

# Hawkins County Schools

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2019-2020

Elementary Handbook

# Hawkins County Schools

**Director of Schools**

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Rogersville, TN 37857

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## School Information

<p><b>Bulls Gap School</b>  <b>315 Allen Drive</b>  <b>Bulls Gap, TN 37711</b>  <b>423.235.5201</b>  <b>Principal: Sharon Southern</b>  <b>Assistant Principal: Maureen Morelock</b></p>	<p><b>Carter's Valley Elementary School</b>  <b>1006 North Central Avenue</b>  <b>Church Hill, TN 37642</b>  <b>423.357.7450</b>  <b>Principal: Stephanie Mann</b></p>
<p><b>Church Hill Elementary School</b>  <b>400 Old Stage Road</b>  <b>Church Hill, TN 37642</b>  <b>423.357.5621</b>  <b>Principal: Hope Malone</b></p>	<p><b>Clinch School</b>  <b>1540 Clinch Valley Road</b>  <b>Sneedville, TN 37869</b>  <b>423.272.3110</b>  <b>Principal: Denise McKee</b></p>
<p><b>Hawkins Elementary School</b>  <b>1121 East Main Street</b>  <b>Rogersville, TN 37857</b>  <b>423.272.2632</b>  <b>Principal: Barry Bellamy</b></p>	<p><b>Joseph Rogers Primary</b>  <b>2001 East Main Street</b>  <b>Rogersville, TN 37857</b>  <b>423.272.9110</b>  <b>Principal: Dr. Nikki Manning</b></p>
<p><b>Keplar Elementary School</b>  <b>1914 Burem Road</b>  <b>Rogersville, TN 37857</b>  <b>423.272.9390</b>  <b>Principal: Sandy Williams</b></p>	<p><b>McPheeter's Bend Elementary School</b>  <b>1115 Goshen Valley Road</b>  <b>Church Hill, TN 37642</b>  <b>423.357.6822</b>  <b>Principal: Renee Bernard</b></p>
<p><b>Mooresburg Elementary School</b>  <b>305 Highway 31</b>  <b>Mooresburg, TN 37811</b>  <b>423.272.9597</b>  <b>Principal: Jason Roach</b></p>	<p><b>Mt. Carmel Elementary School</b>  <b>127 Cherry Street</b>  <b>Mt. Carmel, TN 37645</b>  <b>423.357.7221</b>  <b>Principal: Amy Glass</b></p>
<p><b>St. Clair Elementary School</b>  <b>1350 Melinda Ferry Road</b>  <b>Bulls Gap, TN 37711</b>  <b>423.235.2721</b>  <b>Principal: Mary Ann Davis</b></p>	<p><b>Surgoinsville Elementary School</b>  <b>1010 Main Street</b>  <b>Surgoinsville, TN 37873</b>  <b>423.345.2153</b>  <b>Principal: Amanda Smith</b></p>

# Student/Parent/Guardian Notification

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Student Name (printed)

Homeroom\_\_\_\_\_ Grade \_\_\_\_\_

My homeroom teacher has read and reviewed this handbook with my homeroom class. I understand the school rules as set forth in the handbook.

-----  
Student Signature

-----  
Date

- Any and all regulations in this handbook may change in accordance with state and/or federal law or policy. Regulations are also subject to review and modification by Hawkins County Schools.
- Schools are not bound to the same legal standards of proof as required in courts of law. Our school handbook code of conduct is applied to student behavior in a fair and consistent manner as we impose consequences to those situations in which it appears more likely than not that misconduct has occurred.
- Behavior rules and infractions are not all inclusive; principal's discretion may be applied.
- Textbooks are the property of the Board and shall be returned at the end of the school year, upon completions of the course, or upon withdrawal from a course or school. Parents/guardians agree to be responsible for the textbooks received and used by their children.
- Students may have limited equal access to public forums as described in Board policy 4.802.
- School administrators are not allowed to discuss student discipline except with the legal parent/guardian of a given student. School administrators cannot tell a parent how they have disciplined someone else's child.
- Even though schools and buses have video-taping surveillance systems, the tapes are to be viewed by school system or court personnel only. Privacy laws (HIPPA and FERPA) prohibit parents from viewing the tapes when students other than their own are in view.
- If there are problems or questions concerning school personnel, discipline issues, or any problem originating at the school level, then those problems should first be addressed at the lowest possible level as described in Board Policy 5.502. A student or parent/guardian should adhere to the following hierarchy when attempting to resolve problems: 1) the child's teacher, 2) a school administrator, 3) the appropriate Central Office Supervisor, 4) the Director of Schools, and 5) the Hawkins County Board of Education.

