

Principal's Welcome:

Dear Parents/Guardians and Students:

Welcome to the 2022-2023 school year at Hancock County Elementary School! We are very proud of our rich traditions and of the educational accomplishments of our students, faculty, and community. At HCES, we strive to ensure our children are engaged in an environment focused on high expectations reflecting academic, social and emotional development. As principal, I am especially motivated to sustain the positive culture of kindness within our building. Our youngest learners begin their academic careers surrounded by a highly skilled and dedicated faculty and staff. The planning of instructional opportunities to activate young minds in a culture of curiosity becomes the focus of daily routines within our school. It is easy to see why HCES is such an important part of our local community. The collective effort to strive toward 21st-century excellence within an environment conducive to our children achieving their full potential is impressive. We will continue to set high expectations for our diverse learners. Our strong programming is built upon the Hancock County School District mission of Success for Perseverance. Growing student success happens when our teachers and HCES families work together. By embracing our "TRIBE" Values, we can create the most beneficial learning experience for our students. I have seen the amazing results of this collaborative effort reflected in our school garden and throughout our campus. I am excited to continue this journey as the principal of HCES and grateful for the opportunity to get to know your family in the new school year. If you are a first-time HCES student, we look forward to you joining us in this process.

Warmest Regards,

Valerie Harrison, Principal

HCES SCHOOL ADMINISTRATION

Director of Schools: Charlotte Mullins

Principal: Valerie Harrison

Vice Principal: Ginger Stapleton

Secretary: Jenny Mullins

Attendance & Finance: Sandra Fleenor

School Counselor: Whitney Fleenor

Supervisor of Special Education: Misty Rasnic

School Resource Officer: William Wilder

HANCOCK COUNTY SCHOOLS' BOARD

MEMBERS *(As of August 1st, 2022)*

David Jones—Chairmen, 6th District

Jerry Hopkins—Vice Chairmen, 5th District

Hugh Kyle Livesay, Jr., 4th District

Dennis Holt, 1st District

Freddie Mullins, 7th District

Jack Mullins, 3rd District

Jamie Stanifer, 2nd District

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:
 - A. Proof of Guardianship
 - B. Prior school information, (records etc.,
 - C. Proof of residence

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 Paperwork
7. Student Information Sheet
8. Parent, Teacher and Student Compact agreement
9. Parental Involvement Contract
10. Permission to Use Child's Photograph Form

MORNING ARRIVAL/SCHOOL OPENING

School hours are from 8:00am–3:00pm. Doors are opened promptly, but not before 7:15 a.m. Students arriving by car should be dropped off directly in front of the school entrance. Cars will drop off in a single file line with students exiting the car to the right. Cars are not permitted to park in front of the school, as this is a loading/unloading lane. This is a fire lane. Traffic must be moving. Parents or visitors needing to conduct school business are advised to use one of the parking spaces provided in our parking lot marked "Visitor Parking". All persons entering the school must report immediately to the office, sign in, and obtain a visitor's pass. No one is permitted to be in the learning areas and classrooms. Buses drop off at the cafeteria. No cars are allowed behind the school in the bus lane.

AFTERNOON DISMISSAL PROCEDURES

School is dismissed at 3:00 p.m. Students are dismissed in the following manner: Bus riders will go to the gym when their bus is called over the intercom. Car-riders will depart from the classroom and will be escorted by school personnel to their car in the car-rider lanes. When picking up a student by car, get into one of the two lanes of traffic. No cell phone use is permitted in the car-rider line. Cars must be in park while students are loading. Do not roll forward or back up unless instructed by school personnel. Students must stay behind the designated line on the patio. They are not allowed to proceed to a vehicle unless given permission by a staff member. Anytime a student is to go home in a manner different from his/her normal routine, the student must have a note signed by the parent/guardian. Parents should not exit their vehicles to pick up their child and are discouraged from arriving before 2:40 p.m. Car-riders must be picked up by 3:30pm if they are not enrolled in the Clinch Powell After School Program. If a car rider is not picked up by 3:30pm, the Hancock County Sheriff's Office and/or the TN Department of Children's Services may be notified. Students that are picked up late from school or the afterschool program more than 5 times will forfeit their right to be car riders and will be required to ride the bus to their address on file.

