat or bodily injury by electronic means.

DRESS CODE FOR GRADES PRE-K – 4

In keeping with the educational goals of this school, students are expected to dress and groom themselves with a sense of responsibility. The dress code eliminates obvious or perceived disruptive distractions and safety concerns. Each student will show a high degree of respect for the standards of decency, cleanliness and style appropriate to support an educational environment.

All dress code decisions shall be made by the principal in accordance with the school guidelines and Warren County school board policy. Dress code violations will result in 1st) a warning and a change of clothes, 2nd) call to parent to bring a change of clothes, 3rd) 1 day of in school suspension and finally 4th) out of school suspension. A call to parent or guardian will be made for each violation and may result in having clothes brought to school for the change.

- 1) Hats, caps other head coverings, and sun glasses will not be worn in any way or form in the school building. (May be allowed on special dress up days).
- 2) Unnatural hair coloring deemed disruptive to the educational process by the principal is not acceptable.
- 3) Clothing and accessories decorated with slogans that promote or are suggestive of drugs, sex, bodily functions, profanity, tobacco, alcohol, gang activities, criminal activity, violence or death and/or hate speech or symbols including organizations which promote these disturbing influences are prohibited.
- 4) Shoes must be worn at all times. Laces on shoes or sneakers must be tied.
- 5) Dresses, shorts or skirts that are slightly above the knee will be acceptable.
- 6) All pants will be worn at the waistline. Jeans and pants must not sag, bag, drag, or expose undergarments. Jeans or other clothing with holes or tears above the allowable short length are not allowed. A hole is a hole regardless of size. All holes repaired must be patched or sewn.
- 7) Shirts must cover undergarments as well as midriff, chest, cleavage, back or buttock. Clothing should meet this standard not only standing, but also when sitting, stretching, bending, and/or stooping. See through closing is not acceptable.
- 8) Wallet chains, dog chains or collars, bracelets or necklaces with spikes or sharp points and other wearing apparel that could be used as weapons are prohibited.
- 9) Leggings may be worn only with dress code appropriate top/skirt/shorts that is/are slightly above the knee.
- 10) Special dress days may be designated by the principal to include not limited to the following examples: field days, picture days, school spirit days, etc.

If a student feels that he/she cannot comply with the standardized dress code because of religious or ethnic beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

DRESS CODE GRADES 5 – 8

In keeping with the educational goals of this school, students are expected to dress and groom themselves with a sense of responsibility. The dress codes eliminates obvious or perceived disruptive distractions and safety concerns. Each student will show a high degree of respect for the standards of decency, cleanliness and style appropriate to support an educational environment.

All dress code decisions shall be made by the principal in accordance with the school guidelines and Warren County school board policy. Dress code violations will result in 1st) a warning and a change of clothes, 2nd) call to parent to bring a change of clothes, 3rd) 1 day of in school suspension and finally 4th) out of school suspension. A call to parent or guardian will be made for each violation and may result in having clothes brought to school for the change.

- 1) Hats, caps other head coverings, and sun glasses will not be worn in any way or form in the school building. (Allowed on special dress up days).
- 2) Unnatural hair coloring deemed disruptive to the educational process by the principal is not acceptable.
- 3) Clothing and accessories decorated with slogans that promote or are suggestive of drugs, sex, bodily functions, profanity, tobacco, alcohol, gang activities, criminal activity, violence or death and/or hate speech or symbols including organizations which promote these disturbing influences are prohibited.
- 4) Shoes must be worn at all times. Laces on shoes or sneakers must be tied.
- 5) Dresses, shorts or skirts that are no shorter than a dollar bill width (2 ½ inches) from the crease in the back of the knee will be acceptable.
- 6) All pants will be worn at the waistline. Jeans and pants must not sag, bag, drag, or expose undergarments. Jeans or other clothing with holes or tears above the allowable short length are not allowed. A hole is a hole regardless of size. All holes repaired must be patched or sewn.
- 7) Shirts must cover undergarments as well as midriff, chest, cleavage, back and buttock. Sleeveless shirts must have a strap that is at least the width of a dollar bill (2 ½ inches). Clothing should meet this standard not only standing, but also when sitting, stretching, bending, and/or stooping. See through clothing is not acceptable.
- 8) Wallet chains, dog chains or collars, bracelets or necklaces with spikes or sharp points and other wearing apparel that could be used as weapons are prohibited.
- 9) Form fitting clothes, such as spandex or biking shorts, are not acceptable as an outer garment. Leggings may be worn only with dress code appropriate top/skirt/shorts that is/are no shorter than 2 ½ inches (dollar bill width) above the knee.
- 10) Special dress days may be designated by the principal to include not limited to the following examples: field days, picture days, school spirit days, etc.