I have reviewed and understand the information contained in the Hawkins County Schools' Elementary School handbook:

-----  
Parent/Guardian Signature

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Date

\*This signed document should be kept on file by the homeroom teacher.

## STUDENT SURVEY PERMISSION FORM

Dear Parents/Guardians,

Hawkins County Schools will be participating in various projects through the Tennessee Department of Education this year. Your student may be asked to complete one of the following surveys based on their opinions, attitudes, and behaviors concerning their experiences at school. These surveys will give us valuable information to support our schools in efforts to ensure that all students experience a safe and supportive school environment enabling the highest levels of academic achievement and personal success. These surveys will be available for your review at [www.hck12.net](http://www.hck12.net).

Surveys may include the following:

- Tennessee Department of Education Safe and Supportive Schools Survey (Grades 6-12) Survey window: October 1<sup>st</sup>-December 30<sup>th</sup>, 2019
- Title 1 Student Survey (Grades K-12) Survey window: April 2020

If your child has permission to complete these surveys, please sign below and return to school.

Student's name:\_\_\_\_\_ Grade\_\_\_\_\_

Parent's signature:\_\_\_\_\_ Date\_\_\_\_\_

2019-2020 Hawkins County Schools' Calendar

Wed. July 17	Principals and High School Counselors report back to work
Mon. July 29	10 Month Secretaries report back to work
Tues. July 30	Optional In-Service for Teachers
Wed. July 31	Required In-Service for Teachers, General Meeting at VHS AM / Individual Schools PM
Thur. Aug. 1	Required In-Service for Teachers at Individual Schools
Fri. Aug. 2	Required In-Service for Teachers at Individual Schools
Mon. Aug. 5	First Day for Students – Abbreviated Day – Dismiss at 11:30
<i>Fri. Aug. 30</i>	<i>20<sup>th</sup> Day of School</i>
Mon. Sept. 2	Labor Day Holiday – No School
Wed. Sept. 4	Progress Reports Go Home
Thur. Sept. 12	Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.
<i>Mon. Sept. 30</i>	<i>40<sup>th</sup> day of school</i>
Fri. Oct. 4	End of the First Nine Weeks Grading Period
Mon. Oct. 7 – Fri. Oct. 11	Fall Break – No School
Fri. Oct. 18	Report Cards go home
Fri. Nov. 1	In-service Day for Teachers. No School for Students.
<i>Tues. Nov. 5</i>	<i>60<sup>th</sup> day of school</i>
Mon. Nov 11	Veterans Day Holiday – Staff Development for all employees. No School for Students.
Wed. Nov. 13	Progress Reports go home
Wed. Nov. 27 – Fri. Nov. 29	Thanksgiving Break – No School
<i>Mon. Dec. 9</i>	<i>80<sup>th</sup> day of school</i>
Thur. Dec. 19	Abbreviated Day – Christmas Break begins upon dismissal
	End of 2 <sup>nd</sup> Nine Weeks Grading Period and 1 <sup>st</sup> Semester
Fri. Jan. 3	Staff Development Day for All Employees – No School for Students
Mon. Jan. 6	Classes Resume from Christmas Break – Full Day of School
Fri. Jan. 10	Report Cards go home
Mon. Jan 20	Martin Luther King Jr. Holiday – No School
<i>Wed. Jan 22</i>	<i>100<sup>th</sup> day of school</i>
Wed. Feb. 5	Progress Reports go home
Mon. Feb. 17	President’s Day Holiday – No School
<i>Thur. Feb. 20</i>	<i>120<sup>th</sup> day of school</i>
<i>Tues. Mar. 3*</i>	<i>Presidential Primary (subject to change). Staff Development Day for All Employees. No School for Students.</i>
Fri. Mar. 13	End of the Third Nine Weeks Grading Period
Fri. Mar. 20	140 <sup>th</sup> day of school. Report Cards go home
Mon. Mar. 23 – Fri. Mar. 27	Spring Break – No School
Tues. Mar. 31	Parent/Teacher Conferences from 3:15 to 6:15 pm. Regular School Day.
Fri. Apr. 10	Good Friday Holiday - No School
Wed. Apr. 22	Progress reports go home
<i>Mon. Apr. 27</i>	<i>160<sup>th</sup> day of school</i>
Wed. May 20	Required In-Service for Teachers at Individual Schools – No School for Students
Thur. May 21	Last Day of School – Students are dismissed after picking up Report Cards. End of 4 <sup>th</sup> nine weeks and second semester.
Fri. May 22	Clinch Graduation
Sat. May 23	VHS Graduation at 10:00 and CHS Graduation at 1:00

