

# Hancock County Elementary School 2017-2018

August 1-----System Wide In-Service for all School Personnel  
August 2-----Administrative Day  
August 2-----**Back to School “Family Night” & Kindergarten Orientation**  
August 3-----First Day of School (Dismiss @ 11:00 a.m.)  
August 4-----First Full Day of School  
August 7-----Fire Drill – 1:30 p.m.  
August 16-----Mission of Hope  
August 18-----Fire Drill – 1:30 p.m.  
TBA-----After School Program  
September 4-----Labor Day (**NO SCHOOL**)  
September 18-----Fire Drill – 10:00 a.m.  
September 29-----In-Service (**NO SCHOOL**)  
October 6-----1<sup>st</sup> 9 weeks Ends  
October 6-----Annual Ice Cream Supper – Fundraiser—6:00 -11:00 p.m.  
**October 9-13-----FALL BREAK (NO SCHOOL)**  
October 20-----Parent/Grandparent Breakfast  
**TBA-----Walk to School**  
October 26-----Fire Drill – 2:00 p.m.  
October 26-----Parent - Teacher Conference- 3:00 - 6:00 p.m.  
October 27-----In-Service (**NO SCHOOL**)  
November 6-10-----Book Fair  
November 10-----Veteran’s Day (**NO SCHOOL**)  
November 20-21-----Science Fair  
November 21-----Fire Drill – 2:00 p.m.  
November 22-24-----Thanksgiving Break (**NO SCHOOL**)  
TBA-----Mission of Hope  
December 14-----Fire Drill – 2:00 p.m.  
December 14-----HCES Christmas Tree Gala 6:00 – 8:00 p.m.  
December 19-----2<sup>nd</sup> 9 weeks ENDS  
December 20-----Awards Day @ 1:30 a.m. (Gym) 1<sup>st</sup> Semester  
December 20-----Last Day before Christmas Break  
**Dec. 21-Dec. 29-----CHRISTMAS BREAK**  
January 1-----New Year’s Holiday (**NO SCHOOL**)  
January 2-----Administrative Day (**NO SCHOOL**)  
January 3-----1<sup>st</sup> Day Back to School from Christmas Break (Dismiss @11:00 a.m.)  
January 4-----**1<sup>st</sup> Full day of second semester**  
January 12-----Fire Drill – 2:00 p.m.  
January 15-----Martin Luther King Day (**NO SCHOOL**)  
February 16-----Fire Drill – 2:00 p.m.  
February 19-----In-Service  
March 8-----Fire Drill – 2:00 p.m.  
March 9-----3<sup>rd</sup> 9 weeks ENDS  
**March 12-16-----SPRING BREAK (NO SCHOOL)**  
March 19-----Parent-Teacher Conference 3:00-6:00 p.m.  
March 20-----Administrative Day (**NO SCHOOL**)  
March 30-----Good Friday (**NO SCHOOL**)  
April 13-----In- service (**NO SCHOOL**)  
April 20-----Fire Drill – 2:00 p.m.  
April 30 – May 4-----Book Fair  
May 4-----5<sup>th</sup> Grade Orientation @ H.C.M.S. – 10:00a.m – 2:00 p.m.  
May 11-----Administrative Day (**NO SCHOOL**) -- **Kindergarten Registration**  
May 14-----Fire Drill – 2:00 p.m.  
May 21-----Kindergarten Graduation @ 6:00 p.m. (Gym)  
May 22-----Kindergarten Orientation @ 10:30 a.m.  
May 22-----5<sup>th</sup> Grade Celebration Night @ 6:00 p.m. (Gym)  
May 23-----4<sup>th</sup> 9 weeks ENDS  
May 23-----End of year Awards Day @ 1:30 a.m. (Gym)  
May 25-----**Abbreviated Day - Last Day of School (DISMISS @11:00A.M.)**

**Dear Parents/Guardians and Students:**

## ***WELCOME***

I would like to welcome everyone to Hancock County Elementary School. It is an honor and privilege to be principal of this school. I look forward to being back together with previous students and getting to know all the new. The faculty and staff are ready, eager and dedicated to make the 2016-2017 school year a successful and rewarding experience for all.

To fulfill our goal of effective teaching and a positive school experience it will take all of us working together. Please review this handbook for information on school rules, policy and procedures. If you have any questions or concerns, please call the school office at (423)733-2534.

Sincerely,

Angela V. Kinsler

Principal

**School website: [www.http://hancockcountyschools.com](http://hancockcountyschools.com)**

**2017-2018**  
**HANCOCK COUNTY ELEMENTARY SCHOOL**  
**SCHOOL COLORS: BLUE AND GOLD**  
**SCHOOL MASCOT: INDIAN**

SCHOOL INFORMATION  
GRADE LEVELS -----K-5  
Enrollment-----Approximately 475

**FACULTY AND STAFF**

**School Administration**

**Director-----Tony Seal**  
**Principal ----Angela V. Kinsler**  
**Secretary -----Jenny Mullins**  
**Attendance/Office—Sandra Fleenor**  
**Guidance Counselors – Whitney Fleenor,**  
**Becky Holt**  
**Bookkeeper – Summer Mabe**  
**Curriculum Coordinator – Ginger Stapleton**

**School Board Members**

**Dennis Holt**  
**David Jones**  
**Hugh Kyle Livesay**  
**Freddie Mullins**  
**Jack Mullins**  
**Carl Reed, Chairman**  
**Jeff Stapleton**

**CLASSROOM TEACHERS**

**KINDERGARTEN**

1. Autumn Collins
2. Becky McCoy
3. Wendy Mullins
4. Melanie Stanifer

**1<sup>st</sup> GRADE**

1. Jacklyn Bailey
2. Karen Holt
3. Emily Southern
4. Tara West

**2<sup>nd</sup> GRADE**

1. Marsha Dean
2. Lynn Drinnon
3. Patty Johnson
4. Erica Lawson

**3<sup>rd</sup> GRADE**

1. Laura Ellison
2. Shirley Greene
3. Afton Hurd
4. Kylie McCoy

**4<sup>th</sup> GRADE**

1. Christy Brewer
2. Amy Harrell
3. Samantha Harvey
4. Lillie Rattler

**5<sup>th</sup> GRADE**

1. Sherry Hunt
2. David Reed
3. Jennifer Seal
4. Karyn Trent

**SPECIAL PROGRAMS**

**Computer Lab----- Marlene Kinsler**  
**Librarian -----Jennifer Fleenor**  
**Phys. Ed. -----Brian Odell -- Asst. -----Ginger King**  
**Keyboarding-----Mary Lou Perry**  
**RTI-----Scarlett Horton, April Trent**  
**Curriculum, RTI, ESL----- Valerie Harrison**  
**Literacy Specialist-----Sara Holt**

## RESOURCE PROGRAM

Director-----Michael Belcher      Assistant-----Jennifer Trent  
Grades K-2-----Cynthia Campbell      Grades 3-5-----Lindsey Collingsworth  
Resource Teacher----- Misty Rasnic      Special Ed. Assistants---Melissa Adkins, Janice  
Brewer, Patty Drinnon, Eleanor McCoy, Judy Seal, Shawna Seal, Treva Wilder  
Speech Services-----Connie Rader  
K-2 Literacy Assistants---Heather Collins, Jamie Sexton, Tonya Skellinger

## CLINCH POWELL PROGRAMS

Project Basic – Grades K-3----- Julie Bowlin  
21<sup>st</sup> Century After-School Program-----Leshia Cope, Asst. Tammie Wallen

