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Principal's Welcome

The last two years that I have had an idea of what to say in this section and this year is was kind of hard to know exactly what to say. Since March 16th, 2020, it seems we have lived in a time of uncertainty and as we begin the new school year it looks like we still are living in it. We ended last school year not knowing how to proceed with many things and we did the best we could with the circumstances given to us. Was what we did perfect? No. Did we please everyone? No. We did however think of the students safety, well-being, and education and what would be the best way for the students to benefit as much as possible.

This school year is shaping up to be similar in uncertainty but we have tried to get a better handle on how to do things and make sure all the students are prepared when they return. Will everything be perfect? No. Will we please everyone? No. We can, however, do our very best to be as prepared as much as possible and give the students the best educational experience that they can get.

I look forward to guiding our students and teachers this new school year and making it be a successful year. We have had some new renovations this summer, we will have some new teachers, and we will also have some new procedures to follow this year but we all must work together in order to make our school the best it has ever been. Don't take what you have for granted and enjoy your time in school, your teachers, and your classmates because you never know what will happen. So welcome back and let's have a great year.

Sincerely,

Mitch Canfield

Guidance/Counselor Notes

A counselor will be available to assist in planning schedules, checking records, and completing forms for classes here at HCMHS and continuing education after high school.

Students are encouraged to have a conference with the counselor if they are experiencing any problems that affect their educational progress or personal well-being.

Deborah Gibson, School Counselor Tara Marion, School Counselor

Student Expectations

- I Know and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- I All middle school students are expected to stay on their side of the building. Likewise, all high school students are expected to stay on their side. Any student caught on the wrong side of the building, without permission or just reason, will be punished accordingly
- I Respect the human dignity and worth of every individual.
- I Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- I Study diligently and maintain the best possible level of academic achievement.
- I Be punctual and present in the regular school program.
- I Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- I Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- I Refrain from gross disobedience or misconduct or behavior which would lead to any physical harm or that disrupts the educational process.
- I Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
- I Carry only those materials which are acceptable under the law and accept the consequences for the articles stored in individual lockers.
- I Do not have in your possession or participate in the use of alcohol, illegal drugs, or other unauthorized substances.
- I Seek out and apply for post-secondary scholarships.
- I Obey the rules listed in this handbook.

Mission Statement and Beliefs

The mission of Hancock County Middle/High School is to prepare all students with a quality education with diverse strategies so they will be able to succeed in college, vocational school, military, or the work force and make them productive citizens. By doing so the school will provide a safe and challenging learning environment which fosters intellectual growth, individual integrity, and community responsibility for life-long learning.

We believe that:

- İ Each student is a valued individual with unique physical, social, emotional, intellectual and vocational needs.
- İ Students learn best when they are actively engaged in the learning process.
- İ Students, teachers, support personnel, parents, and the community share the responsibility for the support of the school's mission.
- İ A safe, comfortable, and nurturing environment that adheres to school policy should promote student learning
- İ Positive relationships and mutual respect among and between students and staff enhance student success.
- İ Students should be provided the technology and resources that prepare them for a competitive global society.
- İ Educational decisions should be based upon research and data and should include the input of all of the school's stakeholders.

PROGRAMS AND POLICIES

ACADEMIC INCENTIVE PROGRAM

The Academic Incentive Program is open to all HCMHS students to encourage academic excellence.

Gold cards are awarded for attaining all A's in a semester. Each recipient receives-

- İ Free admission to all HCMHS home athletic events.
- İ Extended lunch periods on designated Awards Days.
- İ Exemption from 2 semester test.

Silver cards are awarded for attaining all A's and B's in a semester.

- İ Free admission to 5 HCMHS home athletic events
- İ Extended lunch periods on designated Awards Days.
- İ Exemption from 1 semester test.

ACCEPTABLE USE POLICY

The purpose of Hancock County's AUP provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The full AUP may be found in the back of this handbook or accessed at www.hancockcountyschools.com

Internet/Acceptable Use

Students will participate in projects using the internet in a directed manner to support curriculum and research activities. A written parental form shall be required prior to a student being granted independent access to electronic media involving the internet. The form must be signed by the student and by the parent/legal guardian of any student under 18.

ACHIEVEMENT

Achievement at HCMHS is defined by numerical grades earned in courses and performance on state exams. Achievement is supported in numerous ways. Academic Tutoring is available throughout the year for students seeking enrichment or remediation. Parents may enrich their child's learning by using teacher or school provided materials. Also, a list of helpful academic websites can be found on our schools webpage. We encourage parents to explore all available resources.

ACT TESTING

ACT is a graduation requirement for all students (high school policy 2.103).

In the spring of 2021 March 2nd all juniors will participate in ACT testing at Hancock County High School. Attendance and participation are required. No testing fee will be charged for this test administration.

Other 2019/2020 ACT Test Dates-

<u>Test Date</u>	<u>Registration Deadline</u>
September 12,13,19 2020	August 14, 2020
October 10,17,24,25 2020	September 17, 2019
December 12, 2020	November 6, 2020
February 6, 2021	January 8, 2021
April 17, 2021	March 12, 2021
June 12, 2021	May 7, 2021
July 17, 2021	June 18, 2021

These tests will be administered at a variety of colleges in our area (LMU, WSCC, Carson Newman, etc.) The registration fee is approximately \$46.00 (without writing) or \$62.50 (with writing). Students must register at www.actstudent.org and for more information concerning ACT testing.

This year, if there is a senior who would like to re-take the ACT free of charge at school, the date will be September 22nd, 2020, and if they take the test anywhere else they may obtain a voucher from the guidance department.

ATTENDANCE POLICY

LATE TO CLASS

Any student **entering** any classroom after the tardy bell rings is considered late. (Teachers will keep a tardy list and turn it in at the end of the day). Any student that receives their 5th tardy will spend 1 day of ISS and the same punishment will be issued for the 6th, 7th, & 8th tardy. When a student receives their 8th tardy the parent/guardian will be notified and a meeting between student, parent/guardian, counselors, and principals will be held to discuss alternative school placement of the student if they get their 9th tardy in the 9 week grading period. Tardies will be reset back to zero when the 9 weeks is complete. We want the students in class as much as possible but there needs to be a punishment for their excessive tardies.

EXCUSED ABSENCES

Students are responsible for making up missed class work. Excused absences will be given for the following reasons:

1. Illness with doctor or dentist, etc. verification
2. Death in the family
3. Recognized religious holiday
4. School sponsored activities
5. Extreme family hardships
6. Student absences approved by the principal
7. Four parent notes for entire school year.

NOTE: Excuses for tardies or absences must be turned in to the office within five days from occurrence.

UNEXCUSED ABSENCES

An unexcused absence is any absence that is not listed above as being excused.

