

“Investigating, Exploring,  
and Collaborating to Solve  
Real World Challenges”

# Hampshire Unit School

Student Handbook

A School of Applied Science  
and Natural Resources

2021-2022

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## Parents and Students:

Welcome to Hampshire Unit School of Applied Science and Natural Resources, home of the Hawks and Maury County's exclusive K-12 agricultural based school. Our school offers a one of a kind experience for students to develop as researchers in a variety of STEM fields that will prepare students for one of the many career opportunities available in applied sciences & natural resources.

We look forward to the educational journey that each student will take both inside & outside of the classroom this year. As always, safe & secure learning environments will provide the foundation for high levels of teaching, learning, & student engagement. We challenge each of you to do your very best in each of your classes & support your school to the best of your ability.

To all "veteran" students, we are glad you are back for another rewarding year, to new students we say "welcome" & we encourage you to become involved in our total school program.

Parents are welcome to visit HUS. Teachers are available for conference at times to be mutually arranged. A scheduled appointment is convenient & courteous way to ensure that you will be able to confer with a teacher.

This handbook offers students & families essential information about our expectations for students. Please review this handbook as a family to ensure familiarity with the information contained within this document. Feel free to call us at Hampshire Unit School, 931-285-2300, should you have any questions or concerns.

Ms. Sonya Cathey, Principal  
Mrs. Stephenie Page, Assistant Principal

## **HAMPSHIRE UNIT SCHOOL: A SCHOOL OF APPLIED SCIENCE & NATURAL RESOURCES**

### **VISION STATEMENT**

**The vision of Hampshire Unit School is to EMPOWER ALL STUDENTS to succeed in a changing world.** One of the ways we are accomplishing the vision is by being a premier K-12 School of Applied Science & Natural Resources that engages students in "investigating, exploring, & collaborating to solve real world challenges" focused on agricultural sciences. Students take ownership & responsibility for their learning & work toward becoming a contributing member of society.

### **MISSION STATEMENT**

The mission of Hampshire Unit School is to integrate sciences, technology, hands-on experiences, & real world problem solving to prepare students for life-long success.

We are committed to:

- Holding high expectations for student achievement
- Developing programs that improve student academics using agricultural & environmental school experiences
- Providing a collaborative culture focused on continuous improvement
- Utilizing community resources
- Providing challenging curriculum
- Providing a safe & supportive atmosphere
- Developing leadership skills through hands-on learning in agriculture & environmental sciences

### **SCHOOL-WIDE ACCREDITATION**

Hampshire Unit School is accredited through AdvancEd. As part of our school-wide accreditation process HUS will be participating in self-assessments to help guide & direct our future improvements.

## SCHOOL-WIDE GRADE LEVEL FOCUS

Each grade level at HUS has chosen an applied science & natural resource theme for student engagement throughout the school year:

<u>Kindergarten</u>	<u>1<sup>st</sup> Grade</u>	<u>2<sup>nd</sup> Grade</u>	<u>3<sup>rd</sup> Grade</u>	<u>4<sup>th</sup> Grade</u>
-Forest Animals -Effects of Weather -Gardening	-Seasonal effects on plants -Life cycle of plants -Gardening	-Gardening -Worm Beds (compost)	-Gardening -Butterflies/Butterfly Garden/Pollinators -Plant production & processing	-Water Ecosystems -Forestry -Small Animals -Gardening -Food Chain -Photosynthesis
<u>5<sup>th</sup> Grade</u>	<u>6<sup>th</sup> Grade</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>	<u>9<sup>th</sup> - 12<sup>th</sup> Grade</u>
-Gardening	-Ecosystems -Watershed -Biodiversity -Natural Resources	-Water Quality /Erosion & Pollution -Growth & development of plants/animals -Bee Hives	-Recycling -Physics (Newton's Laws)	-Agribusiness -Horticulture Science -Bee Hives
<b><u>K - 12<sup>th</sup> Grade</u></b>				
-Agriculture STEM Projects -Supervised Agriculture Experiences				

## HAMPSHIRE UNIT SCHOOL STAFF

<b>Principal's Office</b> Sonya Cathey, Principal Stephenie Page, Asst. Principal Brandy Rochelle, Secretary/Bookkeeper Khristina James, Receptionist/Attendance	<b>Assistants</b> Julie McHenry Priscilla Williams Lori Kindred Nancy Jones Brenda Fox Suzanne Campbell	<b>Career Technical Education (CTE) Teachers</b> Chantia Gibson, Health Science Jon Paul Jones, Agriculture Stephen Kelley, Adv Manufacturing/Construction Webb Williams, Business
<b>Elementary School Teachers</b> Britton Foster, Kindergarten Rebecca Kelley, Kindergarten Tiffani Sands, 1 <sup>st</sup> Grade Madelyn Boshers, 1 <sup>st</sup> Grade Patsy Richey, 2 <sup>nd</sup> Grade Kristy Brown, 3 <sup>rd</sup> Grade Katherine Worley, 3 <sup>rd</sup> Grade Casey Sensat, 4 <sup>th</sup> Grade Thomas Widener, SPED	<b>Middle School Teachers</b> Rachel McMahon 5 <sup>th</sup> /6 <sup>th</sup> Math Leslie Miller, 5 <sup>th</sup> /6 <sup>th</sup> RLA Dale Shipley, 6 <sup>th</sup> /7 <sup>th</sup> Math Penny Cooper, 6 <sup>th</sup> - 8 <sup>th</sup> Social Studies Andrew Ackley, 6 <sup>th</sup> - 8 <sup>th</sup> Science Beth Marks, 7 <sup>th</sup> /8 <sup>th</sup> RLA Regina Brewer, 7 <sup>th</sup> /8 <sup>th</sup> Math Rebecca Parks, SPED	<b>High School Teachers</b> Matt Miller, Social Studies Chasity Ragsdale, English VACANT, Spanish/English IV Krista Pilkilton, Math Ronnie Brewer, Math Shelby Hay, Science Rebecca Parks, SPED
<b>Speciality Teachers</b> Alexa Davis, Art Jacqueline Applegate, Music Jennifer Henley, Librarian Darah Owens, PE	<b>School Counselor (K - 12)</b> Jessie Alexander	<b>Others</b> Dylan Osborne, SRO Cindy Massey, Nurse Lee Chumley, Building Operator Angela Stephens, Café Manager Charity Anderson, Full Time Sub



## SECTION 1 – SCHOOL DAY SCHEDULES

### Daily Schedule

According to the MCBOE policies, the HUS staff will provide general supervision of students between the hours of 7:00am & 3:00pm. We will assume no responsibility for supervision of students except during stated hours. Parents shall not bring or permit students to arrive before 7:00am, nor leave them at school after 3:00pm. All students arriving before 7:44am should be dropped off at the lobby doors outside the cafeteria (car rider line). Students being dropped off after that time must report to the front office for a tardy note. Afternoon pickup of students takes place at the lobby doors outside the cafeteria (car rider line). Students must be picked up by 3:00pm.

Halls will be cleared by 3:00pm. Only students involved in teacher sponsored activities will be allowed on school property. Students must go to the room of the person over the activity. Siblings cannot stay after unless they are participating in the after school activity. Students shall not loiter in the school. Students must be supervised at all times.

### Elementary (Grades K – 4)

Students in grades K – 2 & 4 are in self-contained classrooms. Students in grade 3 have a “soft class change” between two teachers during the academic day. One teacher is responsible for teaching reading & social studies, while the other is responsible for teaching math & science. Speciality classes are offered to all K – 4<sup>th</sup> grade students for 45 minutes each day. These classes include PE, library, music, & art. Detentions may be served during lunch in which case students will report to ISAS & standard lunches will be delivered to them.

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7:00 – 7:35am	<u>All elementary students who arrive before 7:35am should report to the bus room, which is held in the cafeteria.</u> Students should report to the cafeteria without stopping at their classrooms or restrooms. Students cannot leave the school campus after they arrive at school. <b>At 7:35am Elementary students will be dismissed from the cafeteria.</b>
7:35– 7:44am	Students should be preparing for class, taking care of personal business, & moving to their classroom.
7:44am	Warning Bell
7:45am	Morning Announcements/Moment of Silence/Pledge of Allegiance
7:45 – 10:30am	Elementary Classes (Reading and/or Math)
10:30 – 1:10pm	Elementary Classes (Reading, Math, Science, SS) Lunch & Recess
1:10 – 2:40pm	Elementary Specials <b>K – 1<sup>st</sup> 1:55 – 2:40; 2<sup>nd</sup> – 4<sup>th</sup> 1:10 – 1:55</b>
1:10 – 2:40pm	Elementary RTI (45 minutes) <b>2<sup>nd</sup> – 4<sup>th</sup> 1:55 – 2:40; K – 1<sup>st</sup> 1:10 – 1:55</b>
2:42pm	Afternoon Announcements over Intercom
2:45pm	1 <sup>st</sup> Bell – Dismissal bell for all students riding the bus (buses are waiting at the bus ramp at the end of the elementary hallway) & In Season Athletes. (Individual buses will be called over the intercom).
2:48pm	2 <sup>nd</sup> Bell – Dismissal bell for car riders
2:50pm	3 <sup>rd</sup> Bell – Dismissal bell for walkers & all students participating Boys & Girls Club, tutoring, or clubs
3:00pm	Hampshire Staff Dismissal; All students will be expected to be out of the building, unless they are involved in a supervised extra-curricular activity.

