

Hancock County Elementary School

Student Handbook 2026-2027



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HANCOCK COUNTY ELELMENTARY SCHOOL |
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HANCOCK CO ELEMENTARY SCHOOL

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Introduction

Welcome

Dear Hancock County Elementary Families:

Welcome back to another exciting school year! We are excited to partner with you as we begin another year of learning, growth, and opportunity for every child.

At HCES, we believe that the strongest student success comes from a partnership between home and school. When parents, teachers, and students work together with a shared purpose, amazing things can happen. We are committed to providing a safe, supportive, and engaging learning environment where every child is encouraged to do their best.

This year, we ask for your help in establishing routines and reinforcing expectations. Consistent attendance, arriving at school on time, completing assignments, reading at home, and getting enough rest each night all play an important role in your child's success. Predictable routines help children feel confident, prepared, and ready to learn each day.

We also believe in teaching responsibility. We encourage students to take ownership of their learning by being respectful, prepared, and accountable for their choices. As parents, you can support this by encouraging independence, celebrating effort, and maintaining open communication with your child's teacher. Please know that our doors are always open. We value your questions, ideas, and feedback.

Remember to always ask, **"What's the best that could happen?"** We can't wait to find out together!

With appreciation,

Valerie Harrison

Principal

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District Strategic Plan and Goals

Our Mission: The mission of Hancock County Schools is to enable all students to excel in learning, become socially responsible, and become productive citizens in our community and society.

Our Vision: The vision of Hancock County Schools is to be a progressive school system that will allow graduates to succeed in a global environment while providing all student the opportunity to become life-long learners.

Non-Discrimination Statement

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

Future Changes

Although every effort will be made to update the handbook on a regular basis, the Hancock County School District reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version.

Rights & Responsibilities

Student Rights & Responsibilities

Each student has the right to:

1. Have the opportunity for a free education in the most appropriate learning environment;
2. Be secure in his/her person, papers, and effects against unreasonable searches and seizure;
3. Be educated in a safe and secure environment;
4. Have appropriate resources and opportunities for learning;

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5. Not be discriminated against on the basis of sex, race, color, creed, religion, national origin, or disabilities; and
6. Be fully informed of school rules and regulations.

Each student has the responsibility to:

1. Know and adhere to reasonable rules and regulations established by the Board and school officials;
2. Respect the human dignity and worth of every other individual;
3. Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
4. Study and maintain the best possible level of academic achievement;
5. Be punctual and present in the regular school program;
6. Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
7. Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
8. Refrain from behavior which would lead to physical or emotional harm or disrupts the educational process;
9. Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
10. Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials; and
11. Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker.

Parent Rights & Responsibilities

Parents/guardians have the right to:

1. Be actively involved in their student's education;
2. Be treated courteously, fairly, and respectfully by school staff; and
3. Receive all relevant information and communication related to their student's education.

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Parents/guardians have the responsibility to:

1. Make sure their student attends school regularly and on time, and when a student is absent, send in written excused notes;
2. Support the District by being a role model for their student, talking with their student about school and expected behavior, and communicating the value of education through words and action;
3. Be respectful and courteous to staff, other parents/guardians, and students while on school premises and during school activities;
4. Encourage students to participate in extracurricular activities that promote social and emotional growth in the areas of creative arts, music, and athletics; and
5. Work with principals and school staff to address any academic or behavioral concerns or complaints students may experience.

Annual Notices

Child Nutrition Program

See page 11.

Directory Information

Per the Family Educational Rights and Privacy Act (FERPA), the District may disclose appropriately designated directory information without written consent, unless the parent(s)/guardian(s) or eligible student (a student who is 18 years or older) has opted out of the disclosure of directory information. In addition, federal law requires the District to provide military recruiters, upon request, with the names, addresses, and telephone listings of students unless parents/guardians have opted out in writing.

The district has designated the following information as directory information:

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

If the parent/guardian wishes to opt-out of the above, he/she shall contact the school office.

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Education Records

FERPA affords parent(s)/guardian(s) and eligible students certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within forty-five (45) days after the day the district receives a request for access.
 - a. Parent(s)/guardian(s) or eligible students who wish to inspect education records shall submit to the principal a written request that identifies the records they wish to inspect.
 - b. Arrangements for access will be made, and the parent(s)/guardian(s) or eligible student will be notified of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - a. Education records may be disclosed without prior written consent if a school official has a legitimate educational interest.
 - b. Student records shall be confidential. Authorized school officials shall have access to and permit access to student education records for legitimate educational purposes. A "legitimate educational interest" is the official's need to know information in order to:
 - a. Perform required administrative tasks;
 - b. Perform a supervisory or instructional task directly related to the student's education;
 - c. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

Surveys, Analyses, and Evaluations of Students

Surveys, analyses, and evaluations for research purposes shall be allowed by the Board when the project is viewed as contributory to a greater understanding of the teaching-learning process, the project does not violate the goals of the Board, and the disruption of the regular school program is minimal.

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No student shall be required to submit to a survey, analysis, or evaluation that reveals information concerning:

1. Mental or psychological problems of the student or the student's family;
2. Sexual behavior or attitudes;
3. Illegal, anti-social, self-incriminating, or demeaning behavior;
4. Critical appraisals of other individuals with whom respondents have close family relationships;
5. Legally privileged relationships;
6. Income; or
7. The collection of student biometric data involving the analysis of facial expressions, EEG brain wave patterns, skin conductance, galvanic skin response, heart-rate variability, pulse, blood volume, posture, and eye-tracking

without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior consent of the parent/guardian.