Students are expected to make up any work missed and responsible to acquire work from the teachers before signing out.

MAKE-UP WORK

*Work missed because of any absence, which is **EXCUSED** through the attendance office with proper notes or documentation, may be made up within five (5) school days upon the student's return. The first day the student returns counts as day one. It is the student's responsibility to get the make-up work assignment and arrange a time with the teacher if needed. Work that was due or a test that was scheduled on the day that the student missed is due the day that the student returns to school. After 3 UNEXCUSED absences no make-up work will be allowed. Students who have excused absences shall be allowed to make up the exam/test missed. If the exam/test is not made up on the day of return, an alternative make-up test may be given. The type of exam and time of make-up may be at the discretion of the teacher*

Virtual Attendance Procedures for Hancock County Schools: This is required to monitor student attendance in accordance with all applicable laws, regulations, and school board policies.

^a Examples of attendance expectations include:

- I (Verbal) Students participating in a phone call with the teacher or parent/legal guardian support as appropriate for the age of the student
- I (Visual) Students participating in synchronous virtual instruction
- I (Written) Students completing and submitting work in Google Classroom

Visual Attendance Forms and any other virtual attendance information will be available on hancockcountyschools.com website.

TRUANCY

Hancock County Schools New Truancy Intervention Procedure

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

Effective July 1, 2018

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

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

Each successive accumulation of five (5) unexcused absences by a student must also be reported.

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

Tier I:

- İ Daily Phone Calls will be made for any student who misses any day of school, excused or unexcused.
- İ 3 Day Letters will be sent to any student who misses 3 unexcused days of school
- İ Upon the 4th unexcused day the student misses, the Parent/Guardian will receive one or more of the following: notification by letter, a home visit and/or a phone call, including an invitation to a Conference with the Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at the School
- İ 5 Day Letters will be sent to any student who misses 5 unexcused days of school
- İ Conference with Student, Parent/Guardian, Principal/Guidance Counselor and Attendance Supervisor at School, including
 - (a) A specific description of the school's attendance expectations for the child;
 - (b) The period for which the contract is effective, not to exceed ninety (90) school days, or the last day of the semester after the date the contract becomes effective, whichever comes first; and
 - (c) Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court; and
- İ An Individualized Assessment of Student's Attendance is reviewed, and all parties present must sign an Attendance Contract
- İ Follow-up meetings to discuss the student's attendance progress are scheduled

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

Tier II:

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

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

Tier III:

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

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

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

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

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

Ms. Marta M. Stapleton, Attendance Supervisor

Visit hancockcountyschools.com for additional information

DRIVERS LICENSE AND SCHOOL ATTENDANCE

School attendance is required to get and keep a driver's license!

Parents and students equally need to be aware of the Tennessee State Statute 49-6-3017. This statute "Minors withdrawn from secondary school – denial of motor vehicle license or permit" explains when a student loses his/her driver's for failure to attend school TCA 49-6-3017. The Department of Safety shall deny a license or instruction permit to any person under eighteen (18) years of age who does not at the time of application of a driver license present a diploma or other certificate of graduation issued to the person from a secondary high school of this state or any other state, or documentation that the person is:

1. Enrolled and making satisfactory progress in a course leading to a General Educational Development Certification (GED) from a state-approved institution or organizations, or has obtained such certificate;
2. Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or
3. Excused from such requirement due to circumstances beyond the applicant's control.

The definitions of "withdrawn" and "making satisfactory academic progress" should be of interest to students and their parents. The state of Tennessee considers withdrawal to be more than 10 consecutive or 15 days total unexcused absences during a single semester. It is pertinent to note that the state does not consider for this section that suspension, expulsion, or confinement in a correctional facility as being beyond the student's control. The state considers satisfactory academic progress to be a passing grade in at least 3 full unit subjects at the conclusion of any grading period. Once a student is not in compliance with these requirements, his/her driving privileges either will not be granted or will be revoked until the next grading period providing the student's attendance and grades at that time are in compliance. A second noncompliant notice suspends driving privileges until the student reaches the age of 18. The Tennessee Department of Safety requires a noncompliant student to surrender their driving license/permit until the student attends school and fulfills the legal requirements for reinstatement. Failure to surrender the driving license/permit will result in a higher reinstatement fee.

NOTE: It is the parent's responsibility to notify the school of a change of address within the county or state or if moving out of state. Also, the school must be notified of changed telephone numbers.

LEAVING SCHOOL DURING THE DAY

Sign-out Procedures

Students will be allowed to sign out under the following conditions:

- a) The parent or guardian may come to the office to sign the student out. Parents should take note of the times during which students may be dismissed for non-emergencies. Those times are during the change of classes or at the student's lunch period.
- (b) Parents call-ins **are not accepted** to sign a student out.
- (c) A note signed by a parent or guardian must be sent to the office with the following information on that note:
 - (1) Student's name
 - (2) Grade level

(3) Phone number where parent/guardian can be reached so that the school official can confirm that the student has parental permission to leave. ALL REQUESTS MUST BE VERIFIED. IF THE PARENT/GUARDIAN CANNOT BE REACHED, THE STUDENT WILL NOT BE GIVEN PERMISSION TO SIGN OUT EARLY. If students and parents will use this procedure; we can avoid both unnecessary class interruptions and parents having to wait on a student.

(d) Students who are 18 years old or older must also have parental permission on file to leave school.

(e) Any student who signs out early will not be allowed to sign back in unless they can produce documentation listed in the "excused absences" section.

BULLYING, CYBER BULLYING, DISCRIMINATION, HARRASSMENT AND INTIMIDATION

Revised 06/2017

Discrimination/Harassment (Sexual, Racial Ethnic, Religious)

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

1. Student discrimination/harassment will not be tolerated.
2. **Discrimination/harassment** is defined as conduct, advances, gestures or words either spoken or implied of a sexual, racial, ethnic or religious nature which:
 - a. Unreasonably interfere with the student's work or educational opportunities; or
 - b. Create an intimidating, hostile or offensive learning environment; or
 - c. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
 - d. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

Bullying, Cyber Bullying, and Intimidation

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

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

HCMHS expects students to conduct themselves in an appropriate manner for their respective levels of development, maturity, and demonstrated capabilities. Students should show a proper regard for the rights and welfare of other students and school staff, the educational purpose, and school facilities and equipment.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.

