

# Hawkins County Schools



**2018-2019**

## **Middle and High School Handbook**

# Student/Parent/Guardian Notification

---

Student Name (printed)

---

Homeroom

---

Grade

My homeroom teacher has read and reviewed the middle/high school handbook and the alternative school handbook with my homeroom class. I understand the school rules as set forth in the handbook.

---

Student Signature

---

Date

- Any and all regulations in this handbook may change in accordance with state and/or federal law or policy. Regulations are also subject to review and modification by Hawkins County Schools.
- Schools are not bound to the same legal standards of proof as required in courts of law. Our school handbook code of conduct is applied to student behavior in a fair and consistent manner as we impose consequences to those situations in which it appears more likely than not that misconduct has occurred.
- Behavior rules and infractions included in this handbook are not all inclusive; principal's discretion may be applied.
- School administrators are not allowed to discuss student discipline except with the legal parent/guardian of a given student. School administrators cannot tell a parent how they have disciplined someone else's child.
- Even though schools and buses have video-taping surveillance systems, the tapes are to be viewed by school system or court personnel only. Privacy laws (HIPAA & FERPA) prohibit parents from viewing the tapes when students other than their own children are in view.
- Textbooks are the property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parents/guardians agree to be responsible for the textbooks received and used by their children.
- Students may have limited equal access to public forums as described in Board Policy 4.802.
- If there are problems or questions concerning school personnel, discipline issues, or any problem originating at the school level, then those problems should first be addressed at the lowest possible level as described in Board Policy 5.502. A student or parent/guardian should adhere to the following hierarchy when attempting to resolve problems: 1) the child's teacher, 2) a school administrator, 3) the appropriate Central Office Supervisor, 4) the Director of Schools, and 5) the Hawkins County Board of Education.

I have reviewed and understand the information contained in the Hawkins County Schools' Middle/High School Handbook.

---

Parent/Guardian Signature

---

Date

*\*This signed document should be kept on file by the homeroom teacher.*

Dear Parents/Guardians,

Hawkins County Schools will be participating in various projects through the Tennessee Department of Education this year. Your student may be asked to complete one of the following surveys based on their opinions, attitudes, and behaviors concerning their experiences at school. These surveys will give us valuable information to support our schools in efforts to ensure that all students experience a safe and supportive school environment enabling the highest levels of academic achievement and personal success. These surveys will be available for you to review at [www.hck12.net](http://www.hck12.net).

Surveys may include the following:

- Tennessee Department of Education Safe and Supportive Schools Survey (Grades 6-12)  
Survey window: October 1st- December 30th, 2018
- Title I Student Survey  
(Grades K-12)  
Survey window: April 2019

If your child has permission to complete these surveys, please sign below.

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

---

Parent Signature

---

Date

## HAWKINS COUNTY SCHOOL'S STUDENT DIRECTORY INFORMATION DENIAL FORM

Please return this form signed only if you do **NOT** wish your child's name/picture to be printed in the school yearbook, etc.

Student's Name \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

### Parental Rights Regarding Student Directory Information:

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and most recent educational agency or institution attended. Unless the parent or guardian notifies the Hawkins County Board of Education School District within 10 calendar days after the first day of school, **Consent is implied** for the Hawkins County Board of Education to release directory information.

**Implied Consent** includes the release of student directory information or for non-directory information such as student work, or use in the following ways:

- **Group recognition** on the Hawkins County Board of Education or other endorsed social media websites. Personal information such as home address, phone number or names of family members will not be used. Any information that indicated the physical location of a student at a given time or other than attendance at a particular school or participation in school activities will not be used. School work may include, but is not limited to, art, written papers, class projects and computer projects. **Individual students** may be pictured, personally identified, and/or have work published only after obtaining a signed web page permission form. This form must be obtained for each instance of student work being published or recognized online.
- In material printed by the school or the Hawkins County Board of Education or printed by publishers outside the Hawkins County Board of Education. Printed materials may include a child's full name. Printed materials may include, but are not limited to, school directories, yearbooks, brochures, newspaper articles, and print advertisements.
- In videos produced and broadcast by the Hawkins County Board of Education or produced and broadcast by news organizations and others who receive approval from the Hawkins County Board of Education.

The Student Directory Information Denial form is available from each school's office or the Hawkins County Board of Education website: <http://www.hck12.net/downloads/denial.htm>

I do **NOT** give permission for directory information on my child to be published by the Hawkins County Board of Education or to be released to any other publisher outside the Hawkins County Board of Education. This Student Directory Denial Form does not include the denial of military requests for student directory information. Please complete the Student Directory Military Denial Form to deny military officials from requesting directory information about your child. Your signature indicates that you do not give permission for your child's name or picture to appear in the school yearbook, etc.

---

Parent/guardian signature

Date

## 2018-2019 Hawkins County Schools' Calendar

Wed. July 18	Principals and High School Counselors report back to work
Mon. July 30	10 Month Secretaries report back to work
Tues. July 31	Optional In-Service for Teachers
Wed. Aug. 1	Required In-Service for Teachers, General Meeting at VHS AM / Individual Schools PM
Thur. Aug. 2	Required In-Service for Teachers at Individual Schools
Fri. Aug. 3	Required In-Service for Teachers at Individual Schools
<b>Mon. Aug. 6</b>	<b>First Day for Students – Abbreviated Day – Dismiss at 11:30</b>
<i>Fri. Aug. 31</i>	<i>20<sup>th</sup> Day of School</i>
<b>Mon. Sept. 3</b>	<b>Labor Day Holiday – No School</b>
Wed. Sept. 5	Progress Reports Go Home
Thur. Sept. 13	Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.
<i>Mon. Oct. 1</i>	<i>40<sup>th</sup> day of school</i>
Fri. Oct. 5	End of the First Nine Weeks Grading Period
<b>Mon. Oct. 8 – Fri. Oct. 12</b>	<b>Fall Break – No School</b>
Fri. Oct. 19	Report Cards go home
<i>Mon. Nov. 5</i>	<i>60<sup>th</sup> day of school</i>
<b>Tues. Nov. 6</b>	<b>Election Day-Staff Development Day for All Employees. No School for Students.</b>
<b>Mon. Nov 12</b>	<b>Veterans Day (Observed) Holiday - No School</b>
Wed. Nov. 14	Progress Reports go home
<b>Wed. Nov. 21 – Fri. Nov. 23</b>	<b>Thanksgiving Break – No School</b>
<i>Mon. Dec. 10</i>	<i>80<sup>th</sup> day of school</i>
<b>Thur. Dec. 20</b>	<b>Abbreviated Day – Christmas Break begins upon dismissal</b>
<b>Fri. Dec 21</b>	<b>End of 2<sup>nd</sup> Nine Weeks Grading Period and 1<sup>st</sup> Semester</b>
<b>Fri. Dec 21</b>	<b>Required In-Service for Teachers at Individual Schools - No School for Students</b>
<b>Fri. Jan. 4</b>	<b>Staff Development Day for All Employees – No School for Students</b>
<b>Mon. Jan. 7</b>	<b>Classes Resume from Christmas Break – Full Day of School</b>
Fri. Jan. 11	Report Cards go home
<b>Mon. Jan 21</b>	<b>Martin Luther King Jr. Holiday – No School</b>
<i>Wed. Jan 23</i>	<i>100<sup>th</sup> day of school</i>
Wed. Feb. 6	Progress Reports go home
<b>Mon. Feb. 18</b>	<b>President's Day Holiday – No School</b>
<i>Thur. Feb. 21</i>	<i>120<sup>th</sup> day of school</i>
Fri. Mar. 15	End of the Third Nine Weeks Grading Period
<b>Mon. Mar. 18 – Fri. Mar. 22</b>	<b>Spring Break – No School</b>
<i>Thur. Mar. 28</i>	<i>140<sup>th</sup> day of school</i>
Fri. Mar. 29	Report Cards Go Home
<b>Tues. Apr. 2</b>	<b>Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.</b>
<b>Fri. Apr. 19</b>	<b>Good Friday Holiday - No School</b>
Wed. Apr. 24	Progress reports go home
<i>Fri. Apr. 26</i>	<i>160<sup>th</sup> day of school</i>
<b>Wed. May 22</b>	<b>Required In-Service for Teachers at Individual Schools – No School for Students</b>
<b>Thur. May 23</b>	<b>Last Day of School – Students are dismissed after picking up Report Cards</b>
	End of the 4 <sup>th</sup> Nine Weeks and 2 <sup>nd</sup> Semester
<b>Fri. May 24</b>	<b>Clinch Graduation</b>
<b>Sat. May 25</b>	<b>VHS Graduation at 10:00 and CHS Graduation at 1:00</b>

The school calendar is subject to change with Board approval. Please check [www.hck12.net](http://www.hck12.net) often for updates to the above.

# Hawkins County Schools

## **Director of Schools**

Dr. Reba Bailey  
200 North Depot Street  
Rogersville, TN 37857  
423-272-7629

## **High School Supervisor – CTE Director**

Wes Smith – ext. 2025

## **Middle School Supervisor**

Beth Holt – ext. 2006

## **Special Education Supervisor**

Angela Jackson – ext. 2404

## **Attendance Supervisor**

Greg Sturgill – ext. 2018

## **Child Nutrition Director**

Mandy Kenner – ext. 2303

## **Transportation Director**

– ext. 2504

## **Personnel Supervisor**

Teresa Drinnon – ext. 2422

# School Information

## **Bulls Gap School**

315 Allen Drive  
Bulls Gap, TN 37711  
423-235-5201  
Principal: Sharon Southern  
Assistant Principal: Maureen  
Morelock

## **Cherokee High School**

2927 Hwy. 66 South  
Rogersville, TN 37857  
423-272-6507  
Principal: Thomas Floyd  
Assistant Principals: Vakisha  
Henard, Amber Sands, Byron Booker

## **Church Hill Intermediate School**

301 Park Avenue  
Church Hill, TN 37642  
423-357-0252  
Principal: Sherry Price  
Assistant Principal: Stephanie Mann

## **Church Hill Middle School**

208 Oak Street  
Church Hill, TN 37642  
423-357-3051  
Principal: Scott Jones  
Assistant Principal: Devin Thomas

## **Clinch School**

1540 Clinch Valley Road  
Sneedville, TN 37869  
423-272-3110  
Principal: George Barton

## **Rogersville Middle School**

958 McKinney Avenue  
Rogersville, TN 37857  
423-272-7603  
Principal: Greg Simpson  
Assistant Principal: Krista Mann

## **Surgoinsville Middle School**

1044 Main Street  
Surgoinsville, TN 37873  
423-245-2252  
Principal: Rodney Roberson  
Assistant Principal: Amy Glass

## **Volunteer High School**

1050 Volunteer Blvd.  
Church Hill, TN 37642  
423-357-3641  
Principal: Bobby Wines  
Assistant Principals: Will Cordell,  
George Larkins, Mike O'Neill

## **Pathways Alternative School**

942 East McKinney Avenue  
Rogersville, TN 37857  
423-272-6655  
Principal: Sharon Lindsey

## **VISION STATEMENT**

Hawkins County Schools' graduates are prepared for college and career to enable them to become productive citizens and successful members of the workforce.

## **MISSION STATEMENT**

Hawkins County Schools' mission is to educate and graduate each student.

## **KEY VALUES**

- Encouraging our students by providing a caring, supportive, and safe environment.
- High and rigorous expectations for all students, staff, and stakeholders.
- A collaborative culture of shared leadership, responsibility, integrity, and respect resulting in positive relationships connecting all stakeholders.
- Visionary leadership that supports a guaranteed and relevant curriculum, student academic growth and achievement.
- Open communication, transparency, and accountability with all stakeholders.



## Alphabetical Index

Absences .....	30
Absentee Procedures.....	31
Academics .....	20
Acceptable Use Policy for Computers and Internet.....	14
Alcohol/“Over the Counter” Substances.....	44
AP Classes.....	21
Asbestos Management Plans .....	49
Athletics .....	34
Attendance (Board Policy 6.200).....	29
Automated External Defibrillator (AED).....	44
Before and After School.....	53
Behavior Infractions .....	41
Bicycles/Motorcycles/Cars .....	54
Bomb Threats .....	44
Buildings and Grounds.....	49
Bus Assignment .....	54
Bus Incident/Conduct Reports .....	45
Bus Rider Rules.....	44
Bus Suspensions .....	45
Cafeteria.....	49
Campus Visitors .....	51
Care of Building, Grounds, and Property.....	49
Cell Phones (Board Policy 6.312).....	45
Cheating .....	46
Child Abuse and Neglect .....	13
Child Advocacy Group Information .....	13
Closed Campus .....	54
Correspondence Course (High School) .....	24
Credit or Promotion Denial.....	33
Credit Recovery .....	25
Curriculum Plan (High School) .....	21
Danger Zone .....	54
Directory Information.....	16

Disciplinary Action ..... 40

Disciplinary Action Definitions ..... 40

Dress Code (Board Policy 6.310) ..... 48

Driver’s License/Permit ..... 33

Early Graduation..... 23

Emergency Information/School Schedule Changes ..... 20

Extortion..... 47

Extra-Curricular Activities ..... 34

Family Education Rights and Privacy Act (FERPA) ..... 15

Family Engagement/Parental Involvement..... 13

Fighting..... 47

Fireworks..... 47

Gambling ..... 47

Graduation Requirements ..... 21

Grievance Procedure for Attendance..... 33

Guidance ..... 25

Hawkins County School System Non-Discrimination Policy Statement ..... 12

Hazing..... 47

Honor Roll ..... 24

Immunization Requirements ..... 52

Level I Infractions ..... 41

Level II Infractions ..... 42

Level III Infractions ..... 42

Level IV Infractions ..... 42

Level V Infractions ..... 43

Lice Policy (Board Policy 6.4301)..... 52

Make-Up Work ..... 31

Medical/Medicines..... 52

Medications..... 52

Micellaneous Behaviors/Infractions ..... 44

Multi-Hazard Procedures..... 50

Parent Conferences ..... 51

Parking Permits (High School)..... 54

Pathways Alternative School Handbook ..... 55

Perfect/Excellent Attendance ..... 30

Personal Responsibility of Hawkins County Middle/High School Students ..... 12

Pick-Up Time ..... 54

Protection of Pupil Rights Amendment (PPRA) ..... 15

Report Cards ..... 24

Requested Middle/High School Fees (Board Policy 6.709) ..... 26

Restrooms ..... 51

Schedule Changes ..... 25

School Assemblies/Trips ..... 53

School Closings ..... 20

Search ..... 47

Section 504 ..... 17

Sexual Harassment ..... 18

Special Health Problems ..... 53

State-Mandated TN Comprehensive Assessment Program Exams (TCAP Exams) ..... 33

Stealing/Breaking and Entering ..... 48

Student Alcohol and Drug Testing ..... 44

Student Behavior, Discipline, and Code of Conduct (Board Policy 6.3131) ..... 39

Student Class Load Information (High School) ..... 20

Student Property/Valuables ..... 53

Student Records Inspection and Correction Procedure (Board Policy 6.602) ..... 17

Student Records Annual Notification of Rights (Board Policy 6.601) ..... 16

Tardies and Tardy Procedures ..... 34

Telephones ..... 51

Testing Information ..... 26

Textbooks ..... 25

Tobacco ..... 48

Transfer Option for Students Victimized by Violent Crime at School ..... 20

Transcripts (High School) ..... 24

Transportation ..... 53

Truancy ..... 31

Uniform Grading Policy ..... 24

Visitors to the School (Board Policy 1.501) ..... 51

Voluntary Student Insurance ..... 54

Zero Tolerance Offenses (Board Policy 6.309) ..... 43

Dear Students,

This handbook is an important source of information for each of you. We have tried to anticipate what you will need to know or would like to know in order to make this year successful. We urge both you and your parents to read this handbook and keep it for future reference. If you have any questions about the information it contains or would like to discuss any aspect of it, please see an administrator or counselor.

Learning is something you must actively participate in if you are to benefit from it. The role of a teacher and an administrator is to assist you in that effort. All of us have responsibilities in this school. We promise to make a good faith effort to accept ours, and in return we ask each of you to do the following:

- Set high standards/goals for yourself.
- Be willing to accept responsibility for your actions and decisions.
- Conduct yourselves as ladies and gentlemen.
- Treat others as you would like to be treated.

We sincerely hope that you have an enjoyable and successful year.