## SCHOOL BASED HEALTH CLINIC

Kimberly Ferguson----- FNP  
Melinda Fleenor ----- FNP  
Lisa Gunter----- FNP  
Nancy Seal----- FNP  
Jennifer Stewart-Glenn-----FNP  
Lila Seal-----Secretarial/Clerical Staff  
Mildred Marion----- Patient Care Rep.  
Donna Ramsey----- Patient Care Rep.  
Jennifer Wallen----- Patient Care Rep.  
Velma Mabe----- LPN  
Jane Turnmire----- R.N.  
Patricia Reed----- LPN  
Stacey Hopkins-----R.N.  
Stephanie Shockley-----Health Ed.  
Sandra Marion----- Interim Site Coord./Billing

## COPY ROOM

Tammy Dalton

## COOKS

Lorene Brooks, Manager, Brittany Bolden,  
Patsy Helton, Katelin Johnson, Lisa Trent

## CUSTODIANS

Christine Bunch, Virginia Nichols, Lorena O'Brian,

## MAINTENANCE

Jerry Anderson

## RESOURCE OFFICER

William Wilder

# HANCOCK COUNTY ELEMENTARY STUDENT HANDBOOK

## SCHOOL HOURS

School hours are from 8:00 a.m. until 3:00 p.m. each day. Please have your child at school no later than this time each day. **Children should not arrive earlier than 7:30a.m. or remain on campus no later than 3:30p.m. unless they are participating in a supervised activity. In the event if no one can be reached to pick up a child, the county sheriff may be notified to contact DCS.**

## PROCEDURES FOR STUDENT ENROLLMENT

Basic requirements for **Student Enrollment**:

1. Copy of birth certificate.
2. Copy of social security card (number).
3. Health records (immunizations).
4. Transfer students must provide: (1) Proof of guardianship (2) Prior school information, (records etc., (3) Proof of residence **before admittance will be allowed.**

You will receive a registration packet for your child containing the following:

1. Copy of Student/Parent Handbook.
2. Copy of records request for your child. (If transfer student).
3. Emergency forms – Teacher Copy.
4. Lunch application form.
5. Internet permission form.
6. SBHC permission form
7. Student Information Sheet.
8. Parent, Teacher and Student Compact agreement.

A student folder/permanent record will be established and maintained on every student.

## MEDICATION

Hancock County Elementary staff is prohibited from providing or dispensing any medication, including Tylenol, Cough medicine, Benadryl, or Aspirin to any student. Students needing occasional medications, such as amoxicillin, etc. should have parents bring the medication to the S.B.H.C. where it will be stored until time needed. Parents must complete a form stating that they give the clinic permission to give their child medicine in the parents' absence.

If your child has a medication that he/she takes on a daily basis, the medicine will be placed at the S.B.H.C. and administered by the S.B.H.C. staff. Students are responsible for notifying his/her teacher that it is time to take medication, and an employee of the S.B.H.C. will administer the medication.

## SCHOOL BASED HEALTH CLINIC

Hancock County Elementary School in coordination with East Tennessee State University College of Nursing and the Rural Health Consortium will provide all students with an elementary Health Clinic. The Elementary Health Clinic will provide Comprehensive Health Care Services for all students. In order to be eligible to receive treatment of any kind, each student must have a

consent form on file at the clinic. These forms will be made available to you at any time, by calling the school. In the event of an illness or injury, your child will be referred to the Elementary School Based Health Clinic for evaluation.

- \* If your child has a serious illness or injury, you will be notified immediately.
- \* If your child has a cold or infection, a nurse practitioner can prescribe antibiotics or other appropriate medications.

The Elementary School Based Health Clinic also has available a Nurse Practitioner, Registered Nurse (RN) Educator and a Social Service Counselor.

**Clinic Hours**— T,W,F – 8:00 a.m. – 4:30 p.m.  
M, TR – 8:00 a.m. – 6:00 p.m.  
Sat. – 10:00 a.m. – 2:00 p.m.

### **SCHOOL BREAKFAST AND LUNCH**

**Hancock County School System has been awarded the Community Eligibility Provision Grant. This will allow all students to receive a free breakfast and lunch daily. Effective July 1, 2014.**

We encourage all children to eat breakfast and lunch everyday.

**Breakfast is served from 7:30 a.m. until 8:00 a.m.**

Lunch is served from 10:50 a.m. until 12:45 p.m.

### **NO BOTTLE OR CAN SOFT DRINKS ALLOWED IN THE CAFETERIA.**

### **STUDENT PERFORMANCE AND EVALUATION**

In an effort to inform parents of student performance, we will provide Report Cards/Computer printouts that will be sent home at the end of each nine (9) weeks. Teachers also will send home progress reports at the end of each (4) weeks for students who are performing unsatisfactory work. These are used to show student's progress, or lack of, in each subject area. Our grading scale is as follows:

**A = 93-100**

**B = 85-92**

**C = 75-84**

**D = 74-70 Unsatisfactory**

**F = Below 69 is failing**

**I = Incomplete**

**TN. STATE ASSESSMENT TEST will count 15% of Spring Semester Grades.**

### **PROMOTION AND RETENTION OF STUDENTS**

The decision to promote or retain a student will be carefully reviewed near the end of the school year. During the school year, parents will be notified that their child has not made satisfactory grades during each nine week periods. Retention is justifiable in cases where achievement is far below the standard, or lack of progress is caused by any of the following:

1. Chronic truancy defined as being absent from school more than 10% or 18 days of the school year without justifiable cause.
2. Lack of effort by capable students.
3. Physical/Social immaturity.

4. Others deemed relative.

While parent/guardian input is sought in cases of retention, the school administration and the Hancock County School Board have final authority in regard to retention/promotion.

**Tennessee Department of Education  
107<sup>th</sup> General Assembly  
3<sup>rd</sup> Grade Guidelines**

**Public Chapter 351**

**Prohibits the promotion of any third grade student to the next grade level unless the student shows a basic understanding of the subject of reading as demonstrated by the student's grades or standardized test scores. Permits promotion if the student receives a research based intervention prior to the start of the next school year. (S: Burks/H: Brooks H.) SB1776/HB2038. Department of Education contact Kimberly Jackson.**

**KINDERGARTEN LAW**

1. **Children entering kindergarten shall be five (5) years of age on or before August 15<sup>th</sup> for the 2014-2015 school year.**
2. **Notwithstanding subdivision (b)2(A), if the director of schools finds through evaluation and testing, at the request of the parent or legal guardian, that a child who is five (5) years of age on or before September 30 is sufficiently mature emotionally and academically, then the child may be permitted to enter kindergarten.**
3. **Notwithstanding any other law to the contrary, children who participate in an LEA-administered pre-kindergarten program during the 2012-2013 or 2013-2014 school years may enter kindergarten in the 2013-2014 or 2014-2015 school years respectively.**

**TEXTBOOKS**

Textbooks are furnished to your child by the school system on a loan basis and should be treated as borrowed property. Students must pay for the loss or abuse of textbooks. (Price of textbooks may range from \$20.00 to \$50.00).

**HANCOCK COUNTY SCHOOL ATTENDANCE POLICY**

The Hancock County Board of Education recognizes that absenteeism is a hindrance to the efficient education of students and realizes that punctuality and regularity of attendance is necessary for progress of a student at school. The parents, guardians, or other persons having charge and control of the child are held responsible for the child's school attendance. (TC-49-1708) College admission, vocational admission, and future employers use student attendance records to determine dependability and good citizenship. When a child enters kindergarten he/she falls under the **Tennessee Compulsory Attendance Rules**, which requires that children be enrolled in school on a regular basis until they are 18 years of age. It also requires that they attend regularly and has limits on the number of days they can miss that are excused absences. State law mandates that school principals are to send parents a **notification letter** when a child has accumulated (5) unexcused absences from school. Should a child accumulate excessive absences, the principal will refer the parents to the attendance officer to investigate the reason for the absences. In some cases parents are petitioned to appear before the Truancy Board or

Juvenile Judge to justify the reason for the child's excessive absences. Acceptable reasons for which a student be excused from school are as follows:

1. **Illness with doctor or dentist etc. verification**
2. **Approved court hearing**
3. **Death in the family**
4. **Sickness**

Other absences are generally considered unexcused. There are times when it is hard for parents to decide whether or not their child is "sick" enough to stay home from school. To discuss the illness with a nurse, parents should call the Hancock High School Based Health Center at 733-2819 or the Elementary School Based Health Center at 733-2121. For any planned extended absence from school, contact your child's teacher and principal in advance of the absence and give the dates of the absences in writing.