CAFETERIA/LUNCH PERIOD

In order for the cafeteria to operate efficiently, students should wait their turn in line, eat quietly, and take all trays and silverware to the designated disposal areas. **All food and drinks must be eaten in the cafeteria. If any food is brought during the school day, the food must be eaten during the lunch period and in the cafeteria and brought to the students during their lunch period. Food will not be allowed into the classrooms. Any commercial food brought must come through the office and taken to the cafeteria. Food/Drinks SHOULD NOT BE BROUGHT INTO THE GYM.** Breakfast will be from 7:30-8:00 and then the doors will be shut. Lunch schedules are as follows: 6th grade 11:15 – 11:45, 7th grade 11:45 – 12:15, 8th grade 12:15 – 12:45, 9th&10th grades 10:55 – 11:25, 11th&12th grade 11:25 – 12:00.

COVID-19 DISCLAIMER

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

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

CURRICULUM

Academic standards establish desired learning outcomes and the curriculum provides instructional programming designed to help students reach these outcomes. Hancock County Schools work locally to establish curricular programs that support student mastery of Tennessee's academic state standards while reflecting unique community values. Instructional practices should provide each student with the best opportunity to meet these standards by supporting individual learning needs.

TENNESSEE STATE STANDARDS

Math and English/Language Arts

The Standards were drafted by experts and teachers from across the country and are designed to ensure students are prepared for today's entry-level careers, freshman-level college courses, and workforce training programs. The standards focus on developing the critical-thinking, problem-solving, and analytical skills that students will need to be successful. To ensure all students are ready for success after high school, the standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from kindergarten through 12th grade.

All subject areas excluding Math and Language Arts

The Tennessee State Department of Education establishes standards for Science and Social Studies as well as Physical Education, Computer Technology, Guidance, Foreign Language, English as a Second Language, Health, and the Arts.

More information can be found at:
www.tennessee.gov/education/assessment

Credit Recovery

Eligibility Guidelines for Credit Recovery:

- İ Must have been enrolled and failed in a core academic course
- İ Must have made **no less than 50** in the semester class to be eligible
- İ No more than 10 unexcused absences per semester to be eligible

To receive CREDIT: (if these guidelines aren't met student will need to enroll in class the next semester)

- İ 10 hours of course work
- İ 1.0 hours for every point needed to have a passing grade of (70)
- İ 1.0 hours of course work for each absence in class
- İ Cannot miss Credit Recovery class more than 2 days total
- İ Must complete the course 10 days before the end of the semester

All work must be at 70% accuracy and completed within the semester following the failed subject or the hours and work are not acceptable.

See the guidance counselor for the contract that must be completed before you start class.

Credit Recovery is a privilege that gives you a second opportunity to complete your course work and stay on track to graduate.

DISRUPTION OF THE EDUCATIONAL PROCESS

No student shall by the use of violence, force, noise, coercion, threat, intimidation, fear, active and passive resistance, **dialing 911 or pulling the fire alarm**, or any other conduct, that causes the disruption or obstruction of any lawful mission, process or function of the school, urge other students to engage in such conduct. **Dialing 911 or pulling the fire alarm** without proper provocation is a Class B misdemeanor that can result in up to 45 days in jail and up to \$200.00 in fines plus court cost. In addition to being cited to court, students pulling the fire alarm will be subject to suspension, alternative school or expulsion.

DISTANCE LEARNING

A variety of distance learning courses are offered in the Distance Learning Lab. In all courses, student grades are calculated by the course instructor. In college level coursework, the students will receive the highest possible numeric grade that corresponds with that letter grade.

DRESS CODE

Students should dress appropriately at all times (attire should be size appropriate). Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others. In the judgment of the administration or designees, a student not appropriately attired or whose grooming constitutes a distraction or disturbance to the school environment will be asked to change clothes.

Rules Student Attire and Accessories

- İ All teachers will assume responsibility for overseeing dress code compliance. Students in violation of dress code will be sent to the office
- İ In a situation where a disagreement exists regarding this dress code, the principal shall make the final decision.
- İ A written record of violators will be kept in the office. Obvious violators will be required to (1) change clothes, (2) offered clothing from school (if not student doesn't have clothing to change into), (3) will be sent to In-School for the remainder of the day for non-compliance or until clothing is brought. Students will be unexcused for the class missed for dress code violations.
- İ No toboggans, hoods, or anything that covers the head unless approved by administration.
- İ No swimwear or an spandex type clothing is permitted
- İ No sunglasses worn in building
- İ The length of shorts, dresses, and skirts must be moderate and appropriate for an academic setting. Holes showing skin in pants and shorts must not be in inappropriate places on the material that would cause distraction.
- İ No sagging pants (if so a belt will be provided)
- İ Leggings are only to be worn under skirts, shorts, or pants that have holes in them.
- İ No oversized clothing and jackets that are excessive or compromises the safety of students will not be permitted.
- İ Shoes must be worn at all times because of health and safety reasons. Footwear should be subject matter appropriate.
- İ No chains, keychains, or anything that could be used as a weapon hanging from clothing.
- İ Clothing which allows undergarments to be visible is not allowed. Pants must be worn at or near the waist. Clothing must not expose the stomach, chest, ribcage, midriff or back area.
- İ Shirts, tee shirts, or caps with pictures, drawings, words or implied references to illegal substances, drugs, alcohol, tobacco, vulgar or profane language, sexual connotations, violence, may be related to gang attire or questionable slogans may not be worn at school or school functions
- İ Muscle shirts, tank tops, midriff shirts, halter-tops, tube tops, and spaghetti strap tops are not appropriate in the school environment. Tops may be sleeveless but school appropriate.

Drug Testing

This serves as notice that all students shall be subject to drug and/or alcohol testing during the school year, according to the Hancock County Board of Education's Student Alcohol and Drug Testing Policy code – 6.3071

ELECTRONIC DEVICES

All electronic devices, including cell phones, MP3 players, portable speakers, etc. shall be turned off upon entering the classroom, placed in designated slots upon entering the classroom, and remain off.

If and when a violation occurs, the following actions will be taken:

- I The device is taken to the office of the principal or vice principal and it will remain there until it is picked up by the parent or legal guardian of the student.
- I Speakers will be confiscated if used to play music in hallways, cafeteria, classrooms, outside or buses.
- I If any student refuses to turn in their phone to the principal or assistant principal and go to ISS then the student will be placed OSS for 2 days.

NOTE: Any student caught using a cell phone or any 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 rest of the semester. Any student that does not comply with this rule further disciplinary action can be taken.

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

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular activities are defined as activities that take place outside of a normal school day. This includes but is not limited to sporting events, prom, middle school formal, and field trips. Students who participate in extra-curricular activities are required to be in attendance the full day of the event or have a documented, legitimate excuse for the absence or school administrator permission.

The following conduct is expected during all middle/high school extra-curricular activities:

- I All school bus rules apply.
- I All school rules and policies apply and will be enforced.
- I Student must have had no more than 6 complete days total in ISS.
- I Student must have had no more than 3 days of OSS.
- I Student must not have a combination of 8 days or more of ISS, OSS, or days suspended off the regular bus routes or discipline issues on trips.
- I Student cannot have been in any alternative school.
- I Student must have had no more than 10 unexcused absences per year.