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### Middle School (Grades 5 – 8)

Students in grades 5 – 8 will be on a four block schedule. Specials are offered to ALL 5<sup>th</sup> – 8<sup>th</sup> grade students for 80 minutes each day. These classes include PE, library, music, art, Exploratory, high school credit Principles of Manufacturing (8<sup>th</sup>), high school credit Computer Applications (7<sup>th</sup>), & high school credit Agriscience (8<sup>th</sup>). Students rotate through speciality classes each 9 weeks. **Detentions may be served during lunch in which case the students will report to ISAS & standard lunches will be delivered to them.**

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7:00 – 7:35am	<b>All middle school students who arrive before 7:40am should report to the bus room, which is held in the gym.</b> Students should report to the gym without stopping at their lockers, classrooms, or restrooms. Students should stop in cafeteria to pick up breakfast, before coming to gym. Students cannot leave the school campus after they arrive at school. <b>At 7:35am Middle School students will be dismissed from the gym.</b>
7:35 – 7:44am	Students should be preparing for class, taking care of personal business, and moving to their classroom.
7:44am	Warning Bell
7:45 – 9:05am	1 <sup>st</sup> Block/Morning Announcements/Moment of Silence/Pledge of Allegiance (Middle School Teacher Planning)
9:08 – 9:53am	RTI/Yearlong Classes
9:56 – 11:16am	2 <sup>nd</sup> Block
11:19 – 11:47am	3 <sup>rd</sup> Block
11:47 – 12:30pm	MS Lunch/Remediation/Club Meetings
12:30 – 1:22pm	3 <sup>rd</sup> Block (continued)
1:25 – 2:42pm	4 <sup>th</sup> Block
2:42pm	Afternoon Announcements over Intercom
2:45pm	1 <sup>st</sup> Bell – Dismissal bell for all students riding the bus (buses are waiting at the bus ramp at the end of the elementary hallway) & In Season Athletes. (Individual buses will be called over the intercom)
2:48pm	2 <sup>nd</sup> Bell – Dismissal bell for car riders
2:50pm	3 <sup>rd</sup> Bell – Dismissal bell for walkers & all students participating in Boys & Girls Club, tutoring, or clubs
3:00pm	Hampshire Staff Dismissal; All students will be expected to be out of the building, unless they are involved in a supervised extra-curricular activity.

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## High School (Grades 9 – 12)

Students in grades 9 – 12 will be on a four block schedule. Courses which receive ½ credit will meet for two nine weeks of a semester. Courses which receive 1 credit will meet for the entire semester. Classes during RTI will be yearlong and receive 1 credit. Class homerooms meet monthly.

7:00 – 7:40am	<b>All high school students who arrive before 7:40am should report to the bus room, which is held in the gym. Students are not permitted to sit in cars, on motorcycles, on bicycles, etc., in the parking lot after they arrive on the school campus.</b> Students should report to the gym without stopping at their classrooms or restrooms. Students should stop in the cafeteria to pick up breakfast, before coming to the gym. Students cannot leave the school campus after they arrive at school. At 7:40am High School students will be dismissed from the gym. <b>Detentions may be served during lunch in which case the students will report to ISAS &amp; standard lunches will be delivered to them.</b>
7:40 – 7:44am	Students should be preparing for class, taking care of personal business, and moving to their classroom.
7:44am	Warning Bell
7:45 – 9:05am	1 <sup>st</sup> Block/Morning Announcements/Moment of Silence/Pledge of Allegiance
9:08 – 9:53am	RTI/Yearlong Class
9:56 – 11:16am	2 <sup>nd</sup> Block
11:19 – 12:37pm	3 <sup>rd</sup> Block
12:37 – 1:22pm	HS Lunch/Remediation/Clubs
1:25 – 2:42pm	4 <sup>th</sup> Block
2:42pm	Afternoon Announcements over intercom
2:45pm	1 <sup>st</sup> Bell – Dismissal bell for all students riding the bus (buses are waiting at the bus ramp at the end of the elementary hallway). Individual buses will be called over the intercom.
2:48pm	2 <sup>nd</sup> Bell – Dismissal bell for car riders and student drivers
2:50pm	3 <sup>rd</sup> Bell – Dismissal bell for walkers and all students participating in after school care, tutoring, clubs, or athletics
3:00pm	Hampshire Staff Dismissal; All students will be expected to be out of the building, unless they are involved in a supervised extra-curricular activity.

## Inclement Weather Schedule

1 HOUR LATE		2 HOURS LATE	
<b>High School</b>		<b>High School</b>	
1 <sup>st</sup> Block – 8 :45 – 9:45 (60 min)	RTI – 9:48 – 10:33 (45 min)	1 <sup>st</sup> Block – 9 :45 – 10:27 (42 min)	RTI – 10:30 – 11:15 (45 min)
2 <sup>nd</sup> Block – 10:36 – 11:36 (60 min)	3 <sup>rd</sup> Block – 11:39– 12:37 (58 min)	2 <sup>nd</sup> Block – 11:18 – 11:57 (39 min)	3 <sup>rd</sup> Block – 12:00 – 12:37 (37 min)
LUNCH – 12:37 – 1:22	4 <sup>th</sup> Block – 1:25 – 2:42	LUNCH – 12:37 – 1:22	4 <sup>th</sup> Block – 1:25 – 2:42
<b>Middle School</b>		<b>Middle School</b>	
1 <sup>st</sup> Block – 8:45 – 9:45 (60 min)	RTI – 9:48 – 10:33 (45 min)	1 <sup>st</sup> Block – 9:45 – 10:27 (42 min)	RTI – 10:30 – 11:15 (45 min)
2 <sup>nd</sup> Block – 10:36 – 11:36 (60 min)	3 <sup>rd</sup> Block – 11:39 – 11:47 (8 min)	2 <sup>nd</sup> Block – 11:18 – 11:47 (30 min)	LUNCH 11:47 – 12:30
LUNCH – 11:47 – 12:30	3 <sup>rd</sup> Block (continued) – 12:30 – 1:22	3 <sup>rd</sup> Block – 12:30 – 1:22	4 <sup>th</sup> Block - 1:25 – 2:42
4 <sup>th</sup> Block – 1:25 – 2:42			
<b>Elementary School –</b>		<b>Elementary School – NO RTI</b>	
Lunch, RTI & Specials at normal time		Lunch, RTI & Specials at normal time	

## Responsibilities of Student

### 1. Care of Student Agenda Book(Hall Pass)

Student Agenda fees are included in the \$25.00 consumable fee. Student Agendas should be used to write down assignments, communication between home & school, and as a hall pass. They will be given to each student on the 1<sup>st</sup> day of school. If the Student Agenda is lost or damaged a new agenda may be purchased from the office for \$5.00. Inside student agendas are hall passes. Teachers/office personnel are to complete the hall pass information for any student leaving the classroom. The Codes for Destination are below:

C	L	M	N	O	R
Counselor	Locker	Media Center	Nurse	Office	Restroom

**During class time no student should be in the hallway without their agenda book signed by the teacher or office personnel with the student's time & destination.**

2. Cafeteria

The cafeteria provides breakfast and lunch each school day. Students are expected to adhere to the following procedures:

- Students should be courteous and respectful to peers and cafeteria staff.
- Students are to remain in their seats throughout the lunch period until dismissed by a cafeteria monitor.
- No throwing of food, drinks, or garbage.
- Student must throw ALL garbage in garbage cans as they exit the cafeteria staff; when students are dismissed from the cafeteria no garbage should be left at the tables.
- Students cannot leave the cafeteria without permission from a cafeteria supervisor. The cafeteria monitor will provide hall passes for restroom visits.
- Students that use the restroom must return to their seats after use.
- Students may use personal electronic devices in the cafeteria, but students should refrain from taking pictures or videos in the cafeteria.
- Students are to keep order while in the lunch line (no talking or cutting line). This helps the cafeteria staff to better serve students in line.

The cost of a school meals are:

	<b>Elementary Student (K - 4)</b>	<b>Middle/High Student (5 - 12)</b>	<b>Visitors</b>
<b>Lunch</b>	Free	Free	\$3.50
<b>Breakfast</b>	Free	Free	\$2.50

3. Lunch Visitors

Immediate family members of students will be allowed to sign in and eat lunch with their children unless court documents are on file stating otherwise. Other visitors, such as former students or special guests, must have an invitation from school personnel or prior permission from administration.

4. Lockers (Grades 5 - 12)

All lockers and storage areas provided for student use on school premises remain the property of the school. School authorities have a responsibility and a right to enter and examine the contents of the lockers for reasons of health, safety, and security.

Each student is assigned a locker by their homeroom teacher. All books and personal belongings are to be kept in a neat and orderly fashion. Students desiring to place a combination lock on their school locker may do so by submitting a \$5.00 holding fee for a school combination lock available in the front office. At the end of the school year, students will be refunded their money if the lock is returned to the office in good condition. No locks other than those discussed above will be allowed. A periodic check will be made to assure lockers are kept neat and clean. If your locker does not function properly, report this immediately to the office.

5. Backpacks

Students in grades 5 - 12 may utilize backpacks throughout the day. Students in grades K - 4 will have their backpacks stored in a designated place in the classroom during the instructional day. No rolling backpacks are allowed. Backpacks left unattended will be placed in Lost & Found. Backpacks, like lockers, are subject to searches.