### **ATTENDANCE INCENTIVES OFFERED**

Also, again this year at Hancock County Elementary School students who have perfect attendance for the entire school year will have a chance to win a boy or girl's bicycle, along with other awards during the **Perfect Attendance** drawing. Also, students with **"ONLY" 2** excused days will be eligible for the **Commendable Attendance** drawing for awards.

### **TARDY PROCEDURE**

#### **Excused and unexcused Tardies**

**(Students are considered tardy if they arrive in the classroom or gym after 8:00a.m.).**

#### **A. Excused Tardies**

- **Late Bus**
- **Death in family**
- **Illness with Dr.'s note**
- **Religious holiday**
- **Medical/Dental appointment**
- **Court subpoena**
- **Principal approval**

**B. An unexcused tardy is any reason for being late other than the ones listed above.**

**C. Students that accumulate more than (4) tardies in a 9 week grading period must complete make up work during evening recess.**

#### **Changes within the ATTENDANCE POLICY**

Parents our school attendance will be calculated by minutes due to the new program (EIS) that the Tennessee Dept. of Education will be using this year. **STUDENTS must be present for 420 minutes daily** \*For example: If he/she is tardy, then the unexcused tardies will result in unexcused absences. **\*\*\*Every minute will be calculated!!!\*\*\***

#### **Absenteeism hurts everyone.**

For more information contact the Attendance Supervisor Ms. Marta M. Stapleton at 733-4848.

### **FIELD TRIP POLICY**

- ◆ **Must be OK'd by the principal and director.**
- ◆ **Students must follow grade level guidelines for trip eligibility**
- ◆ **Every child must have written permission.**
- ◆ **If field trip last past 3:00 p.m., all students must have transportation home afterwards.**

### **CHECK IN/OUT PROCEDURES FOR STUDENTS**

All students must be signed in/out at the front desk. The student will be given a pass/tardy slip to



present to his/her teacher. Parent/Guardian must report the office and be given a visitor pass and a form (early dismissal) that must be presented to the teacher before the student will be allowed to leave the classroom. This is for the protection of parent and student alike. When the student is tardy or leaves early that time is kept in the computer. A early dismissal form will be issued and the student will be called to the office.

### **PICK UP/DROP-OFF POLICY**

All car/truck riders should be dropped off and picked up in front of the building. Drivers should enter at the north entrance near kindergarten classrooms and exit at the end near the rock building to avoid congestion.

**ALL BUSES WILL LOAD AT THE BACK OF THE BUILDING.**

**NO CARS ARE ALLOWED TO ENTER AT THE BACK OF THE BUILDING.**

### **TESTING**

During the school year, state mandated tests will be given by the faculty. These tests are given for the student's benefit in order to help them have a better understanding of their abilities and interests. All students are encouraged to do their very best on these tests, as they will be meaningless if the student does not put forth his/her best effort. School curriculum has been aligned with the TN. State Standards to teach students skills and knowledge to prepare them for these tests.

### **ASSEMBLIES**

Assemblies will occur the last Thursday of each month and at other scheduled times during the school year deemed necessary by the administration. Students must behave courteously at school assemblies. Students should give their full attention to the person who is speaking, or the event that is taking place. Poor sportsmanship behavior such as "booing" is not acceptable behavior. Visitors often form a lasting impression of our school and community by the student's behavior at assemblies.

### **PROCEDURE FOR STUDENT USE OF TELEPHONE**

Students are not to be called out of their classroom to the telephone except in the event of an emergency. The secretary will try to get a message to your child when otherwise necessary. **Calls should be made before 2:00 p.m. concerning after school arrangements for students.** They may not be able to use the phone unless they have a phone pass from their teacher who will judge the necessity of the call for each student.

Parent calls will not be transferred to the classroom. The school secretary will take a message and see that the student gets the message at 2:45 p.m.

### **DRESS AND GROOMING REGULATIONS**

Students are encouraged to dress in a fashion that reflects good taste and a style appropriate for a **school** day. Parents will be **called** and students will be **restricted** from attending school if their attire includes the following:

1. **Clothing displaying vulgar writing or symbols.**
2. **Clothing or articles, which are excessively torn or ragged.**
3. **Clothing that is excessively revealing such as mini-skirts, short-shorts, etc.**
4. **Hats and caps.**
5. **Shorts and dresses must be below the fingertips when the arms are held straight down to the side.**
6. **No short tops that are deemed too short and expose the belly buttons will be allowed.**
7. **Any other apparel which the principal determines to be unacceptable for school standards.**
8. **No skate shoes (wheelies) are allowed.**
9. **No backpacks with rollers are allowed.**

### **FIRE DRILL/EMERGENCY EVACUATION/INCLEMENT WEATHER**

Hancock County Elementary School will execute regular fire drills to comply with State Fire Marshal regulations and prepare us for building evacuation in the event of an emergency. Teachers will assemble with their children, in a pre-determined staging area to protect children and identify missing or injured children.

### **INCLEMENT WEATHER CLOSINGS**

During times of inclement weather, tune in to your local television/radio stations (TV Channels (6, 8, &10) Radio channel (107.7), or call the director of schools for a recording at 733-2591 for school closings or early dismissal.

### **VISITORS**

1. Parents are always welcome at Hancock County Elementary. We ask that an appointment be made to see a teacher or to visit a classroom.
2. The school policy is to accept only those visitors **who have legitimate business at the school**. Visitors will not be allowed to roam the halls during class or to interrupt class.
3. **All visitors must report to the secretary to receive a visitor's pass.**
4. Visitors will not be issued a pass unless they are known to one of the Administrator's at Hancock County Elementary School.
5. Any person found on the school grounds without permission is trespassing and is subject to arrest and prosecution.
6. The School Resource Officer will be monitoring along with the security cameras that are recording inside and outside of the building.
7. Phone calls to teachers/classrooms will only be transferred during the teachers planning and lunch.

**We ask your cooperation in this matter. It is necessary that we have these regulations in order to maintain a safe and orderly environment.**

### **PARENT/TEACHER CONFERENCES**

We have scheduled times during the year that we have parent/teacher conference meetings from 3:00-6:00 p.m. in which parents are invited to come and talk with their child's teacher. We also welcome your requests during the year. If at any time you feel the need to discuss the status of your child, please call the office at 733-2534 and the secretary will be glad to schedule a time for you.

## **SCHOOL SPECIAL PROGRAMS**

### **PHYSICAL EDUCATION PROGRAM**

Physical Education is an integral part of the instructional program. Each child will be required to participate unless he/she has a note signed by a parent or a doctor stating that he/she should not take P.E. for that day. If it is for an extended time, he/she will need a doctor's excuse.

### **GUIDANCE**

Hancock County Elementary has a guidance office staffed by trained counselor. Students, who need advice on personal problems, are urged to consult a guidance counselor. Appointments may be made by stopping by the office or contacting Ms. Whitney Fleenor or Ms. Becky Holt.

### **LIBRARY**

All students have an opportunity to use the library for reference work and pleasure reading. Books are checked out for a period of two weeks and may be renewed once; however, books may be renewed any number of times provided they have not been requested by other students. A fine of .10 cents is charged for each day a book is out while school is in session. Our library has several new selections for the student to use.