All field trips must be approved with the proper documentation prior to the field trip.

FIGHTING POLICY

Acts of aggression or of the physical nature will not be tolerated on the campus of Hancock Middle/High School. Students who participate in “fighting” or those exhibiting the action of hitting, pushing, slapping, shoving, grabbing, kicking, etc. another individual will be punished as follows:

1st Offense –

1-3 days in-school suspension, or 3 days out of school suspension, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

2nd Offense –

3 days out of school suspension, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

3rd Offense –

10 days out of school suspension, or recommendation for placement in Alternative School or Expulsion. Student will be petitioned to juvenile court and charged with assault.

FINAL EXAMS – HCHS ONLY

Final exams will be administered in all courses that do not require an EOC. These comprehensive exams will be administered during the final days of each semester. The final exam will count 25% of the second 9 weeks grade. Final exams of 1st and 3rd block will be administered on Tuesday of the last full week of the semester. 2nd and 4th block will be administered on the Wednesday of the last full week of the semester.

FUNDRAISERS

Sale of fundraising items is to be done only by principal approval for school sponsored organizations. Selling without the principal’s permission or during class time is strictly prohibited. Fundraising items must not be drinks of any kind or anything that the school concession store is selling.

GRADES

GRADING SCALE

A (4.0) = 93 – 100

B (3.0) = 85 – 92

C (2.0) = 75 – 84

D (1.0) = 70 – 74

F (0.0) = 0 – 69

GRADE CLASSIFICATION

- I 28 credits required for graduation.
- I Earn 21 credits to be designated as a senior
- I Earn 14 credits to be designated as a junior
- I Earn 7 credits to be designated as a sophomore
- I Successfully completed 8th grade to be designated as a freshman

GRADUATION HONORS AND DISTINCTION **TENNESSEE DIPLOMA PROJECT REQUIREMENTS**

Statewide requirements that are consistent throughout Tennessee

Graduate with Honors – (*Gold Cord at Graduation*)

- I *Must have 3.5 cumulative GPA*
- I *Must take Spanish I & II*
- I *Must take at least one art class during their high school career*

Seniors who score at or above all of the subject area readiness benchmarks on the ACT will graduate with honors. The benchmarks are:

English	18
Math	22
Reading	21
Science	24

*No ACT Residual Scores will be accepted. National test scores only.

Graduate with Distinction – (*White Cord at Graduation*)

Seniors will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:

- earn a nationally recognized industry certification
- participate in at least one of the Governor’s Schools
- participate in one of the state’s All State musical organizations
- be selected as a National Merit Finalist or Semi-Finalist
- attain a score of 31 or higher composite score on the ACT
- attain a score of 3 or higher on at least two advanced placement exams
- successfully complete the International Baccalaureate Diploma Program
- earn 12 or more semester hours of transcribed college credit

GRADUATION RANK

HCHS POLICY

Class Rank

- I Numerical Grades are calculated and averaged.
- I Averages will be checked by the School Counselor, Student, and Student Information System.
- I ACT Scores will be used to break all ties.

HCMHS Policy requires specific criteria for the ranking of Top 10 students. The requirements are as follows:

Top 10 Students – Numerically ranked students who meet the following course requirements:

1. Algebra I, Algebra II
2. Geometry
3. Advanced Math (When Available)
4. Chemistry
5. Science with a lab
6. Foreign Language (2 credits)
7. College Prep English/Composition I and II
8. Must be proficient on all state tests (End of Course)
9. **All grades must be earned at HCHS – 9th, 10th, 11th, and first semester of 12th grade.**

Valedictorian – All students considered for Valedictorian must meet the following requirements:

- I 4.00 Cumulative GPA – 93 or above in every class.
- I All grades must be earned at HCHS – 9th, 10th, 11th, and first semester of 12th grade.
- I One must fulfill all requirements to be designated as Top 10.

GRADUATION REQUIREMENTS

Hancock County High School students are required to **earn 28 credits** to receive a diploma from Hancock County High School. On the block schedule, students have 4 classes each semester, 2 semesters each year. At the end of the 4th year students can have earned up to 32 credits.

Specific Course Requirements:

<u>Course Name</u>	<u>Number of Credits</u>
English	4
Math	4
Science	3
Social Studies	4
Wellness	1
PE	1
Personal Finance	1
Foreign Language	2
Fine Arts	1
Electives	4
Elective Focus	3

ILLNESS

Students who become ill shall report to the office for parent contact or referral to the school clinic, when available. Students with prolonged health problems such as asthma, diabetes, epilepsy, recent surgery, or allergies are to report to the office or school clinic (when available) at the beginning of the school term or when such a problem arises. Regardless of prescribing physician, distribution of medication during the school day must be handled by parents or the School Based Health Clinic, when available. Students must not possess medication, prescribed or over the counter, during the school day.

LOCK DOWN PROCEDURE

An announced lock down is a time that a current threat exists to Staff or Students. During such an event teachers should:

1. Secure or lock doors.
2. Turn off lights.
3. Move students to a designated area of the room away from windows and doors.
4. Remain calm and quiet until prompted via the intercom by a familiar voice such as Principal or Assistant Principal.
5. Display red or green sheets at the door window after prompt is given. Green – all students are safe and accounted for, Red – student is missing, injured or danger is present.

SRO and Law Enforcement official will check the building. After the building has been cleared an intercom announcement of “All Clear” will be made by a familiar voice.

*Most doors in our building require locking with a key from the outside. Teachers are encouraged to lock doors each class period after the tardy bell. **Teachers are expected to have green and red cards and a class roster at all times.***

**All doors must be clear of obstructions.*

LOCKERS

Lockers will be assigned to each student. Locks will be rented from the school office. The cost is \$5.00. If other locks are used on school lockers, they will be removed. Students are to keep locks on their lockers at all times, if the lock is not on the locker the student will be called to the office for a warning, punishment will be administered if it continues. Students cannot share lockers or switch lockers or locks without permission from the office. Students are expected to keep lockers clean and understand that the school has the right to inspect or search lockers at any time. Unannounced and random drug dog searches may also be conducted. If locks are lost student is responsible for the cost of another lock.

MEDICATION

Regardless of illness or prescribing physician, distribution of medication during the school day must be handled by a parent or the School Based Health Clinic when available. Students must not possess medication, prescribed or over the counter, during the school day.

MESSAGES FOR STUDENTS

If messages are of an urgent nature, the office staff will make every effort to deliver them without delay. However, with limited office staff it is not possible to deliver “reminder” messages. Please make necessary transportation arrangements with your child before they arrive at school. If you need to get a message to your child through the office, call before 2:00 p.m. to ensure delivery.

