

# Hawkins County Schools



2016-2017

Elementary Handbook

# Hawkins County Schools

## **Director of Schools**

**Steve Starnes**

**200 North Depot Street**

**Rogersville, TN 37857**

**423.272.7629**

## **Elementary Supervisor**

**Richard Hutson- ext. 2021**

## **Special Education Supervisor**

**Angela Jackson- ext. 2404**

## **Attendance Supervisor**

**Greg Sturgill ext. 2018**

## **Food Service Director**

**Mandy Kenner-ext. 2303**

## **Transportation Director**

**Clifford Bunch 423.272.7135**

## School Information

<p><b>Bulls Gap School</b>  <b>315 Allen Drive</b>  <b>Bulls Gap, TN 37711</b>  <b>423.235.5201</b>  <b>Principal: Sharon Southern</b>  <b>Assistant Principal: Maureen Morelock</b></p>	<p><b>Carter's Valley Elementary School</b>  <b>1006 North Central Avenue</b>  <b>Church Hill, TN 37642</b>  <b>423. 357.7450</b>  <b>Principal: Denise McKee</b></p>
<p><b>Church Hill Elementary School</b>  <b>400 Old Stage Road</b>  <b>Church Hill, TN 37642</b>  <b>423.357.5621</b>  <b>Principal: Hope Malone</b></p>	<p><b>Clinch School</b>  <b>1540 Clinch Valley Road</b>  <b>Sneedville, TN 37869</b>  <b>423.272.3110</b>  <b>Principal: George Barton</b></p>
<p><b>Hawkins Elementary School</b>  <b>1121 East Main Street</b>  <b>Rogersville, TN 37857</b>  <b>423.272.2632</b>  <b>Principal: Barry Bellamy</b></p>	<p><b>Joseph Rogers Primary</b>  <b>2001 East Main Street</b>  <b>Rogersville, TN 37857</b>  <b>423.272.9110</b>  <b>Principal: Lori Allen</b></p>
<p><b>Keplar Elementary School</b>  <b>1914 Burem Road</b>  <b>Rogersville, TN 37857</b>  <b>423.272.9390</b>  <b>Principal: Sandy Williams</b></p>	<p><b>McPheeter's Bend Elementary School</b>  <b>1115 Goshen Valley Road</b>  <b>Church Hill, TN 37642</b>  <b>423.357.6822</b>  <b>Principal: Renee Bernard</b></p>
<p><b>Mooresburg Elementary School</b>  <b>305 Highway 31</b>  <b>Mooresburg, TN 37811</b>  <b>423.272.9597</b>  <b>Principal: Jason Roach</b></p>	<p><b>Mt. Carmel Elementary School</b>  <b>127 Cherry Street</b>  <b>Mt. Carmel, TN 37645</b>  <b>423.357.7221</b>  <b>Principal: Kelli Campbell</b></p>
<p><b>St. Clair Elementary School</b>  <b>1350 Melinda Ferry Road</b>  <b>Bulls Gap, TN 37711</b>  <b>423.235.2721</b>  <b>Principal: Mary Ann Davis</b></p>	<p><b>Surgoinsville Elementary School</b>  <b>1010 Main Street</b>  <b>Surgoinsville, TN 37873</b>  <b>423.345.2153</b>  <b>Principal: Susan Trent</b></p>

# Student/Parent/Guardian Notification

-----  
Student Name (printed)

Homeroom\_\_\_\_\_ Grade \_\_\_\_\_

My homeroom teacher has read and reviewed this 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 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 (HIPPA and FERPA) prohibit parents from viewing the tapes when students other than their own are in view.
- If there are problems or questions concerning school personnel, discipline issues, or any problem originating at the school level, then those problems should be addressed following the proper procedure: 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. Each level of contact should be notated and documented before moving to the next level in the hierarchy.

I have reviewed and understand the information contained in the handbook:

-----  
Parent/Guardian Signature

-----  
Date

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

## STUDENT SURVEY PERMISSION FORM

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 your 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 1<sup>st</sup>-December 30<sup>th</sup>
- Title 1 Student Survey (Grades K-12) Survey window: April

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

Student's name:\_\_\_\_\_

Grade\_\_\_\_\_

Parent's signature:\_\_\_\_\_

Date\_\_\_\_\_

## **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 out 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.

## **STATEMENT OF ASSURANCE**

Hawkins County Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission to or access to, or treatment or employment in, its programs and activities. The system will be in compliance with the regulations implementing Title VI of the Civil Rights Act of 1994, Title IX of the Educational Amendments of 1972, The Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the systems compliance with the regulations implementing Title VI, Title IX, or the Americans with Disabilities Act (ADA) should contact Hawkins County Schools' supervisor, Richard Hutson, at 423.272.7629. Persons with inquiries concerning Section 504 are directed to contact, Angela Jackson, at 423.272.7629.

