

## COVID-19 DISCLAIMER

*Due to the COVID-19 pandemic, Hancock County Schools (“District”) has been exploring different and reasonable ways to provide services to all students. The District has worked with state and local agencies, including our local health department, to draft and implement guidelines moving forward regarding cleaning, screening, etc. Though the District and its agents will work hard to implement and abide by those guidelines, neither the guidelines themselves nor even recommendations from the Centers of Disease Control and Prevention (“CDC”) would ever allow the District to guarantee an environment that is entirely free of COVID-19 related risks.*

*By allowing your child to return to school, you must understand that your child's attendance will require him/her to physically interact with the District’s staff members, other students, and even some limited volunteers. As such, despite all reasonable efforts on behalf of the District, physical interaction with the public at large may pose some unavoidable risks to you, our child, and your family due to the COVID-19 pandemic. While the District hopes that everyone remains safe and healthy during this trying time, we also want to remain both honest and transparent with our parents about the very real risks posed by COVID-19 both inside and outside of our schools.*

*As of August 2<sup>nd</sup>, 2021, Hancock County Elementary will not require that masks are worn by students or faculty. This mandate can change at the discretion of the district in relation to an increase in Covid 19 cases nation/county wide.*

## Hancock County Elementary School 2021-2022

July 28-----In-service  
 July 29-----In-service  
 July 30-----Administrative Day  
 August 2-----First Full Day of School  
 August 12-----Fire Drill – 10:00 a.m.  
 TBA-----After School Program  
 September 6-----Labor Day **(NO SCHOOL)**  
 September 17-----Fire Drill – 2:00 p.m.  
 October 4-----1<sup>st</sup> 9 weeks Ends  
 October 8-----Administrative Day **(NO SCHOOL)**  
 October 8-----Ice Cream Supper  
**October 11-15-----FALL BREAK (NO SCHOOL)**  
 TBA-----Walk to School  
 October 21-----Parent - Teacher Conference- 3:00 - 6:00 p.m.  
 October 22-----In-Service **(NO SCHOOL)**  
 October 27-----Fire Drill – 2:00 p.m.  
 November 1-5-----Book Fair  
 November 11-----Veteran’s Day **(NO SCHOOL)**  
 November 22-23-----Science Fair  
 November 24-----Fire Drill – 10:00a.m.  
 November 25-26-----Thanksgiving Break **(NO SCHOOL)**  
 TBA----- Mission of Hope  
 December 17-----2<sup>nd</sup> 9 weeks ENDS  
 December 17 -----Awards Day @ 9:00 a.m. (Gym) 1<sup>st</sup> Semester  
 December 17-----Last Day before Christmas Break (Abbreviated Day) out at 11:30  
**Dec. 20-Jan. 2-----CHRISTMAS BREAK**  
 January 1-----New Year’s Holiday **(NO SCHOOL)**  
 January 3-----Administrative Day **(NO SCHOOL)**  
 January 4-----1<sup>st</sup> Day Back to School from Christmas Break  
 January 10-----Fire Drill – 1:30 p.m.  
 January 17-----In-service **(NO SCHOOL) (Online Principal directed)**  
 February 16-----Fire Drill – 1:30 p.m.  
 February 18-----In-Service **(NO SCHOOL) Principal directed**  
 February 21-----President’s Day **(NO SCHOOL)**  
 March 11-----3<sup>rd</sup> 9 weeks ENDS  
 March 17-----Parent-Teacher Conference 3:00-6:00 p.m.  
 March 18-----Fire drill – 1:30 p.m.  
**March 21-25-----Spring Break**  
 April 15-----Good Friday **(NO SCHOOL)**  
 April 22-----Fire Drill – 2:00 p.m.  
 May 2-6-----Book Fair  
 May 6-----5<sup>th</sup> Grade Orientation @ H.C.M.S.  
 May 13-----Kindergarten Orientation @ 10:30 a.m.  
 May 17-----Fire Drill – 2:00 p.m.  
 May 23-----Administrative Day **(NO SCHOOL)**  
 May 20-----End of year Awards Day @ 1:30 p.m. (Gym)  
 May 24-----4<sup>th</sup> 9 weeks end  
 May 24-----**Abbreviated Day - Last Day of School (DISMISS @ (11:30A.M.)**

## **Principal's Welcome:**

Dear Parents/Guardians and Students:

Welcome to the start of the 2021-2022 school year at Hancock County Elementary School! This will be a school year far different from one that we have ever experienced. The faculty and staff are proud to continue the tradition of excellence created thus far in all areas. If you are a first-time HCES student, we look forward to you joining us in this process. We are committed to ensuring that all students learn by creating an atmosphere of collaboration and support while making the school experience feel individualized for each child. While each child's path may be different, the road traveled is no less important.