The school calendar is subject to change with Board approval. Please check [www.hck12.net](http://www.hck12.net) often for updates to the above.

## **VISION STATEMENT**

Hawkins County Schools' graduates are prepared for college and career to enable them to become productive citizens and successful members of the workforce.

## **MISSION STATEMENT**

Hawkins County Schools' mission is to educate and graduate each student.

### **Key Values**

- Encouraging our students by providing a caring, supportive, and safe environment.
- High and rigorous expectations for all students, staff, and stakeholders.
- A collaborative culture of shared leadership, responsibility, integrity, and respect resulting in positive relationships connecting all stakeholders.
- Visionary leadership that supports a guaranteed and relevant curriculum, student academic growth and achievement.
- Open communication, transparency, and accountability with all stakeholders.

### **Statement of Assurance of Non-Discrimination**

Hawkins County Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its program or activities. Hawkins County offers classes in many career and technical education program areas under its open admissions policy. Specifically, the Hawkins County Board of Education offers admissions based on selective criteria in programs like Agriculture Engineering and Applied Technologies, Environmental and Natural Resource Management, etc. through a separate application process that is nondiscriminatory. For more information about the application process and particular course offerings, contact CTE Director Wes Smith at 423-272-7629. Lack of English proficiency will not be a barrier to admission and participation in career and technical education programs. The system will be in compliance with the regulations implementing Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, The Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. The following have been designated to handle inquiries regarding the nondiscrimination policies: Lori Allen or Angela Jackson, Hawkins County Board of Education, 200 N Depot Street, Rogersville, TN 37857, (423)272-7629 or via email at [hawkinscountyschools@hck12.net](mailto:hawkinscountyschools@hck12.net).

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Welcome to the Hawkins County School System. We hope that you will find this handbook to be an important source of information. We urge you to read this handbook and keep it for future reference. If you have any questions about the information it contains please contact your child's teacher or principal.

## **SAFETY OF STUDENTS/ VISITORS**

Parents and other interested guests are encouraged to visit our schools. However, in order to ensure the safety of our students and staff, visitor regulations are strictly enforced.

- Students should not be dropped off at school before 7:15 a.m. unless requested by a teacher. Prior to this time, there is no supervision provided for students. Students cannot be dropped off at school before the school doors open and proper supervision is in place.
- All students should go immediately into the school building or designated area upon arrival to the school.
- Students arriving in cars should be dropped off at designated spots only.
- Caregivers bringing students to school or picking up students must follow all car line guidelines. Drivers should not pass other vehicles in line and should provide proper identification if requested.
- Please do not park in handicap spaces without a handicap tag.
- All visitors to the school must report immediately to the school office. No one is permitted in our buildings without the proper ID. Visitor passes are available in the school office and must be worn at all times while in the building. When exiting the building, visitors should return to the school office to sign out. Access to the school building beyond the office must be cleared through the principal or his/her designee.
- All school personnel should wear Hawkins County Employee ID's.
- It is imperative that students who do not ride the bus be picked up on time. Each school will inform parents of the timeline for picking up students.
- It is important that the school be notified of any changes in transportation for your child. Please send a note to school if your child is to go home in a different way than normal. Students will not be allowed to ride a bus other than their assigned bus unless the student has a note from the parent or guardian.