## 2016-17 Hawkins County Schools' Calendar

Wed. July 20	Principals and High School Counselors report back to work
Mon. Aug. 1	10 Month Secretaries report back to work
Tues. Aug. 2	Optional In-Service for Teachers
Wed. Aug. 3	Required In-Service, General Meeting at VHS AM / Individual Schools PM
Thur. Aug. 4	Required In-Service at Individual Schools
Fri. Aug. 5	Required In-Service at Individual Schools
<b>Mon. Aug. 8</b>	<b>First Day for Students – Abbreviated Day – Dismiss at 11:30 AM</b>
Fri. Sept. 2	20th Day of School
<b>Mon. Sept. 5</b>	<b>Labor Day Holiday – No School</b>
Tues. Sept. 6	Progress Reports Go Home
Tue. Sept. 13	Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.
Mon. Oct. 3	40th day of school
Fri. Oct. 7	End of the First Nine Weeks Grading Period
<b>Mon. Oct. 10 – Fri. Oct. 14</b>	<b>Fall Break – No School</b>
Fri. Oct. 21	Report Cards go home
Tues. Nov. 7	60th day of school
Tues. Nov. 8	Election Day – No School for Students. Required In-Service Day
<b>Fri. Nov. 11</b>	<b>Veteran’s Day. Staff Development Day from Stockpile – No School for Students</b>
Mon. Nov. 14	Progress Reports go home
<b>Wed. Nov. 23 – Fri. Nov. 25</b>	<b>Thanksgiving Break – No School</b>
Mon. Dec. 12	80th day of school
<b>Tues. Dec. 20</b>	<b>Abbreviated Day – Christmas Break begins upon dismissal</b>
	<b>End of 2nd Nine Weeks Grading Period and 1st Semester</b>
	<b>Staff Development Day from Stockpile – No School for Students</b>
	<b>Classes Resume from Christmas Break – Full Day of School</b>
	Report Cards go home
	<b>Martin Luther King Jr. Holiday – No School</b>
	100th day of school
	Progress Reports go home
	<b>President’s Day Holiday – No School</b>
	120th day of school
	<b>ACT – Required Test for all 11th graders who have not previously taken the test.</b>
	<b>Regular School Day</b>
	End of the Third Nine Weeks Grading Period
	<b>Spring Break – No School</b>
	Report cards go home
	<b>Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.</b>
	140th day of school
	<b>Good Friday Holiday – No School</b>
	Progress reports go home
	160th day of school
	<b>Required In-Service at Individual Schools – No School for Students</b>
	<b>Last Day of School – Students are dismissed after picking up Repo Cards</b>
	<b>End of the 4th Nine Weeks and 2nd Semester</b>
	<b>Clinch Graduation</b>
	<b>VHS Graduation at 10:00 and CHS Graduation at 1:00</b>
<b>Fri. May 26</b>	
<b>Sat. May 27</b>	

\*Date of ACT and of Spring Break subject to change due to state determined testing days.

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 calendar.

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Welcome to the Hawkins County School System. We hope that you will find this handbook to be an important source of information. We urge you to read this handbook and keep it for future reference. If you have any questions about the information it contains please contact your child's teacher or principal.

## SAFETY OF STUDENTS/ VISITORS

Parents and other interested guests are encouraged to visit our schools. However, in order to ensure the safety of our students and staff, visitor regulations are strictly enforced.

- Students should not be dropped off at school before 7:15 a.m. unless requested by a teacher. Prior to this time, there is no supervision provided for students. Students cannot be dropped off at school before the school doors open and proper supervision is in place.
- All students should go immediately into the school building or designated area upon arrival to the school.
- Students arriving in cars should be dropped off at designated spots only.
- Caregivers bringing students to school or picking up students must follow all car line guidelines. Drivers should not pass other vehicles in line and should provide proper identification if requested.
- Please do not park in handicap spaces without a handicap tag.
- All visitors to the school must report immediately to the school office. No one is permitted in our buildings without the proper ID. Visitor passes are available in the school office and must be worn at all times while in the building. When exiting the building, visitors should return to the school office to sign out. Access to the school building beyond the office must be cleared through the principal or his/her designee.
- All school personnel should wear Hawkins County Employee ID's.
- It is imperative that students who do not ride the bus be picked up on time. Each school will inform parents of the timeline for picking up students.
- It is important that the school be notified of any changes in transportation for your child. Please send a note to school if your child is to go home in a different way than normal. Students will not be allowed to ride a bus other than their assigned bus unless the student has a note from the parent or guardian.

Hawkins County Schools are committed to the safety of all students and will regularly conduct safety drills. In addition, 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 such as playground times 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)).

Parents are requested to immediately submit to the office any change of address or telephone number so that school files are accurate. All parents should provide a telephone number where they may be reached during the school day. An emergency card must be on file in the school office.

## ATTENDANCE

Attendance is a key factor in student achievement and 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: (TRR/MSO 1-3-08: TCA 49-6-3006)

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;

The principal shall be responsible for ensuring that: (TCA 49-6-3007)

1. Attendance is checked and reported daily for each class;
2. Daily attendance contains sign in/sign out sheets and
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; (SMAM 9A-105)

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 classrooms.

Teachers' grades/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 years.

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 the 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 agencies 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. (TCA 10-7-504(4) U.S.C.A. 20-1232)

Please visit the county webpage to sign up for a Skyward Family Access Parents account by choosing the departments tab and the attendance link. There is also a free Skyward app available in the App store for both iPhones and Android phones.

## 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 six hours cumulative (sign-ins and sign-outs) for the entire school year.