The collection of the following student data is strictly prohibited:

1. Political affiliation or voting history;
2. Religious practices; and
3. Firearm ownership.

Per state and federal law, prior to the dissemination of a survey, analysis, or evaluation to students, parent(s)/guardian(s) shall be notified of their ability to review the materials. Such notification shall include information indicating the purpose of the survey, analysis, or evaluation as well as who will have access to the results. The survey, analysis, or evaluation shall only be administered to students under the age of eighteen (18) whose parent(s)/guardian(s) provide written, informed, and voluntarily signed consent. A student who is eighteen (18) years of age or older may participate after he/she provides written, informed, and voluntarily signed consent.

Unsafe School Choice

Students who attend a school within the District identified by the State of Tennessee as persistently dangerous or students who are victims of a violent crime while in or on school grounds shall be given the opportunity to attend a safe school within the District.

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Meningitis & Flu Awareness

Per state law, the District is required to provide information to parent(s)/guardian(s) as to the following diseases.

Meningococcal meningitis is inflammation of the tissues and fluid surrounding the brain and spinal cord. It can be caused by bacteria or viruses. Symptoms can include fever, sudden severe headache, stiff neck, rash, nausea, and vomiting.

The bacteria that causes meningococcal meningitis is very common. Most people will carry this bacteria in the back of their nose and throat at some point in their lives without ever getting sick. In a few people, the bacteria overcomes the body's immune system and passes through the lining of the nose and throat into the blood stream where it can cause meningitis.

Meningitis is spread through exchange of respiratory droplets or saliva with an infected person. Only a small percentage of people who are exposed to the bacteria will develop meningitis. The bacteria that causes meningitis is not spread by casual contact or by simply breathing the air where a person with meningitis has been.

There is a vaccine that will decrease the risk of some types of meningococcal meningitis, but it does not totally eliminate risk of the disease.

Influenza is a contagious respiratory illness caused by influenza viruses that infect the nose, throat, and lungs. Symptoms can include fever, cough, sore throat, runny or stuffy nose, body aches, headache, chills, feeling tired, and sometimes vomiting and diarrhea.

Flu viruses are spread mainly by droplets made when someone with the flu coughs, sneezes, or talks. A person can also get the flu by touching something that has the flu virus on it and then touching his/her mouth, eyes, or nose.

There is a vaccine that can be received in the form of a flu shot or by nasal spray that can protect against the flu.

Board Policy for Communicable Disease 6.403 <https://tsba.net/hancock-county-board-of-education-policy-manual/#search>

Administration of Schools

After School Care

Hancock County Elementary School does not provide After-School Care, however, the school district partners with the Clinch-Powell Educational Cooperative to provide the 21st Century After School program. This program provides After School Care Monday-Thursday from 3:00pm until 5:30pm. Students are provided a snack and help with academics. This is a no cost program that is open to all students enrolled at HCES. A permission slip is required. Behavioral

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and attendance polices are specific to this program. For more information, contact Jonah Belcher 423-300-9112.

Extracurricular Activities

Extracurricular 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.

Drug-Free Schools

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.

Emergency Closings

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.

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Interscholastic Athletics

Interscholastic athletics shall be administered as a part of the regular school program. Prior to participation in interscholastic athletics, every student shall complete an annual physical examination and provide the student's original birth certificate. The parent(s)/guardian(s) of each student shall be responsible for covering the cost of the examination, and these records shall be on file in the principal's office.

Coaches, employees, and volunteers of the school district shall not encourage, permit, condone, or tolerate hazing activities.

Parent and Family Engagement

HCES recognizes that parent and family engagement is a collaborative and strengths-based process through which early childhood professionals, families, and children build positive and goal-oriented relationships. It is a shared responsibility of families and staff at all levels that requires mutual respect for the roles and strengths each has to offer. For more information about how you can be an active participant of HCES, please contact the school office. Opportunities include volunteering in classrooms and assisting with events and athletics. All volunteers will be required to complete an application including a background check and drug screen.

School Nutrition Program

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 every day. 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 Open Enrollment

Basic requirements for Student Enrollment:

1. Copy of birth certificate.

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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

Student Fees and Fines

Students shall help maintain the school environment, preserve school property and exercise care while using school facilities.

Fees--The director of schools shall develop procedures regarding fees for school activities and programs. Such procedures shall comply with all state laws and regulations.

Fines--The director of schools shall develop procedures regarding the assessing and collections of fines for the destruction or damage of school property. Such procedures shall comply with all state laws and regulations. A student will be held responsible for the cost of replacing any materials or property which the student loses or damages, including textbooks, library books, equipment and buildings.

All money collected for the replacement of materials or property which the student loses or damages, including textbooks, equipment and buildings shall be placed in the appropriate system account. Money collected as fines or damage, including loss, of library books shall be placed in the applicable school account.

Student Withdrawal

The director of schools/attendance director shall be responsible for complying with state laws and regulations relating to the reporting of withdrawals of students, and the director of schools is authorized to develop procedures to ensure compliance. Contact the school office for additional student withdrawal information.

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Tobacco-Free Schools

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.

Firearm Safety

In 2024, the Tennessee General Assembly passed legislation, requiring instruction of firearms safety in schools, outlined in Tennessee Code Annotated §49-6-1016. Each LEA shall annually provide students, grades K-12 with age appropriate and grade appropriate instruction on firearm safety.

The instruction required must:

1. Teach students:
 - a. Safe storage of firearms;
 - b. School safety relating to firearms;
 - c. How to avoid injury if the student finds a firearm;
 - d. To never touch a found firearm; and
 - e. To immediately notify an adult of the location of found firearm;
2. Be viewpoint neutral on political topics, such as gun rights, gun violence, and the Second Amendment to the United States Constitution; and
3. Not include the use or presence of live ammunition, live fire, or live firearms.