If a student feels that he/she cannot comply with the standardized dress code because of religious or ethnic beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

USE OF PERSONAL COMMUNICATION DEVICES IN SCHOOL (Board Policy JCBEA)

Students in elementary school are not permitted to possess a personal communication or listening device on school campus except as specifically permitted by the particular school's principal. If a cell phone is brought to school, parents will be contacted and must come to the school office to pick up.

BULLYING AND HARRASSMENT

Harassment and/or bullying will not be tolerated. Acts of verbal, physical, or sexual aggression are not allowed. Any incidents should be reported to a counselor, teacher, or principal. Confidentiality will be maintained to the extent possible. Incidents will be documented and investigated. Appropriate discipline action will be taken.

Students shall be provided a safe learning environment. Bullying or harassment on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding shall not be tolerated. Bullying or harassment that begins off-campus can be considered school-related if it interferes with school activities, causes a disruption at school or interferes with the rights of students.

Bullying is a repeated unwanted aggressive behavior among school age children that involves a real or perceived power imbalance. Bullying may include actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are many other types of aggressive behavior that don't fit the definition of bullying. This does not mean that they are any less serious or require less attention than bullying. Rather, these behaviors require different prevention and response strategies.

What is not bullying? Peer conflict is not considered bullying when individuals with no perceived imbalance of power have any argument, disagreement or fight. Teasing may or may not be considered bullying. Teasing usually involves two or more friends who act together in a way that seems fun to all the people involved. Investigation by school staff will often be necessary to determine if and to what extent bullying or other inappropriate behavior has occurred.

Bullying is prohibited and must be reported to any staff member and/or the Bullying Investigator, Kristi Slatton, School Counselor. Based upon the finding of the investigation, appropriate action shall be taken which may include discipline, reteaching of appropriate behavior and/or counseling. Parents shall be made aware of investigations where bullying is substantiated. However, school personnel are absolutely prohibited from sharing confidential information relating to specific students, including discipline, with parents of other students, including the victim of bullying or harassment, by state and federal laws. See FERPA section.

For more information on bullying and harassment, please see School Board Policy JCAD and JTA (cyberbullying). Many websites including stopbullying.gov provide good information and tips for recognizing, preventing and dealing with bullying.

PARENTAL INVOLVEMENT

At Hickory Creek Elementary School, we are committed to open and clear communication. The parental involvement policy is available in the school office. All parents are given the opportunity to participate in their child's education in the following ways:

1. Parent-Student-Teacher-Principal Compact
2. Parent/Teacher Organization
3. Parent/Teacher Conferences
4. Agenda communication – watch the pages of your student's agenda for news of their progress!
5. Hickory Creek Elementary School's Monthly Newsletter
6. Parent visits and conferences (upon request).
7. Website: www.warrenschools.com/hc

VISITORS

1. For security reasons, all visitors must register at the Welcome Center before going into the building or any classroom. Proof of identification is required.
2. All visitors must be approved by the classroom teacher to visit the classroom during instructional time.
3. Conferences should be scheduled in advance during the teacher's planning period.
4. Tobacco use or weapons carried on to school property are not allowed.