I am working with the HCES leadership team to provide the safest learning experience for all persons involved. I believe in high expectations for everyone, everyday, everywhere. For students, every moment matters. I may not have all the answers, but I firmly believe that our students, staff, and families are a community. We will work to solve issues together. Though it may not be perfect, we will make it work. We can do this by supporting each other. Simply put, we are better together.

Warmest Regards,

Valerie Harrison, Principal

HANCOCK COUNTY ELEMENTARY SCHOOL  
SCHOOL COLORS: BLUE AND GOLD  
SCHOOL MASCOT: INDIAN

School website: <https://hancockcountyschools.com/hces>

SCHOOL INFORMATION  
GRADE LEVELS -----K-5  
FACULTY AND STAFF

**School Administration**

Director of Schools-----**Charlotte Mullins**  
Principal ----**Valerie Harrison**  
Assistant Principal----**Ginger Stapleton**  
Secretary -----Jenny Mullins  
Attendance/Office—Sandra Fleenor  
Guidance Counselors – Whitney Fleenor, Becky Holt

**School Board Members**

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

**CLASSROOM TEACHERS**

***KINDERGARTEN***

Rachel Linden  
Becky McCoy  
Wendy Mullins  
Diane Seal

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

Lauren Boyce  
Cassandra Bunch  
Katie Hash  
Whitney Jarnigan

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

Lynn Drinnon  
Raeghan Graves  
Cammie Kee  
Laken Partin

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

Afton Hurd  
Erica Lawson  
Kylie McCoy  
Mysti Richter

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

Samantha Harvey  
Jeanna Meyers  
Lendsey Russell  
Tara Sunnarborg

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

Scarlett Horton  
Sherry Hunt  
David Reed  
Jennifer Seal

**ENCORE PROGRAMS**

Librarian -----**Jennifer Fleenor**  
Phys. Ed. -----**Brian Collins**  
Computer Lab-----**Keith Kyker**  
Academic Coach/ RTI/ Intervention Specialists-----**April Trent, Tara West**  
Academic Coaches-----**Sara Holt, Emily Southern**

## RESOURCE PROGRAMS

Director of Special Education -----Misty Rasnic  
Grades K-2-----Christy Brewer  
Grades 3-5-----Jessica Dalton  
Resource Teacher-----  
Resource Assistants---Jill Belcher, Kennedy Wallen, Tracey Johnson, Patty Drinnon,  
Jessica Eldridge  
Speech Services-----Connie Rader, Chezlie Davis, Julieanne Pearson

## OTHER PERSONNEL

### ADDITIONAL STAFF

#### INSTRUCTIONAL ASSISTANTS

Alisha Dillon, Abbey Fodor, Tammy Lamb, Jamie Perry, Tammy Crawford, Tammy Dalton

#### CUSTODIANS

Thomas Bunch, Christine Livesay, Carol Price

#### FOOD SERVICE

Cafeteria Manager: Brittany Bolden, Cooks: Patsy Helton, Katelin Johnson, Eva Montgomery,  
Lisa Trent

#### RESOURCE OFFICER

William Wilder

## CLINCH POWELL PROGRAMS

21<sup>st</sup> Century After-School Program-----Leshia Cope, Asst. Tammie Wallen

## 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. **Car riders cannot be dropped off prior to 7:30 a.m. or remain on campus later than 3:30 p.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.

**\*\*\*\*All students and families must read and sign the Hancock County Schools Technology Handbook for Technology Device Procedures and Expectations.**

**\*\*\*\*All students and families must read and sign the Hancock County Schools Acceptable Use Policy.**

### **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.

### **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.

## **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**

The TNReady Assessment will count towards 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. The 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 2020-2021 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.

## 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. **In the past, students have brought a note from home or a parent has called the school and instructed the school to send their child to the clinic. This is no longer allowed. If a parent/guardian suspects that their child is sick, they must make arrangements for the child to be seen by a healthcare provider. The school can not act as a holding area while students are waiting to be seen. This practice puts others at risk.**

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 8:10a.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. Any student entering the building after 8:10 a.m. is considered late and MUST be accompanied by a parent to be signed in or bring in a note from the parent. Once a student is late, the principal will decide whether the late arrival is excused or unexcused.

D. Any student that accumulates 5 unexcused tardies will be placed in detention (ISS) In School Suspension for one hour upon signing in. The 6<sup>th</sup> tardy will result in 2 hours detention (ISS) In School Suspension. This pattern will continue until the student reaches the 11<sup>th</sup> tardy. Once a student reaches his/her 11<sup>th</sup> tardy, he/she will be suspended for 1 day.

Attendance is calculated by the minute. Students must be present for 420 minutes daily. Early dismissals and tardies will be calculated to represent student absences. For example: A student that is tardy by 10 minutes for 6 days will be counted as absent for one full school hour.