OPENING AND CLOSING OF SCHOOL

Students arriving early or leaving after official dismissal time are expected to remain in designated areas of the building and campus while waiting for school to begin in the morning and for buses or other rides in the afternoon.

PROHIBITED ITEMS

Be informed the school is not responsible and will not attend to any problem concerning prohibited items brought to school. Aerosol sprays are not permitted (perfume, body spray, hair spray, etc.) Many students have allergic reactions and some may suffer asthma attacks as a result of these sprays. Any dangerous weapon such as guns, pocket knives, box cutters, large knives, e-cigarettes, vaporizer or anything that is used to inhale substances illegal to anyone including minors and also drugs, tobacco, alcohol, or non-prescribed medication . **The school is not responsible for stolen or misplaced purses or wallets and their contents or any electronic devices that are brought to school.**

PUBLIC DISPLAYS OF AFFECTION

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, kissing or any other contact that may be considered sexual in nature. Discipline will be issued if caught in the act of PDA.

RTI

Parent Brochure
Hancock County Schools
A Family Guide to Response to Instruction and Intervention
(RTI²)
2020-2021



Michael Belcher
Director of Schools

Hancock County Schools
P.O. Box 629
Sneedville, TN 37869
(423)733-2591
hancockcountyschools.com

Hancock County is committed to helping all children succeed. We have many ways to help children who are struggling to learn and who need additional supports to be successful. Response to Instruction and Intervention (RTI²) is one form of support.

What is RTI²?

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

In Tennessee, the Response to Instruction and Intervention (RTI²) Framework is a component of TNCORE. The TNCORE implementation plan has three legs with student achievement at the center:

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

What does the RTI² Framework look like?

The RTI² Framework has three tiers. Each tier provides differing levels of support.

- I In Tier I, all students receive research-based, high quality, general education instruction that incorporates ongoing universal screening and ongoing assessment to inform instruction.
- II In Tier II, intervention is implemented when assessment indicates that a student is not making adequate gains from Tier I instruction alone. In addition to Tier I instruction, students are provided small group interventions designed to meet their specific needs. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.
- III In Tier III, more intensive interventions are provided to students who have not made significant progress in Tier II, who are more than 1.5 grade levels behind, or who are below the 10th percentile. These students are progress monitored weekly or every other week using a tool that is sensitive to measuring changes in the student's individual skills.

What are the key components of the RTI² Framework?

A key component of RTI² is that all children receive high quality curriculum and instruction in the general education classroom (Tier I).

Another component of RTI² is that the school conducts universal screenings. Universal screenings review the performance and progress of all students through brief assessments. Universal screenings help schools identify students who may need more support or other types of instruction.

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

Another key component of RTI² is progress monitoring. Progress monitoring is a way for teachers to take a snapshot of how children are doing on a specific skill. It shows how well the intervention is working. It includes formal and informal assessments. Progress monitoring helps determine whether an intervention is successful or needs to be changed. This information is shared with parents on a regular basis.

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

What if I think my child needs special education?

If at any time parents become concerned that their children need special education, they should contact the teacher or administrator. Other forms of evaluation, in addition to information gathered through the RTI² framework, are needed to determine if a student is eligible for special education services. In order for these evaluations to be conducted, a parent's written consent is required.

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

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

Talk to your child's teacher, principal or school's RTI support team for more information about how RTI² is being implemented in your child's school.

For more information, please contact:

Hancock County Elementary

423-733-2534

Hancock County Middle/High School

423-733-4611

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

INFORMATION for School-Age Youth

IF YOU LIVE IN ANY OF THE FOLLOWING SITUATIONS:

In a shelter, in a motel or campground due to the lack of an alternative adequate accommodation

In a car, park, abandoned building, or bus or train station

Doubled up with other people due to loss of housing or economic hardship

School-Age Youth Eligible students have the right to:

- Receive a free, appropriate public education.
 - Enroll in school immediately, even if lacking documents normally required for enrollment.
 - Enroll in school and attend classes while the school gathers needed documents.
 - Enroll in the local school; or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference.
- * If the school district believes that the school selected is not in his/her best interest, then the district must provide the student with a written explanation of its position and inform the student of his/her right to appeal its decision.

Contact the Guidance Counselor/Principal at the school you want to enroll in or are already enrolled in or call the school district liaison: 423-733-4403.

SEARCH AND SEIZURE

School authorities are charged with the responsibility of safeguarding the students in their care. In the discharge of that responsibility, upon reasonable suspicion, school authorities may search student's property (including vehicles, purses, backpacks, gym bags, lockers, etc.) or a student, with or without the student's consent.

STATE ASSESSMENTS

Tennessee Strategic Assessment Process

Tennessee's strategic assessment process includes early and regular evaluations of student learning. The goal of these assessments is to measure what students know, identify where more instruction is needed, and design their education plan accordingly.

Students in Grades 3-8 take the TNReady Achievement Test. The Achievement Test is a timed assessment that measures skills in Reading, Language Arts and Mathematics. Questions are Interactive, Open Ended, 2-part evidence based supporting their answer and selection of one correct or multiple correct answers. Student results are reported to parents, teachers and administrators. These exams will count as 25% of the student's 2nd Semester grade.

- I The **English language arts (ELA)** assessments will be administered in **four subparts** for grades 3-8 and in **three subparts** for high school end-of-course exams.
 - I **The time allotted for each subpart and the total time for ELA is similar to last year.**
 - I The first subpart is the writing portion of the assessment, which must be completed during the first week of the testing window because student responses are scored individually by hand.
 - I The **ELA** assessment will assess the Tennessee Academic Standards through literary and informational texts requiring students to demonstrate the ability to **read closely, analyze text, answer text-dependent questions, provide a written response to a prompt, and demonstrate command of the English language.**
-
- I The **math** assessments will be administered in **three subparts, the first of which is without a calculator.**
 - I **The time allotted for each subpart and the total time for math is similar to last year.**
 - I The **math** assessments measure student mastery of the Tennessee Academic Standards and require students to demonstrate a deep conceptual understanding of mathematics, number sense, fluency, problem solving and an understanding of the grade-level horizontal coherence embedded within the standards.

- İ The **math** assessments will focus approximately 70 percent of the assessment items on major work of the grade and approximately 30 percent of the items on supporting work.
- İ For **grades 5 through 8**, the **science** assessment consists of one, 75-minute subpart.
- İ The **science** assessments will assess the current Tennessee Academic Standards requiring students to demonstrate a deep conceptual understanding of scientific concepts in Life Science, Earth and Space Science, and Physical Science.
- İ The **social studies** assessments in grades 6 through 8 will assess the current Tennessee Academic Standards for **social studies**, which require students to demonstrate historical awareness, geographical understanding, and the ability to analyze primary source documents.
- İ The test will consist of two subparts (50 minutes each).
- İ The test will include 2-point and 4-point written response items, which provide the opportunity for students to showcase their knowledge and ability to respond to historical questions in writing, as well as multiple choice as multiple select items.