RIGHTS UNDER FERPA (Family Education Rights and Privacy Act)

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232 g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Parents or eligible students have the right to inspect and review the student's education records maintained by the school and request an amendment to records they feel are inaccurate. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. For example, this law forbids disclosure of a student's discipline, grades, status etc., to anyone other than the child's parent or guardian without permission of his/her parent.

However, specific exceptions listed in FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;

- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

RIGHTS UNDER PPRA (Protection of Pupil Rights Amendment)

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of-

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

Inspect, upon request and before administration or use-

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

Warren County School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Warren County School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Warren County School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

CONFIDENTIALITY

All records of students in public educational institutions shall be treated as confidential.

The Law According to T.C.A. 10-7-504(4):

The records of students in public educational institutions shall be treated as confidential. Information in such records relating to academic performance, financial status of a student or the student's parent or guardian, medical or psychological treatment or testing shall not be made available to unauthorized personnel of the institution or to the public or any agency, except those agencies authorized by the educational institution to conduct special 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 any institution of elementary or secondary education, except as otherwise provided by the 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. The governing board of the institution, the department of education, and the Tennessee higher education commission shall have access on a confidential basis to

such records as are required to fulfill their lawful functions. Statistical information not identified with a particular student may be released to any person, agency, or the public; and information relating only to any individual student's name, age, address, dates of attendance, grade levels completed, class placement, and academic degrees awarded may likewise be disclosed.

Further, the Family Education Rights and Privacy Act (FERPA), 20 U.S.C.A. 1232g requires public schools to keep student disciplinary records confidential as a condition for the receipt of federal funds.

SECTION 504 AND DISABILITY NOTICE

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities, including caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working,
- has record of such impairment, or
- is regarded as having such impairment.

In order to fulfill its obligation under Section 504, the Warren County School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If parent or guardian disagrees with the determination made by the professional staff of the school district, he/she may obtain due process by following the appropriate grievance procedure found in School Board Policy BBDD.

If there are any questions, please feel free to contact Joyce Dunlap, Section 504 Compliance Coordinator, (931) 668-4022 (ext.259).

When an individual, age three through twenty-two years, is suspected of requiring services beyond the accommodations and/or modifications provided by Section 504, the school's Special Education Department should be contacted. Questions can also be addressed by calling Candice Willmore, Special Education Supervisor, at (931) 668-1728.

HEALTH SERVICES

If your child has a medical condition that might require special action, please contact one of the School Nurses in Health Services at 668-5111. Examples would be **diabetes, asthma, severe allergies with the need for an epipen, seizures, or others.** We will assist you in the communication of those special needs and the appropriate responses at school and on the bus through an Action Plan. This is intended to serve as an informational guideline in preventing the spread of communicable diseases in the schools. Please refer to those guidelines throughout the school year. A student should be kept home when the following symptoms persist. A student can be sent home with these symptoms:

- Temperature of 100 degrees or more
- A dry, hacking or productive cough
- Purulent (green, yellow, thick or unusual) nasal or eye drainage
- Diarrhea
- Skin rashes or eruptions: such as scabies, chicken pox, or impetigo
- Complaints of earache, severe stomachache, sore throat, severe headache
- Nausea and Vomiting
- Lethargy (general complaint or muscular aches or pain)
- Head or body lice must be treated with appropriate medication before returning to school. **THE SCHOOL POLICY IS LICE FREE BEFORE RETURNING TO SCHOOL.**

Parents must **not** send medications to be administered at school by the student. There are specific guidelines we must follow in order to comply with state law. You will need to follow the guidelines below:

MEDICATION

Students required to take prescribed medication must have an “Administration of Medication” form completed and on file. This form is available online, from the school nurse or the school and **MUST BE COMPLETED** when medication is delivered to the nurse’s office by the parent or guardian of the student. **(Students do not complete the form or transport medication to school.)** Medication will be kept in the school clinic and given to the student at the designated time.

The school is not permitted to administer medication including aspirin, Tylenol, etc., at the student’s request without a signed Administration of Medication form.