## **PERSONAL RESPONSIBILITY OF HAWKINS COUNTY MIDDLE/HIGH SCHOOL STUDENTS**

As a student, you are expected to be aware of and to accept your individual responsibilities in the following areas:

### **I. The Teaching-Learning Process**

You deserve the best instruction that your middle/high school is capable of providing. For the efforts of the teachers to be as successful as possible and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Teachers facilitate the activity of learning that goes on in the minds of students. Learning is a natural process and unless students work at gaining knowledge and understanding,..."No genuine learning ever occurs, no matter what teachers try to do to make it occur."  
(Adler)

### **II. Respect for the Rights of Others**

Every right you have has an obligation attached to it. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. This is why our society has laws and why a school has rules. However, if you are one of the students who wish to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we will support and help you.

### **III. Responsibility for Your Own Actions**

You will be held responsible only for the things you do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted responsibility as a middle/high school student. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours as will the consequences. Be prepared to accept the consequences of your actions.

## **HAWKINS COUNTY SCHOOL SYSTEM NON-DISCRIMINATION POLICY STATEMENT**

It is the policy of the Hawkins County School System not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs, or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is also the policy of this district that the curriculum materials utilized reflect the culture and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, and VII, and IX or Section 504 of the Americans with Disabilities Act should be directed to the office of the Director of Schools, Hawkins County Schools, 200 North Depot St., Rogersville, TN 37857, or to the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

## **CHILD ADVOCACY GROUP CONTACT INFORMATION**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

### **The ARC of Washington County**

110 East Mountcastle Dr.  
Johnson City, TN 37601  
423.928.9362  
Fax: 423.928.7431  
Kim@ARCWC.org

### **Support and Training for Exceptional Parents (STEP)**

<http://www.tnstep.org/>  
712 Professional Plaza  
Greeneville, TN 37745  
Telephone: 1-800-280-STEP  
E-mail: [Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)

### **East Tennessee Regional Resource Center**

2763 Island Home Blvd.  
Knoxville, TN 37920  
865.594.5691  
Fax: 865.594.8909

### **Tennessee Department of Education Contact Information**

1.888.212.3162  
<http://tennessee.gov/education/speced>

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://kc.vanderbilt.edu/pathfinder/ServiceFinder/default.aspx/Ing=1>

**Helpline: 1-800-640-4636**

**Email: [tnpathfinder@vanderbilt.edu](mailto:tnpathfinder@vanderbilt.edu)**

This information is provided as a service to individuals seeking additional avenues for help and information. The Tennessee Department of Education and the Hawkins County Board of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on these pages.

## **CHILD ABUSE AND NEGLECT**

State law requires that school system personnel be alert to any evidence of child abuse or neglect. Child abuse is defined as any physical or mental condition that is of such nature as to indicate that it has been caused by brutality, abuse, or neglect. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect are required to report such harm immediately. Any reasonable suspicion of abuse must be reported to the Department of Children's Services 877-237-0004. The report shall include the following:

- Name, address, and age of the child
- Name and address of the parents or persons having custody of the child
- Nature and extent of the abuse or neglect
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect
- The person reporting is immune from liability and his/her identity remains confidential except when the court determines otherwise.

## **FAMILY ENGAGEMENT/PARENTAL INVOLVEMENT**

Hawkins County Board of Education Policy 4.502 promotes and encourages parental involvement and family engagement in Hawkins County Schools. The Hawkins County Board of Education supports the concept of parental involvement in the affairs of schools as essential if the school system and the parents are to maintain mutual confidence and respect and to work together to

improve the quality of education for all students. (HCBOE Policy 4.502) Parents or guardians who wish to obtain information concerning their child's homework, attendance, discipline, or official school record may do so by contacting the school office for an appointment with the appropriate school official.

Information concerning Hawkins County Schools **Board Policies** can be found at:

- <http://www.hck12.net>
  - BOE
  - School Board Policy

Information concerning the **Tennessee Curriculum** can be found at:

- <http://www.hck12.net>
  - Departments
  - Curriculum & Instruction

## **ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET**

The Hawkins County School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

### **Internet Safety**

The Hawkins County School District provides one or more lessons each year on the safe use of the internet. Additional information pertaining to the Internet Safety Curriculum may be accessed via the Hawkins County Schools Website on the "Families" page.

### **User Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Hawkins County Schools reserve the right to review any account or file space in order to maintain security, determine improper use or in making discipline decisions. Decisions of the Hawkins County Schools regarding unacceptable computer use are final.

### **E-mail and Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Student use of the Internet must be in support of education and research and consistent with the educational objectives of Hawkins County Schools. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

### **Network Etiquette**

Hawkins County School students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not harass, insult, attack others or use inappropriate language
- Do not send or display offensive messages or pictures.
- Overriding the internet filter by use of proxy servers is strictly prohibited.
- Do not reveal anyone's personal address or phone number.
- Do not damage/vandalize computer systems or computer networks. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, uploading or creation of computer viruses.
- Do not intentionally waste technology related resources.

### **Security**

To protect the integrity of a computer system and its users, the students of Hawkins County Schools are not permitted to do the following:

- Reveal your password to another user.

- Use another user’s password to gain access to the network or Internet.
- Trespass into another user’s files.

Hawkins County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hawkins County Schools will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Hawkins County Schools specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain and consider how valid that information may be.

Reference Hawkins County School Board Policies 4.406 Use of the Internet & 6.312 Use of Personal Communication Devices and Electronic Devices

## **PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behavior and attitudes;
  4. Illegal, anti-social, self-incriminating and demeaning behavior;
  5. Critical appraisals of other individuals with whom respondents have close family relationships;
  6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
  7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Parents have the opportunity to remove their child from certain school activities if so desired. For a complete list of school clubs or activities, please contact the school (SB3558/HB3679) (S: Ford; H: Towns)

For additional information or technical assistance, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact ED at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

## **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children’s education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies the Hawkins County Board of Education school district within 10 Calendar Days

after the first day of school, consent is implied for the Hawkins County Board of Education to release directory information.

Implied consent includes the release of student directory information, or for non-directory information such as student work, for use in the following ways:

1. On the Hawkins County Board of Education's web site:
  - The web site may include the student's first name only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
  - School work may include, but is not limited to, art, written papers, class projects, and computer projects.
2. In material printed by the school or the Hawkins County Board of Education or printed by publishers outside the Hawkins County Board of Education:
  - Printed material may include a child's full name.
  - Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.
3. In videos produced and broadcast by the Hawkins County Board of Education or produced and broadcast by news organizations and others who receive approval from the Hawkins County Board of Education.

The Student Directory Information Denial Form (Denial of Implied Consent Form) is available from each school's office or the Hawkins County Board of Education web site at: <http://www.hck12.net>, Quick Links – Documents and Forms - General Forms.

## **STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS (BOARD POLICY 6.601)**

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights.<sup>1</sup> For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment.<sup>2</sup> The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## **DIRECTORY INFORMATION**

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.<sup>3</sup>

Student directory information for 11<sup>th</sup> and 12<sup>th</sup> graders shall be made available upon request to persons or groups which make students aware of occupational and educational options, including official recruiting representatives of the military forces of the State and the United States.<sup>4</sup>

\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights.<sup>5</sup>

Legal References:

1. 34 CFR § 99.4.7



2. 34 CFR § 99.7; TCA 10-7-504
3. 34 CFR § 99.3
4. TCA 49-6-406; 10 U.S.C. §503(c)
5. TCA 49-1-704; 34 CFR § 99.5

## **STUDENT RECORDS INSPECTION AND CORRECTION PROCEDURE (BOARD POLICY 6.602)**

### ***Inspection Procedure***

Parent(s) of students and eligible students\* may inspect and review the student's education records upon written request.<sup>1</sup> Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request. The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce.<sup>2</sup> When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information.<sup>2</sup>

### ***Fees for Copies***

A reasonable fee for copies provided to parent(s) or eligible students\* shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian.<sup>3</sup>

### ***Correction Procedures***

Parent(s) of students or eligible students\* may seek to change any part of the student's record they believe to be incorrect.<sup>4</sup> The director of schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

*\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

### Legal References:

1. 34 CFR § 99.10
2. 34 CFR § 99.4
3. TCA 10-7-506; 34 CFR § 99.11
4. 34 CFR § 99.20; 21; 22

A student's parents or an eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

## **SECTION 504**

The Hawkins County School System complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.

Section 504 provides that, "No otherwise qualified individual with a disability in the United States...solely by reason of his or her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." The school system has designated the following person to coordinate its' efforts to comply with Section 504 of the Rehabilitation Act of 1973: Angela Jackson, 272-7629 ext 2404

### **Complaint Procedure**

The coordinator will hear ADA/Section 504 complaints. Complaints shall be submitted in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA/Section 504. The coordinator will respond to all complaints within twenty (20) days with a written response as well as information on further grievance procedures that may be followed if the complaining party is not satisfied with the coordinator's proposed resolution.

**Angela Jackson**  
**Section 504 Coordinator**  
**200 N. Depot St.**  
**Rogersville, TN 37857**  
**423-272-7629**

**TENNESSEE DEPARTMENT OF EDUCATION CONTACT**  
**INFORMATION**  
**Legal Services Division**  
**Division of Special Education, TN Department of**  
**Education**  
**710 James Robertson Parkway**  
**Andrew Johnson Tower, 7th Floor**  
**Nashville, TN 37243-0380**  
**Telephone: (615) 741-2921**

**East TN Regional Resource Center**  
**2763 Island Home Blvd.**  
**Knoxville, TN 37920**  
**Telephone: (865) 594-5691**  
**Fax: (865) 594-8909**

## **SEXUAL HARASSMENT (BOARD POLICY 6.3041)**

### **I. General Statement of Policy**

Title IX of the Educational Amendments of 1972 states;

**“No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.”**

The Supreme Court, Congress, and Federal executive departments and agencies, including the Department of Education have recognized that sexual harassment of students can constitute discrimination prohibited by Title IX.

The Hawkins County Board of Education is committed to safeguarding the right of all students within the school system to learn in an environment that is free from all forms of sexual discrimination. It is the policy of the Board of Education to maintain a learning environment that is free from sexual discrimination including sexual harassment.

The Board of Education prohibits any form of sexual discrimination, including sexual harassment. It shall be a violation of Board of Education policy for any student, teacher, administrator, or other school personnel of the Board of Education to sexually harass a student attending Hawkins County Schools. It shall also be a violation of Board of Education policy for any teacher, administrator, or other school personnel of this School System to tolerate sexual harassment of a student by a student, teacher, administrator, other school personnel, or by any third parties.

For purposes of this policy, the term “school personnel” includes school board members, all employees of the Board of Education, agents, volunteers, contractors, or persons subject to the supervision and control of the Board of Education.

School personnel will act promptly to investigate all reports of sexual harassment of a student and to promptly take appropriate action to protect individuals from further harassment. If the Board of Education determines that unlawful harassment has occurred, it will act promptly and appropriately to discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

## **II. Definition of Sexual Harassment**

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature constitute prohibited sexual harassment if:

- A. Submission to or rejection of such conduct is made either explicitly or implicitly a Term or condition of a student's grade, credit or admission to or participation in a student activity; or
- B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
- C. Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Sexual harassment can include, but is not limited to unwelcome verbal, written or physical conduct, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors of lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or the offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.

## **III. Reporting and Investigation**

Any student who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other school personnel of the Board of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is encouraged immediately to report the prohibited conduct. Any teacher, administrator, or other school personnel who observes, receives a report from a student or otherwise becomes aware that a student has been the victim of sexual harassment or gender discrimination is required to immediately report the prohibited conduct to:

- A. The Title IX Complaint Manager of the student's school;
- B. The Principal or Assistant Principal of the student's school;
- C. The Hawkins County Board of Education Title IX Coordinator;
- D. The Hawkins County Board of Education Director of Schools.

Notwithstanding the preceding sentence, no teacher, administrator or other school personnel is required to report isolated incidents of verbal harassment which do not appear to create an intimidating, hostile or offensive academic environment for any student. Teachers are strongly encouraged to verbally intervene in all incidents where verbal harassment or degrading language occurs.

The Board of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office or the Office of the Title IX Complaint Manager. All reports, whether written or oral, shall immediately be forwarded to the Title IX Complaint Manager. Upon receipt of a report alleging sexual harassment, the Title IX Complaint Manager shall immediately undertake or authorize an investigation. The investigation may be conducted by the Title IX Complaint Manager, other designated employees of the Board of Education, or by a third party designated by the Board. The investigation will be completed as soon as practicable. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. In the event the alleged harasser is the Title IX Coordinator, the report should be forwarded to the Director of Schools who will then be responsible for the duties set forth in this policy that would have been those of the Title IX Coordinator.

## **VI. Action for Violations of Policy**

Following the investigation of a report, the Title IX Complaint Manager for the school, the building administrator, or the Title IX Coordinator shall recommend what action, if any, is required. If, after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Board of Education. A violation of this policy by an employee shall result in disciplinary action up to and including dismissal. A violation of this policy by a student may result in disciplinary action up to and including expulsion from school.

## **V. Confidentiality**

The Board of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the

confidentiality of the allegations and related information. The privacy of the students making the report, the individual(s) against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **VI. Retaliation**

Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Discipline of a student for retaliation may be taken up to and including expulsion. Discipline of an employee for retaliation may be taken up to and including dismissal.

## **Appeals**

The Complainant or the accused in any sexual discrimination or sexual harassment complaint has the right to appeal the decision in the following ways;

- A. Decisions made by the Title IX Complaint Manager of the school or building administrator of the school; may be appealed in writing to the Title IX Coordinator, Hawkins County Board of Education, 200 N. Depot St., Rogersville, TN 37857.
- B. Decisions made by the Title IX Coordinator may be appealed in writing to the Hawkins County Board of Education, 200 N. Depot St., Rogersville, TN 37857.
- C. Decisions made by the Hawkins County Board of Education may be appealed in writing to the Office of Civil Rights, U.S. Department of Education, 61 Forsyth St. S.W., Suite 19T70, Atlanta, GA 30303, or via phone at 1-404-562-6350, or via fax at 1-404-562-6455.

## **EMERGENCY INFORMATION/SCHOOL SCHEDULE CHANGES**

The Hawkins County School System has the utmost concern for student safety and security. Therefore, each school and the system have well developed safety and emergency plans. Hawkins County Schools has a fully operational call, text and/or email alert system used to notify parents in case of an emergency. Information is also posted on the Hawkins County Schools website located at: [www.hck12.net](http://www.hck12.net)

## **SCHOOL CLOSINGS**

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be shared with local media outlets and announced over our automated notification system. Information will also be posted on the Hawkins County Board of Education web page (<http://www.hck12.net>).

## **TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education's Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g) shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional Information may be obtained by contacting:

High School Supervisor  
200 N. Depot Street  
Rogersville, TN 37857  
423-272-7629 ext 2025

## **ACADEMICS**

### **STUDENT CLASS LOAD INFORMATION (HIGH SCHOOL)**

All students will be enrolled in five (5) or more classes per day as determined by the student's plan of study. Exception is given to those seniors granted early release.

## AP CLASSES

AP classes will be taught one semester or both semesters of an academic year and will earn one (1) or two (2) credits depending on the length of the class. In order for a student to receive credit for Advanced Placement on their transcripts, they must pass the course. In order to receive college credit in addition to high school credit, the student must take the AP exam and score a 3, 4 or a 5. The student's college of choice has final say whether to award credit or not.

## CURRICULUM PLAN (HIGH SCHOOL)

Prior to the 9th grade all students will develop a four-year plan of study. Parents, students, and counselors will be involved in the development of the plan. The plan will be reviewed annually.

## GRADUATION REQUIREMENTS

The following 26 credits shall be required for graduation:

### CORE CURRICULUM UNITS

English	4
Math (Algebra I, II, Geometry & 1 higher level math)*	4
Science (Biology, Chemistry <u>or</u> Physics, & a lab course)	3
Social Studies (US Hist., World Hist. or World Geography, Economics, and Government)	3
PE & Wellness	1.5
Fine Arts	1
Personal Finance	0.5
Foreign Language	2
Elective Focus (Math/Science, CTE, Fine Arts, Humanities, JROTC, AP, RTI)	3
Electives (student choice)	4
<b>TOTAL</b>	<b>26</b>

\*Students must take a math class each year for four years. The math class taken during the senior year will be determined by a student's math score on the ACT. Students who do not make the required minimum score on ACT math will be required to take Bridges or SAILS math.