Hawkins County Schools are committed to the safety of all students and will regularly conduct safety drills. In addition, schools will limit access to buildings when deemed necessary. Parents should be aware of two types of safety precautions:

**Alert Status**- Alert Status simply means that a school is on a heightened awareness of who enters and leaves the campus. During an alert status, there is no known immediate threat; however, school officials see a need to exert extra precautions. There is minimum interference with the regular functioning of the school; however the following steps will be taken:

- All exterior doors remain locked, but classroom doors are not locked
- Visitors may still enter the building, but are screened closely
- No student is allowed outside the classroom unsupervised
- No outside activities such as playground times are permitted
- The nature of the alert status will be communicated to central office and local safety agencies
- All exterior doors are supervised during class changes

**Lockdown**- Lockdowns are conducted in the event there is an imminent threat to the school. During a lockdown the following steps will be taken:

- All exterior doors and classroom doors will be locked
- No visitors may enter the building during the lockdown
- No student will leave the classroom
- The nature of the lockdown will be communicated with central office personnel and local safety agencies
- When practical, information concerning the lockdown will be communicated to parents by phone message or on the Hawkins County web site ([www.hck12.net](http://www.hck12.net)).

Parents are requested to immediately submit to the office any change of address or telephone number so that school files are accurate. All parents should provide a telephone number where they may be reached during the school day. An emergency card must be on file in the school office.

Each school must have all asbestos plans available for inspection and notification of such availability has been provided as specified in the AHERA regulations under paragraph 763.84 (g) (2).

The school periodically applies pesticides.

## **ATTENDANCE (Board Policy 6.200)**

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session. The attendance supervisor shall oversee the entire attendance program which shall include: (TRR/MSO 1-3-08: TCA 49-6-3006)

1. All accounting and reporting procedures and their dissemination;
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school age children attend school;

The principal shall be responsible for ensuring that: <sup>(TCA 49-6-3007)</sup>

1. Attendance is checked and reported daily for each class;
2. Daily attendance contains sign in/sign out sheets and
3. All student absences are verified;
4. Written excuses are submitted for absences and tardiness; and
5. System-wide procedures for accounting and reporting are followed.

The teacher shall be responsible for the following activities; (SMAM 9A-105)

1. Attendance is marked daily, beginning with the first day of school. (The teacher may wish to keep a temporary roll during the first two weeks of school).
2. The roll is marked daily in each class where students change classrooms.

Teachers' grades/attendance records and daily absentee lists are considered documentary evidence for attendance auditing purposes and must be kept for a minimum of one year beyond the current school year. Grade/attendance records and daily absentee lists will be kept in an electronic format (computer database) after the above period of time for a minimum of five years.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent /guardian. Upon issuance of a standing order by the Juvenile Court, LEA officials shall be allowed to release student record information to local law enforcement agencies and to juvenile justice system officials to assist such officials in effectively serving the student whose record is released.

Officials and authorities receiving such information shall not disclose the information to any other party without prior written consent of the parent. (TCA 10-7-504(4) U.S.C.A. 20-1232)

Please speak with someone in the office at your child's school or visit the county webpage to sign up for a Skyward Family Access Parents account by choosing the departments tab and the attendance link. There is also a free Skyward app available in the App store for both iPhones and Android phones.

## Perfect/Excellent Attendance

Perfect Attendance for recognition by the school and system will be defined as: A student will have been present at least of half of the state minimum school day for every school day during the year and will have missed less than six (6) hours cumulative (sign-ins and sign-outs) and have less than six (6) sign-ins and sign-outs for the entire school year.

Excellent Attendance for recognition by the school and system will be defined as: A student will have been present at least half of the state minimum school day for every school day, but will have missed more than six (6) hours cumulative (sign-ins and sign-outs) and have less than six (6) sign-ins and sign-outs for the entire school year.

Also, students having perfect attendance for each (9) nine weeks will have two (2) extra points added to their final average for each class in which they do not miss during that nine weeks. Students must be present one half or longer of each class period to be counted present for that period. The length of a class period will be determined by the administration of each school. Each school may also designate additional ways to reward perfect and excellent attendance as determined by the administration.