### **COMPUTER LABS**

We have two computer labs on our campus. Computers are very much a part of our educational program. All students in K-5 grades have access to this lab once per week. Students in 4<sup>th</sup> and 5<sup>th</sup> grades will receive keyboarding skills. Students are expected to take the best care possible of all computers. Parents are requested to sign a form that states that your child accepts the responsibility of doing so. The computer lab is for serious work. Students found to be abusing the lab or computers will lose their privilege to participate in this program.

**\*Note\* Consent form to use the internet must be signed by parent/guardian and returned back to student's homeroom teacher.**

### **21<sup>st</sup> CENTURY AFTER SCHOOL PROGRAM SPONSORED BY CLINCH/POWELL EDUCATIONAL COOPERATIVE PROGRAM**

The after-school program works with students in grades K-5. The students are exposed to Games & Recreation, Physical Education, and Technology, as well as help with their homework.

### **PROJECT BASIC**

This program provides counseling on small group or individual basis to students. Students are referred to this program by the classroom teacher or other counselors.

# A FAMILY GUIDE TO RESPONSE TO INSTRUCTION AND INTERVENTION (RTI<sup>2</sup>)

## What is RTI<sup>2</sup>?

A multi-tiered delivery system that uses a data-driven problem-solving model to identify specific student need and match appropriate instructional strategies.

In Tennessee, the Response to Instruction and Intervention (RTI<sup>2</sup>) Framework is a component of TNCORE. The TNCORE implementation plan has three legs with student achievement at the center:

- Assessment alignment and transparency
- Instructional materials and curriculum
- Quality training and meaningful support

## SPECIAL EDUCATION PROGRAM

Hancock County Elementary understands that all students do not learn at the same level and speed, therefore, it offers special help to those children who are deemed to need Special Education services. One to one instruction and modified programs are developed for students, and individual educational programs created, based on needs, we strive to provide our students with a free and appropriate education.

## SECTION 504

Section 504 is a federal civil rights law designed to eliminate disability discrimination in programs and activities that receive federal funds.

**A qualified individual with a disability:** A. of any age during which non-disabled individuals are provided with educational services. B. of any age during which it is mandatory under state law to provide services to disabled individuals or C. entitled to FAPE or IDEA, Section 504 covers qualified students with disabilities who attend LEA's, receiving federal funds. To be protected a student must be determined to: (1) Have a physical or mental impairment that substantially limits one or more major life activities. (2) Have a record of such impairment or (3) Be regarded as having such impairment. **Referrals:** Parents, teachers, diagnosticians and building administrators may refer students for an evaluation.

For more information regarding 504 services contact Dr. Michael Belcher, Supervisor at 733-8094 or Whitney Fleenor, building coordinator at 733-8924.

## SECTION 504 and ADA

### Grievance Procedures

The Board is committed to maintaining equitable employment/educational practices, services, programs and activities that are accessible and usable by qualified individuals with disabilities.

### DEFINITION

*Section 504 of the Rehabilitation Act of 1973* provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, 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.<sup>1</sup>

*Title II of the Americans with Disabilities Act, 1990* provides that : No otherwise qualified individual with a disability shall be discriminated against in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.<sup>2</sup>

### COORDINATOR<sub>3</sub>

The Board shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under the Americans with Disabilities Act (ADA) and Section 504, including any investigation of any complaint alleging non compliance with the Acts or alleging any actions that would be prohibited by the Acts.

#### **NOTICE<sup>4</sup>**

The Board shall make available the name, office address and telephone number of the ADA/Section 504 coordinator. Methods of initial and continuing notification may include the posting of notices, publication in newspapers and in student and employee handbooks and distribution of memoranda or other written communications.

#### **COMPLAINT PROCEDURE<sup>5</sup>**

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

#### **DUE PROCESS HEARING PROCEDURES**

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.<sup>6</sup> If a parent/guardian requests a Section 504 hearing, the parent/ guardian has the right to personally participate and to be represented at the hearing by an attorney or advocate at the parent's expense. Contested actions or omissions that are appropriate for a Section 504 hearing should involve identification, evaluation, or placement issues involving a child who has or is believed to have a disability.

##### *Written Request for Hearing*

A parent/guardian who wishes to challenge an action or omission with regard to the identification, evaluation, or placement of a student who has or is believed to have a disability as defined by Section 504, shall make a written request for a due process hearing to the Section 504 coordinator. The written request must be made on a form provided through the Central Office.

##### *Impartial Hearing Officer*

The director of schools or his/her designee shall appoint an impartial hearing officer to preside over the hearing and issue a decision. Such appointment will be made within fifteen (15) days of the date of receipt of a request for a due process hearing. The hearing officer will be hired as an independent contractor at no expense to the parent. The hearing officer that is appointed shall not be a current employee of the school system and shall not be related to any member of the Board of Education. The hearing officer need not be an attorney but shall be familiar with the requirements of Section 504 and the hearing procedures under Section 504. The choice of an impartial hearing officer is final and may not be presented as an issue at the due process hearing since such an issue would not relate to the identification, evaluation, or placement of a disabled child under Section 504. If a parent/guardian disputes the impartiality of the appointed hearing officer, he/she may raise such issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

Office for Civil Rights  
U.S. Department of Education  
61 Forsyth St. S.W., Suite 19T10  
Atlanta, GA 30303-8927  
Telephone: 404-974-9406; TDD: 877-521-2172  
Email: OCR.Atlanta@ed.gov

##### *Scheduling of Hearing*

The appointed hearing officer shall set a date for the hearing within fifteen (15) days of his/her appointment and provide this information in writing to the parent/guardian and the Section 504 coordinator. The hearing shall take place at a mutually agreeable time and place.

#### Continuances

Upon a showing of good cause, the hearing officer, at his/her discretion may grant a continuance of the hearing date and set a new hearing date.

#### Legal Representation at Hearing

If a parent/guardian is represented by a licensed attorney at the due process hearing, he/she must inform the Section 504 coordinator and the appointed hearing officer of that fact, in writing, at least seven (7) calendar days prior to the hearing date, or the hearing can be continued upon the coordinator's request. The school system shall not have legal representation at the hearing unless the parent provides notice that he/she will have legal representation.

#### Pre-Hearing Conference

The hearing officer may order a Pre-Hearing Conference during which the parent/guardian or his/her representative will state and clarify the issues to be addressed at the hearing. The Pre-Hearing Conference will also serve to resolve preliminary matters, clarify jurisdictional issues, and answer the parties questions regarding the hearing process. The Pre-Hearing Conference can be held via telephone or in person depending on the hearing officer's decision based on the convenience to both parties.

#### Dismissals

If, after the Pre-Hearing Conference, the hearing officer finds that the parent, as a matter of law, alleges and/or raises no factual claims or legal issues that come within his/her jurisdiction as a Section 504 hearing officer, he/she may dismiss the hearing and issue an order to that effect explaining the basis for such finding.

#### Hearing

The hearing shall be conducted in an informal, non-adversarial manner. The hearing shall be closed to the public unless the parent/guardian requests an open hearing. The hearing officer may reasonably limit testimony and introduction of exhibits for reasons or relevance.

#### Recording

Instead of a formal written transcript produced by a court reporter, the entire due process hearing will be video recorded. The school system shall provide a copy of the recording to the parent/guardian upon request. In order for an accurate recording to be made, the parties and witnesses shall introduce themselves at the beginning of their presentations. If a parent/guardian appeals the decision of the hearing officer to a court of competent jurisdiction, the school system shall prepare a written transcript of the hearing to be offered to the court as an exhibit.