Students completing a CTE elective focus must complete three units in the same CTE program area or state approved program of study.

Students will complete End of Course Exams in Algebra I, Geometry, Algebra II, English I, English II, Biology I, and U.S. History. End of Course Exams are state exams and count 20% of the student's final grade in the designated class. Final Exams in subjects without State EOC exams will count 20% of the final grade.

<sup>2</sup>In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend the university to expand and enhance their elective focus.

Students shall be given a United States civics test composed of questions from the one hundred (100) questions that are set forth within the civics test administered by the United States citizenship and immigration services to persons seeking to become naturalized citizens. A student shall pass the test if the student correctly answers at least seventy-percent (70%) of the questions. A student who has an individualized education program (IEP) under which the civics test is determined to be an inappropriate requirement for the student shall not be required to take and pass the civics test. (TCA 49-6-408)

### Graduation with Honors and Distinction:

- Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with **honors**.
- Students will be recognized as graduating with "**distinction**" by attaining a B average **and** completing at least one of the following:
  - Earn a nationally recognized industry certification
  - Participate in at least one of the Governor's Schools
  - Participate in one of the state's All State musical organizations

- Be selected as a National Merit Finalist or Semi-Finalist
- Attain a score of 31 or higher composite on the ACT or SAT equivalent
- Attain a score of 3 or higher on at least two AP placement exams
- Earn 12 or more semester hours of transcribed post-secondary credit.

Community Service:

- Students who voluntarily complete at least ten (10) hours of community service each semester the student is in high school shall be recognized at graduation.

Graduation with Tri-Star Scholar recognition:

- Students who earn a composite score of nineteen (19) or higher on the ACT, or equivalent SAT score, and earn a capstone industry certification promoted by the department of education will receive the recognition.

Graduation with Work Ethic Diploma:

\*To receive a Work Ethic Diploma a student must earn a minimum of 20 points\*

- Attendance Standard
  - (1 pt.) Student has no more than 5 absences from school during the senior year.
  - (2 pts.) Student has no more than 3 absences from school during the senior year.
  - (3 pts.) Student has no more than 1 absence from school during the senior year.
- Absence Standard
  - (1 pt.) Student has no more than one unexcused absence from school during the senior year.
  - (2 pts.) Student has no unexcused absences from school during the senior year.
- Tardiness Standard
  - (1 pt.) Student has no more than two unexcused tardies to school during the senior year.
  - (2 pts.) Student has one unexcused tardy to school during the senior year.
- Discipline Standard
  - (1 pt.) Student has no more than one discipline referral during the senior year.
  - (2 pts.) Student has no discipline referrals during the senior year.
- Overall Grade Point Average Standard
  - (1 pt.) Student has an overall GPA of 2.0 to 2.9
  - (2 pts.) Student has an overall GPA of 3.0 to 3.4
  - (3 pts.) Student has an overall GPA of 3.5 or above
- Drug Free Standard
  - (5 pts.) Student voluntarily presents written proof as being drug free.
- CTE Coursework Standard
  - (1 pt.) Student has successfully completed at least one CTE course by the end of the senior year.
  - (2 pts.) Student has successfully completed two CTE courses by the end of the senior year.
  - (3 pts.) Student has successfully completed three or more CTE courses by the end of the senior year.
- CTE Competition Standard
  - (1 pt.) Student has competed in an approved regional level CTE competition during the senior year.
  - (2 pts.) Student has competed in an approved state level CTE competition during the senior year.
  - (3 pts.) Student has competed in an approved national level CTE competition during the senior year.
- TN Promise Standard
  - (2 pts.) Student is in good standing with TN Promise and has completed the required 8 hours of community service.
- Dual Enrollment/Credit Standard
  - (2 pts.) Student has successfully completed a Dual Enrollment, Dual Credit, or Advanced Placement course and has been granted credit by any post-secondary institution during or before the senior year.

11. Industry Certification Standard
  - (2 pts.) Student has received a national industry certification during or before the senior year. (i.e., Snap-on Metering Certificate, NCCER Certificate, etc.)
12. Enrollment in Post-Secondary Standard
  - (2 pts.) Student is registered or has applied at a post-secondary institution for the fall of the graduating year.
13. Career Readiness Certificate Standard
  - (2 pts.) Student has achieved a Bronze Level Career Readiness Certificate.
  - (4 pts.) Student has achieved a Silver Level Career Readiness Certificate.
  - (6 pts.) Student has achieved a Gold or Platinum Level Career Readiness Certificate.
14. Industry Awareness Standard
  - (1 pt.) Student has participated in one industry awareness event during the senior year.
  - (2 pts.) Student has participated in more than one industry awareness event during the senior year.
  - (3 pts.) Student has participated in an internship or work based learning activity.

See your guidance counselor for more information.

## **EARLY GRADUATION (HIGH SCHOOL)**

In order to apply for early graduation, a student must have earned sufficient credits to be classified as a senior at the beginning of the year he/she plans to graduate and meet one of the following criteria:

1. College Bound
  - a. Meet ACT college readiness benchmarks in English (18), Reading (22), and \*Math (22)
    - i. \*Or complete the SAILS program to be ready for credit bearing math
  - b. Provide proof of registration for full time college enrollment starting in January of the graduation year
2. Technology Center Bound
  - a. Exhaust all TCAT dual enrollment opportunities prior to graduation
  - b. Provide proof of registration for full time Technology Center enrollment starting in January of graduation year
3. End of CTE Program Placement
  - a. Provide proof of full time (at least 40 hours per week) employment in your CTE program related field starting in January of graduation year
4. Military Bound
  - a. Provide proof of full time enlistment into a branch of the military with service to begin in January of graduation year
5. Hardship (approved on a case by case basis)
  - a. Documentation of hardship is required

Students/parents interested in early graduation must meet with Principal/designee and Counselor prior to the end of the junior year for approval. Attendance, academics, future plans, hardships, etc will be examined prior to granting approval.

## UNIFORM GRADING POLICY

Grade	Percentage Range		Honors Courses  The average in an Honor's course may not exceed 103.  (High School Only)	Local and Statewide Dual Credit Courses, Capstone Industry Certification, and Dual Enrollment Courses  The average in these courses may not exceed 104.  (High School Only)	Advanced Placement, and CLEP  The average in an AP class may not exceed 105.  (High School Only)
A	93	100	Shall include the addition of 3 percentage points to the grades used to calculate the semester or yearly average.  (High School Only)	Shall include the addition of 4 percentage points to the grades used to calculate the semester or yearly average.  (High School Only)	Shall include the addition of 5 percentage points to the grades used to calculate the semester or yearly average.  (High School Only)
B	85	92			
C	75	84			
D	70	74			
F	0	69			

All percentage scores with a fractional part less than or equal to 0.49 rounds down to the nearest whole number and greater than or equal to 0.50 rounds up to the nearest whole number.

## REPORT CARDS

Report cards will be issued at the end of the nine weeks grading period. Students who wish to discuss their grades are encouraged to make an appointment with the teacher to discuss the matter. Parents who wish to arrange parent/teacher conferences are encouraged to call the school or the guidance office for assistance.

## HONOR ROLL

Scholarship is recognized and encouraged through an academic honor system.

- **Gold Honor Roll** is for those students with 93 or above in all classes (All A's).
- **Silver Honor Roll** is for those with an 85 or greater average in all classes (All A's and B's).

## TRANSCRIPTS (HIGH SCHOOL)

Current and former students, as well as third party verification companies are asked to visit the Hawkins County Schools' web site or their high school site and locate the Scriborder link on the main page. There is a fee associated with the request for former students and third party verification companies. Current students are not charged for their records and will be considered "current" students until August 31 following their graduation year.

## CORRESPONDENCE COURSE (HIGH SCHOOL)

Please refer to RULES AND REGULATIONS AND MINIMUM STANDARDS 0520-1-3-.03(8) page 4. Credit for work done by correspondence must be earned within the following guidelines: Credit may not be earned for make-up where the student has failed a course unless items 2 and 3 are also met (an example is a required course such as English; students should be directed to attend summer school or credit recovery for make-up work). Credit will be allowed only for courses that are not regularly taught in school or for courses that the school schedule precludes a student from taking; a conflict with a particular student's



schedule would not automatically qualify a student to take a correspondence course. The course content shall be approved by the guidance counselor and principal prior to the student's enrolling in the correspondence course.

## **CREDIT RECOVERY (HIGH SCHOOL)**

Credit Recovery (CR) is an independent, self-directed learning environment conducted before/after school hours, and facilitated by certified instructors. CR utilizes an integrated learning software system aligned to state curriculum standards to assist instructional delivery and student management. CR emphasizes individualized, self-paced, and self-directed learning strategies. CR is based upon previous student learning and the need for additional skill development.

### **ADMISSION**

No student shall be admitted to or otherwise enrolled in credit recovery courses unless:

- The student's parent/guardian gives written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCAA Clearinghouse will not accept credit recovery courses for credit; and
- The student has previously taken an initial, non-credit recovery section of the proposed course and received a grade of at least fifty percent (50%). Students who receive a grade of below fifty percent (50%) in the non-credit recovery section of the course must re-take the course.

If a student is seeking to recover credit for the first semester of a two-semester course, the student may not receive the full credit for the course until he/she has enrolled in and passed the second semester of the course and taken any applicable End of Course examinations.

Students in credit recovery programs shall:

- Complete a course skill-specific diagnostic to determine skill-specific goals;
- Meet individual skill-specific goals in a flexible time frame as established by identified student need; and
- Master all individualized skill-specific goals as established by the diagnostic process in order to earn credit.

Grades

- Students passing credit recovery shall receive a grade of 70.
- The student transcript shall denote that the credit was attained through credit recovery.
- The original failing grade may also be listed on the transcript, but will not factor into the students GPA.

## **GUIDANCE**

The purpose of guidance services is to help each student in his/her social education, and vocational/personal development. These services include assistance with education planning, interpretation of test scores, occupational information, career planning, study skills, personal problems, or to be of help in any way to the student. Students are encouraged to seek answers and information from the guidance office. A counselor is in the guidance office daily from 7:45 a.m. to 3:15 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled as needed. Each middle/high school student will be assigned a guidance counselor according to the alphabet and/or grade. To schedule an appointment with a guidance counselor, students are encouraged to go by before or after school, between classes, or during lunch.

## **SCHEDULE CHANGES**

- Changes within sections of the same course will only be made with the administrator's and counselor's approval.
- Courses dropped and added within the required student load will be allowed within the first two weeks of class only. A conference with an administrator and a guidance counselor is required.
- Courses considered to be above the minimum number of courses may be dropped within the time frame above with special permission.
- All schedule changes require approval from the guidance office or administration.

## **TEXTBOOKS**

Textbooks are furnished by the Hawkins County Board of Education. The books issued to you are your responsibility and must be returned to the teacher who issued the book to you. If you fail to return a book, you must pay for it. Each book issued to you must be well cared for and not defaced in any manner. Dual enrollment students must purchase their own textbooks from the college.

## REQUESTED MIDDLE/HIGH SCHOOL FEES

High School Fees		High School Fees	
Accounting	\$13.50	Chorus	\$10.00
AP Biology	\$10.00	Computer	\$10.00
AP Environmental Science	\$10.00	Driver's Education	\$25.00
AP Computer Science	\$10.00	Ecology & Physical Science	\$10.00
AP Chemistry	\$10.00	English	\$2.00
AP English Literature/Composition	\$5.00	FCCLA	\$10.00
AP English Language/Composition	\$5.00	Flag Corp	\$25.00
AP Music Theory	\$5.00	Foreign Language	\$2.00
AP Human Geography	\$5.00	Keyboarding	\$10.00
AP Sociology	\$5.00	Library (all students)	\$1.00
AP Psychology	\$5.00	Math	\$2.00
AP World History	\$5.00	Physical Education	\$2.00
AP Calculus	\$5.00	Physics	\$10.00
Anatomy & Physiology	\$10.00	Postal Fee	\$3.00
Art	\$10.00	JROTC	\$10.00
Band	\$40.00	Safety	\$10.00
Band Instrument Rental	\$35.00	Social Studies	\$2.00
Band Uniform Cleaning	\$16.00	CTE	\$10.00
Biology	\$10.00	Wellness	\$1.00
Chemistry	\$10.00		

<b>Middle School Fees</b>	<b>\$15.00</b>
---------------------------	----------------

## 2018-19 Testing Information

As required by Public Chapter 892, this is a listing of state mandated assessments for the 2018-19 school year. Specific district calendars may be found on district-level websites. No Child Left Behind Act of 2001 §1111 (b) and T.C.A §49-1-602

<b>Assessments: Hawkins County Schools Testing Schedule 2018-2019 **</b>				
<b>Assessment Name</b>	<b>Subjects/ Competencies</b>	<b>Student Group, Purpose &amp; Use</b>	<b>Results</b>	<b>Administration Window</b>
Kindergarten Entry Inventory (KEI)	Social & Personal, Language & Literacy Development, Math, Physical Development	The screening tool is designed to provide a developmental profile of each kindergarten student to inform instruction.	Will be reviewed with parents beginning with the 1 <sup>st</sup> parent teacher conference	Will occur between the 31 <sup>st</sup> and 40 <sup>th</sup> day of school-
Required - District Grade 2	English – Language Arts  Math	Students in grade 2-  This test is given to measure student academic growth over the course of the school year.	Released to parents & students at the beginning of the next school year	April 22 – May 3
Required - District Grade 2 Alt	English – Language Arts	Students in grade 2 with the most significant cognitive disabilities	Released to parents & students at the beginning of	March 18- May 10

	Math		the next school year	
Required:  TCAP Grades 3-8	English- Language Arts  Math  Science  Social Studies	Students in grades 3–8-  TCAP tests are designed to assess student understanding of TN standards and not just basic memorization and test-taking skills.	Released to parents & students at the beginning of the next school year	April 15- May 3
Required:  TCAP End of Course Assessments	English I/II  Algebra I/II  Geometry  Biology  Chemistry  U.S History & Geography	High school students and any middle school student taking a high school course-  EOC tests are designed to assess student understanding of TN standards and not just basic memorization and test-taking skills	Released to parents & students at the beginning of the next school year	Fall Block:  November 26 – December 14  Spring Block & Traditional Schedule:  April 15 – May 3
Required:  Multi-State Alternate Assessment (MAAS)	English – Language Arts Math	Students in grades 3-8 and 11 with the most significant cognitive disabilities-  This test is given to help measure academic student growth over the course of a school year	Released to parents & students at the beginning of the next school year	March 18- May 10  (Tentative per Tennessee Department of Education)
Required:  TCAP-Alt	Science  Social Studies	Students with the most significant cognitive disabilities in grades 3-8 for science & social studies, and students in grade 10 for biology-  This test is given to help measure academic student growth over the course of a school year	Released to parents & students at the beginning of the next school year	(Dates Tentative per TDOE)  January 28- March 8

Required:  ACT	English  Math  Reading  Science	Students in grade 11-  Students in TN are required to take a college entrance exam (either the ACT or SAT) in the eleventh grade as a graduation requirement for students seeking a regular or honors diploma.	Students receive results directly from ACT	(Dates Tentative per TDOE)  March 19  Online – March 19 -28  Accommodations:  March 19-April 2  Make-ups - April 2 or 23
Required  ACT Senior Retake	English  Math  Reading  Science	Seniors who took the ACT as Juniors	Students receive results directly from ACT	(Dates Tentative per TDOE)  Dates To Be Determined
Required:  ACCESS for English Learners	English Proficiency	Students who are English Learners-  ACCESS measures acquisition of the English language in the four domains of listening, speaking, reading, and writing.	Released to parents & students at the beginning of the next school year	(Dates Tentative per TDOE)  March 4- April 19
Required:  NAEP	Reading  Math  Science	Students in grades 4, 8, and 12 in selected schools-  NAEP is administered to sample student groups across the nation. The results are used to measure	No results are provided to districts or parents	(Dates Tentative per TDOE)  January 28- March 8

	Social Studies	TN students' academic growth against students in other states.		
RTI Universal Screener	Reading Math	Students in grades K-8-  The screening is mandated by TN State Policy to provide Response to Instruction and Intervention (RTI <sup>2</sup> ).	Results provided to parents at the completion of each screening	Given 3 times per year  August 2018  December 2018  May 2019

\*\* All dates are tentative per Tennessee Department of Education (TDOE). Please consult the Hawkins County Schools website for updates. Schools will determine their own testing schedules during the TCAP test windows. Please consult your child's school for information about the school's specific scheduling dates.