DISMISSAL DURING SCHOOL DAY

Students leaving school before 3:00 p.m. must be signed out in the office by a parent/guardian or someone designated by the parent/guardian on the student's approved contact list. Anyone signing out a student, must show a picture ID.

EXCUSED AND UNEXCUSED TARDIES/ EARLY DISMISSALS

Students are considered tardy if they arrive in the classroom after 8:10. Early dismissal is when a student leaves before 3:00pm. It is the parent/guardian's responsibility to make sure that children arrive on time.

1. Excused tardies/early dismissals
 - a. Late bus
 - b. Illness with dr. note
 - c. Death in family
 - d. Religious holiday
 - e. Medical/Dental appointment for the student
2. Unexcused tardies/early dismissals
 - a. Tardy/early dismissal #3 Parent contact by mail or phone
 - b. Tardy/early dismissal #6 Loss of

perfect attendance, request for parent meeting with the attendance liaison, after the 6th tardy, students will complete 1 day of In School Suspension

- c. Tardy/early dismissal #10, 3 days of In School Suspension. Referral to juvenile court

TARDINESS

Hancock County Board of Education Policy states that students arriving in their classrooms after 8:10 a.m. will be considered tardy. Excessive unexcused tardies may result in the loss of perfect attendance. Tardiness falls under the Compulsory Attendance Act and is considered absence from class. Students are expected to arrive at school on time. Tardiness disrupts the learning process and interferes with the opportunity for students to learn.

HANCOCK CO. SCHOOLS TRUANCY POLICY FOR STUDENT ABSENCES

TCA Code 49-6-3009(c) / Senate Bill 273 / Public Chapter 223, Effective July 01, 2021

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 juvenile court;
- If the student is absent from school for an aggregate of ten (10) days during the school year without adequate excuse, then the student is subject to referral to Department of Children's Services (DCS)
- Each successive accumulation of five (5) unexcused absences by a student must also be reported.
- It is a parental duty to monitor the student's school attendance and require the student to attend school.

Tier I:

- Daily Phone Calls will be made for any student who misses any day of school, excused or unexcused.
- Verbal Student Conference
- 3 Day Letters will be sent to any student who misses 3 unexcused days of school

If it appears that, within five (5) 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 Tier II of the progressive truancy plan.

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

Tier II:

- Upon the 5th unexcused absence, 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. All parties present must sign an Attendance Contract including
 - (a) A specific description of the school's attendance expectations for the student;
 - (b) The period for which the contract is in effect, and
 - (c) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court
- An Individualized Assessment of Student's Attendance is reviewed,
- Upon the 10th unexcused day, the student misses, referral to Department of Children's Services (DCS)

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

Tier III:

- Second Attempt at Conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, if not completed in Tier II
 - Second Attempt at review of Individualized Assessment of Student's Attendance, and Signing of the Attendance Contract, if not completed in Tier II
 - Follow-up meetings to discuss the student's attendance progress
 - Referral to After School Tutoring
 - Referral to counseling, community-based services, or in-school or out-of-school services aimed at addressing the student's attendance problems
 - Referral to Truancy Board*
- Referral to Juvenile Court***
- If Student/Parent/Guardian fail to show up to a Truancy Board Meeting
 - Upon the 15th unexcused absence and after referral to Department of Children's Services (DCS) Each referral to juvenile court will be accompanied by

a statement from the student's school certifying that:

- The school applied the progressive truancy plan to the student; and
 - The progressive truancy plan failed to meaningfully address the student's school attendance.
- Ms. Marta M. Stapleton, Attendance Supervisor
Phone: 423-733-4848
Visit hancockcountyschools.com for additional information

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORT POLICY (PBIS)

The staff and administration of Hancock County Elementary School are excited about the opportunity to teach your child for the coming school year. To assist us, we have adopted a school-wide PBIS discipline plan to guide student behavior and assist teachers in setting limits and positive rewards.