TNReady assessment will provide students, teachers, and parents with more detailed, accurate, and authentic information about each student’s progress and achievement in the classroom.

More information can be found at:

www.tennessee.gov/education/assessment

In high school, end-of-course tests will be administered for core subjects. These exams will count as 25% of the student's 2nd 9 weeks grade. The subjects with end-of-course tests are:

- İ English I and II
- İ Algebra I
- İ Geometry
- İ U.S. History
- İ Biology I

ACHIEVEMENT LEVELS

In the 2019-20 school year, the TNReady/EOC* results will be reported based on the four achievement levels.

1. **BELOW** – Students who perform at this level **have not** demonstrated mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skill specified by the grade/course level content standards and are not prepared for the next level of study.

2. **APPROACHING** – Students who perform at this level demonstrate **partial** mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skill specified by the grade/course level content standards and are minimally prepared for the next level of study.

3. **ON TRACK** – Students who perform at this level demonstrate **mastery** in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skill specified by the grade/course level content standards and are prepared for the next level of study.

4. **MASTERED** – Students who perform at this level demonstrate **superior** mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skill specified by the grade/course level content standards and are significantly prepared for the next level of study.

STUDENT CAR/TRUCK RIDERS

All students who are transported to school by parents, grandparents, etc. should be dropped off in front of the building.

In the afternoon when school dismisses, students that are being picked up will be picked up in the front parking lot closest to the main road.

STUDENT DRIVING AND PARKING

1. Students must have and present a valid driver's license and proof of insurance when getting a parking pass.
2. Students will register any vehicle they intend to drive to school with administration and obtain a parking pass in order to park on school property.
3. Parking passes are on a first come first serve basis.
4. No vehicle is to park on any curb or any unmarked space (unless given permission)
5. Students are to obey 5 MPH speed limit in parking lot during school hours.
6. Students are not to throw litter in the parking lot.
7. Parking lots are off limits during the school day unless written permission is granted by the administration or SRO.
8. Any student who drives a vehicle to school is totally responsible for it, no one else is allowed to be in it, around it, or drive it.
9. Once a student enters on school property you are a student! Vehicles must be parked, locked and exited. If you drive through you are considered leaving school property without permission! No Exceptions!
10. Student drivers must arrive on campus before the 8:00 a.m. bell. If 10 or more late arrivals occur during a 9 week grading period, driving privileges will be revoked for 1 week.
11. Any student who is caught parking without permission and without a parking pass will be called to the office and given the opportunity to purchase a pass within a week. If student does not purchase a pass, their vehicle is subject to being towed at owner's expense.
12. Driving privileges can be revoked by the principal for disobedience of parking rules or unsafe driving.
13. Student must agree and sign terms/conditions contract with administration to obtain parking pass.
14. K-9 dog unit will check parking lot once a month on a random day they pick. Any unauthorized weapons, drugs, tobacco, prescription medicine will be confiscated and could face expulsion from school if drugs or weapons are found. (Please make sure all of these items are not in your vehicle).

TELEPHONES

Office telephones are not for student use and should not be used without permission. Only in cases of emergency will students be called to the phone during class.

TEXTBOOKS

Textbooks are issued free. When textbooks are issued to a student, he or she is financially responsible for those textbooks. If a textbook is not returned or lost, the student must pay for the textbook. Replacement cost averages \$80.00 - \$100.00.

TOBACCO POLICY

Students at Hancock Middle/High School are not allowed to have in their possession or be found to use any tobacco product, vaporizers, or electronic cigarettes. Should a student get caught with or get caught partaking of a tobacco product, vaporizers, or electronic cigarettes, the following procedures will be employed.

1st offense – students will be sent to juvenile court and the juvenile judge will deal with them appropriately as state law mandates and the parent will be notified.

2nd offense and thereafter – Student will be sent to juvenile court again and if the student continues to the same thing over and over they will be placed in Alternative School for a set amount of time.

REASONABLE SUSPICION OF SMOKING

Any student who has a very strong odor of cigarette smoke as s/he speaks may be associated with recent smoking and may be disciplined with smoking on school grounds.

TRANSCRIPTS

The school provides transcripts free of charge; however, they should be requested in writing to the school counselor two weeks prior to the date needed. If they need to be mailed, the mailing address must be included.

VANDALISM

It is the policy of the Hancock County School System to require any student who defaces or destroys school property to restore or replace the damaged item. A student or students who commit vandalism may also be cited to Juvenile Court.

VISITORS

Hancock Middle/High School is a closed campus. Visitors are not permitted except for official reason approved by the principal's office. Students should not bring guests to school nor have visitors from outside. Any visitor who has reason to be on campus should report to the office, sign in, and receive a visitor's permit. Students are not to bring young children to school at any time.

ZERO TOLERANCE POLICY

All students on the campus are subject to drug and alcohol testing. The principal and assistant principal are authorized to order drug testing for individual students when there is a reasonable cause to believe that a violation has occurred. (see drug testing page 13)

ALCOHOL AND DRUGS

Students will not possess, distribute or be under the influence of illegal drugs or alcoholic beverages in school buildings or on school grounds, in school vehicles or buses, or at any school-sponsored activity at any time, whether on or off school grounds. If a student violates this policy, he/she will be subject to expulsion from school.

WEAPONS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds at any time, in school vehicles and/or buses, off the school grounds at a school-sponsored activity, function or event.

If a student violates this policy, he/she will be cited to juvenile court and subject to expulsion from school.

SECTION 504 and ADA

Grievance Procedures

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

DEFINITION

Section 504 of the Rehabilitation Act of 1973 provides that : No otherwise qualified individual with handicaps in the United States...solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.¹

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

COORDINATOR³

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.

NOTICE⁴

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, student and employee handbooks and distribution of memoranda or other written communications.

COMPLAINT PROCEDURE⁵

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

DUE PROCESS HEARING PROCEDURES

Section 504 of the Rehabilitation Act of 1973 provides the right to an impartial due process hearing if a parent wishes to contest any action of the school system with regard to a child's identification, evaluation, and placement under Section 504.⁶ 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 issue in a review of the hearing officer's opinion by a court of competent jurisdiction or in a complaint to the Office for Civil Rights.

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

Scheduling of Hearing

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

Continuances

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

Legal Representation at Hearing

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

Pre-Hearing Conference

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

Dismissals

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

Hearing

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

Recording

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

Witnesses

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

Format of Presentation

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

Submission of Exhibits

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

Closing Arguments

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

Decision

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

Review Procedure/Appeal

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

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Statute: 20 U.S. Section 1232g. Regulations: 34 CFR Parts 99.