6. Fire Drills

Fire drills will occur once a month. Students should follow the directions of the teacher in whatever room they happen to be. All doors & window should be closed before the building is cleared. When the alarm sounds, students should immediately leave the building. Talking & running are not permitted. Students are to stand away from the building to leave a lane open for fire equipment. Students may return to the building at the signal of a staff member.

7. Emergency Weather Drills

Emergency weather drills will be held to insure that students, faculty, and staff will know the procedure to follow in the event of an emergency (such as tornado). Teachers in each class will provide instructions. We will also provide Public Service Announcements on Emergency Weather Drills.

8. Invitations to Parties

Invitation to parties can only be passed out if everyone in the classroom is invited to the party.

9. Student Treats

Prepackaged, store bought treats (cake, cupcake, cookies, etc) are allowed at teacher's discretion and should be dropped off in the front office.

10. Contacting Teachers

The best way to contact teachers is by calling the school 931-285-2300 or emailing the teacher. **Please check with the teacher to determine their policy on contacting via social media before contacting him/her in that way.**

11. Student Conduct at After School Activities

All regular school rules and regulations apply to all school-sponsored after school activities. This includes all athletic contests, home and away, field trips, concerts, and competitions, etc.

Students are not permitted to leave the building once they have entered dances, athletic events, concerts, and competitions.

Students are not permitted to attend after-school events and activities unless they are in attendance for at least ½ of the school day.

Students are not permitted to attend after-school events and activities if they are assigned OSS, Alternative School, or expulsion.

## SECTION 2 – ACADEMICS

### Grades, Report Cards, and Progress Reports

Evaluation of human effort and progress is inevitable and essential to growth. Standards of achievement give all persons objectives toward which they might strive. Grades are symbols that indicate to students and parents how well the student has progressed toward achieving a set of given objectives established by teachers.

Grades are given to report progress in each class at the end of each nine-week grading period. A student's grade point is the cumulative average of each nine-week grading period. Report cards are distributed the week following the end of the nine-week grading period. High school students and middle school students taking high school level courses will receive ½ credit, 1 credit, or zero credits for each course. Midterm progress reports are issued every 4 ½ weeks to indicate to parents their child's progress. Parent signatures are required on report cards and progress reports for grades K – 12. Both documents should be returned to school within a week of when given to students.

Teachers will keep grades updated weekly. Parents can view students grades at anytime online. Parents are provided with a login and password by contacting HUS front office.

Teachers will provide students with a late work policy.

### School Counseling

HUS recognizes that each student is unique and will benefit from a wide range of learning experiences including those that develop social and emotional skills. The purpose of the school counseling program is to impart specific skills and learning opportunities through academic and personal/social experiences in a proactive manner for all students. The school counseling program is a part of the total school program and complements learning in the classroom. It is student centered, preventive, and developmental. The program encourages students' social, emotional, and personal growth at each state of their development. Our counselor works closely with other members of the school system in helping students get the most from their school experiences. The counselor may be seen by contacting her.

**Students who need to see any person in the office or a counselor must first go to their teacher, secure teacher permission by having teacher sign the agenda book and then report to the office or counselor.** If you are in the office after class is scheduled to begin without getting your agenda signed, you will be counted tardy.

### High School Courses Offered at Middle School Level

The following high school classes are offered to 8<sup>th</sup> grade students at HUS:

- Algebra I
- Agriscience
- Computer Applications
- Principles of Manufacturing

### Credits (9<sup>th</sup> – 12<sup>th</sup> Grade)

Credits required to be in:

9 <sup>th</sup>	0 – 5.5 credits
10 <sup>th</sup>	6 – 11.5 credits
11 <sup>th</sup>	12 – 17.5 credits
12 <sup>th</sup>	18 or more credits
	22 Credits to Graduate

Students must earn a minimum 9 weeks grade of 70 in order to receive a credit in a class.



A student must complete 6 school semesters before the status of senior will be recognized. For the the clarity of this rule, a school semester is equal to 90 days of instruction. For the purpose of graduation and the receiving of a diploma, students must fulfill the requirements of the Tennessee Board of Regents, along with the Maury County and local school course/credit mandates.

### **Dual Enrollment (11<sup>th</sup> & 12<sup>th</sup> Grade Students)**

Maury County Schools will be awarded 1 high school credit for each Dual Enrollment course (college class) passed. Columbia State College (CSCC) or Tennessee College of Applied Technology (TCAT) will award 3 hours of college credit for each class passed. Juniors and seniors who want to consider dual enrollment must meet the requirements set by the school and CSCC or TCAT. Dual enrollment will be approved only if it can be done without interfering with the student's schedule and fulfillment of requirements. Students must have a signed permission form from parents to be able to sign out of school to attend dual enrollment classes that are offered off Hampshire's campus.

The following Dual Enrollment classes may be offered at HUS:

- Construction
- Business Communication

### **Dual Credit (9<sup>th</sup> – 12<sup>th</sup> Grade Students)**

Hampshire Unit School is participating in a State Dual Credit Program through the Department of Education. Our students will have the opportunity to earn college credit while taking classes at Hampshire Unit School. The college credit will be accepted by all Tennessee colleges. The hours will apply towards the student's major or count toward elective credits.

The student must make 70% on the state test for the subject to earn 3 hours of college credit for that class. The test will be given free of charge to all students enrolled in the eligible classes. Hampshire Unit School has applied for state dual credit in:

- Greenhouse
- Speech Communications
- Statistics
- US History
- World History
- Intro to Agribusiness

### **Exams**

Students in grades 5 – 12 will participate in exams. Students enrolled in classes that require an End of Course exam will take a chapter test or unit test for their semester exam grade. Students enrolled in classes that **do not require** an End of Course exam will take a chapter test, unit test, or complete a project for their semester exam grade.

Students will not be allowed to take midterms or exams early. If a midterm or semester exam is missed, the student will have one week to make it up at the beginning of the following quarter or semester, which ever applies. If a student fails to make up the midterm/semester exam, after the one-week period, a 0 will be assigned.

Midterms and semester exams should count 15%.

### **Honor Roll**

The honor roll has two classifications: High Honors and Honors. To achieve High Honors, a student must earn a grade of A in all subjects. To achieve Honors, a student must earn grades of A's and/or B's in all subjects. Honor Roll is based on four subjects for 3<sup>rd</sup> – 8<sup>th</sup> grade: Reading, Math, Science, and Social Studies and ALL subjects in high school.

### **Failure Notice**

A high school student who fails to receive a credit in a subject must accept the fact that they are placing themselves in jeopardy of not fulfilling the graduation requirements within a four year time frame. These students may have to attend credit recovery sessions during fall/spring break and/or summer school to pick up required courses no longer available in the school schedule.

Middle school students who fail a class may have to attend credit recovery sessions as well. Elementary and middle school students that need extra help or remediation may attend intersession.

### **RTI Time for All Students Grades K – 12**

Response to Instruction and Intervention (RTI) is a teaching system that uses data to identify students' specific needs and match those needs with appropriate instructional strategies. RTI is a regular education initiative guided by state law. The RTI Framework has three tiers. Each tier providing differing levels of support:

- **Tier I** – all students receive general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- **Tier II** – Intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to student Tier I instruction, students are provided small group intervention of at least 30 minutes designed to meet their specific needs. These students are progress monitored every other week.
- **Tier III** – More intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10<sup>th</sup> percentile. Students are provided small group intervention of at least 45 minutes daily designed to meet their specific needs. These students are progress monitored weekly.

## State/National/District Assessments

Students will participate in the following TNReady tests:

Grades	Test	Subject
2 - 8	TNReady Achievement	<ul style="list-style-type: none"><li>• Reading/Language Arts</li><li>• Math</li><li>• Science</li><li>• Social Studies</li></ul>
9 - 12	TNReady End of Course (EOC)	<ul style="list-style-type: none"><li>• English I, II</li><li>• Algebra I, Geometry, Algebra II</li><li>• Biology I</li><li>• US History</li></ul>

Students will participate in the following National Assessments:

Grades	Test	Dates
11 <sup>th</sup>	ACT	March
11 <sup>th</sup>	ASVAB	TBD
12 <sup>th</sup>	ACT	September & December

Students will participate in the following District Assessments:

K - 4	<ul style="list-style-type: none"><li>• AimsWeb (universal Screener) - 3 times per year</li></ul>
5 - 8	<ul style="list-style-type: none"><li>• AimsWeb (universal Screener) - 2 times per year</li></ul>
9 - 12	<ul style="list-style-type: none"><li>• AimsWeb (universal screener) - 2 times per year</li><li>• ACT Practice Test (7<sup>th</sup> - 11<sup>th</sup> grade)</li><li>• US Civics Test (prior to graduation)</li></ul>

## Graduation Requirements

Students are required to earn 22 credits in order to earn a regular education diploma from Maury County Schools.

Credits	Subject	Credits	Subjects
4	English	1.5	Wellness & PE
4	Math	.5	Personal Finance
3	Science	1	Fine Arts
3	Social Studies	3	Focused Electives
2	Foreign Language		
<b>TOTAL 22 CREDITS</b>			

## Graduation Ceremony

Students who have met all graduation requirements on the day of graduation may participate in graduation activities. Students are expected to participate in all graduation activities, and graduation apparel shall be determined by the administration of each school and shall be the personal expense of each student. Any fees required for graduation ceremonies shall be waived for students who are eligible to receive free or reduced price lunches.

A senior must wear appropriate clothing to graduation ceremony.

A senior must be present at the scheduled graduation practice to be able to participate in graduation exercises unless approval is granted by the school's administration. Seniors must have all fees/fines paid and turn in the completed "Senior Withdrawal Form" to be eligible to walk in the graduation ceremony. All credit recovery also must be completed.