We follow T.R.I.B.E

- T= Trustworthiness
- R= Respect
- I= Include All
- B= Be Teachable
- E= Effort

HCES School Rules:

1. Follow the teacher's directions the first time given.
2. Be in your seat ready to work with all materials.
3. Keep hands, feet, objects, gestures, and inappropriate comments to yourself.
4. No cell phones or smart watches allowed in classrooms.
5. Follow school-wide handbook policies.

EXCUSED ABSENCES:

- Excuses from doctor or dentist offices must be submitted within 5 school days of the student's absence.
- Students are allowed two parent notes per semester. Notes excusing a student's absence must be submitted to the office the day of the student's return to school. Notes should include the reason the student was absent and the date of the absence.
- The following absences will not be excused: vacations, babysitting, running errands, or any non-emergency family business. Doctor appointments should be made after school whenever possible. Educational neglect takes place when parents willfully keep their students out of school for inappropriate reasons.

Hancock County Elementary School students who

have perfect attendance for the entire school year will be entered in a prize drawing during the Perfect Attendance Prize Drawing. Students with 2 or fewer excused days will be eligible for the Commendable Attendance drawing for awards. 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.

SCHOOL CLOSING

HCES may close or operate on a delayed schedule due to bad weather during the year. When on a delay, this means that buses will run later and the school will open later. The same conditions may also necessitate early dismissal. Some buses may not run due to road conditions. School closing, delayed starting time, or early dismissal will be announced over local radio, TV stations, Facebook, and Dojo. If no report is heard, it can be assumed that school will be in session on a regular schedule.

CLOSED CAMPUS POLICY

Hancock County Elementary School operates a closed campus. This means that students are required to stay on campus at all times during the school day. Visitors to the school and campus are expected to conduct themselves in an appropriate manner. Foul language and disorderly conduct will not be tolerated. Clothing should not display vulgar or graphic images/text. Shoes and shirts are required to be worn at all times. No weapons, including firearms carried by permit holders are permitted on campus. Classroom visits are not permitted. This includes holiday parties or special events that are not announced as "open to the public". Any person found on the school grounds without permission is trespassing and is subject to arrest and prosecution. Our School Resource Officer is on site daily and will be monitoring the campus. The campus is monitored by surveillance cameras. It is our goal to provide a safe and orderly educational environment for our students.

EMERGENCY INFORMATION

Parents, please notify the office of address and phone numbers and alternative phone numbers that can be used in emergency situations. Contacting parents is essential.

TEXTBOOKS/LIBRARY BOOKS

Textbooks issued to students are the property of the

Hancock County Board of Education. Library books borrowed by students are the property of Hancock County Elementary School. Both should be used with care and returned in good condition. Students are responsible for books which are lost, stolen, or damaged. Monetary compensation for replacing a lost or damaged book must be paid by the 4th 9 weeks. Students must pay for the loss or abuse of textbooks. (Price of textbooks may range from \$75.00 to \$100.00).

REPORT CARDS/PARENT CONFERENCES

Report cards are issued every 9 weeks. Progress Reports are sent home every 4.5 weeks. Report cards should be signed and returned to school promptly. A copy can be sent back to the parent. Parent/Teacher Conferences are held in October and March; however, the school encourages parent-teacher conferences throughout the school year. Conferences can be arranged by calling the school office at 423-733-2534.

GRADING

Hancock County Elementary School's grading scale has changed for the 2022-2023 school year. Students in grades 1, 2, 3, 4, and 5 will receive a report card with numerical grades. Kindergarten students will receive a standards based record (plus/minus, satisfactory/unsatisfactory). In an effort to inform parents of student performance, we will issue Report Cards that will be sent home at the end of each nine (9) weeks. Additionally, teachers will send home progress reports at the end of each (4) weeks for students who are performing unsatisfactory work. Grades can be viewed in the online Student Aspen portal. Please talk to your child's teacher about Aspen login information. These are used to student's progress, or lack of, in each subject area. Our grading scale is as follows:

Grading Scale for grades 1-5

A= 90-100

B=80-89

C= 70-79

D= 60-69

F= 0-59

HCES TCAP ASSESSMENT CALENDAR

Tennessee Comprehensive Assessment Program or TCAP is administered annually during the Spring Semester. Students in grades 2-5 take the TCAP assessment. The TCAP testing window for Grades 3-5, April 17th-May 2nd. The TCAP Alt testing window for grades 3-5 is March 13th -May 5th. The TCAP testing window for Grade 2 is April 1th-May 2nd.