#### Witnesses

Witnesses will present their information in narrative form, without the traditional question and answer format of legal proceedings. Cross-examination of witnesses will not be allowed, but a party may request that the hearing officer, at his/her discretion, ask a witness a certain question.

#### Format of Presentation

Each side will have an equal amount of time to present their positions as determined by the hearing officer. The parent/guardian will present his/her case first by making an opening statement outlining the issues, calling witnesses, and making a closing argument. The school system will present its side next. At the end of the school system's presentation, the parent/guardian may offer a short response. Each side may present personally or through their representatives.

#### Submission of Exhibits

As part of their presentations and at the discretion of the hearing officer, the parties may submit any reports, evaluations, correspondence, notes, or any other documents that may support their positions. Exhibits submitted to the hearing officer by either party must be marked. The hearing officer may, in the exercise of his/her discretion, reasonably limit the number of documents to be submitted for his/her review, as well as the number of witnesses and the length and/or scope of their presentations or statements.

### Closing Arguments

The hearing officer may allow or request written closing arguments summarizing and characterizing the information presented at the hearing.

### Decision

The hearing officer may make an oral ruling at the conclusion of the hearing or take the case under advisement and issue a written opinion. Such decision shall address all of the issues raised by the parent/guardian as well as any corrective actions, if any, the school system must take. Any issue or claim raised by the parent/guardian that is left unaddressed by the hearing officer in his/her decision will be deemed to have been denied. The decision must be issued within forty-five (45) days after the date the Request for a Due Process Hearing is received by the district. The hearing officer may not award attorneys' fees as a part of the relief granted to a parent/guardian or the district.

### Review Procedure/Appeal

If the parent/guardian is not satisfied by the decision of the hearing officer, he/she may seek review of the decision in a court of competent jurisdiction.

## CARE OF SCHOOL PROPERTY

We are very fortunate to have recently been provided with the best equipment and facilities possible. We can best show our appreciation by taking care of the building, equipment, and campus, so they can be passed on to future students. **Any student who deface, damages, or destroys school property will be required to repair or replace the damaged item and will also face further disciplinary action.** Except in cases of unavoidable accidents, students are liable for all damage they may do to school property. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students, who disfigure property, break windows or do other damage to school or personal property or equipment **will be required either to pay for the damage which is done or replace the item** and be subject to other forms of discipline. Students should limit items brought to school to those items necessary for school activities. **THE ADMINISTRATION IS NOT RESPONSIBLE FOR UNNECESSARY ITEMS BROUGHT TO SCHOOL WHICH ARE LOST OR STOLEN.** Thefts should be reported to the office to aid in recovery.

### **ELECTRONIC DEVICES MUST BE TURNED OFF 8:00a.m – 3:00p.m.**

This includes Game Boys, IPODS, IPADS, walkman, radios, tape players, CD players, pagers, cell phones, and other electronic devices or any sound producing device should be turned off from 8:00a.m. – 3:00p.m. Teachers and administrators have the right to confiscate such devices and hold them until a parent comes for them or until the end of the year. This is done not only because of the potentially disruptive nature of these devices, but also because these can be lost or stolen while at school.

## PROCESS FOR STATING CONCERNS

If a student or parent has a concern about a school incident or policy, the following procedure should be followed in order to resolve the problem as quickly as possible.

1. Contact the school for an appointment with the teacher.

2. If the problem still exists, contact the principal.
3. If still unresolved, contact the Director of School.

We are here to make your child's years at this school successful, yet educationally challenging, as possible. We welcome the opportunity to work with the student, and you the parents, to help your child succeed.

### **DISTRICT AND SCHOOL BOARD INFORMATION**

The Hancock County School Board has monthly meetings on the first Thursday of each month@ 7:00 p.m. at the Director of School's office.

**Director of Schools - Mr. Tony Seal -- Phone Number-423-733-2591.**

### **BUS REGULATIONS**

Rigid standards of discipline must be maintained at all times to satisfy safety requirements. Whenever a driver directs attention away from the road, danger exists. Foremost in our minds is the safety of each passenger. Students and parents need to understand that riding a bus is a privilege and can be taken away if proper behavior is not maintained.

#### **While Riding The Bus:**

1. Except for ordinary conversation, students shall maintain quiet conduct on the bus.
2. Students shall stay in their seats while the bus is in motion.
3. No part of the body shall be extended through the window.
4. With the safety of our student's our utmost goal, the 2<sup>nd</sup> and following **Office Referrals** from a bus driver may result in suspension from the bus up to **10 days.**
5. For assistance or problems concerning bus drivers, contact—Mr. Joseph Southern @ 423-733-4848.

### **CAFETERIA RULES AND PROCEDURES**

In order to protect property, maintain an orderly relationship among students, establish a clean eating environment, and make everyone's lunch a pleasant and enjoyable time, we ask your cooperation with the following:

1. Do not sit on tables or on the backs of chairs.
2. Put all trays, trash, and food scraps in their proper places once you have eaten.
3. Cooperate with the cafeteria staff and follow instructions given by the teachers and administrators.
4. Do not break the line.
5. Use only appropriate language-no profanity or vulgarity.
6. Students are not allowed to bring drinks in cans or bottles in the cafeteria, or food from commercial restaurants.
7. Do everything you can to make lunch pleasant and enjoyable for yourself and others.
8. Food and drink are not allowed to be taken into the halls. Teachers and administrators have the authority to confiscate any food or drink taken from the cafeteria by students.
9. Students are to keep tables, chairs and floors clean.
10. No student is allowed in the kitchen area. **Questions or complaints should be addressed to Mr. Joshua Fleenor @ (423)733-1188).**

### **SMOKING, USE AND POSSESSION OF TOBACCO**

Using tobacco products in any form is hazardous to the health of students and may present a safety hazard to the school. State Law prohibits smoking tobacco, using tobacco products and/or possession of tobacco materials by students on school buses, in school buildings, or on the



school grounds at any time. If a student is found possessing or using smoking materials and/or tobacco products they shall be disciplined by the administration on an individual basis. This may include counseling, withholding of privileges, and/or suspension of up to ten school days. In all cases, parents/guardians will be notified.

## **DRUG AND ALCOHOL POLICY**

In an effort to provide a safe, disciplined, and drug free campus, Hancock County Elementary School prohibits student use, possession, or distribution of controlled substances.

### **PROHIBITED CONTRABAND INCLUDES:**

1. Alcoholic Beverages/Products
2. Legend or scheduled Narcotics
3. Illegal Narcotics
4. Drug Paraphernalia
5. Over the counter or prescription drugs not cleared by parent at the school
6. Fake, imitation, or mimic substances that could be implied to be drugs
7. Electronics

Hancock County Public School Board has adopted the State of Tennessee's Zero Tolerance Policy. This policy stipulates that students found guilty will be expelled for (1) calendar year.

Hancock County Elementary faculty/staff along with the Resource Officer reserves the right to search all school property, assigned lockers, or storage areas.

Students suspected of weapons will be searched, but those suspected of drugs will be referred to the School Resource Officer/Law Enforcement that will only search with a valid search warrant.

### **STUDENT SCHOOL WIDE RULES**

- ◆ **Everyone** should walk on the right side of the hall.
- ◆ No **GUM** period!
- ◆ **Everyone** should be conscious of shoe bottoms, Report those that make black marks on floors purposefully.
- ◆ **No** students should be in classrooms before 8:00a.m. or until gym releases.
- ◆ **No** running in halls.
- ◆ **No** leaning on walls.
- ◆ **Everyone** should use steps in gym, do not walk on bleacher seats.
- ◆ **No** littering in building (mostly paper and paper towels) or outside building (bottles, paper, etc.).
- ◆ **No** student is to be outside the building between 8:00 a.m. and 3:00 p.m. without teacher.
- ◆ **No** muddy shoes, (please wipe feet on rugs at all doors).
- ◆ **No** caps/hats allowed in doors, students can wear caps/hats on rainy days, providing that they remove them inside building.
- ◆ **All** students should keep hands, feet, etc. to themselves.
- ◆ **No** pushing in line.
- ◆ **All** students should find a seat in the gym in the mornings and remain there until gym releases.
- ◆ **All** students should keep the noise level low when in the halls.
- ◆ **Noise** in the cafeteria should be kept to a low-level, no yelling or visits back to the kitchen area.