## ATTENDANCE (Board Policy 6.200)

Attendance is a key factor in student achievement; therefore, students are expected to be present each day school is in session.

The **Attendance Supervisor** shall oversee the entire attendance program, which shall include:<sup>1</sup>

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of a driver's permit or license
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school or fails to make satisfactory academic progress.<sup>2</sup>

The Principal shall be responsible for ensuring that:<sup>3</sup>

1. Attendance is checked and reported daily for each class;
2. Daily absentee sheets contain sign-in/sign-out sheets and indicate students present or absent for the majority of the day;
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

The Teacher shall be responsible for the following activities.<sup>4</sup>

1. Attendance is marked daily, beginning with the first day of school. (The teacher may wish to keep a temporary roll during the first two weeks of school).
2. The roll is marked daily in each class where students change from one classroom to another.

Teachers' grade/attendance records and daily absentee lists are considered documentary evidence for attendance auditing purposes and must be kept for a minimum of one year beyond the current school year. Grade/Attendance records and daily absentee lists will be kept in an electronic format (computer database) after the above period of time for a minimum of five (5) years.

The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures of making up missed instructional days.<sup>5</sup> Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without consent of the student or parent/guardian. Upon issuance of a standing order by the juvenile court, LEA officials shall be allowed to release student record information to local law enforcement and to juvenile justice system officials to

assist such officials in effectively serving the student whose record is released. Officials and authorities receiving such information shall not disclose the information to any other party without prior written consent of the parent.<sup>6</sup>

## Perfect/Excellent Attendance

Perfect Attendance for recognition by the school and system will be defined as: A student will have been present at least half of the state minimum school day for every school day during the year and will have missed **less** than (6) hours cumulative (sign-ins and sign-outs) and have less than 6 sign-ins or sign-outs for the entire school year.

Excellent Attendance for recognition by the school and system will be defined as: A student will have been present at least half of the state minimum school day for every school day, but will have missed **more** than six (6) hours cumulative (sign-ins and sign-outs) and have less than 6 sign-ins or sign-outs for the entire school year.

All students who meet the above criteria for the entire school year will receive a certificate from the Hawkins County Board of Education recognizing this achievement. Also, students having perfect attendance each nine (9) weeks will have two (2) points added to their final average for each class in which they do not miss during that nine (9) weeks. Students must be present one half or longer of each class period to be counted present for that period. The length of a class period will be determined by the administration of each school. Each school may also designate additional ways to reward perfect and excellent attendance as determined by the administration. If a high school student has a "C" average or better in a class, two or fewer **excused** absences, and no more than two tardies (**including** the free tardy), he/she will be exempt from the final examination in that class.

## Absences

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school-sponsored", the activity must be school-planned, school directed, and teacher supervised.<sup>7</sup>

Absences shall be classified as **excused, parental note, or unexcused** as determined by the principal or his/her designee.

### Excused absences

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates and times specified on the note will be excused as medical. If Doctor, Dentist, or medical notes appear to be excessive, this may result in referral of the student to the Attendance Review Committee for further review;
2. Legal (Court, Attorney, Truancy Board, etc.);
3. Death in the immediate family. Immediate family shall include: parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household.
4. Extreme weather conditions;
5. Religious observances;<sup>8</sup>
6. A one day absence for students whose parent or guardian is leaving for active military duty, and a one day absence for students whose parent or guardian is returning from active military duty;<sup>9</sup> or
7. Circumstances, which in the judgment of the principal creates emergencies over which the student has no control.

### Parental Note absences

1. Personal illness;
2. Serious illness of immediate family member. Immediate family shall include: parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family which resides in the student's household.
3. Family emergencies;
4. Checking out early or signing in late without excused absence documentation. (Checking out and signing in will be excused on the same basis as full day absences.) Students must be present one-half or longer of each class period to be counted present for that period. The length of a class period will be determined by the administration of each school; or
5. Circumstances which, in the judgment of the principal, warrant a parent note.

Students will be allowed **five (5) days or thirty-five (35) hours Parental Note absence for the first semester** (August to Christmas Break) and **five (5) days or thirty-five (35) hours Parental Note absence for the second semester** (January to the end of school year). Parental Note absence above the limit of five (5) days or thirty-five (35) hours per semester will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note will be unexcused.

## **Make-Up Work**

Arranging to make-up work missed is the responsibility of the student. Make-up work must be requested upon return from the absence and turned in according to the number of days absent (one day per day absent is allowed to turn in make-up work). A zero (0) will be recorded for all work a student fails to make up within the allotted time. Students who receive out of school suspension (OSS) will not be allowed to make up missed work or tests and will subsequently receive zeros for any grades taken during the suspension time frame.

## **Absentee Procedures**

### **Absence Note**

All notes to excuse an absence must be presented within five (5) school days from the return of the absence. Notes to excuse an absence not presented within five (5) school days after the return from an absence will not be accepted by school officials. However, notes may be accepted by the Attendance Review Committee after the five (5) school day limit. The first day back at school, a student should report to the office to present his/her note to the principal or other appropriate school official.

All parental notes should contain the following information: student's full legal name, reason for absence, date of each day absent, daytime phone number of the parent, and parent's name (signature). All other notes must be on the stationery of the doctor, dentist, judge, etc. with the phone number and signature of the appropriate official. Each day absent or portion thereof must be listed on the note.

### **Late Arrivals**

Students arriving late to school must sign in at the office. Middle school students should be accompanied by a parent/guardian for safety reasons. Students should present a note to the office or the parent may sign the student in on the designated sign-in sheet. All parent sign-ins will be counted as parental notes (if they meet the guidelines for a parental note) unless a doctor, dentist, or legal note is presented. Students entering school late will be given a daily attendance code of Tardy (present at school half or more of the school day) or Present for Transportation (present at school less than half of the school day) based on the amount of time they are present at school.

### **Early Dismissal**

Middle school students must be signed out in the principal's office by the parent/guardian or emergency designee. Verification of identity may be required. The sign-out sheet should be completely filled out and signed by the responsible person. High school students (grades 9-12) should present their requests to the office before first period begins on the day for which the student is to be dismissed. All requests should be in note form signed by the parent/guardian with the following information: student's full legal name, daytime phone number where the parent can be reached for verification and time to be dismissed. All requests will be verified. Requests for early dismissal will not be accepted by telephone if the identity of the person calling cannot be verified. Early dismissals will be counted as parental absence until a note is presented from a doctor, dentist, or other legal person. These procedures will allow the school to avoid unnecessary interruptions, and help ensure the safety of your son/daughter. Students leaving school early will be given a daily attendance code of Tardy (present at school half or more of the school day) or Present for Transportation (present at school less than half of the school day) based on the amount of time they are present at school.

Students who accumulate twenty (20) parent note enters (late arrivals to school), parent note lefts (early dismissals from school), or any combination thereof may be required to appear before the Attendance Review Committee to explain why the student is excessively late to school or why they are excessively leaving school early.

Five (5) unexcused late arrivals (unexcused enters), unexcused early dismissals (unexcused lefts), or any combination thereof will equal one (1) day's unexcused absence for truancy purposes. When a student accumulates 5 unexcused absences, they may be referred to the Attendance Review Committee.

### **Sign Out**

Failure to sign out will result in a Level II office referral for the first offense. Subsequent offenses could result in revocation of driving privileges (high school).

## **Truancy**

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled without appropriate permission or documentation. For truancy purposes, five unexcused tardies (check-ins or check-outs) will count as one unexcused

absence. Additionally, per TN Code Annotated 49-6-3007, a student who misses a total of five (5) or more unexcused days per school year will be considered truant.

Any student who accumulates two (2) unexcused absences will receive a warning letter from the school. Skyward will be checked daily to see if any letters were generated, and if so, those letters will be mailed that day. The letter will state that if the student accumulates a 3rd unexcused absence, the parent and child will have to attend a meeting at the school. It will also state that upon receiving five (5) unexcused absences, the child is considered truant and may be referred to juvenile court.

Hawkins County Schools recognizes that an excessive amount of absences, excused or unexcused, will cause a student to become behind academically. Therefore, students who are on track to become chronically absent for the school year may also be required to go through this plan.

#### Tier 1

Tier 1 is triggered when a student accumulates 3 unexcused absences. The school will schedule a conference with the parent to formulate a plan in hopes of avoiding any further unexcused absences. Preferably, the conference will be in person. If the parent is not reached on the first attempt, the school shall make at least 2 more documented attempts in the first 10 days of the child accumulating the 3rd unexcused absence. If the school is still unsuccessful at reaching the parent(s), the school shall meet without the parent(s). If the parent(s) does schedule the meeting and does not show, one more attempt at scheduling a conference will be made before meeting without the parent(s).

The principal or his/her designee will conduct the conference with the parent(s) and student if age appropriate. During the conference the Tier 1 paperwork will be completed, and a plan will be developed and implemented for the student. The principal/designee will determine what supports are available for the family, and he/she would discuss the value of education with the family. Any unused parent notes or any doctors' notes may be accepted at this time, even if it is past the allowable 5 days to turn in a note. The principal or his/her designee will inform parent(s) the next unexcused will trigger Tier 2, and after 5 unexcused, the child is considered truant and may be referred to juvenile court.

A review meeting should be set within the next 90 days or end of the semester, whichever occurs first. If the student misses another unexcused day prior to the review meeting, the review meeting will be rescheduled as quickly as possible. If the interventions were successful, the follow up meeting may be conducted over the phone. The parent(s) should be informed that if another unexcused absence does occur, Tier 2 will still be triggered.

#### Tier 2

If the Tier 1 Intervention Plan is unsuccessful, Tier 2 is triggered. The same procedures as stated in Tier 1 shall be followed regarding scheduling the conference. An administrator will need to conduct the Tier 2 conference. Additional measures will be added to the plan developed in Tier 1. Additional measures may include conferences with the school counselor and check-in/check-out. All Tier 2 paperwork must be completed. The administrator will inform parent(s) the next unexcused absence will trigger Tier 3, and after 5 unexcused, the child is considered truant and may be referred to juvenile court.

A review meeting should be set within the next 90 days or end of the semester, whichever occurs first. If the student misses another unexcused day prior to the review meeting, the review meeting will be rescheduled as quickly as possible. If the interventions were successful, the follow up meeting may be conducted over the phone. The parent(s) should be informed that if another unexcused absence does occur, Tier 3 will still be triggered.

#### Tier 3

Tier 3 meetings will be conducted by the Hawkins County Schools Attendance Officers and be referred to as meetings of the Attendance Review Committee (ARC). Meetings will be held either at the Juvenile Justice Center in Rogersville or the City Building in Church Hill. If a student from a school is required to attend, a representative from that school should also be in attendance. A representative from community agencies will also be invited to the meetings.



Meeting notices requiring the student and parent to appear at the Attendance Review Committee will be mailed ten (10) calendar days prior to said meeting. A parent/guardian failing to attend the Attendance Review Committee hearing or to make other arrangements will be subject to a petition to juvenile court. The attendance policies of the Hawkins County Board of Education and the reasons for the student's unexcused absenteeism will be discussed at this meeting. Additional resources will be added to the intervention plan.

Students may be placed on ARC probation at the conclusion of the meeting. Students placed on probation by the Attendance Review Committee will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year. If a student receives special education or 504 services a manifestation meeting must occur prior to the court date.

## **Driver's License/Permit**

Students who miss ten (10) unexcused days consecutively or fifteen (15) unexcused days total during a single semester, or fail to pass three (3) full unit courses or their equivalency during a single semester, will be ineligible to retain a driver's permit or license, or to obtain such if of age. The Attendance Supervisor will notify the Department of Safety, who within five (5) days of receipt of the notice will send a notice to the licensee that the license will be suspended. In order to have a driver's permit or license reinstated, the student must complete thirty (30) days of attendance without an unexcused absence, and make a passing grade in at least three (3) full unit subjects or their equivalency at the conclusion of any subsequent grading period or attain 18 years of age. Students whose driving privileges are suspended a second or subsequent time shall have all driving privileges suspended until the student attains eighteen (18) years of age.<sup>12</sup> Middle school students are not allowed to drive to school.

**State Mandated TN Comprehensive Assessment Program Exams (T-CAP Exams)** Per TN Code Annotated and State Board of Education policies, the TN Comprehensive Assessment Program (T-CAP) scores must be incorporated into students' final course grades in courses with End-of-Course assessments and students' final grades for the spring semester in grades 3–8 in the following subjects: math, reading/language arts, science, and social studies. In 2018-19 TCAP scores must account for 20% of final course grades in courses with End of Course assessments and 15% of students' final grades for the spring semester in grades 3-8. If a district does not receive its students' TCAP scores at least five (5) instructional days before the end of the school year, the director of schools may choose not to include its students' TCAP scores in the students' final grades.

## **Credit or Promotion Denial**

Credit or promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>14</sup> However, if attendance is a factor prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit or promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

## **Grievance Procedure for Attendance**

**Step I.** If a student feels he/she has been granted an unexcused absence unjustly, he/she shall first discuss the matter with the principal (or appropriate designee). If the unexcused absence in question is not resolved, the student has the right to appeal to Step II.

**Step II.** A written statement by the student, parent, or legal guardian requesting a review of the principal's decision must be submitted to the Hawkins County Attendance Review Board within five (5) days of the Step I decision. The Attendance Review Board will consist of the County Attendance Supervisor, the appropriate level Instructional Supervisor, and an appropriate level Principal from another school. All correspondence will be addressed to the Hawkins County Board of Education, 200 North Depot Street, Rogersville, TN 37857. Attention: County Attendance Supervisor.

**Step III.** If the Attendance Review Board does not resolve the unexcused absence in question, the student has the right to appeal to the Hawkins County Board of Education. A written statement by the student, parent, or legal guardian requesting a review of the Hawkins County Attendance Review Board's decision must be submitted to the Hawkins County Board of Education, 200 North Depot Street, Rogersville, TN 37857. Attention: Director of Schools.

---

#### Legal References:

1. TRR/MS0520-1-3-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017
3. TCA 49-6-3007
4. *Student Membership and Attendance Accountability Procedures Manual (A-105)*
5. *Student Membership and Attendance Accountability Procedures Manual (B-102)*
6. TCA 10-7-504(4); U.S.C.A. 20-1232g
7. *Student Membership and Attendance Accountability Procedures Manual (D-104)*
8. TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
9. TCA 49-6-3019
10. TCA 49-6-3007(e)
11. TCA 49-6-3007(f)
12. TCA 49-6-3017
13. TCA 49-1-617, SBE Policy 2.103 (6)(b)(v)
14. TCA 49-2-203(b)(7)

## Tardies and Tardy Procedures

Students receive **one free tardy for the first block/period only** each nine (9) weeks. A student will be considered tardy if he/she is no more than five (5) minutes late for class. After five (5) minutes, a student is considered intentionally laying out of class. To be admitted to class, a student will need an admit slip from the office. Admits will be issued for doctor excuses, parental notes, and legal appointments.

## ATHLETICS

A broad high school athletic program is available for young women and men, operated under the sanctions and rules of the Tennessee Secondary School Athletic Association (TSSAA). Middle Schools operate under the Tennessee Middle School Athletic Association (TMSAA) guidelines. Varsity competition may be offered in baseball, basketball, bowling, cheerleading, cross country, football, golf, tennis, track, soccer, softball, volleyball, swimming, and wrestling. Athletic eligibility requirements can be found at the following link: <http://www.tssaa.org>. Several sports programs are available at the middle school level. Please see the appropriate middle school coach for eligibility requirement details.

Students shall not be required to attend a school athletic event, or event related to participation on a school athletic team, if the event is on an official school holiday, observed day of worship, or religious holiday. The student's parent or legal guardian shall notify the coach in writing three (3) full school days prior to the event. (Public Acts of 2017, Chapter No 260)

## Student Insurance: Filing Athletic Claims

The Hawkins County Board of Education provides secondary insurance coverage for student athletes. Athletes should immediately notify their coach of an injury. It is the responsibility of the athlete and their parent/guardian to provide ALL necessary paperwork to the insurance provider. Insurance forms may be obtained by contacting the school office. All claims should be filed within ninety (90) days of the accident or incident causing injury.