HCES BENCHMARK ASSESSMENT

CALENDAR

All students in grades 2-5 will take the district adopted Benchmark tests 3 times during the school year. Students will be tested over ELA and Math standards. Results from the Benchmarks assist teachers in planning and implementing strategies to guide instruction.

First Benchmark: Sept. 26 – Oct. 7: Grades 2-5

Second Benchmark Dec. 5 – 16: Grades 2-5

Third Benchmark Mar.1 – Mar. 17: Grades 2-5

WIDA ACCESS

WIDA is an acronym for World-Class Instructional Design. WIDA is a system that is designed to assess English Language Learners. The testing window for WIDA Access is Feb-20th-April 5th.

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:

- Chronic truancy is defined as being absent from school more than 10% or 18 days of the school year without justifiable cause.
- Lack of effort by capable students.
- Physical/Social immaturity.
- Others concerns noted by administration

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.

TRANSPORTATION/BUS INFORMATION

The Hancock County Department of Education will provide free bus transportation for students who are zoned for HCES. Bus transportation is provided by the taxpayers of Tennessee and is a privilege extended to all eligible students. Misconduct on the bus, at bus stops, or in the bus duty area at school may result in the loss of this privilege. The privilege of riding a school bus is conditional upon students' good behavior and observation of reasonable safety rules and regulations. It is understood that the bus driver is in full charge of the bus and the students. Any child who violates the safety rules will be reported to the

Supervisor of Transportation by the bus driver. The principal will investigate and if warranted, will discipline the student according to Hancock County Board of Education Policy.

School Bus Rules

1. The bus driver may assign seats and seatmates.
2. Remain seated. Seat-belts must be worn at all times.
3. No profanity, yelling, spitting, inappropriate noises, playing loud music
4. Do not eat or drink on the bus; keep the bus clean.
5. Violence/intimidation is prohibited.
7. The use of any tobacco products (cigarettes, vapes, smokeless tobacco), is prohibited. Vapes of any kind are prohibited.
8. Keep your hands and head inside the bus. Do not throw things out the bus windows.
9. Do not destroy property; no writing on the bus, cutting seats, touching the bus cameras, throwing paper wads.
10. Do not distract the driver through misbehavior.

Penalties for Misconduct

Misconduct on the bus jeopardizes everyone's safety. Penalties for bus behavior will be determined by the Supervisor of Transportation, the Principal, or Vice Principal. Penalties include, but are not limited to, in-school suspension, loss of free time, removal from the bus for 1-10 days, or removal from the bus for the remainder of the school year. Students that break Tennessee laws may be petitioned to Juvenile Court in addition to penalties for school level behaviors. If you have questions concerning transportation, routes, drivers, discipline or other issues call the Joseph Southern, Hancock County Supervisor of Transportation, at 733-4848 or the HCES office at 733-2534.

TRANSPORTATION COMPLAINT PROCESS

1. All complaints should be initiated using the contact number for reporting and other contact information located on the rear bumper of each bus: 1-800-950-0485
2. Once initiated each complaint will be investigated by the local transportation manager or designee who shall also report the complaint to the transportation supervisor, keep the supervisor informed regarding the investigation and notify the supervisor of findings and resolution of the complaint.
3. Investigation begins within twenty-four (24) hours of receipt.
4. Preliminary report to the Director of Schools within

forty-eight (48) hours of receipt of complaint.

i. Time/date of complaint; Summary of complaint; Driver involved; Prior complaints or disciplinary actions taken against driver.

5. Within sixty (60) days of receipt of complaint, a final written report shall be made to the Director of Schools which shall include findings of investigation; action taken by the local transportation manager in concert with the transportation supervisor in response to the complaint.

6. Annual notice will be provided to students and parents regarding the process for reporting complaints.

VISITORS TO THE SCHOOL

We invite parents/guardians to visit Hancock County Elementary School within the context of the following guidelines:

- All visitors must enter through the main office upon entering the building.
- Conferences with teachers must be arranged in advance and at a time when teachers are not instructing or on extra duty assignments. All conferences will be held in the office.
- The school policy is to accept only those visitors who have legitimate business at the school.