### **PARENTS :**

**IT WOULD BE A GOOD IDEA IF YOU COULD PUT YOUR CHILD'S NAME ON THEIR COATS & CLOTHING. WE NEED TO DO SOMETHING TO LIMIT THE**

## LOST CLOTHING QUANTITY

### STUDENT CONDUCT

The Board of Education believes that acceptable behavior is an essential ingredient of effective education programs. It expects students to conduct themselves in such a manner as to reflect favorably upon themselves, their families, their community and their school.

The professional staff is expected to ensure student conduct which allows for an acceptable learning atmosphere both in an outside the classroom and to help students develop self-discipline and self-direction.

The administrative staff is authorized to take reasonable measures to establish appropriate school behavior. Any professional employee shall have the authority to control any student's conduct while under the supervision of the school district. This authority to control student conduct shall extend to all activities of the school, including all games and public performances of athletic teams and other school groups, trips, and all other public performances of athletic teams and other school groups, trips and all other activities under school sponsorship and direction (both on school property and off).

Such measure includes use of reasonable force to restrain or correct student and maintain order. It is the philosophy and belief of the administration at Hancock County Elementary that the responsibility for dealing with student discipline violations rests with the parents, faculty, and administration. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the Board of Education and the school administration. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the Board of Education and school administrators, or where security of person or property appears to be in jeopardy, will not hesitate to call the police and initiate arrest and prosecution proceedings.

#### Fighting Policy

**When students are involved in a fight, defined as an exchange of physical blows (hitting, slapping, pushing, shoving, grabbing, etc.), the participants shall receive the following discipline:**

- ◆ **First Offense:** (1 day) out of school suspension or principal's discretion.
- ◆ **Second Offense:** (3 days) out of school suspension or principal's discretion.
- ◆ **Third Offense:** (5 days) out school suspension or principal's discretion.

**The administration withholds the right to inject alternative punishments where deemed appropriate.**

#### Hallway Policy

Students shall not be in the hallways during class without a written pass with date, time issued and reason from their classroom teacher or administrator. Students must always ask the teacher to issue a pass prior to their leaving the classroom and they must have the pass in their possession. Students should be in the hallway during class for emergencies only or on official business, such as going to the library; pass required as above.


Students who violate this policy will be reprimanded and be subject to disciplinary action

#### Littering Policy

Students should take pride in an attractive campus as it is conducive to learning. Students who litter will be reprimanded and be subject to disciplinary action:

#### Chewing Gum Policy

No chewing gum will be allowed on campus. Any student who is found to have gum on school campus will be subject to disciplinary action.

	<b>TENNESSEE SCHOOL BOARDS ASSOCIATION</b>	<b>Descriptor Code: 6.304</b>	<b>Issued Date: 08/01/05</b>
<b>Descriptor Term: Student Discrimination/Harassment And Bullying/Intimidation</b>		<b>Rescinds: 6.304</b>	<b>Issued: 088/30/99</b>

### **Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)**

Students will be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment. 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. 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 a student activity.

### **Bullying/Intimidation**

Students will be provided a safe learning environment. It will be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student, including cyber bullying. . **Bullying** is a form of aggressive behavior, which may manifest as abusive treatment, the use of force or coercion to affect others, particularly when habitual and involving an imbalance of power. **Cyber bullying** refers to any harassment that occurs via the internet, cell phones or other devices. **Cyber bullies** use communication technology to intentionally harm others through hostile behavior such as sending text messages and posting malicious comments on the internet. **Intimidation** means to make fearful or to put into fear.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator. Any allegations shall be fully investigated by a complaint manager (*as set forth in Student Concerns, Complaints and Grievances 6.305*).

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 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 the decision by contacting the Federal Rights Coordinator or the Board of Education. 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.

### ***Specific guidelines in HCES Bullying Pamphlet***

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**Legal References:**

1. TCA 49—6-3109
2. Title VII; 29 CFR & 1604.11;  
Davis v. Monroe County Board of Education, No. 97-843  
(U.S. Sup. Ct. May 24, 1999)
3. TCA 49-6-1014-1019
4. Title IX (20 U.S.C. 1681-1686)

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**Cross References:**

- Appeals To & Appearance Before the Board 1.404  
Staff-Student Relations 5.610  
Student Complaints and Grievances 6.305

## **BULLYING, CYBER BULLYING, DISCRIMINATION, HARRASSMENT AND INTIMIDATION**

This policy applies to all activities in the school, including activities on school property or while in route to or from school-sponsored activities and those occurring off school property if the

student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, or where an employee is engaged in school business. This policy also applies to activities that take place off-campus if the activities cause emotional distress to an individual that substantially disrupts or interferes with the operation of a school or an individual student's ability to receive an education.

HCES expects students to conduct themselves in an appropriate manner for their respective levels of development, maturity, and demonstrated capabilities. Students should show a proper regard for the rights and welfare of other students and school staff, the educational purpose, and school facilities and equipment. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

Revises criminal statutes relative to images used to harass or bully. Requires each LEA, at the beginning of the school year, to provide teachers and counselors a copy of the district's anti-bullying policy and provide training to teachers and counselors reading the policy and appropriate implementation. Directs the department of education to provide guidelines or such training and provide recommendations of appropriate and free bullying and harassment prevention resources. Requires LEAs to make information available to parents and to report to the department of education the number of bullying cases brought to the attention of school officials during the preceding year. It requires the department to annually report to the House and Senate Education Committees on the number of bullying cases.

## **DISCIPLINE**

Each staff member at H.C.E.S. accepts responsibility for the maintenance of discipline. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. If a student cannot conform to those standards, then other measures may be necessary. These are left to the discretion of the classroom teacher, and principal.

### **Acts of Misconduct**

The following is a list of common offenses which are prohibited by the H.C.E.S. code of Conduct.

1. **Minor Misconduct**-Minor misconduct shall include, **but is not limited** to the following types of conduct and such other conduct as may be designated by the principal or Board of Education.
  - Creating classroom disturbances
  - Failure to follow directions
  - Littering, careless disposal of rubbish and other item.
  - Disagreement among students
  - Running in the hallway
  - Chewing gum in school building
  
2. **Intermediate Acts of Misconduct**-Intermediate misconduct shall include, **but is not limited to,** the following types of misconduct and such other conduct a may be designated;
  - Dishonesty, cheating, and/or lying.
  - Use or possession of tobacco in school or on school property.
  - Gambling. Participation in games of chance or skill for money or profit.
  - Forgery or the use of forged notes or excuse.
  - Stealing of small items. i.e., pencils, paper, etc.
  - Failure to abide by corrective measures of this conduct.

3. **Gross Acts of misconduct**-Gross disobedience and misconduct shall include, but is not limited to, the following types of conduct and such other conduct may be designated:

- Insubordination to school personnel, including failure to follow directions or to identify themselves when requested to do so.
- Possession, use, under the influence of distribution of, or any attempt to use, distribute, or sell any illegal or controlled substance, including alcohol, drugs, or any look alike substance.
- Fighting with, or assault of school personnel or other students.
- Verbal abuse of school personnel or other students or use of profane or obscene words or gestures, which can include sexual harassment.
- Endangering of the physical, intimidation of, or the psychological well-being of school personnel or other students by conduct or actions.
- Possession, use or display of knives of any type, guns, or any other dangerous or illegal weapons.
- Stealing of property greater than mentioned previously.