## **Hancock County Schools New Truancy Intervention Procedure**

TCA Code 49-6-3009(b) / Senate Bill 196 / Public Chapter 379

Effective July 1, 2018

On or before the beginning of each school year, the principal or a teacher at every public, private, or parochial school shall notify a student's parent, in writing, that:

- If the student is absent from school for an aggregate of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court; and
- It is a parental duty to monitor the student's school attendance and require the student to attend school.

Each successive accumulation of five (5) unexcused absences by a student must also be reported. If it appears that, within three (3) days after receipt of the notice, any child, parent, guardian, or other person in parental relation has failed to comply with this part, then the director of schools shall request a conference between school officials and the parent to discuss the absences and to trigger the first tier of the progressive truancy interventions.

### **Tier I:**

- Daily Phone Calls will be made for any student who misses any day of school, excused or unexcused.
- 3 Day Letters will be sent to any student who misses 3 unexcused days of school
- Upon the 4<sup>th</sup> unexcused day the student misses, the Parent/Guardian will receive one or more of the following: notification by letter, a home visit and/or a phone call, including an invitation to a Conference with the Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at the School

- 5 Day Letters will be sent to any student who misses 5 unexcused days of school
- Conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, including

(a) A specific description of the school's attendance expectations for the child;

(b) The contract is effective for the entire school year.

(c) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and

- An Individualized Assessment of Student's Attendance is reviewed, and all parties present must sign an Attendance Contract
- Follow-up meetings to discuss the student's attendance progress are scheduled

*If Student/Parent/Guardian fail to show up or to comply with Tier I, Tier II is evoked*

**Tier II:**

- Second Attempt at Conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, if not completed in Tier I
- Second Attempt at review of Individualized Assessment of Student's Attendance, and Signing of the Attendance Contract, if not completed in Tier I
- Referral to counseling, community-based services, or in-school or out-of-school services aimed at addressing the student's attendance problems

*If Student/Parent/Guardian fail to show up or to comply with Tier I or Tier II, Tier III is evoked*

**Tier III:**

- Referral to Truancy Board\*
- Third Attempt at Signing of the Attendance Contract, if not completed in Tier I or Tier II
- Referral to counseling, community-based services, or in-school or out-of-school services aimed at addressing the student's attendance problems

***\*If Student/Parent/Guardian fail to show up to Truancy Board Meeting, Referral to Juvenile Court***

Each referral to juvenile court will be accompanied by a statement from the student's school certifying that:

- The school applied the progressive truancy interventions to the student; and
- The progressive truancy interventions failed to meaningfully address the student's school attendance.

Each intervention program shall report school attendance of program participants to the director of schools in the year following the intervention.

Ms. Marta M. Stapleton, Attendance Supervisor

Visit [hancockcountyschools.com](http://hancockcountyschools.com) for additional information

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

**FIELD TRIP POLICY**

- ◆ Must be approved by the principal and director.
- ◆ Students must follow grade level guidelines for trip eligibility.
- ◆ Every child must have written permission.

## **SIGN IN/ SIGN 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. Parents and guardians are not permitted to wait in the office for their child. After the parent/guardian has signed the student out, they must exit the building and wait for the child on the patio.

## **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 and exit at the near the rock building to avoid congestion. Parents and guardians must wait in their vehicles for car riders. Parents and Guardians are not permitted to wait in the foyer of the building on their car riders. Parents are not permitted to park above the top highway along Newman's Ridge Road and walk down to meet their child at the patio. Other than staff members walking students, nobody is permitted to be in the parking lot during car rider loading times.

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

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

The school bus is an extension of the classroom. Students are expected to conduct themselves in a manner consistent with the classroom.

Remember: Riding the school bus is a privilege not a right! If you can't obey these rules, you will not be permitted to ride the bus. HCS is not required to provide transportation.

### **SCHOOL BUS RULES**

1. The bus driver may assign seats.
2. Seat-belts must be worn at all times.
3. No profanity.
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence is prohibited.
6. Remain seated.
7. The use of any tobacco products is prohibited.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. Do not distract the driver through misbehavior.

**MISBEHAVIOR ON BUS:** Penalty at discretion of Principal or Transportation Supervisor depending on circumstances (May include removal from bus for 1 to 5 days or permanent removal from bus). Serious misbehavior on the bus may also be cause for punishment up to and including suspension or expulsion from school.

## **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 students 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.**

### **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. Rigorous curriculum, that is closely aligned with the state of TN's Academic Standards, is in place to ensure that each student is actively challenged and prepared for the next phase in their lives.