CAFETERIA

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 and lunch are served in the cafeteria. Lunch forms with parent/guardian's income are required to be submitted to the school for compliance with the Community Eligibility Provision Act. These forms must be submitted yearly. Federal funds subsidize the school lunch program. Misuse or providing inaccurate information is considered theft and/or fraud. Breakfast is served daily from 7:15-8:00 a.m. A hot lunch is served daily. No food is to be taken outside of the cafeteria. Everyone has the right to eat in a clean, safe environment. Students do not have microwave access. Foods that require microwaving are prohibited. Students are required to follow the PBIS T.R.I.B.E. expectations for the cafeteria. Questions or complaints regarding food or food service should be addressed to Mr. Josh Fleenor by calling 423-733-1188.

OUTSIDE FOOD POLICY

The Hancock County Board of Education prohibits

food to be brought into the school cafeteria from outside commercial food service establishments. This is in keeping with federal guidelines regulating the National School Lunch Program.

STUDENT PROPERTY

The following items are disruptive and may interfere with the learning climate of our school. Do not bring the following items to school:

- Cell phones, smart watches, tablets, vapes, tobacco products
- Dangerous objects such as knives, sharp objects, lighters, matches, or any device which can hurt people.
- Items of distraction such as toys, water guns, whistles, balloons, rubber bands, fingernail polish, body sprays, etc.
- Gum, candy, or any snacks which detract from learning and teaching.

Items listed above will be confiscated and kept until the parent comes to pick it up or until the end of the semester. HCES is not responsible for the above items in the event that the item is lost, stolen, or damaged. Items that are legally prohibited

HOMELESS STUDENTS, CHILD ABUSE AWARENESS & SUICIDE PREVENTION AWARENESS

Students/families that are experiencing homelessness should contact Hancock County School's District Homeless Liaison. The homeless liaison, Deborah Southern, can be reached at 423-733-4403.

Students/families that have questions or concerns regarding child abuse awareness and suicide prevention awareness should contact Whitney Fleenor at 423-733-2534.

BULLYING / INTIMIDATION / CYBERBULLYING

The Hancock County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited. This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school sponsored activity, on school-provided

equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment. (Descriptor Code: 6.304)

Bullying/Intimidation/Harassment:

- An act that substantially interferes with a student’s educational benefits, opportunities, or performance, and the act has the effect of:
- Physically harming a student or damaging a student’s property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student’s property;
- Causing emotional distress to a student or students;
- Creating a hostile educational environment.
- Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying:

- A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging emails, social networking sites, instant messaging, videos, web sites or fake profiles.

Hazing:

- An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student

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.

SBHC Hours of Operation	
Monday & Thursday	8:00 am – 6:00 pm
Tuesday, Wednesday, Friday	8:00am-4:30pm
Saturday	9:00am-1:00pm
Closed on Sundays	

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. or dropped off at the front office by a parent. 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 stored at the S.B.H.C. and administered by the S.B.H.C. Do not send medications with students on buses.

HEAD LICE

HCES promotes a healthy learning environment and may require head checks. Students found to have lice or nits are to be sent home immediately. Students may not return to school until they are free of nits and/or lice. This can be confirmed by ETSU school based health clinic. Parents should check their children for head lice on a regular basis. A packet of information is available from the school upon request.

EXTRA CURRICULAR ACTIVITIES

Extra curricular activities are activities that take place outside of the school day. This includes, but not is limited too: field trips, athletic events, and school dances. To be eligible to participate in school related

extracurricular events students must:

- Follow the T.R.I.B.E, PBIS guidelines
- Have good attendance; not chronically absent or truant
- Have had no more than 3 days of In School Suspension
- Have had no more than 3 days Out of School Suspension
- Have not had any juvenile court petitions
- Be in good academic standing

Additionally, participation in all extracurricular activities is at the discretion of school administration.

T.D.O.E. 3RD GRADE RETENTION

GUIDELINES

107th General Assembly, 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

Children entering kindergarten shall be five (5) years of age on or before August 15th for the 2022-2023 school year. 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.