### **CORRECTIONS FOR ACTS OF MISCONDUCT**

Each teacher is to establish a Classroom Management Plan to be put into use prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted. Examples of correction responses to be taken by teacher as part of their Classroom Management Plan are as follows:

1. Verbal reprimands
2. Behavior contracts
3. Counseling
4. Withdrawal of classroom or school privileges
5. Classroom detention

### **OFFICE REFERRALS**

A student should be referred to the office when the seriousness of the offense, or the disruptive effect make the continued presence of the pupil in the classroom detrimental to the education process.

Types of Behavioral Corrections:

1. Conference with the student.
2. Conference with the parent/guardian.
3. Withdrawal of privileges.
4. Temporary removal of student from class.
5. Financial restitution.
6. Time Out
7. Suspension.
8. Expulsion.

**Gross Misconduct**-includes any behavior which is of such objectionable nature which caused, or may reasonably cause, substantial injury or disruption of school. This may result in the use of one or more of the following:

1. Loss of privileges.
2. Out of school suspension.
3. Expulsion.

### **GENERAL PROCEDURES IMPLEMENTING BOARD DISCIPLINE POLICY**

1. Students committing acts of misconduct may be placed on probation, suspended from school, suspended from riding the bus, or otherwise disciplined.
2. Any school work, tests, or assignments missed of a cumulative nature are to be accepted when a student is absent due to suspension. Students will not be allowed to make up work assigned on days suspended. Students will receive a zero (0) in the teacher's grade book.
3. Certified personnel may place on probation, or otherwise discipline a student. The principal, or their designee is authorized to suspend a student from school or from riding the school bus.
4. Prior to removing the student from the school or the school bus during the regular school day, the authorized administrator shall make reasonable efforts to notify the parents by telephone.

### **SUSPENSION/EXPULSION PROCEDURES**

1. The authorized administrator shall confer with any student who is under consideration for suspension.
2. Prior or during this conference, the administrator shall ascertain whether the student is a special education student.
3. The student will be advised of the reason(s) for the proposed suspension. The student shall also be afforded an opportunity to respond.
4. The administrator conferring with the student shall make a written record of the conference.
5. After following the above pre-suspension procedures, the administrator may then determine whether to suspend the student.
6. If the pre-conference results in a decision to suspend, the parents/guardians of the student shall be advised immediately of the decision by phone or written notice or both.

**Note: A copy of Hancock County's Board adopted discipline policy is available by request to the principal.**

# STATEMENT OF RIGHTS AND RESPONSIBILITIES

## **Hancock County Elementary School** **Recognizes the following:**

**The primary intent of society in establishing the public School,  
is to provide an opportunity for learning,  
That the students have full rights of citizenship as delineated in the United States  
Constitution and its amendments,  
That citizenship rights must not be abridged, obstructed, or in other ways  
altered except in accordance with due process of Law, and  
That education is one of these citizen rights.  
And that:**

It is the policy of the Hancock 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 Titles VI and VII of the Civil rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquiries regarding compliance with Title IX, Section 504 or the Americans with Disabilities Act should be directed to the office of the Director, Hancock County Schools, Main Street, Sneedville, TN. or to the Office for Civil Rights, U.S. Department of Education, Washington, D.C.

Local Title VI-VIX Coordinator  
423-733-8094

### **Permanent Records**

**According to the Family Rights and Privacy Act of 1974, the parent/guardian or student age 18 or over is permitted to inspect and review educational records relating to the student.**



# Hancock County Elementary School

## Parent Involvement Plan

### 2017 -2018

The Hancock County Elementary School Parent Involvement Plan was jointly developed by teachers, administration, and the Parent Advisory Council as a guide for parent involvement opportunities and will be updated annually during the summer.

#### **Parent Advisory Council Members**

Tammy Dalton  
Rhonda Johnson

Jennifer Wallen  
Phil Blevins

Tonya Baker  
Kristy Cantwell

#### **Annual Meetings**

Hancock County Elementary School holds annual meetings the week prior to school beginning in the fall called “Back to School Family Night”. All parent/caregivers are invited to attend with their child/children. During this meeting, parent/caregivers are informed of Hancock County Elementary School’s Parent Involvement Plan, Title I requirements, school handbook, school calendar for the current year, obtain a supply list from their child’s classroom teacher, as well as meet with their child’s new teacher. During this meeting parent/caregivers are also informed of their rights to be involved in all aspects of their child’s education. Kindergarten parent/caregivers also have a slotted time to be introduced to the administration and kindergarten teachers. The time is taken to address school rules and parent/caregiver questions or concerns. H.C.E.S. also follows the district calendar with offering two Parent/Teacher Conferences per school year one in the fall and the second in the spring.

#### **Other Parental Involvement Activities**

Throughout the school year Hancock County Elementary School also offers a number of flexible meetings for parent/caregivers to attend. We offer a flexible schedule to accommodate parental work schedules so meetings are held at different times during the school day and year. Parents may also meet with teachers during their planning time or at scheduled meetings as requested. Administrative staff is available during regular school hours to entertain questions or deal with parental concerns/issues. The principal has an open door policy to parents. Other parent/caregivers opportunities include but are not limited to:

- National Breakfast Week
- Holiday or Seasonal Programs
- Semester Awards Program
- National Walk To School Event
- 4-H Presentation Events
- Science Fair Competition
- Walking Field Trips and/or Bus Field Trips
- Monthly Nutritional Birthday and Attendance Celebrations
- Read Across America Week
- PTO affiliated teams (Football/Cheerleading, Basketball, Soccer, T-Ball/Baseball/Softball)
- Field Day Events
- Book Fair
- Kindergarten Orientation Day

#### **Parental Communication**

Hancock County Elementary School communicates with parents in an organized, ongoing, timely manner. We work with the Parent Advisory Council members to plan, review and improve programs for student instruction and parental involvement. Communications include but are not limited to:

- Parental notes/letters from administration
- Parent Advisory Council Meetings
- Weekly Classroom Homework Sheets
- Classroom Newsletters
- Parent/Teacher Conferences (2 per year)
- Email
- School Web Page
- Flyers
- Quarterly District Newsletter (The Apple Core)
- IEP or 504 Meetings
- School Handbook

- Awards/Certificates/Ribbons
- School Marquee
- Discipline Forms
- Handwritten notes
- ❖ Articles in Local Newspaper (Sneedville Shopper)

### **Curriculum**

Hancock County Elementary School provides to parents an explanation of the curriculum, as follows:

- Hancock County Elementary School encompasses grade levels K-5.
- Basic subjects are taught by highly qualified teachers in a controlled, organized manner.
- The instruction is tailored to focus on Reading/Language Arts, math, science and social studies with scheduled times for physical education, computer lab, guidance, and library.
- Students will attend RTI Reading/Math intervention periods based upon achievement levels.
- Students who possess learning disabilities are taught individually through an IEP (Individual Educational Plan) or 504 plan developed jointly by parent/caregivers, student, teachers, para-professionals and administration.
- An after-school tutoring program offers individual students tutoring Monday - Thursday beginning after the first nine weeks and ending during the fifth nine weeks.
- HEARTS after-school program incorporates homework helps on a daily basis and a one hour math tutoring program helping grade levels 2 - 5 on a rotating basis.
- Curriculum information and resources are being updated annually on the school website.
- Physical activities are offered during the after-school program on given schedule.
- Sports such as football, cheerleading, dance, basketball, soccer and t-ball/baseball/softball are offered to interested students to increase their physical stamina.