**Graduation Day: Thursday, May 19, 2022, at 6:00pm**  
**Mandatory Graduation Practice: Morning of Graduation Ceremony; Time - 9:00am**

During the graduation ceremony students earning scholarships and students graduating with distinction and state honors will be recognized. Additionally high school students who volunteer at least ten (10) hours of community service each semester are recognized during the graduation ceremony.

## Senior Class Rankings

Hampshire Unit School recognizes the Top 10 seniors based on grade averages. Students must have at least a 3.0 GPA in order to be recognized. To qualify for Valedictorian or Salutatorian, a student must be in attendance at Hampshire School for at least 3 semesters prior to mid-senior year averaging.

## SECTION 3 - ATTENDANCE

A key ingredient in school success is regular attendance. When a child is tardy or absent from class, valuable contact with classmates, class instruction, and group discussion is missed. Presence in classroom enables the student to participate in instruction, class discussions, and other related activities.

To help ensure student success at HUS, parents will be kept informed of attendance patterns. Upon each absence parents will receive an automated phone call from the school. An out-of-school suspension is reported as an absence from school.

We feel this policy supports our belief that regular school attendance is necessary for learning and one's future growth.

1. Excused Absences

The following circumstances with appropriate documentation, will be considered reasonable excuses for time missed at school. For purposes of state reporting, these factors are considered absences:

- A. Personal sickness
- B. Doctor's Appointments
- C. Death in immediate family (parent, sibling, & grandparent)
- D. Religious observance
- E. Appearance in court under subpoena as a witness in a judicial proceeding
- F. Emergency or other extenuating circumstances as approved by the building administrator

Appropriate documentation must be provided to the school prior to and/or immediately upon return to school. Notes from doctor, dentist, or professional appointments must contain the date and time of the appointment. ALL parent notes must be turned in within 3 days of the absence. Students that miss school because of death of an immediate family member must turn in documentation from the funeral home stating the family member's name and place, date(s), and time of the funeral service.

2. Early Dismissals

A pupil who requests permission to leave school because of illness must check with the office after he/she has received permission from the teacher whose class he/she is attending. Students will be allowed to go home only if parents are contacted and agree. Students are not allowed to leave with other students (except siblings) unless we have written or permission from both students' parents.

A pupil who plans to leave for an appointment must report to the office with a note signed by the parent before being allowed to leave. No student will be permitted to leave school without written approval of his/her parent, guardian, or other previously authorized adult. There are **no check outs after 2:15pm.**

**Exam Days and Bash Days are regular school days.**

3. Tardiness

Tardiness is part of attendance and means being late to school or between classes. Students that arrive to school after 7:45am should report to the office for a tardy slip before attending class. A student is considered tardy if he/she is not in the classroom when the class bell begins to ring.

**K – 4 Tardiness at School:** Infractions are cleared at the end of the semester

5 Unexcused: Administrative conference, parent contact

7 Unexcused: Referral to School Truancy Review Board

**5 – 12 Tardiness at School:** Infractions are cleared at the end of the semester

3 Unexcused: Administrative conference, parent contact

5 Unexcused: Referral to School Truancy Review Board

7 Unexcused: 1 Extended Learning

9 Unexcused: 1 In-School alternative Setting

10 Unexcused: Refer to District Truancy Review Board

12 Unexcused: [Suspend and Refer to Dhisciplinary Hearing Authority]

**Tardiness to class:** (2<sup>nd</sup> – 7<sup>th</sup> period) *Tardy to class records will be maintained on a nine weeks basis*

1<sup>st</sup> tardy: warning to student

2<sup>nd</sup> tardy: 1 Day Extended Learning/Administrative conference

3<sup>rd</sup> tardy: 2 Extended Learning/Administrative conference

4<sup>th</sup> tardy: 1 Day In-School Alternative Setting/parent contact

5<sup>th</sup> tardy: 2 Day In-School Alternative Setting/parent conference

6<sup>th</sup> tardy: 1 day OSS

4. Make-up Work

It is the student's responsibility to make arrangements for make-up work with his/her teachers. Any missed tests will be made up at the teacher's discretion. Please call the school before 9:00am to arrange for assignments to be placed in the office. Assignments may be picked up after 2:45PM from the office if you have contacted the office before 9:00am. Students should complete makeup work as quickly as possible so as not to fall behind. Students may see classroom assignments and content in Edupoint.

5. Perfect Attendance

Qualification for Hampshire Unit School perfect attendance requires the student to be in attendance every day that school is in session. Perfect Attendance Awards are given at the end of each school year.

*Every Day Counts: We need you here!*

### *Attendance quick-facts!*

#### Absences:

No early sign-outs  
after 2:15 p.m.

- Students must be present 3.5 hours to be present for the entire day
- Notes must be submitted within 3 days of the absence. Excused absences include a doctor's note, funeral notice of immediate family, religious observances, and 6 parent notes per semester.

#### **MCPS Truancy Intervention Plan:**

- 3 Unexcused absences: Contact from school
- 5 Unexcused absences: (Tier 1) Letter sent to parent/guardian and student placed on attendance contract
- 7 Unexcused absences: (Tier 2) Parent/Guardian called to HUS Truancy Review Board.
- 9 Unexcused absences: (Tier 3) Parent/Guardian referred to District Truancy Review Board.
- 12 Unexcused Absences: Petition to Juvenile Court

#### Tardies: (5-12 grades) \*Cleared at the end of the semester

- 3 unexcused tardies: Administrative conference, parent contact
- 5 unexcused tardies: Referral to School Truancy Board
- 7 unexcused tardies: 1 Extended learning
- 9 unexcused tardies: 1 ISAS assignment
- 10 unexcused tardies: Refer to District Truancy Review Board
- 12 unexcused tardies: Suspend and refer to Disciplinary Hearing Authority

#### Tardies: (K-4 grades) \*Cleared at the end of the semester

- 5 unexcused tardies: Administrative Conference, parent contact
- 7 unexcused tardies: Referral to School Truancy Board

**\*\*Students arriving to school after 7:45 a.m. are considered tardy. Students cannot simply be in the building, rather, they must be in class by 7:45 a.m. Students not in class by this time will be directed to the office and will be considered tardy to school. Bus room opens at 7:00 a.m. and car riders may be dropped off during this time as well. Please be sure to have your child at school in plenty of time for them to arrive in class on time.\*\***

## SECTION 4 – STUDENT BEHAVIOR

Acceptable behavior is an essential ingredient of effective education programs. Students are expected to conduct themselves in such a manner as to reflect favorable upon themselves, their families, community, and school. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions, or which necessitates removal to restore order or protect persons or school functions or property. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct based on board policies, local school policies, and individual classroom rules while students are under the supervision of the school. These decisions will be based on classroom rules and the Maury County Discipline Plan which is located in the Maury County Public Schools Student/Parent Handbook.

Students are subject to school rules:

- On school grounds immediately before or during school hours or immediately after school hours and at any other time when the school is being used by a school group
- Off school grounds at a school activity, function or event, and
- While traveling to or from school or a school activity, function or event.

### 1. Teacher Jurisdiction

Substitute teachers are to be afforded the same respect due to classroom teachers. Rules of the classroom are to apply when substitutes are present. Any teacher or member of the school personnel has the authority to direct any student in school.

### 2. PBIS

The most effective way of influencing student behavior is with positive reinforcement rather than with consequences. Positive reinforcement will always be the first choice in dealing with student behavior. This applies to every classroom situation and to every out-of-class situation.

HUS participates in schoolwide Positive Behavior Intervention and Supports (PBIS). This is a proactive approach to improve academic and social behaviors for all students by stressing effective classroom management and preventive school discipline. The emphasis is on the use of the most effective and most positive approach to address problem behaviors. Most students will succeed when a positive school culture is promoted. HUS staff focus on teaching expectations and classroom routines, acknowledging appropriate behavior, and responding to appropriate behavior. Students are acknowledged in various ways including:

- Earning feathers that can be spent in the "hawk mart"
- Earning "golden feathers" awards
- Name in hat for prize drawings
- Participating in Bash Day celebrations each 9 weeks for good behavior

### 3. Discipline

**HUS teachers will provide their students with a copy of their individual Classroom Management Plan.** This will afford each student the opportunity to manage his or her own behavior. It also provides parents with information as to how appropriate behavior will be encouraged. If after having used positive reinforcement techniques the student does not respond, necessary disciplinary consequences will be imposed. The techniques and consequences including but not limited to the following may be used:

- Verbal reprimand
- Removal from class or activity
- student/teacher conference
- parent notification
- team/parent conference
- administrative conference
- confiscation
- restitution for damage property (school or personal)
- Extended Learning
- In School Alternative Setting (ISAS)
- Out of School Suspension (OSS)

### 4. Extended Learning

Extended Learning may take place before, during, or after school. Rules for Extended Learning:

- Students must be on time (report to ISAS room promptly at the start of their lunch)
- Have paper, pencil, and study materials
- NO TALKING OR SLEEPING
- Students must use time to complete assignments as directed by HUS staff
- Students will be allowed no interaction with other students
- No food or drinks, except if serving Extended Learning during lunch period

### 5. In-School Alternative Setting (ISAS)

In School Alternative Setting takes place during school hours. Rules for ISAS:

- Class begins promptly at 7:45 am in the ISAS room.