**Excellent Attendance-** for recognition by the school 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 hours cumulative (sign-ins and 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 for each (9) nine weeks will have two (2) extra points added to their final average for each class in which they do not miss during that nine 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.

## 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. (SMA D-104)

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

**Excused** absences shall include:

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). **Only dates and times specified on the note will be excused as medical.** If medical notes appear to be excessive, this may result in referral of the student to the Truancy Review Board 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 who resides in the student's household.)
4. Extreme weather conditions;
5. Religious observances<sup>(TRR/MS 0520-1-303 (15);</sup> or
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; (TCA 49-6-3052)
7. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

**Parent note** absences shall include:

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 who resides in the student's household.)
3. Family emergencies;
4. Checking out early and 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 more of each class period to be counted present for that period. The length of a class period will be determined by administration of each school.)
5. Circumstances which, in the judgment of the principal, warrant a parent note.

Students will be allowed five days or thirty-five hours Parental Note absences for the first semester and five days or thirty-five Parental Note absences for the second semester. Parental Note absences above the limit of 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, however, parents of elementary students may request their make-up work. Make-up work must be requested upon return from the absence and turned in according to the number of days absent (1 day per absence is allowed to turn in make-up work). Tests missed during absences will be taken during the regularly scheduled class time or another time agreeable to the teacher and student. A zero will be recorded for all work a student fails to make up with time allotted. 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 Procedure

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

All parental notes should include the following information: student's full legal name, reason for absence, date of days absent, daytime phone number of the parent, and parent's name (signature). All other notes must be

on the stationary 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. Elementary students (grades Pre-K-8) must be accompanied by their 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's note 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 were present at school.

## Early Dismissal

Elementary students (Grades K-8) must be signed out in the principal's office by the parent/guardian or emergency designee. Verification of identify may be required. The sign-out sheet should be completely filled out and signed by the responsible person. 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 phone 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 insure 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, parent note lefts, or any combination thereof will be required to appear before Truancy Review Board 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 will be referred to the Truancy Review Board.

## 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. 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.

Students and their parents will be required to attend a meeting of the Truancy Review Board after a student has received five or more unexcused absences during the current school year or excessive excused absences during the current school year. Meeting notices will be mailed ten days prior to said meeting. A parent/guardian failing to attend the Truancy Review Board hearing or make other arrangements will be subject to 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 and notes may be presented on behalf of the student to clear up the current semester's unexcused absenteeism. The Truancy Review Board will decide whether to petition the student to court, or recommend other appropriate action.

Students placed on probation by the Truancy Review Board will be subject to the conditions of the probation for the remainder of the specific grade cluster. Students and their parents will be allowed to appear before the Truancy Review Board one time during the grade cluster of K-4<sup>th</sup> grade, one time during the grade cluster of 5<sup>th</sup>-8<sup>th</sup> grade, and one time during the grade cluster of 9<sup>th</sup>-12<sup>th</sup> grade. Students and their parents will only be

allowed to appear before the Truancy Review Board a total of three times during their school career. Students placed on probation by the Truancy Review Board will be automatically petitioned to juvenile court if they miss additional unexcused absences in the current year or miss 5 days or more unexcused absences during a subsequent school year for a specific cluster.<sup>(TCA 49-6-3007 F)</sup> The Attendance Supervisor or Truancy Officer for the student's home school will make all referral notices to the Truancy Review Board. The student's home school will mail referral notices to parents/guardians.

Credit/promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>(TCA 49-2-203 b, 7)</sup> 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/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 1:** 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 2.

**Step 2:** 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 days of the Step 1 decision. The Attendance Review Committee 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: Hawkins County Board of Education, 200 North Depot Street, Rogersville, TN 37857, and Attention: Attendance Supervisor.

**Step 3:** If the Attendance Review Committee 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 Committee's decision must be submitted to the Hawkins County Board of Education, 200 North Depot Street, Rogersville TN, 37857, Attention: Director of Schools.

Please be advised that in all cases the determination of whether a pupil is promoted or retained in a grade or to which class he/she will be assigned is made by appropriate school officials, not parents.

The law clearly authorizes the Local Board "through its offices and employees" to assign children not only to schools, but also to "grades, classes, or courses of study within the school". (T.C.A. 49-6-3101 (f), 49-6-3102, et seq) The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least six weeks before the end of the school year.

## SCHOOL ADMISSIONS

Any student entering school for the first time must present:

1. An official birth certificate or officially acceptable evidence of date of birth, at the time of registration. (TCA 49-6-3008 (b))
2. Evidence of a current medical examination. (TRR/MS 0520-1-3-08 (2) (a))  
There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record.
3. Evidence of state required immunization. (TCA 49-6-5001 (C) (1)) The following immunizations are required for kindergarten entrance:



- Diphtheria-Tetanus-Pertussis (DTap, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV) final dose on or after the 4<sup>th</sup> birthday now required
- Varicella ( 2 doses or history of disease)

4. Social Security Number.

5. Proof of Residency must be established in the school zone in which you are attempting to enroll your child OR the student must have been approved as a non-resident student.

A student shall be enrolled in the name that appears on the student's official Birth Certificate or Certificate of live birth by adoption. Name changes will be entered upon receipt of appropriate documentation.