NOTE: Any student possessing, selling, giving, sharing, or misrepresenting any medication in any form including, but not limited to any type of over-the-counter medication or health aide (such as vitamins), may be subject to full prosecution under the Drug Free Schools Act.

All prescription medications must be brought to school in the original container labeled by the pharmacy to include the following information:

Name of student

Prescription number

Name of medication and dosage

Administration route or other directions

Date

Licensed prescriber's name

Pharmacy name, address, and phone number

Non prescription medication may be administered only with the written request and permission of the parent or guardian. All nonprescription medication must be brought to school in the manufacturer's container with ingredients of the product listed on the container and child's name affixed to the container. The medication will be administered in accordance with label directions or written instruction from the student's physician.

The administrator/designee will:

1. Inform appropriate school personnel of the medication being administered.
2. Keep an accurate record of the administration of the medication.
3. Keep all medication in a locked cabinet except medication retained by a student per physician's order; and
4. Return unused prescription to the parent or guardian only.

The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.

PEDICULOSIS - HEAD LICE

The Warren County Board of Education shall follow the guidelines promulgated by the U. S. Centers for Disease Control and Prevention with respect to any child who is infested with or suspected of being infested with pediculosis or scabies. Students will ONLY be sent home if LIVE lice are present. Parents will be notified if "nits" are found and instructed to treat their student before sending them back to school. The student will not be sent home from school if ONLY nits are found. "Children should be permitted to return to school or child care after appropriate treatment is started." (CDC) Refer to Warren County Board of Education Policy JGCBAB for additional information.

TELEPHONES

The phone system at Hickory Creek Elementary must serve the needs of approximately 700 students and staff members. The office telephone number is 668-5100.

Messages: Telephone messages will be forwarded to the teacher's voice mailboxes. Voice mailboxes are checked by teachers periodically during the school day.

Phone Use: Students may use the office phone for emergency calls ONLY. Students must have permission from their teacher before using the phone.

Automated calls are used for notification of special activities, school closing/opening late. Please always have accurate telephone numbers on file at school so you will receive all notifications.

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to insure student's safety. A system wide telephone call will notify parents/guardians. It is the parent/guardian responsibility to monitor news reports via television and/or radio stations. Please take time to discuss with your child a snow plan and make sure it is understood in case school closes early due to inclement weather. Calling home is NOT an option.

FIRE DRILLS/TORNADO DRILLS/SAFETY DRILLS

Every precaution is taken to insure the safety of your child during normal school hours. Periodic fire drills, tornado drills and safety drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

SCHOOL DELIVERIES

Students and all personnel are not to have items delivered to them at school. All flowers, balloons, stuffed items, etc., must be delivered to your home address. These objects may NOT be transported on the school bus. (Board Policy JLC)

BREAKFAST & LUNCH

Hickory Creek Elementary offers students an excellent breakfast and lunch program. Hot, nutritionally balanced meals are offered at very reasonable prices. Students are encouraged to participate in the school breakfast and lunch programs. A menu is available on the website: www.warrenschools.com/hc.

BREAKFAST/LUNCH

Through the Community Eligibility Provision (CEP), all students in Warren County Schools receive a nutritious breakfast and lunch at no cost regardless of family income.

BUS ROUTES

Any questions concerning bus routes call: Durham Transportation Service at 473-8013 or 473-5817.

SCHOOL BUS RULES (Riding the Bus Is A Privilege-Not A Right)

1. Observe classroom conduct.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Co-operate with the driver.
6. Do not damage bus or equipment.
7. Stay in your seat.
8. Keep head, hands and feet inside bus.
9. Do not fight, push, or shove.
10. Do not tamper with bus equipment.
11. Do not bring pets on the bus.
12. Do not bring flammable material on the bus.
13. The bus driver is authorized to assign seats.
14. Have a safe trip.

First offense: Loss of bus service for 3 days.

Second offense: Loss of bus service for 5 days.