- Students will not be dismissed to the cafeteria to eat. Students will have 25 minutes for lunch.
- No talking or sleeping is permitted. Students are under the direct supervision of the staff member assisted to monitor the room.
- Students are to complete class assignments, take examinations, read, or perform a school community service that is assigned by the Alternative Classroom supervisor, including behavior learning packets.
- Failure to comply with any of the above listed rules may result in OSS.
- Students that miss an ISAS must make up their time immediately upon return to school.

6. Out-of-School Suspension (OSS)

Students suspended from school may not be on any school property or at a school sponsored event. A suspended student will be responsible for making up school work missed due to suspension within the number of days she/he has been suspended. It is recommended that a student complete missed assignments during the suspension and turn them in to the teacher upon his/her return to school. This student will be given credit for properly completed assignments and a grade on any made-up tests.

7. Student Reporting

Students are encouraged to communicate any problems they are having to an adult. Student reporting forms are located in the main office, guidance office, and SRO's office. Students may pick up a form, record the information, and turn them in to any adult at the school to begin an investigation.

8. Discrimination/Harassment Grievance Procedures

It is the policy of HUS to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal or nonverbal conduct which interferes with a student's education performance, of creating an intimidating, hostile or offensive learning environment, or of interfering with a student's ability to participate in or benefit from a class or educational program or activity and is based on sex, race or color (for example, racial slurs, nicknames implying stereotypes, epithets or negative references relative to racial customs), national origin (for example, negative comments regarding customs, manner of speaking, language, surnames or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames or religious slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or another location if the conduct occurs during school-sponsored activity.

If you believe you have experienced harassing conduct of this nature, or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to the principal, assistant principal, or any teacher, activity sponsor, or coach, with whom you are comfortable. All discrimination/harassment reports will be investigated in a confidential manner. The complaint should include the following information:

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

## **SECTION 5 – GENERAL INFORMATION**

### **Buses**

Many of our students ride school buses, thus it is necessary for these students to cooperate with school and bus driver in every way. The safety of all students is our top priority. Riding the school bus is a privilege to students and can be withdrawn anytime for disruptive and unsatisfactory conduct. If transportation privileges are denied, the parents or guardians are responsible for getting their children to and from school. All pupils being transported are under the authority of the bus driver and must obey his/her request. Specific regulations are posted in each bus and are given to each bus pupil at the beginning of the school year. In addition, students are not permitted to carry any glass container, or helium balloons on the bus. All students are to get on and off at their appointed destination.

### **Bus Notes**

Please send a signed note to your child's teacher if any change is needed in your child's normal daily routine for bus transportation. A signed note by parents is the only means in which a student may change buses. **Please do not call the school;** parents need to always have an alternative plan. A note which states the student's address and the address to which he/she will be going to must be stated on the note. Bus notes must be turned into the office by 9:00am. Please ensure students how they will get home from school before he/she leaves home each day. Parents should have a pre-arranged emergency plan in case they are delayed from being at home when the bus arrives.

### **Bus Room**

All students, regardless of mode of transportation, arriving at school before 7:35am must report to the bus room in the cafeteria (K-4) and gym (5 - 12).

### **Dress Code**

Please refer to the Maury County Board of Education Dress Code Policy for details ([www.mauryk12.org](http://www.mauryk12.org)) or the MCPS Student/Parent Handbook.

## Field Trips

Students will receive a field trip permission form for every activity off school property. Without the parent's written consent on the appropriate Field Trip Permission Form, the child **cannot** participate in the activity. Field Trip forms must be turned in the day before the field trip. No exceptions. If the form is not turned in by that date then the child **cannot** participate in the activity. We are unable to accept hand-written notes or telephone calls. Your co-operation in returning the forms by the day before the field trip is appreciated.

## Health Services

There is a school nurse at HUS full-time. The school nurse handles first-aid situations, dispensing of medications, counseling, referral services, resource services, assisting with CPR training, and training teacher in first aid care. If a student becomes ill while in school, he/she should report to the nurse using a pass from the teacher. If the nurse is not available, students should report to the office. A student must have permission from the nurse and office before leaving school. A parent or guardian must be contacted by the school nurse before a student is released to go home and it is necessary to be signed out by a parent or guardian in the office.

## Items that Should Not be Brought to School

Any item that might disrupt the learning process in the school or items that could possibly cause damage to school property or other students should be left at home. These items include, but are not limited to:

- MP3 player and gaming devices
- Weapons or other sharp instruments
- Laser pointers, games or card games, etc
- Cameras, toys, stuffed animals, etc
- Obscene magazines or books
- Hats (may not be worn during the instructional day; should be stored in lockers)

If a teacher finds a student with any of the above items, they have been instructed to take these items from students and turn them into the office. The administration will gladly discuss the return of these articles with parents.

School staff has the right to search students, their lockers, or even their cars if the school suspects that the student might have any illegal items with them at school.

## Lost and Found

Any item that is found should be turned in to the office. Items sitting outside lockers or on top of lockers will be placed in Lost and Found. Lost and found items that are not picked up within a reasonable amount of time will be donated to charity at the end of each nine weeks. Lost and Found is located beside the cafeteria.

## Library (Media Center)

The Media Center at HUS is a readily accessible collection of many kinds of material that support the curriculum. Its resources include books, magazines, reference materials, video recordings, desktop computers, chromebooks, and tablets. The Media Center is designed to help students of grades K – 12 learn to access information through a variety of media resources. Individual instruction is provided on a regular basis in grades K – 6 and as needed in grades 7 – 12. Books may be checked out for a 3-week period. Overdue book fines is \$ .10 per day, per book. If a student loses or damages a book or magazine, replacement cost will be charged. Replacement fees for hardcover and paperbooks vary by book; magazines are \$10.00; reference books can vary and are based on the current publisher's price.

The Media Center is open from 7:30 am to 3:00 pm. Students may use the Media Center everyday during regular school hours. Students sent to the Media Center with a pass from their agenda book must first report to the Media Specialist.

## Out of Zone Requests

The Maury County Board of Education mandates that students attend the school in their zone of primary residence unless a special out-of-zone transfer is approved. Verification of residence may be required by the school. Any student found to be attending out-of-zone without special approval will be excluded immediately. Forms to request an out-of-zone transfer may be obtained in the school office. Parents must make arrangements for transportation for out-of-zone students. Out-of-zone requests are reviewed on a yearly basis.

## School Closings

School may be closed due to inclement weather. If schools close early, the announcement will be made by media (Facebook, Twitter, news and radio stations) and School Messenger phone call. Please make arrangements in advance with your child and/or child care provider so that everyone will know what to do in this event. We will follow the instructions you have indicated on the back of your child's enrollment form for Emergency School Closing. Last minute changes regarding how a child is to get home creates confusion and frustration for the child and the school. Please do not call the school unless there is an emergency. We need to keep our phone line open for instructions from the Central Office and Transportation Department.

## Student Messages/Office Telephones

Please do not call the school office and ask that your child be called out of class to the telephone. All instructions should be given to your child before leaving home each morning. We understand that emergencies are unforeseen and we will work with you in these situations but too many calls are made that prior planning and notice to children would prevent. Please honor this to prevent daily disruption to teachers and students.

The office telephones may be used only in case of an emergency. Students are to make necessary arrangements before leaving home for after school activities. No student shall use a phone without adult supervision.

### **Student Parking (High School Students)**

Students driving to school must obtain a Student Parking Permit at a cost of \$20.00 per year. An application form must be filled out by a parent/guardian. The parking permit must remain visible in the vehicle.

Driving to school and using the parking facilities is a privilege. Failure to follow the procedures could result in having your vehicle towed at the driver's expense. Driving privileges may be revoked/suspended if students violate rules/policies of Hampshire School or the Maury County Board of Education.

If permit tag is lost a fee may be charged to replace it. Please update your paperwork if you trade vehicles.

### **Textbook and Supplementary Material**

Textbooks are furnished to all students by the county. Each student is assigned textbooks and is responsible for the care of the books assigned. Loss or destruction of the books will result in payment for the books. Some courses require the use of supplemental workbooks and materials in addition to the textbook furnished by the county.

Consumable fees are set at the district level. Fees for 2021 – 22 are as follows for Kindergarten – 12<sup>th</sup> grade:

#### **Elementary School Fees**

Consumable Fee	\$25.00
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#### **Middle School School Fees**

Consumable Fee	\$25.00
Paperback Novels (5 <sup>th</sup> – 8 <sup>th</sup> RLA)	\$5.00
Art Fee	\$10.00

#### **High School School Fees**

Parking Fee	\$20.00
Consumable Fee	\$25.00
Paperback Novels (classes: English I; English II; English III)	\$5.00
Science Lab (classes: Biology I; Chemistry: Environmental Science)	\$15.00
Art Fee	\$15.00
Construction Shop Fee	\$20.00
Senior Art Project Fee	\$5.00

**\*\*\*Please note: Student Agenda fees are included with the consumable fee.**

### **Withdrawal From School**

If it becomes necessary for a student to withdraw from school during the school term, the student must see the front office personnel and complete all necessary withdrawal forms. Textbooks, all school materials, and fines must be paid/returned prior to withdrawal. No student records will be forwarded until all fines/fees are paid. The student's parents must accompany the student at the time of withdrawal and must sign release forms. This is mandatory.

### **Visitors**

All visitors to school or school grounds are to report to the office with a photo ID to obtain visitor ID. All visitors are expected to obey the rules of the school. Students are not to bring visitors to school. Visitors are expected to leave promptly when their business is completed, returning the visitor's badge to the office Visitors to classrooms during the school hours of 7:00 – 3:00pm will not be allowed unless prior arrangements have been made with the teacher and principal.