A student may transfer into the school system at any time during the year if his/her parents or legal guardian moves his/her residence into the school system. Parents of students who enter school, who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment, shall notify the principal in writing. (TCA 49-6-3051)

This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.

## Kindergarten

Students must be five years of age on or before August 15, 2016.

All students must present an immunization record or exemption form upon enrollment. The only exception is students who fall under Title 10, Part C, No Child Left Behind. Medical exemptions must be signed by an M.D. or D.O. Parent signature is required for a religious exemption.

The following immunizations are required for kindergarten entrance:

- Diphtheria-Tetanus-Pertussis (DTap, or DT if appropriate)
- Hepatitis B (HBV)
- Measles, Mumps, Rubella (1 dose of each, usually given together as MMR)
- Poliomyelitis (IPV or OPV) final dose on or after the 4<sup>th</sup> birthday now required
- Varicella ( 2 doses or history of disease)
- Effective July 1, 2011 Hepatitis A (2 doses)

## Custodial Court Orders

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

A copy of any current court papers or custody orders **must** be filed in the student's cumulative record at the school. It is the custodial parent's responsibility to bring an updated copy of any changes to court papers or custody order to the school. The school will only honor the orders currently on file.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records, including but not limited to, the student's cumulative file and the student's special education file, if applicable.

## DISCIPLINE

Discipline problems should be resolved at the lowest possible level at which they occur. Conferences with parents shall be handled through the classroom teacher first and then the principal if necessary. Each teacher will develop his/her own classroom rules, submitted to and approved by the principal of the school. The rules shall be posted in the classroom.

The following discipline is applicable to all elementary schools. The discipline code shall apply at all times at any school related activity. Violations or infractions of the rules listed may lead to suspension or expulsion. In no way shall this list of violations or consequences be considered all-inclusive. In instances where violations are severe enough to warrant doing so, the principal may choose to bypass one or more of the preliminary steps.

### Minor Violations

Minor Violations are typically handled by the classroom teacher using an administration-approved discipline plan. However, excessive/chronic violations of minor offenses shall be referred to the principal where more serious disciplinary action may be taken. Examples of minor offenses could include: excessive talking in classroom, running in the school building, not following directions, etc.

### Intermediate Violations

1. Excessive minor violations such as: engaging in conduct that causes disruption, interferences or obstruction of any school activity or purpose, pranks not causing injury or damage, tardiness.
2. Using and/or writing offensive language or gestures.
3. Threatening by word or act to do violence to another person.
4. Fighting.
5. Causing or attempting to cause damage to school or private property.
6. Stealing or attempting to steal school or private property.
7. Being disrespectful to a school employee.
8. Refusing to comply with an order or directive from a school employee.
9. Possessing, handling, transmitting, concealing or using fi reworks of any kind.
10. Truancy, leaving school property without permission, being absent from school without parental consent.
11. Using or possessing any type of tobacco products.
12. Any other action that prevents or disrupts a school activity or function may be considered within this category.

#### *Consequences for Intermediate Violations:*

- Counseling
- Notification of parent(s)
- Detention
- In-school suspension
- Corporal punishment
- Suspension from school
- Referral to juvenile authorities

### Major Violations

1. Using or possessing drugs or alcohol
2. Arson

3. Assaults, threatens to assault or commits battery on a school employee
4. Extortion
5. Bomb Threats, false alarms, pulling fire alarms, setting off an AED alarm under false pretenses
6. Possession of a weapon or dangerous instrument on school property
7. Non-approved electronic pagers will not be allowed
8. Leaving school property without permission
9. Any other conduct prejudicial to good order as determined by the principal

The consequence for major violations will be an automatic suspension/expulsion from school and referral to the proper authorities. Violation of rules 1-6 shall result in referral to the police department.

Suspensions of more than ten days may be appealed in writing to the District Discipline Committee. (TCA 49-6-3109)

The district discipline committee consists of two supervisors of instruction and one principal. The district discipline committee will hear discipline problems that cannot be resolved at the school level. The function of the committee is to determine whether the discipline policy has been followed.

### Due Process

Before imposing consequences, the teacher or principal should be guided by the principles of fundamental fairness and make at least a rudimentary inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she be given the opportunity to present his/her view. Before a student is removed from the school setting, he/she shall be given a complete due process hearing by the principal of said school.

### Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use 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 39-17-1309) Dangerous weapons for the purposes of this policy shall include anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school. (TCA 39-17-1309)

### Zero Tolerance Offenses

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated:

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)

**Notification-** When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

We believe that it is both wrong and harmful for students to use alcohol, tobacco, and/or illicit drugs. Students found to be in violation of the county's policy shall be disciplined accordingly. Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through the school guidance counselor.

No student shall use, knowingly possess or be under the influence of an alcoholic beverage of any kind on school property, before, during, or after school hours at any time. First offense will result in an out-of-school suspension for 10 days; second offense will result in expulsion from school for the remainder of the school year.

School administrators may search any student, locker, purse, and/or backpack if there is any reason to believe the student may possess any illegal drug, alcohol, fireworks, weapons, other dangerous substances, objects or stolen property. Parents and local law enforcement agencies will be notified if school officials find illegal substances.