## Absences

Students participating in school-sponsored activities, whether on or off campus, shall not be counted absent. In order to qualify as "school sponsored", the activity must be school planned, school directed and teacher supervised. (SMA D-104)

Absences shall be classified as excused, parental note, or unexcused, as determined by the principal or his/her designee.

**Excused** absences shall include:

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). **Only dates and times specified on the note will be excused as medical.** If medical notes appear to be excessive, this may result in referral of the student to the Attendance Review Committee for further review.
2. Legal (Court, Attorney, Attendance Review Committee, etc.)

3. Death in the immediate family: (Immediate family shall include: parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle or any other member of the family who resides in the student's household.)
4. Extreme weather conditions;
5. Religious observances<sup>(TRR/MS 0520-1-303 (15))</sup>; or
6. A one day absence for students whose parent or guardian is leaving for active military duty, and a one day absence for students whose parent or guardian is returning from active military duty; up to 10 days per school year, (TCA 49-6-3019)
7. Circumstances which, in the judgment of the principal, create emergencies over which the student has no control.

**Parent note** absences shall include:

1. Personal illness;
2. Serious illness of immediate family member. (Immediate family shall include parent/guardian, step-parent, brother, sister, grandparent, aunt, uncle, or any other member of the family who resides in the student's household.)
3. Family emergencies;
4. Checking out early and signing in late without excused absence documentation. (Checking out and signing in will be excused on the same basis as full day absences. Students must be present one-half or more of each class period to be counted present for that period. The length of a class period will be determined by administration of each school.)
5. Circumstances which, in the judgment of the principal, warrant a parent note.

Students will be allowed **five days or thirty-five hours Parental Note absences for the first semester and five days or thirty-five Parental Note absences for the second semester**. Parental Note absences above the limit of 35 hours per semester will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note will be unexcused.

## Make-Up Work

Arranging to make-up work missed is the responsibility of the student, however, parents of elementary students may request their make-up work. Make-up work must be requested upon return from the absence and turned in according to the number of days absent (1 day per absence is allowed to turn in make-up work). Tests missed during absences will be taken during the regularly scheduled class time or another time agreeable to the teacher and student. A zero will be recorded for all work a student fails to make up with time allotted. Students who receive out of school suspension (OSS) will not be allowed to make up missed work or tests and will subsequently receive zeros for any grades taken during the suspension time frame.

## Absentee Procedure

All notes to excuse an absence must be presented within five days from the return of the absence. Notes to excuse an absence not presented within 5 school days after the return from an absence will not be accepted by school officials. However, notes may be accepted during Tier 1 Truancy Intervention conferences after the five (5) school day limit. The first day back at school, a student should report to the office to present his note to the principal or other appropriate school official.

All parental notes should include the following information: student's full legal name, reason for absence, date of days absent, daytime phone number of the parent, and parent's name (signature). All other notes must be on the stationary of the doctor, dentist, judge, etc. with the phone number and signature of the appropriate official. Each day absent or portion thereof must be listed on the note.

## Late Arrivals

Students arriving late to school must sign in at the office. Elementary students (grades Pre-K-8) must be accompanied by their parent/guardian for safety reasons. Students should present a note to the office or the parent may sign the student in on the designated sign-in sheet. All parent sign-ins will be counted as parental

notes (if they meet the guidelines for a parental note) unless a doctor's note or legal note is presented. Students entering school late will be given a daily attendance code of *tardy* (present at school half or more of the school day) or *present for transportation* (present at school less than half of the school day) based on the amount of time they were present at school.

## Early Dismissal

Elementary students (Grades K-8) must be signed out in the principal's office by the parent/guardian or emergency designee. Verification of identify may be required. The sign-out sheet should be completely filled out and signed by the responsible person. All requests should be in note form signed by the parent/guardian with the following information; student's full legal name, daytime phone number where the parent can be reached for verification, and time to be dismissed. All requests will be verified. Requests for early dismissal will not be accepted by phone if the identity of the person calling cannot be verified. Early dismissals will be counted as parental absence until a note is presented from a doctor, dentist, or other legal person. These procedures will allow the school to avoid unnecessary interruptions, and help insure the safety of your son/daughter. Students leaving school early will be given a daily attendance code of Tardy (present at school half or more of the school day) or Present for Transportation (present at school less than half of the school day) based on the amount of time they are present at school.