## **SECTION 6 – INTERNET & ELECTRONIC MEDIA**

### **Cell Phone/Device Policy**

Students may possess cell phones and other electronic devices during school hours. Since students in grades 4 – 12 will be provided a district issued device, cell phones MAY NOT be used during class time. Devices shall be on SILENT/VIBRATE mode throughout the day. All HUS students have free access to Wi-Fi while at Hampshire School. As well all HUS students have free access to Microsoft Office Suite of Tools.

These devices must be immediately put away upon the instructor's request. Failure to comply will constitute a "defiance of authority" infraction and may result in disciplinary action. Students using cell phones in an inappropriate manner will be dealt with according to the offense – bullying, defiance, disruption, etc. Inappropriate uses of cell phones/electronic devices include:

- texting or engaging in social media sites during instructional time
- taking photographs or recording students, teachers, administrators, SRO(s) or other staff members without their consent
- using social media to harass, degrade, embarrass, spread false information or humiliate students (cyberbullying/cyber-harassment)
- swiping – taking another person's image or personal information without authorization and using or displaying it in an appropriate manner
- threats by electronic transmission



- sexting
- impersonation/catfishing
- hacking
- false alarms on social media or other forms of electronic communication that disrupt the school environment or create “public panic”
- downloading/piracy on school owned technology or using MCPS network

### **Acceptable Usage of School Computers/Equipment**

Students are expected to following the Maury County policy for acceptable use of school computers and equipment. A violation of the policy could result in students being banned from using school computers for any reason. This in turn negatively effect a student’s overall grade in a class, so misuse of school computers and equipment is highly discouraged.

### **Taking Care of your Laptop**

Students are responsible for the general care of the Laptop which they will be issued by the school. Laptops that are broken or fail to work properly must be taken to the Media Center.

### **General Precautions**

1. No food or drink is allowed next to your Laptop while it is in use.
2. Cords, cables, and removable storage devices must be inserted carefully into the Laptop.
3. Laptops should never be shoved into a locker or wedged into a book bag as this may break the screen.
4. Do not expose your Laptop to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.

### **Carrying the Laptop**

A protective bag or case for the Laptop is suggested. It will provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. For example, you should not toss or drop the bag if your Laptop is inside.

### **Screen Care**

The Laptop screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

1. Do not lean on top of the Laptop.
2. Do not place anything near the Laptop that could put pressure on the screen.
3. Do not place anything in the carrying case that will press against the cover.
4. Do not poke the screen.
5. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks)
6. Clean the screen with a soft, dry anti-static, or micro-fiber cloth. Do not use window cleaner or any type of liquid or water on the Laptop.

### **Using Your Laptop**

Laptops should be brought to school each day in a fully charged condition. The Laptop is intended for use at school each and every day. In addition to teacher expectations for Laptop use, school messages, announcements, and calendars will be accessed using the Laptop. Students must be responsible for bringing their Laptop to all classes, unless specifically advised not to do so by their teacher.

### **HUS Rules for Computer Use**

Violations of these rules subject students to disciplinary action.

- Students will not use the computer for illegal activities.
- Students will not tamper with, harm, or destroy computer hardware or software.
- Students will not access or send obscene, profane, violent, or pornographic materials.
- Students will not abuse or harass another user through electronic means.
- Students will not access any unauthorized area of the computer network.
- Students will not alter any system software or another’s personal work, both locally or remotely.
- Students will not download, copy, or install software.
- Students will not download, copy, save, or use any file that is obscene, profane, violent, or pornographic.
- Students will not tamper with, degrade, disrupt, or destroy computer data and information at any computer terminal.
- Students will not access the internet during class time except when directed by a faculty member.
- Students will not access personal email accounts during class time except when directed by a faculty member.
- Students will not lend their network or email passwords or privilege to others.
- HUS faculty reserve the right to monitor and inspect all activity on network system, storage devices, CD’s, files, and emails.

## Harassment/Profanity

Do not abuse or harass another user through electronic means. Profanity or obscenity is not permitted at any time. Avoid offensive or inflammatory speech. Be courteous and polite.

## SECTION 7 – EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITIES

Extra-curricular and co-curricular activities are scheduled at various times during the year. Any student participating in extra-curricular or co-curricular activities are expected to behave in exemplary fashion. With every opportunity to participate comes the responsibility to be a good participant. Siblings of participants will not be allowed to remain on school grounds during practice/meeting time due to lack of proper supervision.

A number of clubs and organizations are available to eligible and interested students. Club meetings will be held during the extended lunch period and before/after school. Most clubs and organizations require a membership fee and/or participation in fundraising for club projects.

### Elementary School

1. Art Club  
Fee: \$5.00  
The Art Club is open to students in grades K – 2. This club meets monthly to participate in art projects.
2. 4 – H Club  
Maury County 4 – H Clubs meet monthly as scheduled by Agriculture Extension Agent(s) who serves the Hampshire School area.
3. Elementary Beta Club  
Fee: \$20.00 New Member; \$5.00 Current Member  
The Elementary Beta Club is open to students in grades 4 and 5 who maintain an average of 90 with no grade below 85 in academic subjects and who are interested in service to other students and the community. Membership is determined using grades from the 1st 9 weeks' report cards only. At each 9 weeks grading period active members will have their grades checked to confirm good standing. Any student failing to maintain the minimum average of 90 with no grade below an 85 will be placed on probation. This probation will last for 9 weeks. Elementary Beta Club Members may participate in state and national competition. Grades will be rechecked the next 9 weeks and if the requirements have been met, the student shall be returned to active status. Failure to meet the requirements for 2 consecutive 9 week grading periods will result in dismissal from the club. Eligibility for students who transfer in after the 1st 9 weeks' grading period will be determined using grades from the previous school. If no grades are available, eligibility will be determined at the next 9 weeks' grading period.
4. Elementary Cross Country  
Fee: \$8.00
5. Knowledge Bowl  
HUS participates annually in the Maury County Knowledge Bowl. Each school may form one 4<sup>th</sup> grade and one 5<sup>th</sup> grade team to compete against other schools in the county-wide knowledge bowl competition.  
HUS team members for each grade level shall be chosen after considering (but not limited to) data collected concerning classroom grades, test scores, and/or direct observations by HUS faculty and/or staff members. Team members will also be evaluated on their commitment and dedication to the team practice/training, performance under time constraints, effort to improve their performance, and hard work presented during practice/training in preparation for the Knowledge Bowl competition.
6. Jr. Read It Plus Club  
Fee: \$10.00  
The goal of the Read It Plus Club is centered around student hobbies/interests involving reading, board games & other social collaborating team building activities. The Read It Plus club is open to students in grades 3 – 4.
7. Young Builders Club  
This is a service learning club for elementary students.

### Middle School

1. Builders Club  
The Builders Club is open to students in grades 5 – 8. This club is involved in services to the community. Officers are appointed by the sponsor and not elected. Young Builders Club is affiliated with the Kiwanis Club of Columbia.
2. 4 – H Club  
Maury County 4 – H Clubs meet monthly as scheduled by Agriculture Extension Agent(s) who serves the Hampshire School area.
3. Fellowship of Christian Athletics (FCA)  
FCA involves public service and character education. FCA is open to students in grades 5 – 8 who participate in a sport or is a member of any athletic team during the school year. Officers are selected by members based on sponsor's recommendation.

4. Homecoming Attendants and Escorts

Homecoming attendants will be selected from peers in their grade. No student may serve as an attendant or escort more than 1 time during grades 5 – 8. The Queen and her escorts, usually 8<sup>th</sup> graders, can have served as an attendant or escort in a previous year. All attendants and escorts must meet faculty approval.

Homecoming court attire will consist of a predetermined selection of dresses made by the sponsor. The queen may choose from the predetermined selection of dresses, and may choose her dress. The queen's dress must be school appropriate. The escorts' attire will be selected by the Homecoming sponsor. Participants in the Homecoming Court are responsible for the cost of the attire. The Homecoming sponsor reserves the right to make any decision deemed necessary to insure the successful outcome of the event.

5. MS SkillsUSA (8<sup>th</sup> graders)

Fee: \$20.00

SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA members may participate in regional, state, and national competition.

6. MS Future Farmers of America (FFA) (8<sup>th</sup> graders)

Fee: \$20.00

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. The primary aim of the FFA is to develop agriculture leadership, cooperation, and citizenship. Membership in the FFA is open to students enrolled in Agriculture education courses. Officers are elected by members according to FFA policies and approved by the sponsor. FFA members may participate in regional, state, and national competition.

7. Junior Beta Club

Fee: \$20.00 New Member; \$5.00 Current Member

The Junior Beta Club is open to students in grades 6, 7, and 8 who maintain an average of 90 with no grade below 85 in academic subjects and who are interested in service to other students and the community. Membership is determined using grades from the 1<sup>st</sup> 9 weeks' report cards only. At each 9 weeks grading period active members will have their grades checked to confirm good standing. Any student failing to maintain the minimum average of 90 with no grade below an 85 will be placed on probation. This probation will last for 9 weeks. Grades will be rechecked the next 9 weeks and if the requirements have been met, the student shall be returned to active status. Failure to meet the requirements for 2 consecutive 9 week grading periods will result in dismissal from the club. Eligibility for students who transfer in after the 1<sup>st</sup> 9 weeks' grading period will be determined using grades from the previous school. If no grades are available, eligibility will be determined at the next 9 weeks' grading period. Junior Beta Club Members may participate in state and national competition.