## Conduct at Games

The fact that you are a member of a Hawkins County middle/high school makes you a representative of your school. People and students of this and other communities judge your school by your actions. This is particularly true of athletic events, assemblies, and the cheering section. It is very important that you conduct yourself in a courteous manner at all times. School rules apply at both on and off campus extracurricular events.

## EXTRA-CURRICULAR ACTIVITIES

Hawkins County Middle and High Schools offer a wide variety of Extra-Curricular Activities in which students may participate. Below is a list of Extra-Curricular Activities offered to middle and high school students. Every activity may not be available at each school. Additionally, extra-curricular activities may be added after the printing of this handbook. To obtain a complete listing of activities offered at your son/daughter's school, please contact the school office directly. Per TN Code Annotated 49-6-1031, parents may prohibit their child from being a member of or participating in extra-curricular activities by submitting a letter addressed to the attention of the principal specifying the extra-curricular activity in which they do not want their child to

participate. In order for the letter to be valid, it must be signed by the parent/guardian and dated. The letter prohibiting membership/participation is valid for the current school year only. Parents may opt to use the extra-curricular activities opt out form located on the Hawkins County Schools' website under quick links, public forms, general forms. If there are questions regarding any extra-curricular activity or the process to prohibit membership/participation, please contact the office of your son/daughter's school.

**4-H CLUB** - Students work to fulfill club pledges through hands on activities that promote the development of life skills to help better themselves. 4-H reaches out to the community each month with Seeds of Service citizenship projects for those in need. 4-H prepares young people to step up to the challenges in their community and the world. Using research-based programming around positive youth development, 4-H youth get the hands-on real world experience they need to become leaders. Research shows that 4-H plays a special and vital role in the lives of young people. 4-H youth achieve higher marks in school, are more likely to attend college and contribute to their communities at higher rates than their peers.

**ACADEMIC TEAM (SCHOLARS BOWL)** – The purpose of this team is to attend academic competitions and to learn as much as possible about a variety of subjects.

**EMPLOYEE APPRECIATION TEAM (THE "A" TEAM)** – Students organize appreciation events for staff members recognizing the important contributions they make to their school.

**THE ARTS CLUB** – The purpose of The Arts Club is to promote an awareness of and an appreciation for the humanities and the arts which includes the visual arts, the performing arts, language arts, etc. The membership fee is \$10.

**BAND** - The mission of Band is to provide students with high quality music education that will foster the development of musicianship, teamwork, leadership, self-discipline, and self-reliance. The purpose of the Band program is to train students to become successful in musical endeavors and across the entire academic spectrum. Financial requirements: Students will first complete an aptitude test to determine which instrument will suit them best. In order for a student to be selected for a particular instrument, he/she must demonstrate proper posture, playing position, embouchure formation, and hand dexterity. Students purchase method books for class, allowing for future personal reference material. Students also provide their own instrument and accessories, depending on instrument. Instruments can be purchased or rented from a variety of music stores and online music retailers. Larger instruments can be rented from the school (\$35), but are in very limited supply due to cost and lack of availability. The fee for band is \$25 with a fee of \$16 for Band Uniform cleaning. If a student is unable to continue with the organization for any reason, parents must submit a written request to the band director indicating their wishes and reasons for withdraw. The band director shall contact the parents to discuss the decision and possible alternate options. If it is determined that withdraw from band is the best option for the student, then the band director will forward the request to the appropriate person to initiate a schedule change.

**BASS Fishing Club** – The mission of the BASS Fishing Club is the promotion of natural resources and education through fishing by relating subject matter and basic principles of all disciplines in real world situations associated with the outdoors and competitive bass fishing. The membership fee is \$50.

**BETA CLUB AND FRESHMAN BETA CLUB** – The Beta Club is a service organization designed to get students involved in their school and community. It is a National Honor Club in which students must maintain a minimum overall average determined by individual charter and half of their classes must be college prep (honors level minimum). The membership fee is \$25 for new members and \$10 for returning members.

**JR. BETA CLUB (Middle School)** – The purpose of the Jr. Beta Club is to promote the ideals of academic achievement, character, service and leadership among middle school students. The qualifications for membership on the part of the student shall be: (a) worthy, moral and ethical character: (b) exemplary achievement, and commendable attitude. It is open to all students who maintain a grade of 90 or above in their core classes (Math, Language Arts, Science, and Social Studies) throughout the school year. Members must complete required community service each year. The membership fee is \$15 plus additional fees if required by the school.

**CHESS CLUB** – The Chess Club strives to help students develop an appreciation for the game of chess and all the strategy involved. The Chess Club participates in regional tournaments. The fee for membership is \$20.

**CHORUS/CHOIR/CHORALE** – The mission of the choral department is the obtainment of excellence in choral music. Membership is by audition only. Chorale is a select group chosen from the Concert Choir. Chorale represents the Choral Department in settings where the choir is too large.

**DRAMA CLUB** – Students learn that practice (in the form of rehearsals), teamwork, focus, and commitment are the main discipline in developing talent for a successful performance. Students participate in plays and performances throughout the year.

**FAMILY, CAREER, AND COMMUNITY LEADERS OF AMERICA (FCCLA)** – The purpose of FCCLA is to promote personal growth and leadership development through Family and Consumer Sciences education. Focusing on the multiple roles of family member, wage earner and community leader, members develop skills for life through: character development, creative and critical thinking, interpersonal communication, practical knowledge, and career preparation.

**FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)** - The Fellowship of Christian Athletes challenges coaches and athletes on the high school, junior high and youth levels to use the powerful medium of athletics to impact the world for Jesus Christ. FCA focuses on serving local communities by equipping, empowering and encouraging people to make a difference for Christ.

**FIGHTING TEEN ADDICTION** – FTA’s goal is to help educate students on alcohol and drug abuse, and give help to those who have family members, or themselves who are addicted.

**FIRST PRIORITY** – First Priority is a group of students who are committed to making Jesus the first priority in their lives.

**FIRST ROBOTICS** - Our mission is to inspire young people to be science and technology leaders, by engaging them in exciting mentor-based programs that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

**FRENCH CLUB** – The purpose of the French Club is to promote the study of the French language as well as an appreciation for the culture of the francophone countries.

**FUTURE BUSINESS LEADERS OF AMERICA (FBLA)** - The FBLA-PBL mission is to bring business and education together in a positive working relationship through innovative leadership and career development programs. Co-curricular activities include career exploration, civic service, economic education and technical skill advancement. FBLA-PBL also works to encourage and support entrepreneurship. The membership fee is \$12.

**FUTURE FARMERS OF AMERICA (FFA)** - 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 membership fee is \$12.

**FUTURE TEACHERS OF AMERICA** - (FTA) helps prepare future educators for the classroom as they become involved at the local, state, and national levels of the Association. They learn the value of being part of a professional association that advocates on behalf of children and public education.

**HEALTH OCCUPATION STUDENT ASSOCIATION (HOSA)** - HOSA is a national student organization endorsed by the U.S. Department of Education and the Health Science Education Division of ACTE. 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 instructors and students to join and be actively involved in the HSE-HOSA Partnership.

**INTERACT CLUB** - The purpose of Interact is to provide opportunity for young people to work together in a world fellowship dedicated to service and international understanding. The membership fee is \$15.

**JUNIOR CIVITAN CLUB** - Junior Civitan is a community service organization for students. Junior Civitan members seek to meet the needs of our world and promote progress in a world of change. You can be a part of your local Junior Civitan club's commitment to making a difference. The membership fee is \$15

**KEY CLUB** - Key Club is an international student-led organization which provides its members with opportunities to provide service, build character, and develop leadership. The membership fee is \$25 for new members and \$15 for returning members.

**LADIES AND GENTLEMAN CLUB** - The Ladies and Gentleman Club is a middle school club designed to provide service and learning opportunities for students with leadership potential. The students are selected for the club through teacher recommendation. There are no student fees associated with the club. Club time is used to strengthen communication skills, foster positive relationships, and acquire goal setting techniques.

**LEGO® CHALLENGE COMPETITIVE TEAM** – The LEGO Challenge Competitive Team builds LEGO® based robots and other required competition designs. The LEGO Challenge Competitive Team allows students to create innovative solutions to challenges facing today’s scientists. Additionally, it allows students to develop career and life skills including critical thinking, time management, and teamwork.

**MOVE 2 STAND** – Selected students work with program sponsors and STARS trainers to improve the culture and environment at their school by being positive role models and student leaders.

**MOCK TRIAL** – Students learn about the legal process by participating in regional mock trial competitions.

**MU ALPHA THETA** - Mu Alpha Theta is the National High School and Two-Year College Mathematics Honor Society. We are dedicated to inspiring keen interest in mathematics, developing strong scholarship in the subject, and promoting the enjoyment of mathematics in high school and two-year college students. The membership fee is \$15 for new members and \$10 for returning members.

Mu Alpha Theta achieves these goals by:

- Providing a method for schools to recognize and encourage those students who enjoy and excel in mathematics.
- Organizing a national convention for students and teachers to participate in math-related events and interact with others from across the country.
- Rewarding outstanding extracurricular achievement by offering special awards to both students and their faculty advisors.
- Providing mathematics competitions to participating members at their own school through the Log 1 Contest, the Rocket City Math League, and the Mathematical Minutes Video Contest.

**NAVY JUNIOR RESERVE OFFICERS TRAINING CORPS (NJROTC)** - The program is conducted at accredited high schools throughout the nation, and taught by instructors who are retired Navy, Marine Corps, and Coast Guard officers and enlisted personnel. The NJROTC accredited curriculum emphasizes citizenship and leadership development, as well as our maritime heritage, the significance of sea power, and naval topics such as the fundamentals of naval operations, seamanship, navigation and meteorology. Classroom instruction is augmented throughout the year by extra-curricular activities of community service, academic, athletic, drill and orienteering competitions, field meets, flights, visits to naval or other activities, marksmanship sports training, and physical fitness training.

**PODCASTING CLUB** – The Podcasting Club introduces students to the world of videography and pictures by recording school activities and events throughout the school year.

**PROJECT P7** – P7 is a free resource for students to utilize for the purpose of starting Bible Clubs on their High School and Middle School campuses. P7 Clubs are student led and driven opportunities for students to participate in a spiritually inspired, relationship oriented, community serving project in their school.

**RENEWING ALL IN NATURE CLUB (RAIN)** – The purpose of the RAIN Club is to involve students in programs emphasizing good stewardship of our planet and its resources.

**STUDENTS AGAINST DESTRUCTIVE DECISIONS** – SADD envisions a world in which young people make positive decisions that advance their health and safety.

**SCHOOL NEWSPAPER** – The purpose of this organization is to provide a current school newspaper which highlights school events. Students are instructed in journalism and print media.

**SCHOOL SUSTAINABILITY SOCIETY** – The sustainability society is a 4H club focused on sustainable raised bed gardening and the preservation and utilization of the resulting produce.

**SCIENCE, TECHNOLOGY, ENGINEERING, AND MATHEMATICS (STEM) CLUB** - A STEM club is any session that gives students the chance to explore aspects of science, technology, engineering, or math outside their normal curriculum-based classroom activities. It focuses on connecting educational concepts to real world scenarios.

**SHAKESPEARE CLUB** - The Shakespeare club's goal is to promote literacy in the community by partnering with the Imagination Library. It is open to all interested students.

**SKI CLUB** – The purpose of the Ski Club is to promote fellowship with other students while enjoying the sports of skiing and snowboarding. The cost of participation is the entry fee to the ski slope, rental fees, and incidental expenses.

**SKILLS USA** – Skills USA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students who participate in Skills USA hold that society has advanced to its present culture through the use of the worker's hands and mind. They maintain a feeling of humbleness for the knowledge and skills that they receive from professionals, and vow to conduct themselves with dignity in the work they do. Competition is available in several Career and Technical Education classes offered at the high school level.

**SPANISH CLUB** - The purpose of the Spanish Club is to promote the study of the Spanish language, as well as encourage an appreciation for the culture of Spanish speaking countries. Membership is available for any student who is currently enrolled in a Spanish class.

**SPECIAL OLYMPICS** - Special Olympics is an international program of fitness and athletic competition for those 8 years old and up who have an intellectual or developmental disability.

**SPEECH & DEBATE** – The Speech and Debate Team aspires to build confidence, connect world issues to daily life, support peers with constructive technique development, and ultimately empower students with the tools to become well-spoken members of their communities.

**STUDENT COUNCIL** – The purpose of Student Council is to provide opportunities for student cooperation in the activities of the school, to promote worthy school activity, to create and maintain standards of good citizenship, and to aid in the formation of good school policy.

**STUDENT GOVERNMENT ASSOCIATION (SGA)** - The student government association allows students to have a voice in the rules, procedures, and happenings at their high school. Members are elected from each class (Freshmen, Sophomore, Junior, and Senior) in the spring semester to serve a one year term.

**TECHNOLOGY STUDENT ASSOCIATION (TSA)** - The Technology Student Association fosters personal growth, leadership, and opportunities in technology, innovation, design, and engineering. Members apply and integrate science, technology, engineering and mathematics concepts through co-curricular activities, competitive events and related programs. Expenses will be incurred for travel to regional, state, and national competitions.

**YEARBOOK/ANNUAL STAFF** – Students are exposed to photography and graphic design while helping produce the school's yearbook. Members of the Yearbook/Annual Staff take pictures of school events along with doing interviews, gathering quotes, and conducting surveys. Additionally, yearbook staffers may be engaged in selling advertisements to help offset the cost of producing the yearbook. Students must apply and be selected to participate.

# **STUDENT BEHAVIOR, DISCIPLINE, AND CODE OF CONDUCT (Board Policy 6.3131)**

## **Student Behavior**

Students are encouraged to adhere to a common sense code of conduct in the middle/high school. Students should recognize the need for acceptable behavior to ensure that we protect the rights of others, encourage safety within our building, and promote a proper atmosphere in school. All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. All school rules apply to any school sanctioned activity regardless of the location of the activity, time of day, or day of the week. Violations to the conduct code can lead to detention or community service, in school suspension (ISS), out of school suspension (OSS), alternative school placement, corporal punishment, or expulsion depending on the severity of the violation as defined in the Discipline System.

## **Faculty/Substitute/Staff Authority**

Each member of the faculty has not only the authority, but also the responsibility to enforce all school policies. Failure to comply with a teacher/substitute/staff member's request will result in strict disciplinary measures being taken.

## **Discipline System**

The authority to establish a disciplinary system is derived from the state law. Pursuant to the authority granted to it by the State of Tennessee, the Hawkins County Board of Education has prescribed standards of conduct and behavior for all pupils as a condition of their right to attend the public schools. The Hawkins County Board of Education, through its authority to delegate power, has vested in the school administration at the middle/high school the implementation of rules and regulations governing conduct.

In a discipline system, the behavior that is expected of the student is clearly communicated to him/her and his/her parents at the beginning of the school year. The responsibilities of the classroom teachers and the administration are likewise clearly defined at the beginning of the year. There is nothing in the system which is not in the best interest of each student and the learning environment.

In summary, the discipline system attempts to establish a climate at our middle/high school indicative of an academic facility, well-disciplined, and concentrating on academic tasks. The system requires that students, teachers, administrators, staff members, substitutes, and parents cooperate and communicate to maintain this atmosphere.

## **Discipline Plans**

There are two major components of the discipline system at our middle/high schools. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which covers not only the classroom, but also the campus, the cafeteria, the hallway, and any other area. The following pages explain the discipline policies, discuss the behaviors expected of middle/high school students, list the offenses resulting in disciplinary action, and indicate clearly and unequivocally the consequences to be received by those students who choose not to follow the rules.

## **Administrative Discipline System**

The guiding principle of this or any other good system of school and classroom management is that its primary purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own. The Discipline system is based on the proposition that teachers have a right to teach and students have a right to learn.

The purpose of this plan is to establish a clear and consistent hierarchy of consequences to enable the administration to deal promptly and fairly with the students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. The hierarchy of consequences ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious and often lasting implications for the student and his family, it is a step which

circumstances necessarily dictate either because of the severe nature of the offences committed or because of the habitual nature of the violations committed by the student.

Before the administrative discipline system will take effect, the student will have to be referred to an administrator. Most referrals come from teachers/staff/substitutes as a result of a violation of their classroom discipline plan or of school wide rules.