Students who accumulate twenty (20) parent note enters, parent note lefts, or any combination thereof may be required to appear before Attendance Review Committee to explain why the student is excessively late to school or why they are excessively leaving school early.

Five (5) unexcused late arrivals (unexcused enters), unexcused early dismissals (unexcused lefts), or any combination thereof will equal one (1) day's unexcused absence for truancy purposes. When a student accumulates 5 unexcused absences, they may be referred to the Attendance Review Committee.

## Truancy

Truancy is defined as an absence for an entire school day, a major portion of the school day, or the major portion of any class, study hall, or activity during the school day for which the student is scheduled without appropriate permission or documentation. For truancy purposes, five unexcused tardies (check-ins or check-outs) will count as one unexcused absence. Additionally, per TN Code Annotated 49-6-3007, a student who misses a total of five (5) or more unexcused days per school year will be considered truant.

Any student who accumulates two (2) unexcused absences will receive a warning letter from the school. Skyward will be checked daily to see if any letters were generated, and if so, those letters will be mailed that day. The letter will state that if the student accumulates a 3rd unexcused absence, the parent and child will have to attend a meeting at the school. It will also state that with continued unexcused absences, the child is subject to further truancy interventions.

Hawkins County Schools recognizes that an excessive amount of absences, excused or unexcused, will cause a student to become behind academically. Therefore, students who are on track to become chronically absent for the school year may also be required to go through this plan.

### Tier 1

Tier 1 is triggered when a student accumulates three (3) unexcused absences. The school will schedule a conference with the parent to formulate a plan in hopes of avoiding any further unexcused absences. Preferably, the conference will be in person. If the parent is not reached on the first attempt, the school shall make at least two (2) more documented attempts in the first ten (10) days of the child accumulating the third unexcused absence. If the school is still unsuccessful at reaching the parent(s), the school shall meet without the parent(s). If the parent(s) does schedule the meeting and does not show, one more attempt at scheduling a conference will be made before meeting without the parent(s).

The principal or his/her designee will conduct the conference with the parent(s) and student if age appropriate. During the conference the Tier 1 Truancy Contract will be completed, and a plan will be

developed and implemented for the student. The contract will expire at the end of the current school year. The principal/designee will determine what supports are available for the family, and he/she would discuss the value of education with the family. Any unused parent notes or any doctors' notes may be accepted at this time, even if it is past the allowable five (5) days to turn in a note. The principal or his/her designee will inform parent(s) the next unexcused will trigger Tier 2, and with continued unexcused absences, the child is subject to further truancy interventions.

A review meeting should be set within the next 90 days or end of the semester, whichever occurs first. If the student misses another unexcused day prior to the review meeting, the review meeting will be rescheduled as quickly as possible. If the interventions were successful, the follow up meeting may be conducted over the phone. The parent(s) should be informed that if another unexcused absence does occur, Tier 2 will still be triggered.

## Tier 2

If the Tier 1 Intervention Plan is unsuccessful, Tier 2 is triggered. The same procedures as stated in Tier 1 shall be followed regarding scheduling the conference. An administrator will need to conduct the Tier 2 conference. Additional measures will be added to the plan developed in Tier 1. Additional measures may include conferences with the school counselor and check-in/check-out. The Tier 2 Truancy Contract must be completed. The contract will expire at the end of the current school year. The administrator will inform parent(s) the next unexcused absence will trigger Tier 3, and with continued unexcused absences, the child is subject to further truancy interventions.

A review meeting should be set within the next 90 days or end of the semester, whichever occurs first. If the student misses another unexcused day prior to the review meeting, the review meeting will be rescheduled as quickly as possible. If the interventions were successful, the follow up meeting may be conducted over the phone. The parent(s) should be informed that if another unexcused absence does occur, Tier 3 will still be triggered.

## Tier 3

Tier 3 meetings will be conducted by the Hawkins County Schools Attendance Officers and be referred to as meetings of the Attendance Review Committee (ARC). Meetings will be held either at the Juvenile Justice Center in Rogersville or the City Building in Church Hill. If a student from a school is required to attend, a representative from that school should also be in attendance. A representative from community agencies will also be invited to the meetings.