Standards will be provided from the Department of Education and Safety, in consultation with the Tennessee Fire and Wildlife Commission. Instruction will be provided by SRO's and/or Local Law Enforcement in a classroom setting, through viewing a video, or through the review of resources or materials, as determined by the Department of Education.

Transportation Services

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.

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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.
5. Time/date of complaint; Summary of complaint; Driver involved; Prior complaints or disciplinary actions taken against driver.
6. 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.
7. Annual notice will be provided to students and parents regarding the process for reporting complaints.

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Visitors to Schools

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.

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.

Code of Conduct for Families, Volunteers, and Visitors

I. Statement of Purpose

The participation of families (parents, guardians and caregivers), volunteers and visitors in the learning process and education community is directly correlated to the level of academic success a student will attain. Understanding this vital connection, this Code prioritizes strategies to build bridges in an effort to welcome persons onto our campus. Without meaningful parent and school partnerships, efforts in isolation to increase academic achievement will be futile.

Research has maintained for over 60 years that a positive relationship between home and schools is mutually beneficial for students, families and the school community, including the following:

Benefits for Students:

- Improved student achievement, including math and reading scores;
- Higher motivation to excel in school;
- Better school attendance;
- Improved behavior at home and school; and
- Better social skills and adaptation to school.
- Rewards for families:
- The opportunity to closely monitor their child’s performance and recognize and address any difficulty they might be having in school;
- Better relationships and communication with teachers; and
- Having a voice in decisions that enhance the academic environment of the school and improve the educational experience.

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Advantages for the School Community:

- Immediate access to garner family support on school initiatives;
- Improved teacher morale;
- Higher ratings of teachers by parents, which can boost their reputation in the community; and
- Involved families can become powerful allies to engage communitywide support for educational excellence in all neighborhood schools.

This Code of Conduct applies to all families, volunteers and visitors who interact with schools and offices in the Hancock County school district. It also applies to those who are present at school, in person or virtually, and at school-sponsored activities, meetings, and/or functions during and after regular school hours.

In order to create a climate and culture of support for all students, there is an expectation for all stakeholders to work together in ensuring that every student attains high academic achievement, positive social and emotional development and gains readiness for college, careers, and a successful and productive life.

The overarching expectation is that we work constructively together to address issues related to concerns, programs and services before they become a source of conflict. Any interaction between school personnel and families, volunteers and visitors should start with assuming good intentions in others. We also should all make a sincere effort to appreciate each other's perspective as we work together to support our children. Other positive and effective interactions should include:

- Respecting each other's time and responsibilities;
- Agreeing on a time and location to meet and/or discuss an issue;
- Listening carefully with a respectful exchange of opinions and suggestions;
- Approaching disagreements in a manner that treats others as integral parts of the decision making and encourages mutual problem solving; and
- Providing the opportunity for either party to seek a second opinion or other intervention when there is unresolved disagreement or when an answer to a difficult situation can't be reached.

II. Guidelines

In order to maintain an orderly, respectful and secure educational environment for students and staff, it is essential that families and visitors are aware of their responsibilities and understand that adherence to these guidelines is essential for each school and office. Penalties for lack of adherence to this Code of Conduct shall be enforceable by the board of education and by local law enforcement officers if necessary.

III. Responsibilities

1. Recognize that the education of children is a joint responsibility of families and the school community;
2. Convey a supportive attitude toward education and the district;
3. Build mutually respectful and productive relationships with administrators, teachers, school staff, bus drivers, other families and their children's friends;
4. Review the student's school handbook with their child and review the student's individual rights and responsibilities with them;
5. Model, for students, appropriate behavior and adherence to policies and procedures;

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6. Discuss with students' expectations for adhering to classroom rules and the overall purpose while eliminating potential consequences associated with noncompliance;
7. Ensure that students are dressed and groomed in a manner consistent with the applicable school dress code;
8. Ensure that students bring only items appropriate and related to the instructional program at school;
9. Request support from appropriate school system staff to help their children to deal effectively with bullying and peer pressure;
10. Seek assistance for handling concerns, always allowing for the opportunity for school leadership to address concerns; start at the school level with the classroom teacher and then alert the principal when you have concerns with a teacher or other school-related issues;
11. Inform school officials of changes in the home situation that might affect student conduct or performance; and
12. Provide a place for study and ensure homework assignments are completed.

IV. Public conduct on school property

Schools are a place of work and learning. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building principal or their designee is responsible for all persons in the building and on the grounds. Anyone who is not a regular staff member or student of the school is considered a "visitor." All visitors are required to abide by the rules for public conduct on school property established by procedures, state law, and school board policy.

All visitors shall provide a copy of a government-issued identification, which includes the visitor's name, date of birth and photo, to the school office to be recorded. Persons who do not provide required identification will not be permitted on premises. Visitors may be escorted and/or accompanied by a school employee throughout their visit. Visitors are required to wear a badge or nametag indicating that they are a visitor throughout their visit.