Third offense: Lost of bus service for the remainder of the School Year.

EXTENDED DAY CARE

Extended Day Care is available at Hickory Creek Elementary from 3:00 p.m. – 6:00 p.m. for a nominal fee.

PARENT INFORMATION NOTICE

WC Schools Mission – One Team, One Goal, High Levels of Learning for All
HCES Mission - Educate – Every Student, Every Day, Every One Learning

Parents play a vital role in this mission. The Board encourages the involvement of parents (Policy IFCE) and wants to keep them informed of their rights.

*Warren County School System does not discriminate on the basis of race, sex, color, religion, national origin, age, or handicap in the provision of education opportunities, activities, or other administered programs.

*Parents have the right to request information about the professional and/or paraprofessional qualifications of their child's teacher(s). Teaching certifications can be found by accessing the Tennessee Department of Education, Teacher Licensing Website (www.state.tn.us/education/lic_home.htm) or contacting the system's Human Resources Director.

*Parents must receive notification if their child's teacher in a core curriculum subject is being taught for 4 or more consecutive weeks by a teacher who is not highly qualified.

*Parents will have access to system/school report cards when released by the State Department of Education and available through their website (www.state.tn.us/education) or at the school and/or district office.

*Parents will be informed if their child is enrolled in a school identified for improvement, corrective action, or restructuring. The Warren County School System will furnish an explanation of what this means, academic comparisons with district and state, steps being taken to improve achievement, parent involvement, etc.

*Parents will be informed annually about the availability of supplemental educational services if a school fails to meet adequate yearly progress.

*Parents must receive annual academic results (mid-nine weeks reporting periods, end of nine weeks reporting periods, TCAP Achievement results (grades 3-8), Writing Assessment (grades 5, 8, 11), End-of-Course and Gateway Exams) in a timely manner as required by local Board policy and the Tennessee Department of Education.

*Parents of a student identified as limited English proficient (ELL – English Language Learner) must be notified in a timely manner of their child's participation in an ESL Program, details of the program, rights to waive participation, and specific information on the child's level of English proficiency.

*A parental involvement policy is available in the school's handbook or in individual school's offices.

Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I Programs. This includes an annual meeting for parents to inform them of their school's participation in programs (ex. Title I) funded under the **No Child Left Behind Act**.

*Schools and parents must be notified of school wide program authority under which schools can consolidate funds from federal, state, and local sources to upgrade the educational program of the entire school (qualification: 40% of students must be from verified low income families).

*Parents can visit the state's website (www.tennessee.gov/edu) or system's website (www.warrenschools.com) to access a description of the curriculum, assessment, proficiency levels students are expected to meet.

*Parents have access to district and school information and reports through the media (local newspaper and radio, and the System/School Report Cards available on the State website or at the system's administrative offices).

*The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. For more information, contact the school system's homeless liaison at 668-4022, ext. 230/244 or the State Coordinator for the Education of Homeless Children at the State Department of Education.

*Section 9532 of the NCLB Act shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school. The appropriate paper work and procedure is on file in your principal's office.

*PPRA (Protection of Pupil Rights) Amendment affords parents and students, who are 18 or emancipated minors certain rights concerning our conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. More information is available in the school or central office.

*The School Board Policy relating to student privacy and parental access to information is available in the School Board Policy Manual located at each school and the Central Office. Notification of Rights and Release or Directory information under FERPA, *Family Education Rights and Policy Act*, are also available through media announcements. This Federal law affords parents and students (over 18 years of age) certain rights with respect to educational records. Parents will be notified of any change in Board policy. (More information on FERPA is available in school handbooks or at the Central Administration Office).

*Students and parents are encouraged to participate in safe and drug-free school programs to prevent student violence and drug use. Parents, however, may request in writing that their children not participate in such activities.

*School health requirement, policies, and procedures (ex: immunizations, medication at school, etc.) are available from WCSS Health Services Office (668-5111), principal, or school nurse.