FERPA provides that an LEA that receives department funds may not have a policy or practice of denying parents the right to:

- I Inspect and review education records
(34 CFR section 99.10)
- I Seek to amend education records
(34 CFR section 99.20, 99.21, and 99.22).
- I Consent to the disclosure of personally
identifiable information from education

records. (34 CFR section 99.30 and 99.31).

These rights transfer to the student when he or she turns 18 years of age or enters a postsecondary educational institution at any age (“eligible student”).

THE PROTECTION OF PUPIL RIGHTS

The Protection of Pupil Rights Amendment (PPRA), 20 U. S. C. – 1232h, requires **Hancock County School District** to notify you and obtain consent or allow you to opt your child out of participating in certain school activities. These activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas

(“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of students or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure or use of student information for marketing purposes (“marketing surveys”), and certain physical exams and screening.

School - Parent Involvement Policy Title I, Section 1118(b)

Must be developed with, distributed to and agreed upon by parents of participating children. **What:** Describe the means for carrying out the requirements of section 1118(c) through (f) must update periodically to meet the changing needs of parents and the school.

A. Each school shall:

1. Convene an annual meeting.
2. Offer a flexible number of meetings.
3. Involve parents in the planning, review, and improvement of programs under Title I.
4. Provide parents of participating children:
 - İ Timely information about Title I programs.
 - İ School performance profiles and individual assessment results.
 - İ A description and explanation of the curriculum, assessments, and expectations.
 - İ Opportunities for regular meetings.
 - İ Timely response to parent’s suggestions.

5. If the school wide program plans are not satisfactory, submit parent comments to the LEA.

B. Develop jointly with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state’s high standard.

C. Build capacity for involving parents; and

D. To the extent practicable provide full opportunities for the participation of parents with limited English proficiency or with disabilities.

No Child Left Behind

Parents will receive notification if the district employs a teacher for over four weeks who does not meet highly qualified requirements. Contact your child's teacher or principal for more information.

Qualifications of teachers and paraprofessionals who instruct their child can be reviewed at the school or at central office.

Parents have the right to request that their child's name, address and phone number not be released to military recruiter without prior written consent.

The district has a written parent involvement policy. If you have not seen one and would like one contact your school

If a child were to become the victim of a violent crime, parents will receive written notification that their child has the right to transfer to another school within the district.

Parents of students in schools identified as unsafe are notified in writing of their rights.

If you need assistance with interpreting your child's report card, or state assessment scores contact your school.

This is a Title I school wide project school.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

HANCOCK COUNTY SCHOOL SYSTEM

RECOGNIZES THE FOLLOWING:

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

And that: it is the policy of the Hancock County School System not to discriminate on the basis of race, color, religion, 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 American with Disabilities Act should be directed to the office of The Director, Hancock County Schools, Main Street, Sneedville, TN or to the Office for Civil Right, U.S. Department of Education, Washington, D.C.

Title VI, Title IX Coordinator, 418 Harrison Street (Central Office), Sneedville, TN 37869, (423) 733-2591

Office for Civil Rights,
U.S. Department of Education, Washington, D.C.

PERMANENT RECORD

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

Child Advocacy Group Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division
Division of Special Education,
Tennessee Department of Education
710 James Robertson Parkway
Andrew Johnson Tower, 5th Floor
Nashville, TN 37243-0380
Phone: 615-741-2851
Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center
2763 Island Home Blvd.
Knoxville, TN 37290
Phone: 865-594-5691
Fax: 865-594-8909

HANCOCK COUNTY HIGH/MIDDLE SCHOOL SCHOOL-PARENT COMPACT

Hancock County Middle/High School and the parents of students participating in activities, services and programs funded by Title 1, Part A of the Elementary and Secondary Act (ESEA), agree that this compact outlines how the parents and the entire school staff will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the state's high performance standards.

I This School-Parent Compact is in effect during the entire school year.

School Responsibilities

Hancock County High/Middle School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the states student academic achievement standards.
2. Have high expectations of ourselves, students and other staff.
3. Display respect for all.
4. Determine the student's educational needs and adjust the instruction to accommodate those needs.
5. Provide a safe environment.
6. Hold a Title I Open House annually.
7. Hold teacher conferences twice per school-year during which this compact will be discussed as it relates to the individual child's achievement.
8. Provide parents with frequent reports on their child's progress.
9. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities in an appropriate manner.

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

1. By monitoring attendance.
2. By making sure homework is completed.
3. By limiting the amount of television our children watch.
4. By volunteering in my child's classroom.
5. By participating, as appropriate, in decisions relating to my child's education.
6. By staying informed about my child's education and communicating with the school by promptly reading all notices from the school, and by responding by mail or some appropriate manner.

Signature: _____

Student Responsibilities

1. Attend school regularly.
2. Take responsibility for own learning.
3. Come to school with needed materials (paper, pencils, etc.).
4. Complete and return homework assignments.
5. Obey school rules.
6. Bring home all teacher notes, school letters, etc.

Signature: _____

Principal Agreement

I support this form of parent involvement. Therefore, I shall strive to do the following:

1. Provide a safe environment that allows for positive communication between the teacher, parent and student.

2. The state of Tennessee says that you must send your children to school. I promise to ensure that teachers are teaching the content set forth by the state department of education and that your child is prepared for post-secondary school and/or work.

Signature: *Mitch Canfield*

Suggestions are welcomed from Parents. Please mail suggestions for improvement to:

**Hancock Middle/High School
2700 Main Street
Sneedville, TN 37869**

Department of Education

Hancock County

P.O. Box 629

Sneedville, TN 37869

Phone: (423) 733-2591

Michael Belcher, Director of Schools

INTERNET SAFETY AND ACCEPTABLE USE POLICY (AUP) of Electronic Media

I. ACCEPTABLE USE: The purpose of Hancock County's Internet Safety and Acceptable Use Policy provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Hancock County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. The Hancock County School System will integrate Internet safety in the K-12 curriculum and instruction. Students will be given appropriate instruction in Internet safety as a part of any instruction utilizing computer resources. Students will be educated and monitored on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Internet safety information will be provided for students, parents, grandparents, caregivers, and community stakeholders via the school system's website, www.hancockcountyschools.com, in order to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Professional development opportunities for teachers and staff will be provided for the school district. The Hancock County Board of Education will review, evaluate, and revise this policy biennially.

II. PRIVILEGES: The use of Hancock County School's network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges for faculty as well as students. The network administrator, Director of Schools, and school board will deem what is inappropriate use, take appropriate action and determine consequence. Also, the network administrator may close an account or deny access at any time as required. The Director of Schools and/or school board may request the network administrator to deny, revoke, or suspend specific user accounts.