V. Conduct Prohibited on school property

No person shall:

1. Act in a threatening manner (i.e., gross disrespect, threatening, using loud or offensive or profane language, swearing, or displaying temper, or causing disruption to professional or academic climate) toward any staff member or student;
2. Approach someone else's child in order to discuss an issue or chastise them. (Such an approach to a child may be seen as an assault on that child and may have legal consequences);
3. Injure any other person or threaten to do so;
4. Damage or destroy school property, or threaten to damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property;
5. Disrupt classes, school programs or other school activities;
6. Send abusive, harassing, or threatening emails or text/voicemail/phone messages or other inappropriate written communication;

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7. Record or videotape any interactions within the school building where there is an expectation of privacy (classroom instruction, conversations with teachers, students, staff), unless all participants to the conversation have given their permission for the recording or videotaping;
8. Misuse social media to fuel campaigns and complaints against schools, school staff, and/or other parents/students through social networking and websites;
9. Misuse social media for cyberbullying and/or to publicly humiliate another by inappropriate social network entry;
10. Disrupt school transportation or confront transportation staff on the bus, the road, in neighborhoods, or on school system grounds, or enter upon a school bus without express permission to do so;
11. Distribute or wear materials on school grounds or at school functions that are suggestive and inappropriate, obscene, advocate illegal action, promote alcohol or illegal substances, appear libelous, obstruct the rights of others, or are disruptive to the school program;
12. Intimidate, harass or discriminate against any person on the basis of race, color, national origin, citizenship status, marital status, religion, age, sex, gender identity, sexual orientation, disability or age;
13. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed;
14. Obstruct the free movement of any person in any place to which this code applies;
15. Violate the traffic laws, parking regulations or other restrictions of vehicles while on school property;
16. Possess, consume, sell, distribute or exchange alcoholic beverages, tobacco, tobacco products, vaping products, controlled substances, or be under the influence on school property or at school functions;
17. Possess or use firearms or dangerous weapons in or on school property or at any school function, except in the case of law enforcement officers;
18. Loiter on school property or at school functions;
19. Gamble on school property or at school functions;
20. Refuse to comply with any reasonable order of identifiable school district officials performing their duties;
21. Willfully incite others to commit any of the acts prohibited by this code; or
22. Violate any federal or state statute, local ordinance, or Board policy while on school property or while at a school function.

VI. Tips for families, Volunteers and Visitors

On some occasions, there may be strong disagreement over a school system decision, policy or procedure. The following are tips for how to effectively approach and address concerns.

- **Organize Your Thoughts**

Clearly state the issue or the problem you are experiencing. Make a list of questions you would like to ask. Identify several possible solutions you think would resolve your concern.

- **Stay Calm—Maintain a Civil Tone**

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Focus on the facts, not on the person with whom you are discussing the issue. Avoid blaming, demanding, and saying “should.” Say “I believe...,” “I feel...,” rather than “You should...”

- **Clarify, Rather Than Assume**

If you are not sure about something or what you heard, ask for an explanation or clarification. Try to understand the views of the other person involved in the situation and the solutions they might propose.

- **Be Flexible**

Recognize that problems can be solved in more than one way. Be open to alternative solutions.

- **Keep Records**

Make notes of meeting dates and times, who you talked to, and what was discussed. Save copies of letters, forms and other material related to your concern.

VII. Consequences for Violating the Code of Conduct

Principals or their designees and school security have the authority to enforce the Code of Conduct for Families, Volunteers and Visitors, as well as all district policies and procedures, and are authorized to determine the appropriate offense level outlined below.

Depending upon the severity of the incident, parents/guardians or visitors may be ejected from, or otherwise banned from campus and participation in school-sponsored activities. In situations involving lesser infractions or where remediation is viable, a verbal warning will be provided. Should a parent/guardian or visitor fail to heed the direction issued in the verbal warning, a ban or other restrictions designed to deter the conduct will follow. No restriction, however, will prevent the parent/guardian from working collaboratively with the school to meet the child’s educational needs, nor will a parent/guardian be excluded from meetings regarding their child’s education and performance.

Important Discipline Related T.C.A. Codes

- A. T.C.A. §48-64107: A teacher, principal, school employee or school bus driver may use reasonable force in compliance with. Reasonable force is the legally permissible level of physical power required to neutralize a threat or achieve a lawful objective.
- B. T.C.A. §49-1-230: Hancock County Elementary School subscribes to a trauma-informed discipline policy.
- C. T.C.A. §49-6-4004: Codes of conduct must be applied uniformly and fairly to each student at the school without partiality or discrimination.
- D. T.C.A. §49-6-4007: Codes of conduct must be posted on the LEA or school website, and a copy must also be supplied to all school counselors, teachers, administrative staff, students, and parents.
- E. T.C.A. §49-6-4009: Codes of conduct must include a provision prohibiting students from wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- F. Use of Wireless Communication Devices During Instructional Time (T.C.A. §49-6-320) • 2025 - Accessing Social Media Platforms T.C.A. §49-6-4605. – Beginning with the

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2025-2026 school year, each LEA and public charter school shall prohibit students from accessing a social media platform using the internet access provided by the LEA or public charter school, except when expressly authorized by a teacher for educational purposes only.

- G. T.C.A. §49-6-322 (c)(3) – Mandates policy that prohibits students in any of the grades kindergarten through five (K-5) from accessing social media platforms through internet services provided by the LEA or public charter school during the instructional day; Confiscation of a cellular telephone (cell phone) at school, even one actually belonging to a parent, is permitted as long as the due process rights of students are not violated.
- H. T.C.A. §49-6-4002(h). A discipline policy may authorize a teacher to withhold a student's wireless communication device from the student for the duration of the instructional time if the student is noncompliant with the LEA's or public charter school's wireless communication device policy adopted pursuant to § 49-6-320

Level 1 Offense

Level 1 offenses are those that do not jeopardize the safety or welfare of students or staff. Consequences are geared to deter and correct behaviors. Failure to act accordingly will result in the escalation to a Level 2 offense and consequence.

Consequences:

1. First Infraction: Verbal Warning
2. Second Infraction: Administrator/Parent Training Session
3. Third Infraction: Formal mediation

Level 2 Offense

A parent/guardian or visitor in violation of any portion of this code that jeopardizes the academic environment and/or safety and welfare of students and staff is subject to being banned from school property for a specified period of time and will be subject to the district's actualization of its right to pursue a civil or criminal legal action. Repeated Level 1 offenses may also qualify as a Level 2 offense.