### **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. Students may not be able to use the phone unless they have a phone pass from their teacher. The teacher will judge the necessity of the call for each student. Parent calls will not be transferred to the classroom unless it is during scheduled Student/Teacher Check-In times. **Calls from Parents/Guardians to the school, concerning after school arrangements for students, must be made before 2:30 p.m. Any changes related to students' going home procedures must be made prior to 2:30 pm. Students will not be allowed to use the phone after 2:30pm.**

### **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 are not to be worn in the building.
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 abdomen.
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 predetermined 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. Because of the ongoing Covid 19 Crisis, HCES requires parents/guardians to make an appointment to meet with Teachers or the Principal. No classroom visits will be permitted. This includes holidays, parties, and special events.
2. The school policy is to accept only those visitors who have legitimate business at the school. All meetings will take place in the conference room or another designated location.
3. Any person found on the school grounds without permission is trespassing and is subject to arrest and prosecution.
4. The School Resource Officer will be monitoring along with the security cameras that are recording inside and outside of the building.

### **PARENT/TEACHER CONFERENCES**

Due to Covid 19, please check with the school for information regarding in person Parent/Teacher Conferences. 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 virtual or phone meeting for you.

### **ENCORE 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 counselors. 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 replacement fee of \$10-\$20 according to type and/or condition of book will be assessed for each book not returned at the end of the school year. Our library has several new selections for

the student to use.

## **COMPUTER LAB**

All students have access to the lab once per week. Students will use the lab to practice skills in ELA, Math, Science, and Social Studies. Programs that students will utilize in the lab include, but are not limited to IXL and ABCYA. A consent form to use the internet and devices (Acceptable Use Policy) must be signed by parent/guardian and returned back to the student's homeroom teacher.

## **RTI**

### **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 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 Ms. Misty Rasnic, 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<sup>3</sup>**

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 party's 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 of 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 a 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 between 7:30am-3:30pm. This includes IPODS, IPADS, cell phones, and other electronic devices or any sound producing device. 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.

### **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 – Ms. Charlotte Mullins – Phone Number-423-733-2591.**

### **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.

### **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 (with the exception of lunch or breakfast in an alternative setting. 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.
11. No bottle or can drinks in the cafeteria (Cokes, Mt Dew, Energy drinks).

**Questions or complaints should be addressed to Mr. Josh Fleenor at 423-733-1188.**

**\*\*\*Note:** Students will not be permitted to put their personal lunches, drinks, or snacks in classroom refrigerators or have access to a microwave in the classroom or cafeteria. This is due to cleanliness guidelines surrounding Covid-19.

### **STUDENT PERFORMANCE AND EVALUATION 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 allowed.
- ◆ **Everyone** should be conscious of shoe bottoms, Report those that make black marks on floors purposefully.
- ◆ **No** students should be in classrooms before 7:45a.m. or until gym releases.
- ◆ **No** running in halls.
- ◆ **Everyone** should use steps in gym, do not walk on bleacher seats.
- ◆ **No** littering in the building (mostly paper and paper towels) or outside the building (bottles, paper, etc.).
- ◆ **No** student is to be outside the building between 7:45 a.m. and 3:15 p.m. without an adult.
- ◆ **No** caps/hats allowed in doors, students can wear caps/hats on rainy days, providing that they remove them inside the building.
- ◆ **All** students should keep hands, feet, etc. to themselves.
- ◆ **No** pushing in line.
- ◆ **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/Guardians, we recommend that you put students' first and last names in jackets, lunchboxes, and backpacks.**

## **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 and 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:

Hancock County Elementary will be piloting a Positive Behavior Intervention System- PBIS to deal with adverse behaviors in the 2021-2022 school year.

	<b>TENNESSEE SCHOOL BOARDS ASSOCIATION</b>	Descriptor Code: <b>6.304</b>	Issued Date: <b>08/01/05</b>
Descriptor Term: <b>Student Discrimination/Harassment And Bullying/Intimidation</b>		Rescinds: <b>6.304</b>	Issued: <b>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 HCES 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 items.
  - 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 of Schools at Hancock County Schools, 418 Harrison Street, Sneedville, TN 37869 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.**

### **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 predetermined 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 Brochure**

#### **Hancock County Schools A Family Guide to Response to Instruction and Intervention (RTI<sup>2</sup>)**

**2020- Currently, Dr. Mike Belcher  
Director of Schools  
Hancock County Schools  
P.O. Box 629  
Sneedville, TN 37869  
(423)733-2591  
hancockcountyschools.com**

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
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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

# “IMPORTANT NUMBERS”

- ✓ Director of Schools----- Ms. Charlotte Mullins-----733-2591
- ✓ Principal----- Ms. Valerie Harrison -----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----- Mr. Josh Fleenor -----733-1188
- ✓ Special Education Program----- Ms. Misty Rasnic -----733-8094
- ✓ School Based Health Center -----733-2121
- ✓ Coordinated School Health----- Ms. Janie Dalton-----733-1474
- ✓ School Counselor ----- Ms. Whitney Fleenor ----- 733-8924