ACCEPTABLE USE POLICY

Student Use:

The director of schools shall develop and implement procedures for appropriate Internet use by students. Procedures shall address the following:

1. General rules and ethics of Internet use.
2. Prohibited or illegal activities, including, but not limited to:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, defaming or attacking others
 - Damaging computers, computer systems or computer networks
 - Hacking or attempting unauthorized access
 - Violation of copyright laws

- Trespassing in another's folders, work or files
- Intentional misuse of resources
- Using another's password or other identifier (impersonation)
- Use of the network for commercial purposes
- Buying or selling on the Internet

Internet Safety Measures:

Internet safety measures shall be implemented that effectively address the following:

- Controlling access by students to inappropriate matter on the Internet and World Wide Web
- Safety and security of students when they are using electronic mail, chat rooms, and other forms of direct electronic communications
- Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line
- Unauthorized disclosure, use and dissemination of personal information regarding students
- Restricting students' access to materials harmful to them

The director of schools/designee shall establish a process to ensure the district's education technology is not used for purposes prohibited by law or for accessing sexually explicit materials. The process shall include, but not be limited to:

- Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, child pornography or harmful to students
- Maintaining and securing a usage log
- Monitoring on-line activities of students.

FIELD TRIP POLICY

All trips must be approved by the Principal/Vice Principal and Director of Schools. Students must follow grade level guidelines for trip eligibility. Every child must have written permission. School administration reserves the right to cancel a trip or revoke a student's trip privilege. Trips are a privilege.

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 RULES

Students must follow the school dress code.

1. Clothing displaying vulgar writing or symbols is not allowed.
2. No clothing or accessories that are racist or refer to anything sexual. Including innuendos.
3. Clothing with images that are scary- IT, Freddy Krueger, Scary Clowns.
4. Clothing or articles, which are excessively torn or ragged. Pants that have holes above the knee are not allowed.
5. Clothing that is excessively revealing such as mini-skirts, short-shorts, etc.
6. Hats and caps are not to be worn in the building.
7. Shorts, dresses, and skirts must be below the fingertips when the arms are held straight down to the side.
8. No short tops/crop tops that are deemed too short and expose the stomach.
9. Any other apparel which the principal determines to be unacceptable for school standards.
10. No skate shoes (wheelies) are allowed.. No backpacks with rollers are allowed.

FIRE DRILLS/WEATHER DRILLS/ EMERGENCY EVACUATION

Hancock County Elementary School will execute regular fire and weather 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.

ENCORE PROGRAMS

Physical Education (PE)

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 the

guidance counselors. Appointments may be made by stopping by the office or contacting Ms. Whitney Fleenor or Ms. Jill Mullins.

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-\$30 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.

Stem 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.

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.¹

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.²

Coordinator

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

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

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 Procedure

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 504.⁶ 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 an 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 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 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. 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. HCES is not responsible for unnecessary or prohibited items that are brought to school that are lost, stolen, or damaged. Thefts should be reported to the office to aid in recovery. Electronic Devices must be turned off between 7:30am-3:30pm. This includes 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.

STUDENT ITEMS LEFT AT SCHOOL

Be sure to write your child's name on backpacks, jackets, and lunchboxes. These items are frequently lost or left behind. Many things remain unclaimed. Clothing items that are left at school will be taken to the clothing center that is adjacent to the school on the last school day of the month. At the end of the year, locker or cubby contents, backpacks, or any other student items must be picked up by the last day of school. Items will not be held over the summer. Items will be discarded.

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 or vice principal.

3. If still unresolved, contact the Director of Schools.

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 at 7:00 p.m. at the Director of School's office.

Director of Schools – Ms. Charlotte Mullins, Phone Number, 423-733-2591.

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. The following items are prohibited:

1. Alcoholic Beverages/Product
2. Legend or scheduled Narcotics
3. Illegal Narcotics
4. Drug Paraphernalia
5. Over the counter or prescription drugs
6. Fake, imitation, or substances that could be implied to be drugs
7. Vapes or vape products

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 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 measures include 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. The Board Policy can be found here: https://tsbanet-my.sharepoint.com/:w/g/personal/policy_tsba_net/EZpaaDs7SbRHn9oMDr3hndwBCkCLlZI2H0u5BmvIkPRvLw?rtime=JKihNlhj2kg

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.