### **Explanation of Assessment**

- Hancock County Elementary provides a description and explanation to parents of the TN State Assessment which demonstrates student proficiency level. An individual student profile report is sent home yearly with explanations on how to read the report.
- Different forms of formative and summative assessment are used to measure student achievement and growth throughout the school year.
- Progress reports are sent out after each four week period of instruction as a mid-report and at the end of the nine week period of instruction as a report card. Parents are requested to sign the reports to verify they have been seen.
- Hancock County Elementary exposes all students in grades K–5 to the Renaissance Learning (STAR Reading and STAR Math) assessment program which test students on standards and criteria similar to the state comprehensive assessment in reading and math. This test allows teacher’s to access student academic growth.
- Hancock County Elementary provides parent’s computer generated reports for STAR Reading and STAR Math, IXL Math Lab, and Accelerated Reading for parents to see the progress throughout the school year and the benchmarks students are meeting.
- Writing assessment will be given to students in grades 3-5.

### **Student/Parent/Teacher Compact**

The student/parent/teacher compact was jointly developed by teachers, administration, and the Parent Advisory Council with input from Title I parent survey and group consensus. The entire school staff, parent/caregivers and students will share the responsibility for improved and sustained academic achievement. This compact is designed to form a partnership to help students achieve and meet Common Core State Standards. The agreement is signed by the student, parent, teacher, and principal.

### **Parent Conferences and Regular Meetings**

Hancock County Elementary School has two yearly scheduled parent/teacher conference days each school-year. This allows parents advanced notice so they may pre-schedule a meeting with their child/children's teacher. It is a time to inform parents of student progress or struggles, to seek advice for help in academic areas from teachers, and discuss the overall demeanor of the student in all settings (classroom, hallway, cafeteria, bus, etc.). These meetings are informal and held within the classroom environment which allows for parents to see student portfolios and projects. Questions and concerns may also be entertained or discussed during these meetings. See the school calendar each year for the pre-determined dates.

H.C.E.S. also provides parents with opportunities for regular meetings. These meetings may be held at flexible times to accommodate working parents so they may visit the school and participate in decision making processes. Teachers and administration freely schedule meetings with parents upon request. The principal has an open door policy in which all parents are welcome to visit and voice ideas, concerns, or suggestions.

### **Parent Involvement Plan Analysis**

The parent involvement plan includes but is not limited to the following ideas:

- ✓ H.C.E.S. sends frequent student reports to parents at the mid-nine weeks and the end of the nine weeks.
- ✓ There are reasonable opportunities for parents to volunteer/participate and observe in their child's classroom as well as talk with staff or administration.
- ✓ The Parent Involvement Plan has been made available to parents/caregivers and stakeholders within the community using more than one avenue.
- ✓ The Parent Involvement Plan is written in an understandable format.
- ✓ The Parent Involvement Plan will be updated yearly during the summer in preparation for the new school year and to meet the need of the parents.
- ✓ If the Parent Involvement Plan is not deemed satisfactory and does not meet the needs of the parents, the school and Parent Advisory Council will reevaluate the plan and report concerns to the appropriate departments.
- ✓ H.C.E.S. building has the capacity for parent involvement activities.
- ✓ H.C.E.S. has provided assistance to parents in understanding student academic achievement covering topics related to TN. State Standards, state and local assessments, and how to monitor student progress.
- ✓ H.C.E.S. provides materials to help parents work with their children to improve academic achievement such as offering literacy training, using technology, and other community based organizations that may be able to help.
- ✓ H.C.E.S. provides opportunities to strengthen relationships between teachers, administration, students and parents. The school has coordinated and integrated to the extent feasible and appropriate parent involvement programs and activities.
- ✓ H.C.E.S. provides opportunities to strengthen relationships between preschool events and the transition into the elementary school setting through parent resource centers, Head Start, Hancock County Early Learning Center, homebound instruction and various other programs.
- ✓ H.C.E.S. continuously sends parents information related to school and parent programs, meetings and other activities to the extent practicable in a parent friendly language.
- ✓ H.C.E.S. has provided reasonable support for parent involvement activities when requested by parents.
- ✓ Special effort is provided to give opportunities to parents with limited English proficiency, disabilities and migrant workers to the extent practicable.

**Parent Brochure**  
**Hancock County Schools**  
**A Family Guide to Response to Instruction and Intervention**  
**(RTI<sup>2</sup>)**  
**2017-2018**

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Hancock County is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention (RTI<sup>2</sup>) is one form of support.

### **What is RTI<sup>2</sup>?**

A multi-tiered delivery system that uses a data-driven problem-solving model to identify specific student need and match appropriate instructional strategies.

In Tennessee, the Response to Instruction and Intervention (RTI<sup>2</sup>) Framework is a component of TNCORE. The TNCORE implementation plan has three legs with student achievement at the center:

- Assessment alignment and transparency
- Instructional materials and curriculum
- Quality training and meaningful support

### **What does the RTI<sup>2</sup> Framework look like?**

The RTI<sup>2</sup> Framework has three tiers. Each tier provides differing levels of support.

- In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.
- In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are

below the 10<sup>th</sup> percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

### **What are the key components of the RTI<sup>2</sup> Framework?**

A key component of RTI<sup>2</sup> is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).

Another component of RTI<sup>2</sup> is that the school conducts universal screenings. Universal screenings review the performance and progress of all students through brief assessments. Universal screenings help schools identify students who may need more support or other types of instruction.

As a result of universal screenings, students may be identified as needing targeted intervention (Tier II) in addition to the high quality instruction they are receiving in Tier I. Research based interventions are used to support students in the area(s) in which they are struggling. Research based interventions are teaching strategies or methods that have been proven effective in helping children learn.

Another key component of RTI<sup>2</sup> is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how children are doing on a specific skill. It shows how well the intervention is working. It includes formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be changed. This information is shared with parents on a regular basis.

When progress monitoring indicates that the intervention is no longer needed, the child continues to receive support from the general education curriculum (Tier I). When progress monitoring shows that a child is not responding to the intervention, another approach or intervention may be tried. If a higher level of support is needed, students may be given more intense intervention that further focuses on the supporting skills they need to be successful learners (Tier III). Students who do not respond to Tier III interventions may be referred for special education.

### **What if I think my child needs special education?**

If at any time parents become concerned that their child needs special education, they should contact

their child's teacher or administrator. Other forms of evaluation, in addition to information gathered through the RTI<sup>2</sup> framework, are needed to determine if a student is eligible for special education services. In order for these evaluations to be conducted, a parent's written consent is required.

**Here are a few ways parents can support what their child is doing in school:**

- Make reading an everyday habit at home
- Communicate with your child's teacher
- Monitor and assist with homework assignments
- Review progress monitoring data
- Share your child's successes
- Learn more about the curricula and interventions being used in your child's school
- Attend parent/teacher conferences and other school meetings about your child

Talk to your child's teacher, principal or school's RTI support team for more information about how RTI<sup>2</sup> is being implemented in your child's school.

**For more information, please contact:**

**Hancock County Elementary  
423-733-2534**

**Adapted from: A Parent Advocacy Brief written by  
the National Center for Learning Disabilities (NCLD)**

# “IMPORTANT NUMBERS”

✓ Director of Schools-----	Mr. Tony Seal	733-2591
✓ Principal-----	Dr. Angela V. Kinsler	733-2534
✓ Transportation and Busing-----	Mr. Joseph Southern	733-4848
✓ Attendance -----	Ms. Marta M. Stapleton	733-4848
✓ Curriculum & Textbooks-----	Ms. Charlotte Mullins	733-4403
✓ Food Service-----	Ms. Joshua Fleenor	733-1188
✓ Special Education Program-----	Dr. Michael Belcher	733-8094
✓ School Based Health Center -----		733-2121
✓ Coordinated School Health-----	Ms. Deb McDaniel-----	733-1474