Hawkins County Schools plan to place Automated External Defibrillators (AED) in all 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 provided there are properly trained and certified AED users available at the time of the cardiac arrest. **This equipment is very expensive and should be handled with care. Should the AED be damaged due to vandalism or any other inappropriate use of the equipment, the responsible party will be held liable for repair or replacement of the AED. Additionally, any person/persons responsible for causing intentional damage to the AED will be referred to the appropriate authorities.**

### School Wide Positive Behavior Support

School Wide Positive Behavior is a nationally recognized, researched-based system designed to enhance the ability of the school to educate all children by developing school-wide, non-classroom, classroom, and individual systems. SWPBS focuses on prevention and teaching appropriate student behavior in order to provide a predictable, safe, positive and consistent environment.

Rather than focus on inappropriate behavior, the provisions of SWBP allow the staff at each school to recognize appropriate behavior from students. The process focuses on improving the school's ability to teach and support positive behavior for all students and staff.

Please see the Hawkins County Discipline Referral form and the Behavior Definitions on the Hawkins County website. ([www.hck12.net](http://www.hck12.net))

### Bus Conduct

All school rules apply on the bus. Students will also observe additional bus rules:

#### Be Responsible

- Be obedient to the bus driver and obey all rules.
- Avoid excessive noise.
- Ride only in your assigned seat.
- Provide a written request from your parent/guardian regarding alternative locations/transportations.
- Leave food, drink and gum off the bus.
- Ride only your assigned bus.
- Do not attempt to ride any bus during a suspension.

#### Use Respect

- Provide assistance to peers when needed and is appropriate.
- Keep hands, feet and objects to yourself.
- Report any offenses to driver or principal.

- Follow instructions of bus duty personnel.
- Talk using appropriate tone, volume and word choice.
- Avoid confrontations.

### Stay Safe

- Stay focused when walking to and from the school bus.
- Walk on the sidewalk, away from the road.
- Remain seated at all times.
- Keep hands, feet and objects inside the bus.
- Wait until the bus comes to a full stop before attempting to enter or exit.
- Only exit the bus when directed to by the driver or bus duty personnel. 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.
- Wait until the bus driver signals you across the road and check traffic first.
- Open windows to the safety line only.

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 their full attention be given to driving the bus.

### 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. Temporary changes may be made by school administrators for authorized emergencies only.

**Pick-Up Times:** 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. If a student fails to be at the assigned bus stop for five consecutive days, 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 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 such as: 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 the Alternative School placement. **Parents are responsible for transportation to and 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.

**Be aware of the danger zone!** The danger zone is ten feet around the school 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.

#### **Infraction Consequences:**

- **First Offense-** Warning, detention, community service or 1-5 days bus suspension
- **Second Offense-** Detention, 1-5 days ISS or 3-5 days bus suspension
- **Third Offense-** 5 days minimum bus suspension, possible loss of all bus service, Parent/Principal meeting
- **Fourth Offense-** 30 day minimum bus suspension, possible loss of transportation privileges for the remainder of the year

**Video Cameras-** Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extra-curricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with Board policy and regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student's behavioral record as determined by the district and in accordance with the law.

## SCHOOL POLICIES

### Dress Code

The Hawkins County School System's dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards and teach respect for authority.

Elementary students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The county prohibits any clothing, shoes, backpacks or grooming that in the principal's judgment may reasonably be expected to cause disruptions of or interference with normal school operations.

State law prohibits students from wearing clothing that "exposes underwear or body parts in an indecent manner that disrupts the learning environment." (SB3558/HB3679)

### Teacher Conferences

All teachers have one conference period daily. Your child's teacher will send the time for each conference period home to you. We ask that you do not take away instruction time for conferences during the day. We encourage conferences to be scheduled through the office. Every parent is encouraged to participate in scheduled conferences.

We will frequently send home information by your child. Lessons, homework, teacher notes, office notes, and parent/teacher information will accompany the child home many days. Ask your child for lesson samples, and other information. If you have any questions concerning any aspect of your child's education, please call the school.

### Student Progress

Progress reports will be sent home during each nine week grading period. Parents are asked to sign and return the progress report to the teacher. Report cards will be given at the end of each nine weeks, with the exception of kindergarten. Parents may choose to keep the report card, but should sign the provided

confirmation that the report card was received. If questions arise, please call the school for a conference with the teacher.

### Elementary Grading Scale for Grades 1-5

Report Card Scale	93-100	A
	85-92	B
	75-84	C
	70-74	D
	00-69	F
	Incomplete to be cleared by the end of the following grading period	I
Grade Scale for Science and Social Studies(Grades 1 and 2)	S	Satisfactory
	N	Needs Improvement
	U	Unsatisfactory
Grade Scale for Science and Social Studies for Grades 3, 4 and 5	Numerical Grades	
Grade Scale for Related Arts	S, N, U	

- Surgoinsville Middle School 5<sup>th</sup> Grade will follow the Middle School Grade Policy

### Textbooks/Curriculum

The state and the Hawkins County School System furnish textbooks. When textbooks are issued to a student, they become the responsibility of that student. The student must pay for lost or damaged books.