If a student is suspended, expelled, or remanded to alternative school for more than 10 days, he/she has the option to appeal to the STUDENT DISCIPLINARY HEARING AUTHORITY. Students who wish to appeal should inform a school administrator within five calendar days of the discipline action. Students may also appeal directly to the SDHA by calling: Wes Smith, High School Supervisor – CTE Director for the Hawkins County Board of Education at 423.272.7629 ext 2025.

## DISCIPLINARY ACTION

Once the administrator determines that the student has committed an offense, the following action will be taken:

The administrator will assign a punishment depending upon the point value of the infraction and upon the accumulation of points from previous infractions.

Discipline will be assigned depending on point value.

School and/or Bus Infractions	5 – 35 points	40 – 70 points	75 – 149 points	+150 points**
<b>Consequence</b>	<u>School Infractions:</u> Warning, detention, community service  <u>Bus Infractions:</u> 1 -3 days bus suspension.	<u>School Infractions:</u> <u>1 – 5 days ISS</u>  <u>Bus Infractions:</u> 3 -5 days bus suspension.	<u>School Infractions:</u> a. 1-5 days OSS B. Discipline Review Meeting takes place*  <u>Bus Infractions:</u> Possible loss of bus service.	<u>School Infractions:</u> 30 days minimum Alternative School placement.  <u>Bus Infractions:</u> No transportation privileges while attending Alternative School and/or possible bus suspension for the remainder of the school year.

## DISCIPLINE ACTION DEFINITIONS

- Detention: A period of time defined by the school to be served in a designated room with a designated staff member.
- Community Service: Cleaning portions of the school building or grounds under the supervision of a designated staff member.
- ISS (In-School Suspension): Students assigned to ISS will meet in a designated classroom with a designated staff member.
  - Students assigned to ISS will remain seated with no talking permitted. Students must have textbooks and paper/pencil for work. Students will complete their regular class assignments. Students will eat separately from other students. Failure to serve ISS or to follow ISS rules may result in extended time in ISS or assignment to the alternative school. ISS is operative Monday through Friday. Assigned students must report to ISS at the beginning of first block and remain there until the school day ends.
- OSS (out of school suspension for a period of 1-10 school days): Students who receive OSS may not loiter or appear on school property or at any school function (home or away). The student will not be allowed to make up missed work or tests and will subsequently receive zeros for any grades taken during the suspension time frame.



- Expulsion: Out of School suspension for a period of more than ten (10) consecutive school days. Students who are expelled may not loiter or appear on school property or at any school function (home or away).
- Corporal Punishment: Corporal punishment should be used only in compliance with the Hawkins County Board of Education discipline policy.
- Hawkins County Alternative School: This facility is located adjacent to Rogersville Middle School.
  - Students are placed in the alternative school once they amass 150 points of discipline infraction points, commit a zero tolerance offense and if approved by appeal by the Director of Schools. Students are placed in alternative school for a minimum of 30 school days for their first placement and for the remainder of the school year for the second placement. There is no “early release” from alternative school for “good behavior”.
  - Students placed in alternative school are subject to a stricter set of rules and a more restrictive dress code.
  - Hawkins County Schools does not provide transportation for alternative school students. Parents/Guardians are responsible for transportation to and from the alternative school. Students are not allowed to drive to alternative school.
  - \*HCBOE Policy 6.319 states that, “Attendance in alternative school programs shall be mandatory.” Refusal to attend alternative school will result in unexcused absences and referral to Juvenile Court. Students attending the Hawkins County Alternative School must adhere to all rules and regulations stated in both the regular and the alternative school handbooks.
  - A remanded student who drops to another system, homeschool, or online institution will be required to serve the remainder of the remanded tenure at the alternative school upon reenrolling in Hawkins County Schools. Students who have fully completed their remand tenure at another alternative school may be eligible for reenrollment at their homeschool.
  - Students who are remanded to alternative school may not loiter or appear on school property or at any school function (home or away).

**\*DISCIPLINE REVIEW (75 point) MEETING;** The discipline review team consists of administrators, student, parents, teachers, and the IEP team if applicable. Alternative School rules will be reviewed; Student is placed on school probation; A student behavior plan is developed and implemented.<sup>1</sup> All due efforts will be made to contact parents/guardians before the meeting takes place. If parents cannot be contacted, the discipline review meeting will still take place with the student. Parents/Guardians will be notified of the outcome of the meeting. (<sup>1</sup>TCA 49-6-3401)

**\*\*150 (+) points** Student are placed in the Hawkins County Alternative School (Pathways) for a minimum of 30 school days. Once alternative school placement has been determined, the student and his/her parent/guardian must attend an “intake” meeting at the alternative school. Alternative School paperwork will be completed at this meeting. The days between the initial notification of alternative school placement and the “intake” meeting are treated as days of suspension. Failure to attend the “intake” meeting will result in unexcused absences. Five (5) unexcused absences will lead to the initiation of truancy proceedings.

A student can be remanded to Alternative School prior to accumulating 150 points if that student is deemed a safety risk by the building level administrator.

Once the initial placement is completed, the student returns to their home school. If the student then earns an additional 50 points (minimum), the students may be assigned to the alternative school for the remainder of the school year (principal’s discretion). There is no early release from alternative school for “good behavior.”

## **BEHAVIOR INFRACTIONS**

The following will result in disciplinary action by the administration. Severity of the offense and assignment of point value will be at the discretion of the school administration. This list of violations is not all inclusive.

### **LEVEL I (5 point infractions)**

1. Distribution of materials unauthorized by the administration (candy sales, fliers, etc.).
2. Violation of parking and driving regulations which could also result in revocation of driving privileges.
3. Improper use of a pass.

4. Littering and cafeteria clean-up infractions.
5. Throwing food.
6. Dress code violations.
7. Eating/drinking in undesignated areas including the bus.
8. Locker misuse/failure to stay in assigned locker.
9. Possession of TV remotes, laser pointers, etc. Use of I-Pods, MP3 players, CD players, headphones, and handheld gaming devices without appropriate permission. The school is not responsible when/if these items are lost or stolen.
10. Class Tardies 1-5.
11. Excessive noise on the bus.
12. Leaving a seat or standing without permission on the bus.
13. Opening bus windows past the safety line.

**LEVEL II (up to a 20 point infraction depending on severity of the event and administrator's discretion)**

1. Violation of classroom rules (above the classroom assertive discipline plan).
2. The use of obscene/profane language and/or gestures, or possession of unacceptable materials.
3. Failure to do disciplinary assignment for classroom discipline and/or Level 1 detention
4. Willful destruction of property (plus restitution)
5. Deliberate failure to attend classes after reporting to school (without leaving school grounds)
6. Failure to sign in when tardy or sign out when leaving school early
7. Being in an unauthorized area of the building or grounds.
8. Violation of the tardy limit (6+).
9. Relationship violations.
10. Riding an unassigned bus.
11. Riding or attempting to ride any bus during a bus suspension.
12. Hanging out of the bus window.

**LEVEL III (up to a 40 point infraction depending on severity of the event and administrator's discretion)**

1. Falsification of parental permission, doctor or dentist excuses, or school records (forgery). Forgery is a crime and may result in referral to local law enforcement officials.
2. An illegal walkout from a class or building.
3. Running or hiding from an administrator or faculty member in order to avoid punishment.
4. Violation of the tobacco / tobacco paraphernalia policy including electronic cigarettes and paraphernalia (smoking class may be required, as well as a juvenile court appearance).
5. Horseplay/Mischief.
6. Vandalism (plus restitution)
7. Holding on or attempting to hold on to any portion of the exterior of the bus or any "Danger Zone" infringement.
8. Any offense committed on any bus outside of regular transportation to and from school; or offense committed at extracurricular event/off school grounds (i.e. activity, field trip, ball games, etc.).
9. Throwing or shooting any object.
10. Disrespect / Insubordination to a teacher, member of the staff, or a bus driver.
11. Refusal to surrender a cell phone when requested by a school official.
12. Other technology violations

**LEVEL IV (up to a 75 point infraction depending upon severity of the infraction and principal's discretion)**

1. Fighting / instigation of fighting.
2. Threatening, bullying, intimidating, blackmailing, or hazing any person (See Hawkins County School Policy 6.304)
3. Threats (all threats against another person or a group of people will be taken seriously whether oral, written, or electronic in mode of delivery).
4. Gross immorality and/or sexual harassment
5. Falsely pulling a fire alarm or setting off an Automated External Defibrillator (AED) alarm. Pulling a fire alarm is a crime and may result in referral to local and/or federal law enforcement officials.

6. Gambling
7. Extortion
8. Violation of the Internet Acceptable Use policy
9. Violation of medicine policy
10. Leaving school grounds without authorization whether or not the school day has begun
11. Acts of discrimination are strictly prohibited

### **Level V (80 – 150 points.....principal's discretion)**

1. Commission of a crime (other than Zero Tolerance)
2. Stealing / breaking and entering
3. Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
4. Assault / Aggravated assault
5. Possession or use of alcohol / possession or use of over-the-counter substances for intoxicating, mood altering, or mind altering effects
6. Possession or use of imitation or look-a-like firearm (BB, Air soft, Nerf, Pellet, etc.)
7. Abuse or misuse of prescribed medication
8. Gang activity

### **ZERO TOLERANCE OFFENSES (BOARD POLICY 6.309)**

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student that is found to have violated this policy shall be subject to expulsion from all Hawkins County Schools for a period of not less than one (1) calendar year.

The Director of Schools may allow another individual or entity to carry out a preliminary information gathering function and prepare a recommendation. Following this process, the Director of Schools shall have the authority to modify the expulsion requirement on a case-by-case basis.

For the purpose of this policy the term “expulsion” shall mean the removal of a student for a designated time from all Hawkins County Schools. This policy shall include any student while on a school bus, on school property, or while attending any school event or activity.

All appeals concerning zero tolerance offences must be submitted in writing to the Director of Schools. If the Director of Schools decides to allow a student charged with a zero tolerance offense to attend the alternative school, then attendance shall be mandatory. If a student is allowed to attend the Hawkins County Alternative School, he/she will be excluded from all school activities, including graduation exercises.

Zero Tolerance acts are as follows:

1. A student who possesses, handles, transmits, uses or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. (TCA 39-17-1301, TCA 39-17-1309, and TCA 49-6-4216)
2. A student who brings or possesses a firearm (18 U.S.C. 921 and TCA 49-6-3401)
3. A student under the influence of, or in possession of, an illegal drug, controlled substance, imitation or look-alike drug, synthetic drug, or drug paraphernalia (TCA 39-17-402, TCA 39-17-423, TCA 49-6-3401, and TCA 49-6-4216)
4. A student who intentionally smells or inhales the fumes from any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing a solvent having the property of releasing the toxic vapors or fumes for the purpose of causing an intoxicating, mood altering, or mind altering effect. (TCA 39-17-422 and TCA 49-6-4216)
5. A student who threatens to assault, assaults, or commits battery upon any teacher, principal, administrator, any other employee of an LEA, or school resource officer. (TCA 49-6-3401 and TCA 49-6-4216)

# MISCELLANEOUS BEHAVIORS/INFRACTIONS

## Student Alcohol and Drug Testing

According to Hawkins County School Board Policy 6.3071, students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.<sup>1</sup> Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:

1. The school board policy on alcohol and drug use has been violated;
2. A search of lockers produced evidence of the presence of drugs and/or alcohol;
3. A search of persona and containers produced evidence of the presence of drugs and/or alcohol;
4. A search of vehicles produced presence of drugs and/or alcohol;
5. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.

In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action. <sup>1</sup>(TCA 49-6-4213)

## Alcohol/"Over the Counter" Substances

No student shall use, knowingly possess, or be under the influence of an alcoholic beverage of any kind on school property or at school activities before, during, or after school hours. No student shall knowingly use "over the counter" substances of any kind for the purpose of altering behavior, mood, or appearance or possess "over the counter" substances of any kind with the intent of distributing or selling to other individuals before, during, or after school hours at any time. The **first offense** will result in alternative school placement for 30 school days or ten (10) days OSS (principal's discretion); the **second offense** will result in remand to alternative school for the remainder of the school year.

## Automated External Defibrillator (AED)

Hawkins County Schools have Automated External Defibrillators (AEDs) available in the schools. AEDs are used to shock the heart following sudden cardiac arrest. The AED is available for the faculty, students, and community groups using the school. Expected defibrillator users will receive training in CPR/AED consist with American Heart Association (AHA) guidelines. This equipment is very expensive. Should a student or adult damage the AED, whether intentional or unintentional, this will result in the responsible party(s) being liable for repair or replacement of the AED. If the damage is intentional, the responsible party(s) will be referred to local authorities in addition to the cost of repair or replacement.

## Bomb Threats

Bomb threats are considered to be a felony and will result in reporting the person or persons to the local authorities. This could result in five (5) to ten (10) years in prison. Substantiated bomb threats will result in a one (1) calendar year expulsion. All appeals regarding expulsion may be referred to the Student Disciplinary Hearing Authority.

## Bus Rider Rules

All school rules apply on the bus. Students will also observe additional bus rules. Please be aware that riding the bus is a privilege not a right. Student transportation is a privilege extended to Hawkins County students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to provide a SAFE environment for other students on the bus. Drivers must demand that their full attention be given to driving the bus.

Be Responsible	Use Respect	Stay Safe
<ul style="list-style-type: none"><li>• Be obedient to the driver and obey all bus rules</li><li>• Avoid excessive noise</li><li>• Ride only in your assigned seat</li></ul>	<ul style="list-style-type: none"><li>• Provide assistance to peers when needed and is appropriate</li><li>• Keep hands, feet, and objects</li></ul>	<ul style="list-style-type: none"><li>• Stay focused when walking to and from the bus</li><li>• Walk on the sidewalk, away from the road</li></ul>

<ul style="list-style-type: none"> <li>• Provide a written request from your parent/guardian regarding alternative locations/transportations</li> <li>• Leave food, drink, and gum off the bus</li> <li>• Be on time</li> <li>• Ride only your assigned bus.</li> <li>• Do not ride or attempt to ride any bus during a bus suspension</li> </ul>	<p>to yourself</p> <ul style="list-style-type: none"> <li>• Report any offenses to the driver or principal</li> <li>• Follow instructions of bus duty personnel</li> <li>• Talk using appropriate tone, volume, and word choice</li> <li>• Avoid confrontations</li> </ul>	<ul style="list-style-type: none"> <li>• Remain seated at all times</li> <li>• Keep hands, feet, and objects to self while waiting on the bus</li> <li>• Walk in single file line</li> <li>• Keep hands, feet, head, and objects inside the bus</li> <li>• Wait until the bus comes to a full stop before attempting to enter or exit</li> <li>• Only exit the bus when directed by the driver or bus duty personnel</li> <li>• Students who ride buses which stop at other schools to exchange passengers must remain on the bus if they do not have to change buses Students, who must change buses, will remain on the first bus until such time as the transition bus arrives and the bus duty personnel signals for them to change buses</li> <li>• Wait until the driver signals you across the road and check traffic first</li> <li>• Open windows to the safety line only</li> </ul>
---	--	---

## Bus Incident/Conduct Reports

This form will provide a record of infractions occurring while a student is on the bus. All infractions that pose a threat to the safety of our students will be documented and copies will be forwarded to the parent/guardian, school administrator, and the transportation supervisor. When, in the opinion of the driver, there has been an infraction of rules/misconduct by a student, the driver shall first attempt and document on-the-bus informal discipline procedures. (i.e. assigning seats, individual conferences, verbal warnings).

## Bus Suspension

Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are expected and required to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court.

**\*\*Students assigned to Alternative School ARE NOT allowed to ride the bus during the extent of their alternative school placement. Parents are responsible for transportation to/from alternative school.**

Riding the bus is an extension of the school day. Zero tolerance behaviors, bullying, and harassment issues will be dealt with immediately. Law enforcement may be called if necessary.

## Cell Phones (Board Policy 6.312)

The Attorney general of Tennessee states that “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”

## Middle School

Middle school students' cell phones and other electronic devices are to be turned off and not visible upon a student's arrival to school (upon entering the school building) until the end of the student's school day. Middle school students are required to store their cell phone and other electronic devices in their backpack, purse, or similar personal carry-all in the off mode unless under the direct supervision of school personnel. Cell phone use is not permitted between classes. For emergency purposes, land-line telephones are available in the administrative offices of the school.