Consequence:

Issuance of a formal "No Trespass Letter" from premises – this formal notice can be instituted for a quarter, semester or year at the discretion of the school system.

When an individual commits a Level 1 offense (second infraction), the principal will notify the Director of Schools, or a designated representative (including the school resource officer) who will facilitate appropriate training. A period of not less than 30 days will be provided to complete training. Failure to complete training requirements will result in escalation to a Level 2 offense. At the termination of a formal ban and "No Trespass Letter" from school premises, a meeting with the principal is required and completion of an identified training session through the office of the Director of Schools will be required before privileges are restored.

VIII. Right to Appeal

Level 1 offenses are not appealable.

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If an individual would like to appeal a Level 2 offense, a written request with supporting evidence must be submitted to the Director of Schools (or an appointed designee) within five (5) calendar days of the imposition of the consequence. Contact information for school staff can be located on the school's official website. Upon receipt of a request to appeal, the appointed designee has five calendar days to issue a written finding to either uphold, amend or abolish the ban as written. If the reviewing staff upholds the decision of the principal, a second level of appeal is available through the Director of Schools or the School Board.

All appeals should be requested and responded to in a timely manner.

Student Academic Achievement

Attendance

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

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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

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- 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

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.

CHRONIC ABENTISM & SUMMER LEARNING

Students that are Chronically Absent may be required to attend Summer School. This is at the discretion of the school promotion and retention team. While excused absences keep students from being truant, they do not replace lost learning time. Summer school is 16 days in May-June. Failure to comply may result in student retention.

Grading System

This section describes Hancock County Elementary School's grading scale for the 2026--2027 school year. Students in grades K, 1, 2, 3, 4, and 5 will receive a report card with numerical

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grades. 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

Promotion and Retention

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 period. Retention is justifiable in cases where achievement is far below the standard, or lack of progress is caused by any of the following:

- Chronic absenteeism is defined as being absent from school more than 10% or 18 days of the school year. Chronic absenteeism includes both excused and unexcused absences.
- Chronically absent students will be required to attend Summer Learning/Summer School to be eligible for promotion.
- 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.

Student Progress

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.

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Student Welfare

Communicable Diseases

No student shall be denied an education solely because of a communicable disease, and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the disease.

Immunizations

Students will not be permitted to enroll without proof of immunizations unless circumstances outlined in state or federal law prevent a student from producing such records. Religious exemptions are permitted with appropriate documentation.

Medicines

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.

Physical Examinations

Students must complete a Physical Examination (with a passed/satisfactory score) upon enrollment. If a student does not pass a Physical Examination, please contact the school to develop a plan for the student's needs.

Homeless Students, Child Abuse Awareness, and Suicide Prevention

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.

Student Discipline & Behavior

Alternative Education

An alternative school is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled.

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The alternative school is located in a separate facility from the regular school program. An alternative program is a short-term intervention program designed to provide educational services outside the regular school program for students who have been suspended or expelled. Alternative programs may be located within the regular school or be a self-contained program within a school. Alternative programs shall include, but are not limited to, the following: in-school suspension. The alternative school and/or program shall be operated in accordance with state laws and the rules of the State Board of Education, and instruction shall proceed as nearly as practicable in accordance with the instructional program at the student's regular school. The Director of Schools shall develop procedures that provide appropriate educational opportunities for all students assigned to the alternative school or program. These educational opportunities shall adhere to Tennessee's academic standards.

Bus Conduct

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior.

Cameras or video cameras are used to monitor student behavior on school buses transporting students to and from school or extracurricular activities. Photographs and video footage shall be used only to promote the order, safety, and security of students, staff, and property.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established board policy governing student conduct and discipline.

For more information, contact Joseph Southern, Supervisor of Transportation, 423-733-4848.

Care of School Property

Students shall help maintain the school environment, preserve school property, and exercise care while using school facilities. The principal/designee shall make a full and complete investigation of any instance of damage or loss of school property. The investigation shall be carried out in cooperation with law enforcement officials when appropriate. When the person causing damage or loss has been identified and the costs of repair or replacement have been determined, the Director of Schools shall take steps to recover these costs. This may include recommending the filing of a civil complaint in court to recover damages. If the responsible person is a minor, recovery will be sought from the minor's parent/guardian.

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

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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.

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).

Corporal Punishment

The Board authorizes the Director of Schools to determine whether corporal punishment shall be administered. If it is administered, the following guidelines shall apply:

1. Corporal punishment shall be administered only after other less stringent measures have failed or if the conduct of a student is of such nature that corporal punishment is the only reasonable form of punishment under the circumstances. Prior to administering the punishment, the student's teacher or principal shall document that he/she has:
 - a. Acted to address the student's behavior;
 - b. Provided consequences to the student to address the behavior;
 - c. Consulted with the student's parent/guardian; and
 - d. Considered the need to conduct an evaluation to determine whether the student has a disability per federal law.

Detention

Students that do not follow the code of conduct may be subject to supervised in school detention. Detention Parents and guardians will be notified by phone, disciplinary note home, or class Dojo.

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Dress Code

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, pants or shorts with holes in the seat are not permitted.

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6. Hats, caps, and hoods 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. Tank tops, racer back tops, spaghetti straps top are allowed but must fit appropriately.
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.