Each school will notify parents of the course of study for their child. Parents should contact the school office for access to learning materials in addition to the child’s textbooks. Parents may access curriculum information through the Hawkins County website: [www.hck12.net](http://www.hck12.net)

### Testing

Per State Statute and State Board of Education policies, the TN comprehensive Assessment Program (3-8 Achievement) assessment scores will be factored into students’ second semester averages in Math, Reading/Language Arts, Science, and Social Studies. The TCAP exam will count as 25% of the second semester average.

Students who are absent during a TCAP test and are unable to make up the test during the approved testing window will not receive a grade from the TN Department of Education. A student’s second semester average will not be adversely impacted if they are absent with a valid excuse. However, students who are absent with

an unexcused absence will receive a zero for the TCAP exam which will be averaged into their second semester average.

## Medications

Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school.

For all prescription and non-prescription drugs, a written request shall be obtained from the parent or guardian. Written request shall include:

- Child's name
- Name and address of parent/guardian
- Name of medication, dose, route, time of administration
- Discontinuation date
- Reason medication is needed
- Current parent's/guardian's phone number in case of emergency
- Parent/guardian signature

**A responsible adult (parent/guardian) must bring the medication to the school.**

All prescription medications require written authorization from a licensed prescriber. A prescription must be brought to school in the original, pharmacy-labeled container.

In the event it is necessary for the student to carry prescription medication with him/her, principal and parent authorization is required.

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

All non-prescription medication given in school for a student must be brought in an unopened, original container and must be labeled with the student's name.

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

## Pediculosis (Head Lice)

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 by 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.

## 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 the 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).

## Student Fees

An instructional fee of fifteen dollars is requested on or before Sept.15<sup>th</sup>. Fees are waived for students when requested by parents. The fee helps pay for instructional materials and supplies including workbooks and handouts not otherwise covered.

## 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 application approval date each school year. 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. The cost of lunch is \$2.25 for K-5 grade students and breakfast is \$1.50.

For reduced lunch, the cost will be \$0.40 and the cost of a reduced breakfast is \$0.30. 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. Students eat lunch in the school cafeteria under the supervision of the 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 **ARE NOT ALLOWED** in the school cafeterias.

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

1. ALWAYS use a tray.
2. Keep milk cartons, food, and waste paper on the tray.
3. Empty all debris from trays into the paper containers. Return trays, empty dishes, and silverware to the receiving line.
4. Keep the cafeteria lines orderly.
5. Always walk in the commons area/cafeteria.
6. Pick up and clean up any food you drop or spill.
7. All food must be eaten at the table. No food or drink is to be taken from the commons area/cafeteria.

## Multi-Hazard Drills

Tornado, chemical spill, fire drills and other such multi-hazard drills are held at announced and unannounced intervals. **Each teacher will communicate the drill instruction and the route to safety for all students.**

## Toys, Playthings and Valuables

Toys and playthings can only be brought to school with the permission of the teacher. Electronic equipment of all types (including CD players) is not allowed at school. Also, any expensive personal items that could easily be lost or stolen (watches, rings, large sums of money, etc.) are discouraged and cannot be the responsibility of the school. Faculty and staff may confiscate items deemed inappropriate and returned at the discretion of the school.

The school cannot assume responsibility for your child's losses. However, if you will report them immediately, every effort will be made to help. Place names on all items that can be labeled (i.e., lunch boxes, school supplies and apparel). If your child has lost an item, please check in the school office.

## Cell Phone Policy

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."

Student's cell phone and other electronic devices are to be turned off and not visible during the school day, inclusive of arrival and departure times. Cell phones should be stored in backpacks, purses or other similar carry-alls, and 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, 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. 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. If students are found using a cell phone, or if a cell phone is seen or heard ringing during school hours, the cell phone will be confiscated and turned over to the school administration. If a cell phone is used for illegal or immoral acts, it will be kept for police/school evidence.

Violation of the cell phone policy will result in the following consequences:

- First Offense- Warning and explanation of the policy
- Second Offense- Cell phone will be confiscated and kept at the school for a minimum of 5 school days. (Upon reasonable suspicion all cell phone memory may be reviewed.) In order to retrieve the confiscated item, a parent or guardian must make contact with the appropriate administrator.
- Third Offense- When a student has a fourth offense during the current semester, the item will be confiscated for a minimum of ten (10) school days. A parent or guardian must retrieve the confiscated item from the front office.
- Fourth Offense- When a student has a fourth offense during the current semester, the item will be confiscated for the remainder of the semester. A parent or guardian may retrieve the confiscated item at the end of the school day on the last day of the semester.

## Tobacco

- The **USE** or **POSSESSION** of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia by students will not be permitted anywhere on the school grounds or in buildings. The use of chewing tobacco will not be permitted on school property at any

time.

- 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.

## 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 and/or email alert system used to notify parents in case of an emergency or school schedule changes. Information is also posted on the Hawkins County Schools website located at: [www.hck12.net](http://www.hck12.net) School closings will be listed on local radio and television stations.

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

The school periodically applies pesticides.

## Student Records

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record and scholarship record, shall be kept current, and shall accompany the student through his/her school career.

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian. Parents must contact the school office to request access to their child's official records.