Use of cameras on personal communication devices is strictly prohibited on school property or at school events, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action. Cell phones may be confiscated if this rule is violated. See Confiscation of Items below. Refusal to immediately surrender the entire cell phone (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

## High School

We believe cell phones can be powerful learning tools in the classroom when used appropriately. However, we also know that cell phones and other electronic devices can serve as a serious disruption when used for non-academic reasons. High school students are not permitted to use cell phones during or between classes unless it is for academic purposes, under direct supervision of a classroom teacher.

Use of cameras on personal communication devices is strictly prohibited on school property or at school functions, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action. Failure to comply with this rule will result in confiscation of the cell phone. See Confiscation of Items below. Refusal to immediately surrender the entire cell phone (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials.

## Confiscation of Items

Items that are prohibited by school policy or are used in violation of school rules will be confiscated by school officials. The school assumes no responsibility for the safe keeping of these items. Refusal to relinquish a cell phone or any item or device will be treated as an act of insubordination as defined under the Student Code of Conduct. If a cell phone is used for illegal or immoral acts it will be kept for police/school evidence. Upon reasonable suspicion specific portions of a cell phone may be searched if those portions could contain evidence of a violation of school rules or policy.

**1<sup>st</sup> offense:** Warning and explanation of the policy.

**2<sup>nd</sup> offense:** The item will be confiscated and kept at the school for a minimum of **five (5) school days**.

**3<sup>rd</sup> offense:** When a student has a third offense during the current semester, the item will be confiscated for a minimum of **ten (10) school days**.

**4<sup>th</sup> offense:** When a student has a fourth offense during the current semester, the item will be confiscated for the remainder of the semester. The confiscated item will be returned at the end of the school day on the last day of the semester.

High school students or their parents may opt to pay twenty dollars (\$20) to retrieve their cell phone during a five (5) or ten (10) day period of confiscation.

Employees are also prohibited from using personal communication devices during regular instructional periods and assigned times requiring supervision of students.

## Cheating

Cheating shall be defined as one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, composition, quiz, homework, book report, or term paper.

3. To plagiarize: plagiarism means using another person's idea, expression, or words without giving the original author credit.
4. To prepare for cheating in advance. Such actions involve: (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, and (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by a teacher such as no talking, no turning around in seat, raise hand to ask questions, etc.

When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will give the student a zero ("0").

## **Extortion**

Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this action. Students who are victims of such acts are asked and encouraged to report to teachers or to the office so that definite action can be taken. This is the only way to ensure that incidents will not be repeated and that all such acts may be curtailed. Extortion is a criminal act and the commission of a crime other than zero tolerance. Extortion may result in referral to local law enforcement officials. Extortion is a Level IV infraction.

## **Fighting**

Fighting is defined as an exchange of physical blows such as hitting, slapping, pushing, shoving, etc. Students who do not fight back will not be subject to punishment. Those students should report the incident immediately to an administrator or teacher. Students who attack other students without provocation may be subject to more severe punishment when/if the attacked student does not fight back. Students who instigate fights, but are not actively involved (that is, students who carry rumors, put others up to fighting, carry information back and forth between other individuals who subsequently fight) submit themselves to the same penalties as those who are involved in the fight. Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration.

Students should not take matters into their own hands, but should allow an administrator to handle the situation. If, during the course of a fair and thorough investigation, it is found that a student is acting in self-defense under reasonable belief that they may have been facing the threat of imminent danger of death or serious bodily injury, which the student honestly believed to be real at that time, then, at the principal's recommendation, the student may not face any disciplinary action.

## **Fireworks**

Fireworks of any type are illegal and dangerous. Possession or firing of fireworks is cause for suspension and referral to authorities. Possession or firing of fireworks is a commission of a crime other than zero tolerance (Level V Offense).

## **Gambling**

Gambling of any kind is not permitted in school. Flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any money or material and refer students involved to the office. Repeated violations will be cause for suspension or expulsion. Gambling is a Level IV infraction.

## **Hazing**

Hazing of any student is prohibited. No initiations may be held outside of school organizations' regular meetings. Initiations held within meetings must be approved by the advisor and the administration. Any initiation which involves the slightest element of physical danger or poor taste will not be permitted. Hazing is a Level IV infraction.

## **Search**

School administration may search any student, locker, car, and/or purse/book bag if there is any reason to believe the student may possess any illegal drugs, alcohol, fireworks, weapons, other dangerous substances/objects, other items that violate school policy, or stolen property. Parents and local law enforcement agencies will be notified if school officials find illegal material.

## **Stealing/Breaking and Entering**

Any student who commits or attempts to commit a theft, or to break and enter a school will be suspended, put on probation, and required to pay for stolen or damaged articles. Theft includes stealing school property from faculty, school employees, or other students. Breaking and entering includes the school building, lockers, locked rooms, or other areas prohibited to you because of time or specific reasons. Stolen or lost property should be reported to the office promptly. Vandalism to school property or vending machines will result in suspension or expulsion and payment of cost of damages to equipment. Stealing/Breaking and entering is the commission of a crime other than zero tolerance. This is a Level V Offense.

## **Tobacco**

- The use or possession of tobacco, including smokeless tobacco products, electronic cigarettes and associated paraphernalia by students will not be permitted anywhere on the school grounds or in buildings.
- The use or possession of tobacco in any form will not be permitted on county provided transportation.
- Possession or use of lighters or matches will not be permitted on school grounds, in buildings, or on county provided transportation.

State law has been revised so that it is a violation for anyone under the age of 18 to use or be in possession of tobacco. Violators may be cited to court (TCA 39-15-407-413). According to the 1999 Tennessee Tobacco Law, violators may be fined from \$10 - \$50, and may also be sentenced to perform up to 50 hours of community service. Violators may be required to attend tobacco/smoking classes. Use of and possession of tobacco is a Level III offense.

## **DRESS CODE**

Student dress must be such that it ensures a safe learning environment and minimized distractions. With these principals in mind, the dress code is in effect from arrival on campus until school is dismissed. School issued uniforms may be worn during school approved events during the school day.

The minimum standards for acceptable clothing are as follows:

- Any apparel or dress that causes a substantial disruption to the learning environment or educational process is not permitted.
- Any apparel or dress that advertises or promotes products or activity prohibited by law or by the Board of Education is prohibited.
- Clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment are not permitted.<sup>1</sup>
- Visible lack of undergarments is not permitted.
- Skin is to be completely covered from midriff to mid-thigh.
- Pants, shorts, etc must be worn at the waist.
- Leggings, jeggings, and other compression-style garments may be worn so long as they are covered by a non-transparent top garment that reaches midpoint of the thigh or below.
- Tank tops, spaghetti straps are not permitted unless otherwise covered by a non-transparent top garment. Sleeve openings on shirts must not reveal any portion of the breast or side below the arm.
- A student's hair must not cause a disruption to educational environment.
- Any apparel or dress that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.
- Trench coats are not allowed.
- Non-religious head gear is not to be worn in the building.
- Students are not allowed to wear industrial or pet chains/collars.
- Any type of clothing, apparel or accessory, including that which denotes such students' membership in or affiliation with any gang associated with criminal activities is not permitted.<sup>2</sup>
- Shoes are required.
- Sunglasses cannot be worn in the building.



- Body jewelry worn shall not create a distraction to the educational environment nor pose a health or safety risk to any student.

It is the discretion of the administration as to what is appropriate for the learning environment. Any student wearing attire that creates a substantial disruption to the learning environment will be reported to the administrator and may be sent home to change. Repeated offenses will result in disciplinary action.

*Legal References:*

1. TCA 49-6-4009
2. TCA 49-6-4215

## **BUILDING AND GROUNDS**

### **Asbestos Management Plans**

Each school must have its asbestos management plan available for inspection and notification of such availability has been provided as specified in the AHERA regulations under paragraph 763.84(g)(2).

### **Care of Building, Grounds, and Property**

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to the school, personal property, or equipment will be required to pay for the damage which is done, or replace the item as well as be charged with a Level II offense under the Discipline System.

### **Cafeteria**

Breakfast and lunch are served daily unless otherwise announced. Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in each school office and online at [www.hck12.net](http://www.hck12.net), Quick Links, Free & Reduced Meals. Approval for free or reduced meals only applies for meals obtained after the date the application is received at the school. Charges incurred before the application is approved are not erased by the application approval and therefore, the responsibility of payment rests with the parent or guardian. Student meal account balance and purchase history may be monitored for no charge at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Student account balances are also posted on Parent Portal. Charges for meals are allowed in the event of an emergency, but should be paid in a timely manner. Parents or guardians of students with negative meal account balances may be notified via autocall or notes may be sent home with the student, in addition to the online posting. The number of charges allowed for all students is the dollar equivalent of four (4) lunch meals. Once the student reaches the allowable four (4) meals, their account becomes delinquent and the parent/guardian will be notified. The cafeteria manager will notify households monthly of low balances below \$5.00 and at least weekly of negative balances by an automated call or by sending printed notifications home with students. Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. The school principal may, at their discretion, withhold student grades and/or participation in specified student activities until the delinquent debt is paid, a repayment plan is requested, or good faith effort is made by the household to satisfy the debt. Students will be provided a detailed meal charge administrative procedure form at the beginning of the school year; as well as, access to this form through the Hawkins County Schools web page. The cost of lunch is \$2.25 for 6-8 grade students, \$2.50 for 9-12 grade students, and breakfast is \$1.50. For reduced lunch, the cost will be forty cents and the cost of a reduced breakfast is thirty cents. School cafeterias will accept prepayment for meals and a la carte items via cash, personal check or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Personal checks will be accepted through April 30 each school year. Parents of twelfth grade (senior) students with positive account balances remaining upon graduation may, by June 30 of graduation year, request a refund, request the funds be moved to a sibling or other student account, or donate the funds to a student in need. Please contact the Child Nutrition Office at 423-272-2128. Students eat lunch in the school cafeteria under the supervision of the school staff. Students are expected to behave appropriately in the cafeteria and show good manners. Appropriate behaviors will be reinforced. The Board prohibits food to be brought into the school cafeterias from outside commercial food service establishments during serving time. Additionally, soft drinks will not be allowed in the middle school cafeterias.

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food, and waste paper on the tray.
2. Empty all debris from trays into the paper containers. Return trays, empty dishes, and silverware to the receiving line.
3. Keep tables, chairs, and floors clean.
4. Push chairs back after eating.
5. Talk in a normal voice.
6. Keep the cafeteria lines orderly.
7. Always walk in the commons area/cafeteria.
8. Pick up and clean up any food you drop or spill.
9. All food must be eaten at the table. No food or drink is to be taken from the commons area/cafeteria without approval from administration.

## Multi-Hazard Procedures

Fire drills and other multi-hazard safety drills will be held periodically during the school year. The signal for multi-hazard drills will be announced on the public address system, originating from the principal's office. After the announcement, everyone should follow the appropriate drill instructions.

When the signal for a multi-hazard drill is given, all work is to cease. In the case of a fire or evacuation drill, lights are to be turned off, and students are to leave the room in a quiet, orderly manner through the classroom outside exit door, or other nearest exit. All personnel and students are to move at least 100 feet from the building and remain in place until the signal is sounded for return to the building.

Multi-hazard drills are necessary safety precautions for the welfare of everyone. During the drills, everyone is to leave the building and assist in an efficient execution of the drill. Instructions for multi-hazard safety drills will be issued by the principal and members of the school multi-hazard safety team.

Hawkins County Schools are committed to the safety of all students. In addition to the fire drills and multi hazard drills listed above, schools will limit access to buildings when deemed necessary. Parents should be aware of two types of safety precautions.

**Alert Status** - Alert Status simply means that a school is on a heightened awareness of who enters and leaves the campus. During an alert status, there is no known immediate threat; however, school officials see a need to exert extra precautions. There is minimum interference with the regular functioning of the school; however the following steps will be taken:

- All exterior doors remain locked, but classroom doors are not locked
- Visitors may still enter the building, but are screened closely
- No student is allowed outside the classroom unsupervised
- No outside activities are permitted
- The nature of the alert status will be communicated to central office and local safety agencies
- All exterior doors are supervised during class changes

**Lockdown**- Lockdowns are conducted in the event there is an imminent threat to the school. During a lockdown the following steps will be taken:

- All exterior doors and classroom doors will be locked
- No visitors may enter the building during the lockdown
- No student will leave the classroom
- The nature of the lockdown will be communicated with central office personnel and local safety agencies
- When practical, information concerning the lockdown will be communicated to parents by phone message or on the Hawkins County web site ([www.hck12.net](http://www.hck12.net)).

## Restrooms

You may use the restrooms before and after school, between class periods, and at the beginning or end of lunch period. You are expected to keep restrooms clean. Do not loiter or smoke, write on the walls, or damage the facilities in any way. If you are

feeling ill, report to the office. Do not remain in the restroom.

- Designated restrooms are open and monitored at all times. (High School)
- The pod restrooms are open and monitored during class change times. (High School)

## Telephones

The office telephone is a business phone and should be used by students only for sickness or other emergencies. Parents should not call school except in cases of an emergency. Students will not be called to the phone during the school day except in cases of emergency.

## CAMPUS VISITORS

### Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or administrators by contacting the school office.

### Visitors to the School (Board Policy 1.501)

Except on occasions, such as school programs, athletic events, open house and similar public events; all visitors will report to the school office when entering the school and will sign a log book. Visitors who office personnel do not know by name will be required to show a valid picture ID and communicate the purpose of their visit to office staff. Authorization to visit elsewhere in the building or on the school campus will be determined by the principal or designee. Guest passes shall be issued for all persons other than students and employees of the school.<sup>1</sup> All school personnel should wear Hawkins County Employee Identification Badges.

In order to maintain the conditions and atmosphere suitable for learning, no other person shall enter onto the grounds, school buses, or into the school buildings during the hours of student instruction except students assigned to that school, the staff of the school, parents of students, and other persons with lawful and valid business on the school premises and buses.

Persons who come onto school property (including before and after-school athletic events, competition or other school-sponsored events) shall be under the jurisdiction of the site administrator/designee. Individuals who come onto school property or who contact employees on school or district business are expected to behave accordingly. Specifically, actions that are prohibited include, but are not limited to:

1. Cursing and use of obscenities;
2. Disrupting or threatening to disrupt school or office operations;
3. Acting in an unsafe manner that could threaten the health or safety of others;
4. Verbal or written statements or gestures indicating intent to harm an individual or property;
5. Physical attacks intended to harm an individual or substantially damage property; and
6. Physical, verbal, gestures, or unruly behaviors which cause undue attention and disruption.

The principal or his/her designee has the authority to exclude from the school premises any grounds, school buses, or school buildings any person disrupting the educational programs in the classroom or in the school (including before and after-school sponsored events), disturbing the teachers or students on the premises, or on the premises for the purpose of committing an illegal act.<sup>2</sup>

The principal shall engage law enforcement officials when he/she believes the situation warrants such measures.

Legal Reference:

1. TCA 49-2-303(b)(4)
2. TCA 49-6-2008; TCA 39-14-406

## **MEDICAL/MEDICINE**

### **Immunization Requirements**

All students must have a TN School Immunization Certificate on file with the school verifying that current TN Department of Health requirements have been met before they will be allowed to enroll (Exemption: Title 10, Part C, No Child Left Behind). Medical exemptions require a physician's signature. Vaccination(s) Refusal Due to Personal Religious Beliefs form needs to be completed for those requesting religious exemption. The form may be found on line at [www.hck12.net](http://www.hck12.net) Failure to comply with this state and local policy could result in temporary suspension.

**Meningococcal Vaccine:** Meningococcal Meningitis is a serious bacterial infection of the tissues and fluid surrounding the brain and spinal cord. Meningitis may result in blindness, hearing loss, brain damage, loss of limbs or death. Symptoms may include high fever, headache, stiff neck, nausea and vomiting, sensitivity to light, rash and confusion. The bacteria are spread through the exchange of respiratory droplets or saliva with an infected person. Examples include: coughing, kissing and sharing drink glasses. Safe and effective vaccines are available to reduce your risk and help prevent certain strains of meningococcal disease. These vaccines are available at your health care provider's office or the county health department. For more information on Meningococcal Meningitis, please see [www.cdc.gov](http://www.cdc.gov).