8. Read It Plus Club

Fee: \$10.00

The goal of the Read It Plus Club is centered around student hobbies/interests involving reading, board games & other social collaborating team building activities. The Read It Plus club is open to students in grades 5 – 8.

## High School

1. Fellowship of Christian Athletics (FCA)

FCA involves public service and character education. FCA is open to students in grades 9 – 12 who participate in a sport or is a member of any athletic team during the school year. Officers are selected by members based on sponsor's recommendation.

2. Future Business Leaders of America (FBLA)

Fee: \$20.00

FBLA inspires and prepares students to become community minded business leaders in a global society through relevant career preparation and leadership experiences. Members demonstrate their business expertise at high profile regional, state, and national competitive events.

3. Future Farmers of America (FFA)

Fee: \$20.00

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education. The primary aim of the FFA is to develop agriculture leadership, cooperation, and citizenship. Membership in the FFA is open to students enrolled in Agriculture education courses. Officers are elected by members according to FFA policies and approved by the sponsor. FFA members may participate in regional, state, and national competition.

4. Health Occupations Students of America HOSA

Fee: \$20.00

HOSA's two-fold mission is to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people. HOSA's goal is to encourage all health occupations students to join and be actively involved in the Health Science Education-HOSA Partnership. HOSA provides a unique program of leadership development, and motivation. HOSA members may participate in regional, state, and national competition.

5. Homecoming Attendants and Escorts

Homecoming attendants will be selected from persons in their grade. No student may serve as an attendant or escort more than 1 time during grades 9 – 12. The Queen and her escorts, usually seniors, can have served as an attendant or escort in a previous year. All attendants and escorts must meet faculty approval.

Homecoming court attire will consist of a predetermined selection of dresses made by the sponsor. The queen may choose from the predetermined selection of dresses, and may choose her dress. The queen’s dress must be school appropriate. The escorts’ attire will be selected by the Homecoming sponsor. Participants in the Homecoming Court are responsible for the cost of the attire. The Homecoming sponsor reserves the right to make any decision deemed necessary to insure the successful outcome of the event.

6. Interact Club

The Interact Club is open to students in grades 9 – 12. These clubs are involved in services to the community. Officers are appointed by the sponsor and not elected. Interact is affiliated with the Breakfast Rotary Club of Columbia.

7. Mr. and Miss HHS

Mr and Miss HHS candidates will be nominated by the Hampshire faculty and staff. The nominated candidates will be voted on by students in grades 9 – 12 by paper ballot. Since Mr and Miss HHS are representatives of Hampshire Unit School, the candidates must be of good academic standing and have an acceptable behavior record.

8. Read It Plus Club

Fee: 10.00

The goal of the Read It Plus Club is centered around student hobbies/interests involving reading, board games & other social collaborating team building activities. The Read It Plus club is open to students in grades 9 – 12.

9. Senior Superlatives

Superlatives will be selected by high school seniors by paper ballot. No superlative may hold more than 1 honor. Superlatives must be of good behavior, be in good academic standing, and be approved by the faculty. On the day of pictures, superlatives must be cooperative and dressed appropriately.

10. Senior Beta Club

Fee: \$15.00 New Member; \$5.00 Current Member

The Senior Beta Club is an honorary organization based on scholarship, leadership, and service. Students in grades 9 – 12 must acquire and maintain a 90 or above average per 9 weeks and be proficient or advanced on all TN Ready tests to be invited to join. Once students are inducted report cards are checked each grading period. Club members who fall below the requirements will be placed on academic probation and will have one grading period to be restored to status of good standing. Club members elect officers. Beta Club Members may participate in state and national competition.

11. SkillsUSA

Fee: \$20.00

SkillsUSA is a partnership of students, teachers, and industry working together to ensure America has a skilled workforce. SkillsUSA helps each student excel. SkillsUSA members may participate in regional, state, and national competition.

12. Student Council

The purpose of the student council is to work with the student body, teachers, and principal in an effort to represent student interests. Members need to be prepared to work long hours before and after school and set a good example in scholarship, leadership, and citizenship.

Officers	Elected and approved by sponsor
Members	Each grade level will have a president, vice president, and secretary. These officers will also serve as class representatives.
Qualifications	<ol style="list-style-type: none"> <li>1. Must have no indication of bad character.</li> <li>2. Must have an overall minimum average of 80 and no failing grade</li> <li>3. Must have interest, ability , and ideas</li> <li>4. Must have faculty approval</li> </ol>

13. Yearbook Staff

The Yearbook Staff is composed of students in grades 9 – 12. These students will be enrolled in a year long yearbook class where they will earn a high school credit. The yearbook staff will be limited to a small group of interested, motivated students. Members should have an interest in writing and photography, and be creative! Meetings and work time will be held during the yearbook class time, but there will be some working time necessary outside of school hours. Yearbook staff members MUST be willing to sell advertisements to local businesses. This is how we offset production cost of yearbooks. Computer classes and work-based learning classes may be used for working on the yearbook.

## SECTION 8 – OTHER POLICIES

### Immunizations

State law in Tennessee requires up-to-date immunization for school entry. There are required immunizations for students entering Kindergarten and 7<sup>th</sup> grade. If you have questions about immunizations, or what immunizations your child may need, speak with your physician or the Maury County Health Department.

### Insurance

Any student participating in school sports must have insurance to cover possible injuries.

### Medication at School

The purpose of administering medication in school is to help each student maintain optimal state of health to enhance his or her education. Medications should be limited to those required during school hours and necessary to provide the student access to the educational program. A designated employee(s) will be assigned by the school administration to assist in the self-administration by students of medications in school.

Parents must bring in medications only at doctor's request and with a completed **Administration of Prescription Medication Request Form**. This form is available in the school office and online on the [www.mauryk12.org](http://www.mauryk12.org) website. Any medication brought to school must be in the original pharmacy labeled container. For short term prescription medications, bring only the amount medicine needed at school for duration. A dosage spoon or cup must accompany liquid medication. Medication must be brought to school by parent/guardian. Students cannot transport medication to and from school. Parents/guardians must pickup unused (long term) medicine by the end of the school year or it will be disposed of in an appropriate manner.

Over the counter medications must follow the same guidelines as prescription medication for administration at school. Bottles or containers must have original label intact and be unopened when brought to the school's office.

Failure to follow these guidelines by sending medication to school with your child may result in your child suffering the consequences of being suspended or remanded to the alternative school.

### Disabilities and 504

It is the policy of the Maury County School System to provide a free and appropriate public education to all students with disabilities within its jurisdiction, regardless of the types of disabilities or its severity. Students with disabilities consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and educational services. Persons who are thought to have a disability should contact the 504 Coordinator.

The Section 504 Coordinator for Hampshire Unit School is Ms. Jessie Alexander.

### OCR Statement

The Maury County BOE does not discriminate on the basis of race, creed, religion, national origin, age, gender, marital status, disability or any other unlawful area in the operation of its educational programs and in personnel administration. Hampshire Unit School ensures that all persons, regardless of their race, color, or national origin, are allowed equal opportunity to participate in all programs. Section 504, Title II, Title IX, and Title VI is under the supervision of the Director of Pupil Services (504 W 8<sup>th</sup> Street, Columbia, TN 38401). The contact phone number is 931 – 388 – 8403, Ext. 8107/#8108.

### Head Lice

No student will be denied an education solely by reason of head lice infestation and his/her education program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has head lice or nits. A letter will be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Upon exclusion, satisfactory evidence must be submitted to school personnel that the student has been treated for head lice or nits. This evidence may include but may not be limited to:

1. Proof of treatment with head lice shampoo and
2. Satisfactory examination by a school health official.

A student will be expected to have met all requirements for treatment and return to school no later than two days following exclusion for head lice and/or nits. All days in excess of the allowable period will be marked as unexcused and referred to the attendance supervisor at the proper time.

## SECTION 9 – ATHLETICS

Hampshire Unit School works hard to promote good sportsmanship among all players, coaches, parents, and fans. Good sportsmanship includes encouraging the players, congratulating winning teams, and refraining from using negative comments toward players and officials. Anyone displaying bad sportsmanship will be warned, escorted from the premises, and/or banned from attending extra-curricular events.

We are very proud of our interscholastic athletic program. We believe that the mental, physical, and emotional growth of a student can be greatly enhanced by participating in a well-developed athletic program. HUS is a member of TSSAA and TMSAA and must adhere to the guidelines of these associations. Listed below are the athletic programs offered at HUS:

	<b>Elementary School</b>	<b>Middle School</b>	<b>High School</b>
<b>Fall</b>	Cross Country K – 5 <sup>th</sup>	Cross Country 6 <sup>th</sup> – 8 <sup>th</sup> Golf 6 <sup>th</sup> - 8 <sup>th</sup> Volleyball 6 <sup>th</sup> – 8 <sup>th</sup> Football 6 <sup>th</sup> – 8 <sup>th</sup> (co-op with MPMS) Soccer 6 <sup>th</sup> – 8 <sup>th</sup> (co-op with MPMS)	Cross Country Golf Volleyball Football (co-op with MPHS)
<b>Winter</b>	Little Hawk Basketball K – 7 <sup>th</sup>	Cheerleading 6 <sup>th</sup> – 8 <sup>th</sup> Basketball 6 <sup>th</sup> – 8 <sup>th</sup> Little Hawk Basketball K – 7 <sup>th</sup>	Cheerleading Basketball
<b>Spring</b>		Baseball 6 <sup>th</sup> – 8 <sup>th</sup> Track 6 <sup>th</sup> – 8 <sup>th</sup> Trap Shooting 5 <sup>th</sup> – 8 <sup>th</sup> Bass Fishing 8 <sup>th</sup> Softball (co-op with MPMS)	Baseball Track Trap Shooting Bass Fishing Softball (co-op with MPHS) Tennis (co-op with MPHS) Bowling (co-op with SFUS)

All students interested in athletics are invited to try out. Announcements will be made through school announcements on when tryouts will be held. All students must have a physical examination before they can practice any sport. To be eligible to participate in games and represent HUS, students may have **no F's** and only one **D** on their report card and/or progress report. Fall sports will use the previous year report card to determine eligibility. Winter and Spring sports will use the most recent report card.