PHYSICAL ALTERCATION 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/in school suspension or principal's discretion.

Second Offense: (3 days) out of school/in school suspension or principal's discretion.

Third Offense: (5 days) out of school suspension or principal's discretion.

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

GENERAL PROCEDURES IMPLEMENTING BOARD DISCIPLINE POLICY

Students committing acts of misconduct may be placed on probation, suspended from school, suspended from riding the bus, or otherwise disciplined. 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. Certified personnel may place on probation, or otherwise discipline a student. The principal, or their designee is authorized to suspend students from school or from riding the school bus. 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.

STUDENT SUSPENSION & EXPULSION

Any principal, principal-teacher or assistant principal (herein called principal) may suspend/expel any student from attendance at school or any school-related activity on or off campus or from attendance at a specific class or classes, or from riding a school bus,

without suspending such student from attendance at school (in-school suspension), for good and sufficient reasons including, but not limited to:

1. Willful and persistent violation of the rules of the school;
2. Immoral or disreputable conduct, including vulgar or profane language.
3. Violence or threatened violence against the person of any personnel attending or assigned to any school;
4. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
5. Inciting, advising or counseling of others to engage in any of the acts herein enumerated.
6. Possession of a pistol, gun or fi rearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property;
8. Assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
9. Unlawful use or possession of barbital or legend drugs, as defined in TCA 53-10-101;3
10. Engaging in behavior which disrupts a class or school-sponsored activity;
11. Making a threat, including a false report, to use a bomb, dynamite, or any other deadly explosive or destructive device including chemical weapons on school property or at a school sponsored event;
12. One (1) or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school;
13. Off-campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process; and
14. Any other conduct prejudicial to good order or discipline in any school.

Suspension & Expulsion Process

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.

A copy of Hancock County's Board adopted discipline policy is available by request to the office.

ZERO TOLERANCE POLICY

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

1. Bringing to school or being in unauthorized possession of a firearm on school property;
 2. Unlawful possession of any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event;
 3. Aggravated assault;
 4. Assault that results in bodily injury
 - 5 upon any teacher, principal, administrator, any other employee of the school, or school resource officer.
- Committing any of these offenses shall result in a student being expelled from the regular school program for at least one (1) calendar year unless modified by the Director of Schools. Modification of the length of time shall be granted on a case-by-case basis. Students that commit zero tolerance offenses may be assigned to an alternative school or program at the discretion of the Director of Schools.6

When it is determined that a student has violated this policy, the principal shall notify the student's parent(s)/guardian(s) and the criminal justice or juvenile delinquency system as required by law.7

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,
- 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. Contact the school office if you need a copy of your child’s permanent record.

STUDENT-TEACHER-PARENT/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 Tennessee State Standards. The agreement is signed by the student, parent, teacher, and principal.

RESPONSE TO INTERVENTION (RTI)

HCES Parent Brochure

Hancock County Schools A Family Guide to Response to Instruction and Intervention (RTP²), 2022-2023 Ms.
 Charlotte Mullins, 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 (RTP²) is one form of support.

What is RTP²?

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 (RTP²) 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 RTP² Framework look like?

The RTP² 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 10th 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 RTP² Framework?

A key component of RTP² is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).

Another component of RTP² 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 RTI² 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 RTI² 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 RTI support team for more information about how RTI² is being implemented in your child's school. For more information, please contact: Hancock County Elementary 423-733-2534

"IMPORTANT NUMBERS"

- A. Director of Schools--- Charlotte Mullins, 733-2591
- B. Principal---Valerie Harrison, 733-2534
- C. Transportation and Busing---Joseph Southern, 733-4848
- D. Attendance ---Marta M. Stapleton, 733-4848
- E. Curriculum & Textbooks---Ashely Hopkins, 733-4403
- F. Food Service---Mr. Josh Fleenor, 733-1188
- G. Special Education---Misty Rasnic, 733-8094
- H. School Based Health Center, 733-2121
- I. Coordinated School Health--Janie Dalton, 733-1474
- J. School Counselor ---Whitney Fleenor, 733-8924