### **Medications**

A "**Permission for Medication**" form (available at [www.hck12.net](http://www.hck12.net) or at your school) shall be completed for all prescription and non-prescription drugs.

Medications should be taken at school only when the student's health requires that they be given during school hours. A responsible adult must bring the medication to school. Student possession of any form of medication or substance purported to be a medication that has not been checked into the principal's office is strictly forbidden and may be subject to disciplinary action.

All medication must be brought to school in the original, unopened container and must be labeled with the student's name. Prescription medications require written authorization from a licensed prescriber. In the event it is necessary for the student to carry prescription medication with them (i.e. inhaler or epi-pen) additional parent authorization is required (for available on line at [www.hck12.net](http://www.hck12.net)).

A parent/guardian must notify the school of any behavior or appearance altering medication given to a student prior to arriving to school. Possible side effects documentation may be requested.

A parent/guardian must pick up remaining or unused medication. Medication that is not picked up will be destroyed.

### **Lice Policy (Board Policy 6.4031)**

No student shall be denied an education solely by reason of head lice infestation and his/her educational 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 pediculosis (head lice). A letter shall be sent home with the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice) and that no live lice remain. This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo), or
- (2) satisfactory examination by a school health official

Treatment and prevention procedures shall be developed by the director of health services in consultation with the director of schools and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and will be readmitted to school when no lice are present. No more than one (1) day of absence will be excused for treatment, unless this day falls on the weekend where treatment can occur. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

## **Special Health Problems**

Students with prolonged health problems are to report to the office at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit the student while at school.

## **SCHOOL ASSEMBLIES/TRIPS**

### **Assemblies**

Assemblies are a regularly scheduled part of the curriculum and as such are designated to be an educational, as well as an entertaining experience. Appropriate behavior is expected during all assemblies.

### **School Trip Conduct**

All school rules apply to any trip sponsored by the school.

## **STUDENT PROPERTY/VALUABLES**

### **Lockers**

Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. No one should leave class to go to his/her locker except with special permission. (Note the search policy on page 31). Students are expected to remain in their assigned locker. Failure to remain in the assigned locker is a Level I infraction.

### **Lost and Found**

Students who find lost articles are asked to take them to the office where they may be claimed by the owner.

### **Student Valuables**

Students, not the school, are responsible for their personal property; however, you may leave money or other valuables in the office for safekeeping if you wish.

## **TRANSPORTATION**

### **Before and After School**

Students should not be in the building before 7:15 a.m. unless requested by a teacher, their bus arrives early, or they have been issued an early pass at the request of a parent.

After arriving on the school grounds, students must report directly to a "designated area" which has been approved by school administration. Students are not to leave the designated area before an appropriate time designated by school administration. No student should be in the building after 3:30 p.m. except those responding to a teacher request, participating in a supervised activity, or waiting for a bus. Groups using the building in the evening must use only the section of the building reserved for them

and leave all rooms and equipment in proper condition to resume school the next day.

## **Closed Campus**

We operate on a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first block/period has not yet started, until dismissal, or until they are picked up by the bus.

## **Pick-up Time**

Students should be aware of the arrival time and pick-up point of their assigned bus. Parents should have their child at the designated pick-up point and ready for boarding before the bus arrives. After five (5) consecutive school days, a student isn't at the assigned bus stop, the driver may omit this portion of the run until contacted by the parent and told their child will be riding the bus again.

## **Bus Assignment**

Students are assigned to a specific bus and must ride the bus to which they are assigned. Students will be allowed off the bus only at school, home, and/or locations requested in writing by the parent/guardian. Any emergency request to ride a different bus must be made in writing by the parent/guardian and submitted to the school office. The note should be submitted to the school office and in turn the school office will give the student a note on school letterhead with an official signature verifying the validity of the note. The authorized note should be presented to the bus driver. Temporary changes may be made by school administrators for authorized emergencies only.

## **Danger Zone**

Be aware of the danger zone! The danger zone is the ten (10) feet area around the bus. The bus driver can't see you when you are in the danger zone. If the bus starts moving while you are in the danger zone you could be injured. Students should be on time at the designated school bus stops and should wait until the bus comes to a complete halt and is signaled by the driver that it is ok before attempting to enter.

Please be aware that riding the bus is a privilege not a right. Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus. The bus driver is authorized to assign seats.

## **Bicycles/Motorcycles/Cars**

Bicycles, motorcycles, and cars are to be parked in the student parking area upon arrival at school and not to be used until the end of the school day.

## **Parking Permits (High School)**

Driving to school is a privilege. All students driving to school (cars and motorcycles) must purchase a parking permit. The fee will not exceed \$10.00. This permit must be displayed on the rear view mirror or other appropriate area anytime the car or motorcycle is on the campus. Cars/Motorcycles without a displayed permit may be towed at the owner's expense. Vehicle registration, proof of insurance and a driver's license are required to purchase a parking permit. The school administration reserves the right to deny or revoke driving privileges.

## **VOLUNTARY STUDENT INSURANCE**

Students will be provided an opportunity to purchase Voluntary Student Insurance. Students will be given materials explaining the option at the beginning of the school year and materials will also be available in the school office upon request. Applications, claims, and correspondence will be mailed directly to the insurance company.

# HAWKINS COUNTY SCHOOLS 2018-19 PATHWAYS ALTERNATIVE SCHOOL HANDBOOK

**Sharon Lindsey, Administrator**  
**Phone: 423-272-6655**  
**Email: sharon.lindsey@hck12.net**  
**Web: <http://pathways.hck12.net>**

## **Mission Statement**

The mission of the Hawkins County Alternative School is to provide an opportunity for students stay on track to graduate and to continue their basic academic coursework during their remanded tenure.

## **Vision Statement**

Pathways Alternative School is committed to providing rigorous and relevant educational opportunities, behavioral interventions, and service learning experiences in a safe, structured, and supportive environment.

## **Objectives**

1. To provide students with successful educational experiences
2. To build self-esteem and self-discipline.
3. To meet students where they are and help them to find a path where they can be successful.

## **Alternative Education Program**

Pathways Alternative School offers an education program designed to serve students in grades 6 – 12 who have been referred from their home school due to committing a zero tolerance offense or other severe/chronic violations of the Hawkins County Schools Student Code of Conduct. As part of the student-centered focus of Pathways Alternative School, each student is provided an optimal amount of attention to facilitate improvements in both academic and social skills.

## **ADMISSION REQUIREMENTS**

- Students must be placed in the alternative school by the principal, IEP-Team, or by transfer from another alternative school.
- The alternative school serves students grades 7 – 12. Sixth graders may only be placed at the alternative school with permission of the Director of Schools.
- Students and parents/guardians must sign a contract that states that they will agree to follow all rules and regulations of the alternative school as established by the Board of Education. Students will not be admitted to the alternative school without a signed contract.
- A meeting must be held at the regular middle/high school when a student has reached the 75 point level in the disciplinary system to alert all stakeholders that alternative school placement will result when the student reaches 150 points. All due efforts will be made to contact parents/guardians before the meeting takes place. If parents cannot be contacted, the discipline review meeting will still take place with the student. Parents/Guardians will be notified of the outcome of the meeting.
- Once alternative school placement has been determined, the student and his/her parent/guardian must attend an “intake” meeting at the alternative school. The days between the initial notification of alternative school placement and the “intake” meeting are treated as days of suspension. Failure to attend the “intake” meeting will result in unexcused absences. Five (5) unexcused absences will lead to the initiation of truancy board proceedings. Alternative School paperwork will be completed at this meeting.
- Students who violate the zero tolerance behavior policy are subject to expulsion from the Hawkins County School System for a period of not less than one (1) calendar year. The Director of Schools may modify this requirement on a case-by-case basis.

## Transportation

Hawkins County Schools does not provide transportation for alternative school students. Parents/guardians are responsible for transportation to and from the alternative school. Students are not allowed to drive to alternative school but may be permitted to walk with written permission from parents/guardians. Specific instructions for dropping off and picking up students will be provided by the alternative school administrator.

## Length of Stay

- Behavior: The length of stay is mandated in the student handbook as approved by the Hawkins County Board of Education. The minimum length of stay for a middle/high school student is 30 school days for the first placement and the remainder of the school year for the second placement.
- Zero tolerance events or severe behavior: The placement is one (1) calendar year or as modified by the Director of Schools.
- Transfer student from another alternative school: The placement is determined by the school principal.
- Special Education student: If the alternative school placement exceeds 10 school days, the length of stay will be determined by the IEP-Team which must include the student's home school administrator, and should, when possible, include a representative from the alternative school.

## Readmission to Regular School

- Students assigned to the Hawkins County Alternative School for behavior infractions will not return to their regular school setting until the alternative placement assignment has been completed. A remanded student who drops to another system, homeschool, or online institution will be required to serve the remainder of the remanded tenure at the alternative school upon reenrolling in Hawkins County Schools. Students who have fully completed their remand tenure at another alternative school may be eligible for reenrollment at their homeschool.
- Students assigned to the Hawkins County Alternative School for zero tolerance infractions as defined by TCA 49-6-4216 will return to the regular school setting after completing one (1) calendar year or as modified by the Director of Schools.
- Students who violate the zero tolerance policy for a second time will be expelled from the Hawkins County School System for one (1) calendar year. \*Special Education students will be disciplined on a case by case basis.

## GENERAL INFORMATION

### Academics

**Curriculum:** It is not possible to offer the full curricula available in the various home-based schools; therefore, the alternative school administrator and the home school principal maintain the right to alter schedules in the best interest of the students. Students may lose some credit when placed in the alternative school. The alternative school staff will offer only certain electives in the alternative school. The core curriculum classes will be taught, but they will emphasize the TNReady and ACT requirements as the case may be for each student. Students need not expect the exact same work at the alternative school as they would receive at their regular school. The alternative school curriculum will include the following classes:

- 1. Language Arts with an emphasis on TNReady/ACT objectives
- 2. Math with the emphasis on TNReady/ACT objectives
- 3. Science with the emphasis on TNReady/ACT objectives
- 4. Social Studies
- 5. Physical Education/Wellness

None of the block electives such as construction, auto mechanics, ROTC, etc. will be offered at the alternative school. Students placed at the alternative school will lose credit in elective classes that are not taught at the alternative school.

**Grading:** Students will earn grades in the alternative school in the same manner as in the regular classroom. All grades earned will be sent to the student's home school to be averaged with existing grades for final credit. Grades will be sent to the regular school in a timely manner on a form provided by the alternative school. Grade cards will be issued from the student's regular school.



## Athletics/Extra Curricular Activities/School Campus

Students remanded to the alternative school are not allowed to participate in or attend any Hawkins County School event. Remanded students are permitted to attend Pathways Alternative School during regular school days, but are not permitted to loiter or appear on any school property or at any school function (home or away). Students may be permitted to attend specific events (ACT, TN Promise meetings, etc) at the homeschool with written permission from the school principal or Director of Schools. Requests for permission to attend specific events should be made to the Pathways Alternative School administrator.

## Attendance

Attendance records follow the student from the home school. Hawkins County School Board Policy is in effect at the alternative school (**Board Policy 6.200**). Students are required to attend school. Only the principal or his/her designee can excuse a student from the alternative school. If a student is absent, alternative school staff will call each day to verify the student's absence. Parents/guardians must request an excused absence. A parental or doctor's note is required when the student returns. All rules regarding parental or doctor's notes are fully described in the student's regular school student handbook. These rules will be followed. The alternative school staff keeps student attendance daily. Absence notes must be turned in so that proper credit can be given for attendance.

Excused absences will be granted for:

- Personal Illness
- Death in the Family
- Court Date
- Unforeseen Crisis

**Tardies:** Students are expected to arrive at school on time. Students who arrive after the first bell must be signed in at the school by the person who brings the student to school.

**Early Dismissal:** From time to time students must leave school early. The principal or his/her designee will review each case and make a determination for early dismissal. All safety precautions will be taken before allowing a student to leave school.

## Discipline

All students are required to follow the discipline policy found in the regular school's student handbook as approved by the Hawkins County Board of Education. Failure to follow this policy will result in an office referral that may result in a new alternative school assignment or expulsion from the Hawkins County School system.

- First referral to an administrator: Detention/ISS/OSS or recommendation for expulsion and parent conference/or call/or letter, and referral to guidance for counseling. Parental contact is suggested.
- Second referral to administrator: Detention/ISS/OSS or recommendation for expulsion, parent conference with administrator and referral to guidance for counseling.
- Third referral to administrator: OSS or recommendation for expulsion, parent conference with administrator and referral to guidance for counseling.
- Fourth referral to administrator: Mandatory recommendation for expulsion. (Special education students will be disciplined on a case-by-case basis.)

## DRESS CODE

Dress codes listed in the Hawkins County Schools' student handbooks will be **strictly enforced**. In addition, the alternative school requires that students wear a uniform of khaki slacks with a belt and a polo shirt which must be tucked in while at school.

- Sandals, flip flops, and shoes that expose the foot are not allowed
- Slacks must be khaki (tan or navy in color)
- Slacks must be worn at the waist at all times
- Slacks with holes are not permitted
- Slacks with cargo pockets are not permitted
- A solid color belt must be worn at all times.
- Shirt must be a solid color polo type and free of any type of screening

- Clothing that can conceal items is not permitted
- Purses, hats, and backpacks are not permitted
- Skirts of any kind are not allowed

### Hair

- A student's hair will be worn in a manner that does not disrupt the educational process or does not call attention to the individual. Unusual hair coloring or hair styles are not allowed. Hair shall be kept out of the eyes at all times.

### Apparel and Jewelry

- No jewelry or accessories of any kind will be permitted. This includes; earrings, rings, bracelets, necklaces or any item considered jewelry or accessories by the school administrator.
- No watches will be permitted.
- Layers of clothing will not be permitted to be worn under the uniform (shorts, etc...).
- No messages, writing, or large logos can be worn.
- Clothing will fit properly and will not be excessively tight or too baggy.
- Students will not be allowed to wear hair jewelry or hair accessories other than a basic ponytail holder.

### Cleanliness

Students will maintain a clean, neat appearance at all times.

### Jackets

Standard jackets and/or coats may be worn to and from the alternative school. Biker jackets and oversized coats (including trench coats) are not allowed. Coats will be worn in the classroom ONLY at the discretion of the classroom teacher.

### Other

The alternative school principal has the right to take appropriate action to correct any student whose appearance, while not specifically covered by this policy, is considered to be out of compliance with the board's stated goals, or to be disruptive to the educational process or a sense of decency.

Writings and/or drawings are not allowed on notebooks, textbooks, or person. The student's name may be neatly placed on notebooks in an inconspicuous location.

## **Environment**

Students will function in a highly structured environment under close supervision for the entire school day. Students are monitored by video surveillance equipment.

## **Manners**

Students are to be courteous and mannerly to each other and to the staff at all times.

## **Materials**

Students will be required to provide their own materials. A materials list will be provided at the intake meeting. Students must leave materials at the alternative school and will not be permitted to bring items not listed on the materials list. **DON'T BRING ANYTHING YOU DON'T NEED.**

Students will follow the curriculum set forth by the alternative school.

### **Items Not Permitted at the Alternative School**

- Drinks
- Magazines, Books or any non-assigned reading material
- Candy or Gum
- Notebooks with inappropriate drawings or pictures

- Book bags or backpacks
- Purses
- Hats
- Electronic devices of any kind (Cell phones, media players, etc...)
- Any other item that may disrupt the educational process

## **Meals**

Those students who wish to participate in the regular child nutrition program will receive a breakfast/lunch from Rogersville Middle School with the cost the same as the student was paying at his/her home school. Lunch may be brought from home. Carbonated drinks are not allowed.

Students have assigned seating and are not allowed to talk during breakfast or lunch.

## **Schedule**

The Hawkins County Alternative School will follow the same schedule as all other Hawkins County Schools. If regular school is not in session for any reason, the alternative school will also be closed. Regular school day: 7:45 a.m.—2:45 p.m. The alternative school administrator will set the daily class schedule.

## **Search**

Hawkins County alternative school students are searched daily upon entry to the building. Students are also subject to random search or other searches in accordance with HCBOE Policy.

## **Visitors**

Only parents/guardians or official personnel may visit during school hours.

Parents will provide the alternative school staff with a list of adults who are permitted to pick up their child in case of emergency. No person will be allowed to pick up a student except those designated on the list. Special circumstances will be dealt with on a case-by-case basis.