*Parent/Student Rights in Identification, Evaluation, and Placement – A complete description of rights granted by federal law to students with disabilities is available by contacting the Special Education Department of the Warren County School System. The intent of this law is to keep parents fully informed concerning decisions about their child and to inform them of rights if they disagree with any of those decisions.

*LEA's receiving assistance under the NCLB Act of 2001 can provide to military recruiters, upon request, with 3 directory information categories – names, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

*CHILD FIND REQUIREMENT UNDER IDEA – Warren County Schools has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years suspected of having a disability. Any questions or concerns may be directed to the Special Education Director at 668-1728.

Parents should read other valuable notices and information found in their child's school handbook rules, policies, health related information, attendance, etc.

Tennessee Department of Education Contact Information:

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>

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

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

Support and Training for Exceptional Parents (STEP) is on the Internet at <http://www.tnstep.org>
Middle Tennessee: 615/463-2310, information@tnstep.org

Tennessee Protection and Advocacy (TP&A) is on the Internet at <http://www.tpainc.org>

Tennessee Voices for Children is on the Internet at <http://www.invoices.org/main.htm>



Hickory Creek School-Wide Positive Behavior Support



Hickory Creek Elementary School is a school that creates and maintains a safe and effective learning environment for all students.



Hickory Creek Elementary has implemented three school-wide rules: Be Respectful, Be Responsible, and Be Safe.



Students can earn “Creek Cash” by showing the proper way to follow the school rules. Each month, students have a choice to spend their “Creek Cash” on different incentives.



Hickory Creek Elementary has a motivational assembly every month to celebrate Positive Behavior Support at the school. Each grade level conducts an assembly to encourage everyone to continue to follow the three school rules.

**Be Respectful
Be Responsible
Be Safe**

**WARREN COUNTY SCHOOLS CALENDAR
2016 - 2017**

August 8	Registration (Abbreviated Day 7:45 a.m. – 9:45 a.m.) No Buses
August 10	First Day of School for Students
September 5	Labor Day (No School)
September 16	Fair Day (No School)
October 7	End of 1 st Quarter Grading Period
October 10-14	Fall Break (No School)
October 24	Report Cards Distributed
November 8	Parent/Teacher Conferences 3:00 p.m. – 6:00 p.m.
November 22	Professional Development for Teachers/Staff (No School for Students)
November 23-25	Thanksgiving Break (No School)
December 16	End of 2 nd Quarter Grading Period Abbreviated Day 7:45 a.m. – 9:45 a.m. Buses will run.
December 19-January 1	Holiday Break (No School)
January 2	Professional Development for Teachers/Staff (No School for Students)
January 3	Students Return from Christmas Break
January 9	Report Cards Distributed
January 16	Martin Luther King Holiday (No School)
January 26	Parent/Teacher Conferences 3:00 p.m. – 6:00 p.m.

February 20	President's Day Holiday (No School)
March 17	End of 3 rd Quarter Grading Period
March 20-24	Spring Break (No School)
March 27	Professional Development for Teachers/Staff (No School for Students)
April 3	Report Cards Distributed
April 14	Good Friday (No School)
April 18-21	Pre-K and Kindergarten Screening at Bobby Ray Gym
May 22	Kindergarten Graduation 6:00 p.m.
May 23	5 th Grade Celebration 10:00 a.m.
May 25	End of 4 th Quarter Grading Period Report Cards Distributed Last Day of School 7:45 – 9:45 a.m. (No Buses)
May 26	Warren County High School Graduation

HICKORY CREEK ELEMENTARY SCHOOL

STUDENT HANDBOOK

ACKNOWLEDGEMENT FORM 2016 - 2017

Please complete form and return to the classroom teacher.

*Our signatures indicate that we have received, read, and understand the
2016-2017 Student Handbook.*

STUDENT SIGNATURE:

Print Name: _____

Signature: _____ Date: _____

PARENT SIGNATURE:

Print Name: _____

Signature: _____ Date: _____