Disciplinary Hearing Authority

A Disciplinary Hearing Authority (DHA) shall conduct appeals for students who have been suspended for more than ten (10) school days. Upon receiving notification of the request to appeal the suspension decision, the DHA shall provide written notification to the parent(s)/guardian(s) of the student, the student, and any other appropriate person of the time, place, and date of the hearing. The hearing shall be held no later than ten (10) days after the beginning of the suspension. Within five (5) days of the DHA rendering a decision, the student, principal, principal-teacher, or assistant principal may request a review by the Board, and the Board shall review the record.

For more information, refer to HCBOE Policy 6.317 [Student Disciplinary Hearing Authority, HCBOE Policy 6.317](#)

Interrogation and Searches

In order to provide a safe learning environment, school personnel must gather and collect data related school safety. At times, this may include interrogations and searches. Students may be subject to searches by school officials or by police. Students may be interrogated by school officials or police when appropriate.

Student Code of 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

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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. The Board Policy can be found here: [Code of Conduct, HCBOE 6.300](#)

Student Discrimination/Harassment/Bullying/Intimidation

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

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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

Suspensions

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 firearm on school property;
7. Possession of a knife, etc., as defined in TCA 39-17-1309, on school property; assaulting a principal, teacher, school bus driver or other school personnel with vulgar, obscene or threatening language;
8. Unlawful use or possession of barbitol or legend drugs, as defined in TCA 53-10-101;3
9. Engaging in behavior which disrupts a class or school-sponsored activity;
10. 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; 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; Off-campus criminal behavior resulting in felony charges; when behavior poses a

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danger to persons or property or disrupts the educational process; and
11. 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.

[Title IX & Sexual Harassment](#)

In order to maintain a safe, civil, and supportive learning environment, all forms of sexual harassment and discrimination on the basis of sex are prohibited. This 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 in accordance with federal law.

The Title IX Coordinator shall respond promptly to all general reports as well as formal complaints of sexual harassment and may be reached at:

Special Programs Director
PO Box 629, Sneedville, TN 37869
423-733-8094
Misty.Rasnic@hcsk12.com

For additional information concerning Title IX and sexual harassment, see board policy [Title IX & Sexual Harassment, HCBOE 6.3041](#)

[Zero Tolerance](#)

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;

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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.

ELECTRONIC DEVICES

Definition of a Personal Communication Device: A device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. This includes smart watches, earbuds, or any other wearable technology that can transmit and/or receive an electronic signal. A personal communication device stored in a vehicle on school grounds is not considered to be in the possession of the student.

Students in Grades K-5 may possess personal communication devices while on school property; however, the device must be in the off mode and must be kept in a locker, backpack, purse, or similar personal carry-all and may not be used during school hours. If and when a violation occurs, the following actions will be taken:

- 1st Offense: The device is taken up by the teacher, where it will remain on their desk until the end of the class period. Teacher will Dojo the parent.

Penalty: Verbal Warning

Refusal to Comply: A student who refuses to comply will be ISS (In School Suspension).

- 2nd Offense: The device is taken up by the teacher, and they will send it to the office, where it will remain in the principal/vice principal's/SRO office until the end of the day. Students can pick up their device from the office at 3:00 PM. Phone Call home. Logged in Aspen as 2nd offense.

Penalty: Loss of free time.

Refusal to Comply: A student who refuses to comply will be ISS (In School Suspension).

- 3rd Offense: The device is sent to the office. Parents must pick up the device at by 3:30pm that day or the next school day. The office will contact the parent. Logged in Aspen as 3rd offense.

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Penalty: The student will serve 2 days of ISS.

Refusal to Comply: A student who refuses to comply will be OSS (Out of School Suspension).

4th Offense: The device is sent to the office. Parents must pick up the device by 3:30 on that day or during the next school day. Logged in Aspen as 4th offense.

Penalty: The student will serve 3 days of ISS. Loss of Field Trips and School Extracurriculars (Inflatables, School Dance, Farm Day Etc)

Refusal to Comply: A student who refuses to comply will be OSS (Out of School Suspension).

- 5th Offense: 10 Days OSS (Out of School Suspension)- Office will handle
- 6th Offense and On: 45 Days of Alternative Placement-Office will handle

The Hancock County School System will not accept responsibility for student cell phones or electronic devices that are lost or stolen.

Any student caught using a cell phone or any other electronic device to film a violent, vulgar, or offensive act will have their phone or electronic device taken up and lose his/her phone privileges for the remainder of the semester. Any student who does not comply with this rule may face further disciplinary action.

TN Code: 39-13-605 Invasion of Privacy: Unlawful photographing in violation of privacy

(a) It is an offense for a person to knowingly photograph, or cause to be photographed an individual, when the individual has a reasonable expectation of privacy, without the prior effective consent of the individual, or in the case of a minor, without the prior effective consent of the minor's parent or guardian, if the photograph:

- (1) Would offend or embarrass an ordinary person if such a person appeared in the photograph
- (2) Was taken for the purpose of sexual arousal or gratification of the defendant

(b) As used in this section, unless the context otherwise requires, "photograph" means any photograph or photographic reproduction, still or moving, or any videotape or live television transmission of any individual.

(c) All photographs taken in violation of this section shall be confiscated and, after their use as evidence, destroyed

(d) (1) A violation of this section is a Class A misdemeanor

(2) A violation of this section is a Class E felony if:

(A) The defendant disseminates or permits the dissemination of the photograph to any other person; or

(B) The victim of the offense is under thirteen (13) years of age at the time of the offense

(3) A violation of this section is a Class D felony if:

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(A) The defendant disseminates or permits the dissemination of the photograph to any other person; and

(B) The victim of the offense is under thirteen (13) years of age at the time of the offense.

(e) Nothing in this section shall preclude the state from electing to prosecute conduct in violation of this section under any other applicable section, including chapter 17, parts 9 and 10 of this title.