## Surveys of Students

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, and the project does not violate the goals of the Board and the disruption of the regular school program is minimal. The Director of Schools shall develop administrative procedures for approving requests for conducting surveys by agencies, organizations, or individuals. The request shall outline what is to be done, who is to be involved, and how the results will be used and distributed.

Parents have the right to inspect all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling information before the instrument is administered or distributed to students. Parents and students may decline to provide the information requested.

## Parent's Right to Know

Parents have the right to request information regarding the professional qualifications and experience of their child's classroom teachers and any paraprofessional providing instructional support to their child.

Upon request, parents will be provided the following information about the qualifications of professional and paraprofessional personnel who provide instruction to their child:

- Whether the teacher has met Tennessee qualifications and licensing criteria for grade levels and/or subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived (waiver or permit);
- The baccalaureate degree major of the teacher and any other graduate certification or advanced degree held by the teacher and the field of discipline of the certification of the degree;
- Whether the child is provided instructional services by paraprofessionals and, if so, their qualifications, and
- Timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not "highly qualified".

The information is located in the principal's office of your child's school and is available upon request. In addition, parents may access teacher qualifications and licensing information on the State of Tennessee website: <http://www.state.tn.us/education>

Such notice and information shall be in an understandable and uniform format and to the extent practicable, provided in a language that the parent can understand. Parents also should understand that they have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

## DISCRIMINATION/HARRASSMENT

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. (TCA 49-6-3109) It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated. (Title VII 29 CFR 1604.11)

Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and /or participation in student activity.

## Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school sponsored event, on school-provided transportation or at any official school bus stop immediately before boarding and immediately following debarking.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator (Title IX (20USC 1681-1686)). All allegations shall be fully investigated by a complaint manager as set forth in *Student Concerns, Complaints and Grievances 6.305*. The Hawkins County Board of Education Complaint Manager is Wes Smith- Ext. 2025.

The privacy and anonymity of all parties and witnesses to complaints will be respected; however, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee/student who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal that decision by contacting the Federal Rights Coordinator or the System Supervisor of Policies, Procedures and Manuals. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## 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 sexual harassment if:

1. 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
2. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
3. 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 unwelcomed verbal, written, or physical contact, 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 or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, displaying or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing, hugging or restraining someone's movements in a sexual way.

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 a sexual harassment or gender discrimination is required to immediately report the prohibited conduct to:

1. The Title IX Complaint Manager of the student's school
2. The Principal or Assistant Principal of the student's school
3. The Hawkins County Board of Education Title IX Coordinator.....Richard Hutson- Ext. 2021
4. The Hawkins County Board of Education Director of Schools.....Steve Starnes

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 instances 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 at 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 conducted 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 Complaint 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.

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.

The Board of Education recognizes that both the student and the alleged harasser have a strong interest in maintaining the confidentiality of the allegations and related information. The privacy of the students making the report, the individual 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 of disclosure obligations.

## 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.

## RESOURCES

### Child Advocacy Group

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: (423) 639-2464  
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?lng=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 do 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 (877.237.0026). 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 Education Rights and 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/district/forms/forms.html>

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time



and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent of disclosures of personally identifiable information contained in the students' education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. (Optional): Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school 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**

### 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 behaviors and attitudes;

4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals or 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).
8. 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 (202) 260-3887. 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 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. (HCBE 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 and Instruction

## 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  
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) 741-2851  
Fax: (615) 532-9412**

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

**The coordinator will head ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by ADA/Section 504. The coordinator will respond to all complaints within twenty 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.**

## **Unsafe School Choice**

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111 (g), or the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district. Additional information regarding this option can be obtained by contacting: Richard Hutson (Supervisor) 200 North Depot Street, Rogersville, TN 37857 (423 272-7629).

## **COMPUTERS/INTERNET**

### **Acceptable Use Policy for Computers and Internet**

Hawkins County schools are progressively attempting to make advanced technology accessible to our students, faculty and staff. Students within our school system now have the opportunity to access the Internet. Access to the Internet enables students to explore the Super Information Highway and open many opportunities for searching databases, libraries, etc. With this increased accessibility to Internet, students and parents should be warned that some material available via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Cyber bullying (the use of information or communication technologies to support deliberate, repeated, and hostile behavior by an individual or group that is intended to harm others) will not be tolerated by the Hawkins County School System.

Therefore, students and staff must understand and practice proper ethical and legal use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

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 material on user accounts and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the Hawkins County Schools regarding unacceptable computer use are final. Student's use of the Internet may be revoked, denied, or suspended at the request of the faculty and staff of our school system.

### Email and Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

Student use of the Internet must be in support of education and research and consistent with the educational objectives of Hawkins County Schools. Use of other organization's network or computing resources must comply with the rules appropriate for the network. 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 or 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/ Security

Students of our school system 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 get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not reveal your personal address or phone number of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic purposes.
- Do not damage computers, computer systems or computer networks or engage in other acts of vandalism, which is defined as "any malicious attempt to harm or destroy data of another user or any agencies or networks that are connected to the system." This includes, but is not limited to, the uploading or creation of computer viruses.
- Do not intentionally waste limited resources such as paper or print cartridges that are provided by Hawkins County Schools.