III. NETIQUETTE (NETWORK ETIQUETTE): The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
BE POLITE. Do not send abusive messages to ANYONE.

USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute an email message without permission from the author. Conduct relating to or in support of illegal activities must be reported to appropriate authorities. Note that the school network and e-mail is not guaranteed to be private.

While electronic information resources, such as electronic mail, chat rooms, and other forms of direct electronic communications offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:

- I using copyrighted material in reports without permission
- I using "Chat" (IRC) or instant messaging without prior approval in writing from the Principal, Director of Schools, or Technology Coordinator.
- I using the network to access a file that contains pornographic pictures or other inappropriate material
- I using the network to send/receive messages that are racist
- I using the network to send/receive inflammatory messages
- I creating a computer virus and placing it on the network
- I using the network to send/receive a message with someone else's name on it
- I using the network to send/receive/display a message or picture that is offensive
- I using the network to access data that may be considered to be vulgar and/or obscene
- I using the network to request home phone numbers and, later, making obscene phone calls to the numbers
- I using the network to provide addresses or other personal information of minors that others may use inappropriately
- I using the network for "hacking" or other unlawful activities
- I using the network for "bullying" or harassment
- I using the network for business transactions
- I using the network for gambling
- I using the network to harass, insult, defame or attack others
- I damaging computers, computer systems or computer networks
- I trespassing in another's folders, work or files
- I intentional misuse of resources
- I using another's password or other identifier (impersonation)
- I using the network for commercial purposes
- I buying or selling on the Internet
- I using the network for unauthorized disclosure, use, and dissemination of personal identification information regarding minors and others

IV. SERVICES: Hancock County Schools provide filtered Internet service to every school and location for instructional and administrative purposes which restricts minors from accessing inappropriate content on the Internet. Although filtered Internet is provided and is deemed sufficient to protect minors from obscenity, child and adult pornography, and other harmful content, it is possible for students to access inappropriate material. Therefore, students are responsible for appropriate conduct using the Internet/network. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for a bona fide research or other lawful purpose. Students are permitted access to the Internet with a signed Internet Safety and Acceptable Use Policy. Hancock County Schools will not be responsible for any damages you may suffer. Use of any information obtained via Hancock County School's network services is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through network services. Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on the school system computers and personal computers/devices which are allowed to be used at the school shall be monitored. Personal laptops and electronic devices and the content of the devices are subject to search by a teacher and administrator at any time without permission. Students/teachers should have no expectation of privacy with regard to such data. E-mail correspondence may be a public record under the public records law and may be subject to public inspection.

Students must understand that the use of personal computers/devices in the classroom is at the teacher's discretion and must support instructional activities. Personal computers/devices allowed to be used in the school will be treated as school property. Students must abide by the rules of this policy when allowed to use personal computers/devices on the school network. Failure to abide by these rules and regulations when using personal computers/devices will result in the equipment being confiscated.

V. VANDALISM: Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

VI. SANCTIONS OR CONSEQUENCES:

- I **1st Offense** - Banned from Internet for a period of six months. After the first offense, parents/guardian must meet with the Principal, Director of Schools, and Technology Coordinator prior to students receiving Internet access.
- II **2nd Offense** - Banned from Internet access for a period of one calendar year. After the 2nd offense, parents/guardian must meet with the Principal, Director of Schools, and Technology Coordinator prior to students receiving Internet access again.
- III **3rd Offense** - Banned from Internet access forever (through Hancock County Schools).

Teachers of the Hancock County School System shall promote this agreement with the student. Teachers will instruct the student on acceptable use and safety of the Internet/network and proper network etiquette. Teachers will report any misuse of the information system to the Hancock County School's network administrator. Misuse can come in many forms, but can be viewed as any messages/pictures sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. This policy must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This signed policy shall be valid unless the parent/legal guardian provides a written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/legal guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request. Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the school district.

"I understand and will abide by the above terms and conditions set forth in this policy. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."

(If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the student, I have read and agree to the Terms and Conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I will utilize the Internet/network appropriately and certify that the information contained on this form is correct.

Student Name :(please print) _____

Student Signature: _____ Date: ____/____/____

Parent or Guardian Network Responsibility Contract: (If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the parent or guardian of this student, I have read and agree to the terms and conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I hereby give my permission for my child to utilize the Internet/network and certify that the information contained on this form is correct.

Parent or Guardian Name (please print): _____

Signature: _____

Date: ____/____/____

HCMHS
2700 Main Street
Sneedville, TN 37869
Student Discrimination/Harassment and
Bullying/ Intimidation

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

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment.¹ It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination or harassment: Student discrimination/harassment will not be tolerated.² Discrimination/harassment is defined as conduct, advances, gestures or words either or spoken of a sexual, racial, ethnic or religious nature which:

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

Bullying/Intimidation

Updated 10/24/2011

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student, including cyber-bullying. **Cyber bullying** refers to any harassment that occurs via the internet, cell phones or other devices. **Cyber bullies** use communication technology to intentionally harm others through hostile behavior such as sending text messages and posting ugly comments on the internet. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following debarking.³

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.⁴ Any allegations shall be fully investigated by a complaint manger (as set forth in *Student Concerns, Complaints and Grievances* 6.305).

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

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

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

An employee disciplined for violation of this policy may appeal the decision by contacting The Federal Rights Coordinator or the Director. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Legal References:

- | | |
|---------------------------------------------|-----------------------|
| 1. TCA 49-6-3109 | 3. TCA 49-6-1014-1019 |
| 2. Title VII; 29 CFR 1640.11;
1681-1686) | 4. Title IX (20 U.S. |

Davis V. Monroe County Board of Education, No. 97-834

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An interest inventory shall be available to all public middle school students or ninth graders to assist students in making career choices. LEAs will submit summary data from the inventories to the state board of education, which shall consider the data in making curriculum decisions. A similar process shall be implemented for higher education.

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LEAs, at the beginning of the school year, will provide teachers and counselors a copy of the districts anti-bullying policy and provide training to teachers and counselors regarding the policy and appropriate implementation. Directs the department of education to provide guidelines for such training and provide recommendations of appropriate and free bullying and harassment prevention resources. LEAs will make information available to parents and to report to the department of education the number of bullying cases brought to the attention of school officials during the preceding year. Requires the department to annually report to the House and Senate Education Committees on the number of bullying cases.

Test date range for upcoming 2020-2021 school year will be as follows.

- İ Grades 6-8.....April 12th – May 6th
- İ High School EOC Fall Testing.....November 30th – Dec. 17th
- İ High School EOC Spring Testing.....April 12th – May 6th