(f) In addition to the punishment provided for a person who commits the misdemeanor unlawful photographing in violation of privacy, the trial judge may order, after taking into account the facts and circumstances surrounding the offense, including the offense for which the person was originally charged and whether the conviction was the result of a plea bargain agreement, that the person be required to register as a sexual offender pursuant to the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification and Tracking Act of 2004, compiled in title 40, chapter 39, part 2.

SENATE BILL 897

By Haile

SB0897

002917

- 1 -

AN ACT to amend Tennessee Code Annotated, Title 49, relative to communication devices at schools.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF TENNESSEE:

SECTION 1. Tennessee Code Annotated, Title 49, Chapter 6, Part 3, is amended by adding the following as a new section:

(a) As used in this section, "wireless communication device" means a portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including, but not limited to:

- (1) Cellular telephones;
- (2) Tablet computers;
- (3) Laptop computers; and
- (4) Gaming devices.

(b) Each local board of education and each public charter school governing body shall adopt and implement a wireless communication device policy that:

- (1) Except as provided in subdivisions (b)(2)-(4), prohibits a student from using a wireless communication device during instructional time;
- (2) Authorizes a teacher to allow a student to use a wireless communication device for educational purposes during instructional time;
- (3) Permits a student to use a wireless communication device in the

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event of an emergency or to manage the student's health;- 2 - 002917

(4) Permits a student to use a wireless communication device during instructional time if the student's use of the wireless communication device is included in the student's:

(A) Individualized education program under the Individuals with Disabilities Education Act (20 U.S.C. § 1400 et seq.); or

(B) Active 504 plan developed under Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); and

(5) Establishes a process by which parents or guardians of students will be contacted in the event of an emergency or possible emergency occurring at the school at which the parent's student is enrolled to ensure that the absence of, or restricted access to, wireless communication devices during the school day does not prevent parents from receiving notice of an emergency or possible emergency.

(c) Each LEA and public charter school shall publish the wireless communication device policy established pursuant to subsection (b) on its website.

SECTION 2. Tennessee Code Annotated, Section 49-6-4002, is amended by deleting subsection (h) and substituting:

(h) A discipline policy or code of conduct adopted by a local board of education or public charter school governing body may authorize a teacher to withhold a student's wireless communication device from the student for the duration of the instructional time if the student is noncompliant with the LEA's or public charter school's wireless communication device policy adopted pursuant to Section 1. As used in this subsection (h), "wireless communication device" has the same meaning as defined in Section 1.

SECTION 3. This act takes effect July 1, 2025, the public welfare requiring it, and applies to the 2025-2026 school year and each school year thereafter.

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Individual Needs of Students

English Learners

If the inability to speak and understand the English language excludes a student from effective participation in the educational programs offered by the District, the District shall take reasonable actions to provide the student equal access to its programs. Students who are English learners (EL) shall be identified, assessed, and provided appropriate services. No student shall be admitted to or excluded from any program or extracurricular activity based on the student's surname or EL status.

The Director of Schools shall evaluate the effectiveness of the District's language assistance programs to ensure EL students will acquire English proficiency and the ability to participate in the standard instructional program within a reasonable period of time.

Parents of EL students shall be given notice of, and information regarding, the instructional program within the first thirty (30) days of the school year or within the first two (2) weeks of a student being placed in a language instruction educational program.

English Proficiency Assessments

The testing window for English Learners Assessment is February 1–March 26, 2027.

Homebound Instruction

The homebound instruction program is for students who because of a medical condition are unable to attend the regular instructional program. The homebound instruction program shall consist of three (3) hours of instruction per week while school is in session for a period of time determined, on a case-by-case basis, by the District.

To qualify for this program, a student shall have a medical condition that will require the student to be absent for a minimum of ten (10) consecutive instructional days, or for an aggregate of at least ten (10) instructional days for a student who has a chronic medical condition. The student shall be certified by his/her treating physician as having a medical condition that prevents him/her from attending regular classes. The services provided to the homebound student shall reflect the student's capabilities and be determined by the homebound instructor, after consultation with appropriate professional staff of the student's assigned school.

For more information, refer to [Homebound Instruction, HCBOE Policy 4.206](#)

Migrant Students

The District shall:

1. Identify migratory students and assess the educational and related health and social needs of each student;

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2. Provide a full range of services to qualifying migrant students including applicable Title I programs, special education, gifted education, vocational education, language programs, counseling programs, elective classes, fine arts classes, etc.;
3. Provide migratory students with the opportunity to meet the same statewide assessment standards that all students are expected to meet;
4. To the extent feasible, provide advocacy and outreach programs to migratory students and their families and professional development for district staff; and
5. Provide parent(s)/guardian(s) an opportunity to participate in the program.

For more information, refer to [Migrant Students, HCBOE Policy 6.504](#)

Section 504 and ADA Grievance Procedures

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 noncompliance 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

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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

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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

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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.

Students in Foster Care

Students in foster care, including those awaiting foster care placement, shall be immediately enrolled, even if the student is unable to produce records normally required for enrollment (i.e., academic records, immunization records, health records, proof of residency) or missed the District's application or enrollment deadlines.

The District and the child welfare agency shall determine whether placement in a particular school is in a student's best interest. Other parties, including the student, foster parents, and biological parents (if appropriate), shall be consulted. If the child has an IEP or a Section 504 plan, then the relevant school staff members shall participate in the best interest decision process. This determination shall be made as quickly as possible to prevent educational disruption.

The District shall collaborate with the local child welfare agency to develop and implement clear and written procedures governing how transportation to a student's school of origin shall be

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provided, arranged, and funded. This transportation will be provided for the duration of the student's time in foster care.