To protect the integrity of a computer system involving many users, the students of Hawkins County are not permitted to:

- Reveal your password to another user.
- Use another'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 because of delays, non-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.

## **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, and Washington, D.C.

## 2016-17 Testing Schedule

As required by Public Chapter 892, this is a listing of state mandated assessments for the 2016-17 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 pertaining to district and school accountability. ELSA is administered in accordance with the No child Left Behind Act of 2001 §1111 (b)(3)(ix-x). Modified assessments in Braille and large print are administered in accordance with the No Child Left Behind Act of 2001 §1111 (b)(3)(C)(ix)(II).

## TCAP/TNReady

The following assessments will be given during the 2016-17 school year. Dates for these assessments and timelines for reporting the results will be determined by the Tennessee Department of Education. Please visit [www.tn.gov/education](http://www.tn.gov/education) for the most up to date information on state required testing. These tests are given to help measure how much a student grows academically over the course of a school year.

### Grades 3-8

- TN Ready Reading Language Arts and Math
- Social Studies
- Science

### Grades 9-12

- Algebra I and II
- Geometry
- English I, II, and III
- Biology and Chemistry
- US History

## English Language Learner Assessments

Under No Child Left Behind (NCLB), states are required to assess the proficiency of all English Learner (EL) students. According to Title III under NCLB, states are to measure the annual growth of an ELL student's English development in reading, writing, listening, and speaking.

### English Language Learners

- WIDA (World Class Instructional Design and Assessment)
  - This assessment is required for all students classified as ESL (English as a Second Language) who have not mastered the English language as measured by the WIDA test. This assessment will occur during the established TDOE testing window of March 6 through April 21, 2016. Districts receive individual performance reports which detail student performance during the summer. Reports are sent to parents at the beginning of the next school year.

## Special Education Assessment

The Individuals with Disabilities Education Improvement Act, and the No Child Left Behind Act require that all students, including those with the most severe disabilities, must be included in state-mandated assessments. The Tennessee Comprehensive Assessment Program (TCAP) includes alternative assessments available to students with disabilities whom participation in the regular state assessment is inappropriate, even with the use of extensive accommodations.

## Multi State Alternate Assessment (MSAA)

The Multi State Alternate Assessment (MSAA) is designed to assess progress toward mastery of grade-level standards for students currently unable to participate in TNReady. These students have the most significant cognitive disabilities and comprise approximately one percent of the district population. The Every Student Succeeds Act (ESSA) requires that all students in grades 3–8 and high school are assessed on the same grade-level content standards. Additionally, in order to be eligible to receive a grant award under Part B of the IDEA, the department assures annually that all children with disabilities are included in statewide and districtwide assessment programs, including general assessments with appropriate accommodations and alternate assessments when necessary.

## Additional Assessments for Specific Grades

### Grade 11

- ACT/SAT
  - These exams are used to measure college readiness and HOPE scholarship eligibility.
  - The ACT statewide test date is to be determined by the Tennessee Department of Education. Students may also take the ACT on any national test date. More information on ACT can be found at [www.act.org](http://www.act.org).
  - Student level reports are provided to the student approximately three to eight weeks after the test administration.

## National Assessment of Educational Progress (NAEP)

NAEP, commonly referred to as "The Nation's Report Card," is the largest nationally representative assessment of what America's students know and can do in various subject areas including mathematics, reading, and science. Since the same test booklets are used across the nation, NAEP results serve as a common metric for all states and selected urban districts. The assessment stays essentially the same from year to year, providing a clear picture of student academic progress over time.

### NAEP

- Grades 4, 8, and 12 at randomly selected schools
- Only a small sample of Tennessee students will take this test.
- This assessment is given to randomly selected schools and grade levels. If a school is selected to administer the NAEP, the assessment may only cover one grade level and/or subject area. Not all students in a school will take the NAEP. The length of the assessment is 60 minutes.
- Results are shared in aggregate form only. No student level results are provided to the student, school, or district.

## District Level Assessment

### Aims Web

\*All testing dates and windows are subject to change with Tennessee State Department of Education or Hawkins county Board of Education approval.\*

- Aimsweb is a form of curriculum-based measurement (CBM). It is used for universal screening and progress monitoring as required by Tennessee Department of Education for Response to Instruction and Intervention (RTI2). It is a brief assessment that measures overall performance of key foundational skills at each grade level (grades K-8) in the areas Reading/Language Arts, and math. The assessment will be used to progress monitor students' academic skills in RLA and math to identify key areas where students may need additional academic support.
- Students are benchmarked three times per year (beginning, middle, and end of the year). Each of the two assessments (Reading/language Arts and math), will take approximately ten minutes for the student to complete each academic area. Depending on the results from the benchmark assessments, students are assigned to one of three Tier Levels (I, II, or III) and provided intervention to work on deficit areas. To determine if the intervention is working, students are progress monitored every other week (Tier II) or weekly (Tier III).
- Schools will determine schedules during the testing window.
- Reports will be sent to parents outlining performance on the benchmark assessment and the progress monitoring.

\*All testing dates and windows are subject to change with Tennessee State Department of Education or Hawkins county Board of Education approval.\*

## 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:

- On the Hawkins County Board of Education website. The website 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 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.
- 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.

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Parent/guardian signature

Date