If a student-athlete does have an **F** or more than one **D** on their report card they will be suspended from playing and representing Hampshire School in all sports until the student-athlete receives their next progress report. The suspension will begin the day report cards are issued according to the MCPS school calendar. At the issuing of the next progress report, if the athlete has no grade below a **C**, then they may be reinstated to full status but be on probation. During probation, the athletic director will monitor the student's grades with each teacher and if the student's average drops below a **C** in any class then they will immediately become ineligible to participate for the remainder of the season. While on suspension, coaches will make decision on participation in practices and summer camps based on effort, attitude, and discipline.

If a student-athlete does have an **F** or more than one **D** on their progress report they will be considered for reinstatement for the team as soon as they no longer have any grades lower than a **C**. Consideration for reinstatement will come from Administration once they have met with the teacher of the class or classes in question. There will be a minimum of a one game/contest suspension. However, the student will be monitored closely as to their academic progress.

Coaches' rules must be followed to participate in athletics. TSSAA/TMSAA minimum requirements for athletics will be followed, however, coaches may have higher expectations for participants, and athletes must comply with the coaches' rules in order to participate. All school rules and regulations apply at athletic contests. Students should be attentive to the contest and participants. Anyone leaving the contest will not be permitted to return. Students are to have rides at HUS immediately following the contest.

**If a student-athlete is placed in ISAS during the sports season:**

1<sup>st</sup> Offense – suspension of 1 athletic contest

2<sup>nd</sup> Offense – suspension of 2 athletic contests; meeting with administration to develop a behavior contract

**If a student-athlete is placed in OSS during the sports season:**

1<sup>st</sup> offense – suspension of minimum of 2 athletic contests; meeting with administration to develop a behavior contract

**Game Official Discipline**

If a student-athlete is disciplined by a game official (technical foul, ejection, benched, carded) during a game a meeting will be held before the next contest to discuss the player's action and any consequence for the action. The meeting will include the student-athlete, parent, coach, athletic director, and administration.

## **SECTION 10 – PARENT COMMUNICATION/INVOLVEMENT**

**Parent/Community Communications**

One important characteristic of a strong school is open communication between the home, school and community. It is on this foundation of communication that we build relationships and become partners in our efforts to ensure the success of every student.

In addition to letters home, progress reports, report cards and parent teacher conferences, the school makes every effort to communicate with its stakeholders. The school's signs on Highway 166 provide information on upcoming events. Periodically an automated phone message with calendar events, special announcements, and/or emergency information will be sent out by the school or school system. The principal sends a weekly School Messenger call, usually on Friday evenings. You can log onto the Maury County Public School website at [www.mauiryk12.org](http://www.mauiryk12.org). This website provides important links, dates, announcements, and the Parent Portal.

Hampshire Unit School's website is <http://hampshireschoolmauryk12.ss9.sharpschool.com>. Here you can find helpful links and the administrators' and teachers' email address. You may also call the school and request to leave a teacher or administrator a voicemail message. Also we are on Facebook at Hampshire Unit School and Twitter @hampshireunitschool.

We are aware of the challenges to communication and continually seek ways to overcome them. If you have a concern or issue you wish to raise we encourage you to first begin with the source. Talk to the person most directly involved with the issue. Most concerns are resolved at this level when information, understanding and expectations are clarified. If necessary, continue the process. If the concern persists, it is recommended that you discuss the issue with a building administrator. If the concern remains unresolved, ask the building principal to refer you to the person who can further discuss this issue with you.

#### For Instructional Issues:

- 1<sup>st</sup> appeal – to the student's teacher; if the problem is not resolved...
- 2<sup>nd</sup> appeal – to the school principal; if the problem is not resolved...
- 3<sup>rd</sup> appeal – to the appropriate Instructional Supervisor for MCPS; if the problem is not resolved...
- 4<sup>th</sup> appeal – must be a written appeal to the MCPS Assistant Superintendent; if problem is not resolved...
- 5<sup>th</sup> appeal – may be made to the MCPS Superintendent; if the problem is not resolved...
- 6<sup>th</sup> appeal – may be made to the MCBOE by requesting placement on the board meeting agenda to appear before the School Board

#### For Disciplinary Issues:

- 1<sup>st</sup> appeal – to student's teacher (if classroom discipline); if problem is not resolved...
- 2<sup>nd</sup> appeal – to school principal; if problem is not resolved...
- 3<sup>rd</sup> appeal – to MCPS Director of Pupil Services; if problem is not resolved...
- 4<sup>th</sup> appeal – may be made to the MCBOE by requesting placement on the board meeting agenda to appear before the School Board

### **Parent/Community Involvement**

#### 1. Volunteers

Parent Volunteers are always needed at HUS! We welcome parents, grandparents, and community members. Volunteers are needed for:

- Small group tutoring
- Reading to students
- Helping with classroom parties, field trips, PBIS Bash Celebrations
- One-on-One tutoring
- Whatever the teacher needs
- Proctoring for tests

If you are interested please complete the volunteer form located in the school office.

#### 2. Parent Teacher Organization (PTO)

The PTO is an integral part of our total school program. The active participation of parents, grandparents, and concerned community citizens is essential in providing our students a quality education. The Hampshire faculty and staff welcome ALL parents, family, and community members to actively participate in the HUS PTO. Meetings are held monthly in the school cafeteria. Notice of meetings will be advertised on Facebook, Twitter, the School Messenger Call Out, and placed on the school marquee.

#### 3. HUS Booster Club

The Athletic Booster Club is open to all adults who desire to support, encourage and be an active part of the Hampshire Hawk Athletic competition. The booster club plays a vital role in supporting the financial needs of Hampshire athletes. The Booster Club operates all concessions at home athletic competitions. Monthly meetings are held.

#### 4. UT/Hampshire Advisory Council

The UT/Hampshire Advisory Council will engage stakeholders, prospective partners, subject matter experts, community leaders, and others who can guide and inform the UT/Hampshire Project Facilitators. Among other duties, the UT PAC will do the following:

- Champion the Project, provide testimony
- Identify and assist in opening doors to prospective funding sources such as corporations, foundations, and agencies, and liaise with the HUS Foundation and its funding sub-group
- Expend the dense network of partners, practicum entities, and sites for demonstration and practice
- Provide subject matter expertise for HUS

#### 5. Hampshire Foundation

The purpose of the Hampshire Foundation is to support HUS. Financial support from this organization may include, but is not limited to:

- Supporting the implementation of project based learning in the fields of agriculture, natural resources, and applied science
- Scholarships to HUS graduates for post-secondary education
- Scholarships to HUS students for learning opportunities outside HUS
- Scholarships for out-of county students to attend HUS
- Purchase of equipment, supplies and materials necessary to implement project based learning at HUS

## CONTACT LIST

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<b>Sonya Cathey</b>	Principal	<a href="mailto:sbcathey@mauryk12.org">sbcathey@mauryk12.org</a>
<b>Stephenie Page</b>	Assistant Principal	<a href="mailto:spage@mauryk12.org">spage@mauryk12.org</a>
<b>Jessie Alexander</b>	School Counselor	<a href="mailto:jalexander@mauryk12.org">jalexander@mauryk12.org</a>
<b>Brandy Rochelle</b>	Secretary/Bookkeeper	<a href="mailto:brochelle@mauryk12.org">brochelle@mauryk12.org</a>
<b>Khristina James</b>	Attendance Clerk	<a href="mailto:kjames@mauryk12.org">kjames@mauryk12.org</a>
<b>Angela Stephens</b>	Cafeteria Manager	<a href="mailto:astephens@mauryk12.org">astephens@mauryk12.org</a>
<b>Dylan Osborne</b>	SRO	<a href="mailto:dosborne@mauryk12.org">dosborne@mauryk12.org</a>
<b>Hampshire Unit School</b>		931 - 285 - 2300
<b>Hampshire Unit School Fax</b>		931 - 285 - 2612
<b>Maury County Board of Education</b>		931 - 388 - 8403
<b>MCPS Webpage</b>	<a href="http://www.mauryk12.org">www.mauryk12.org</a>	
<b>HUS Webpage</b>	<a href="http://hampshireschoolmauryk12.ss9.sharpschool.com">http://hampshireschoolmauryk12.ss9.sharpschool.com</a>	
<b>HUS Facebook</b>	Hampshire Unit School	
<b>HUS Twitter</b>	@hampshireunitschool	

Hampshire Unit School  
4235 Old State Road  
Hampshire, TN 38461

*Whenever a conflict exists, MCPS Board Policy or state or federal statutes supersedes this handbook.*