For more information, refer to [Students in Foster Care, HCBOE Policy 6.505](#)

Students from Military Families

A student who does not currently reside within the district shall be allowed to enroll if he/she is a dependent child of a service member who is being relocated to Tennessee on military orders. To be eligible for enrollment, the student will need to provide documentation that he/she will be a resident of the district on relocation. Within 10 days of enrollment, the parent(s)/guardian(s) of the student shall provide proof of residency within the district.

Students with parent(s)/guardian(s) in the military may also be eligible for excused absences related to his/her deployment.

Students with Disabilities

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:

- of any age during which non-disabled individuals are provided with educational services.
- of any age during which it is mandatory under state law to provide services to disabled individuals or
- 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:
- Have a physical or mental impairment that substantially limits one or more major life activities.
- Have a record of such impairment or
- 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.

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Instructional Materials and Services

Use of the Internet

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 another identifier (impersonation)
 - Use of the network for commercial purposes
 - Buying or selling on the Internet
3. Limit the content accessible by students using internet access provided by the LEA to content that is age-appropriate;
4. Protect the safety and security of students accessing email, chat rooms, and other forms of direct, electronic communication using internet access provided by the LEA; and
5. Prevent students from using internet access provided by the LEA to access websites, web applications, or software that does not protect students against the disclosure, use, or dissemination of their personal information.
6. Prohibit students from accessing a social media platform using the internet access provided by the LEA or public charter school, except when expressly authorized by a teacher for educational purposes only.

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

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- Maintaining and securing a usage log
- Monitoring on-line activities of students.

Use of Personal Communication Devices

The use of personal communication devices is restricted at HCES. Students should not bring their cellphones or smart watches to school. These items are not allowed to be used while on school campus. The office phone is available for necessary student use.

Textbooks and Instructional Materials

Textbooks and instructional materials are property of the Board and shall be returned at the end of the school year, upon completion of the course, or upon withdrawal from a course or school. Parent(s)/guardian(s) are to sign an agreement stating they shall be responsible for the textbooks and instructional materials received and used by their children.

Review of Textbooks and Instructional Materials

[Review of Textbooks and Instructional Materials, HCBOE Policy 4.402](#)

Library Materials

The School Media Specialist/Librarian shall be responsible for library collection development, and all library materials will be reviewed to ensure the content aligns with state law.

The library collection shall adhere to the criteria outlined in board policy. Complaints regarding library materials shall be submitted on a Request for Reconsideration of Library Materials form to the Principal.

School Clubs and Organizations

All students under the age of eighteen (18) shall present a signed and dated statement from their parent/guardian before joining any club or organization or participating in activities of a club or organization.

Testing Information

HCES ASSESSMENT CALENDAR

Tennessee Comprehensive Assessment Program or TCAP is administered annually during the Spring Semester. Students in grades 3-5 take the TCAP assessment.

TCAP Assessment Name	Administration	Administration Window
TCAP Achievement (ACH) Grades 2*, 3–8 Writing	Spring	April 7–14, 2027

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TCAP ACH 2 *, 3–8	Spring	April 19–May 6, 2027
TCAP Alt Science & Social Studies	Spring	March 15-April 30, 2027
TCAP Alt ELA & Math	Fall	September 14-December 18, 2027
TCAP Alt ELA & Math	Spring	February 1-May 21, 2027

Other Assessments	Administration	Administration Window
English Learners Assessment	Spring	February 1–March 26, 2027

Benchmark Testing

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: September—October 2026: Grades 2-5

Second Benchmark December 2026: Grades 2-5

Third Benchmark February—March 2027: Grades 2-5

Contact Information

1. Director of Schools --- Charlotte Mullins, 733-2591
2. Principal ---Valerie Harrison, 733-2534
3. Assistant Principal---Ginger Stapleton, 733-2534
4. Transportation and Busing --- Joseph Southern, 733-4848
5. Attendance --- Marta M. Stapleton, 733-4848
6. Curriculum & Textbooks --- Ashely Hopkins, 733-4403
7. Food Service ---Josh Fleenor, 733-1188
8. Special Education --- Misty Rasnic, 733-8094
9. School Based Health Center, 733-2121
10. Coordinated School Health --- Angela V. Kinsler, 733-1474
11. School Counselor --- Whitney Fleenor, 733-8924

Hancock County School Board Members (As of August 3rd, 2026)

A. David Jones Chairmen 6th district

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B. Jerry Hopkins	Vice Chairman	5 th district
C. Dennis Holt		1 st district
D. Jack Mullins	Clinch-Powell Representative	3 rd district
E. Adam Nichols		4 th district
F. Jamie Stanifer		2 nd district
G. Adam Trent		7 th district

Resources Page

For information about students' rights and services, contact the Tennessee Department of Education:

Andrew Johnson Tower
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-5158
<https://www.tn.gov/education>

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Student Handbook Acknowledgement Form

Please sign the form below and submit it to your child's classroom teacher. Failure to sign and return the form does not relieve the student from the responsibility of complying with the rules and policies referenced in the Student Handbook.

I hereby acknowledge that I have been provided with a copy of the Student Handbook and have read and understand the handbook and the related policies.

Name of Student: _____

Student's School: _____

Parent/Guardian Name: _____

Signature of Parent/Guardian

Date

Opt-Out Notifications

Please select the box below if you wish to opt-out of the corresponding notification.

- ☐ The release of your child's name for honor roll, academic, or other school-related functions. By checking this box, your child's name will not appear in the yearbook or any school programs.
- ☐ The release of your child's photo for use by the media or for website publication.
- ☐ The participation of your child in any of the health screenings.
- ☐ The access to electronic media by your child while at school.

Signature of Parent/Guardian

Date