Meeting notices requiring the student and parent to appear at the Attendance Review Committee will be mailed ten (10) calendar days prior to said meeting. A parent/guardian failing to attend the Attendance Review Committee hearing or to make other arrangements will be subject to a petition to juvenile court. The attendance policies of the Hawkins County Board of Education and the reasons for the student's unexcused absenteeism will be discussed at this meeting. Additional resources will be added to the intervention plan.

Students may be placed on ARC probation at the conclusion of the meeting. Students placed on probation by the Attendance Review Committee will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year. If a student receives special education or 504 services a manifestation meeting must occur prior to the court date.

## Grievance Procedure for Attendance

**Step 1:** If a student feels he/she has been granted an unexcused absence unjustly, he/she shall first discuss the matter with the principal (or appropriate designee). If the unexcused absence in question is not resolved, the student has the right to appeal to Step 2.

**Step 2:** A written statement by the student, parent or legal guardian requesting a review of the principal's decision must be submitted to the Hawkins County Attendance Review Board within five days of the Step 1 decision. The Attendance Review Board will consist of the County Attendance



Supervisor, the appropriate level instructional supervisor and an appropriate level principal from another school. All correspondence will be addressed to: Hawkins County Board of Education, 200 North Depot Street, Rogersville, TN 37857, Attention: Attendance Supervisor.

**Step 3:** If the Attendance Review Board does not resolve the unexcused absence in question, the student has the right to appeal to the Hawkins County Board of Education. A written statement by the student, parent or legal guardian requesting a review of the Hawkins County Attendance Review Committee's decision must be submitted to the Hawkins County Board of Education, 200 North Depot Street, Rogersville TN, 37857, Attention: Director of Schools.

## SCHOOL ADMISSIONS (Board Policy 6.203)

Any student entering school for the first time must present:

1. An official birth certificate or officially acceptable evidence of date of birth, at the time of registration. (TCA 49-6-3008 (b))
2. Evidence of a current medical examination. (TRR/MS 0520-01-03-.08(2)(a))  
There shall be a complete medical examination of every student entering school for the first time. This applies to Pre-K, kindergarten, first grade and other students for whom there is no health record.
3. Evidence of current Tennessee Department of Health certificate of immunization (TCA 49-6-5001(c))
4. A student shall be enrolled in the name that appears on such student's official Birth Certificate or Certificate of Birth by adoption. Name changes will be entered upon receipt of appropriate documentation. (TCA 49-5-5106) If the parent does not have or cannot obtain a Birth Certificate, then the name used on the records of such student will be same as that shown on documents which are acceptable to the school principal as proof of date of birth.
5. Proof of Residency must be established in the school zone in which you are attempting to enroll your child OR the student must have been approved as a non-resident student.

A student may transfer into the school system at any time during the year if his/her parents or legal guardian moves his/her residence into the school system. Parents of students who enter school, who have been judged delinquent for an offense involving murder, rape, robbery, kidnapping, aggravated assault or reckless endangerment, shall notify the principal in writing. (TCA 49-6-3051)

This information shall be shared only with school employees who have responsibility for classroom instruction of the student. Such information is otherwise confidential and shall not be released to others except as required by law. The written notification shall not become a part of the student's record.

### Kindergarten

Students must be five years of age on or before August 15, 2019.

All students must present a current Tennessee Department of Health certificate of immunization-kindergarten entrance or exemption form upon enrollment. The only exception is students who fall under Title 10, Part C, No Child Left Behind. Medical exemptions require a physician's signature. Vaccination(s) refusal due to personal religious beliefs form needs to be completed for those requesting religious exemption.

### Custodial Court Orders (Board Policy 6.209)

The Board presumes that the person who enrolls a student in school is the student's custodial parent. Unless a Tennessee court specifies otherwise, the custodial parent shall be the one whom the school district holds responsible for the education and welfare of the child.

A copy of any current court papers or custody orders **must** be filed in the student's cumulative record at the school. It is the custodial parent's responsibility to bring an updated copy of any changes to court papers or custody order to the school. The school will only honor the orders currently on file.

Unless there are specific court-imposed restrictions, the non-custodial parent, upon request, shall be given access to all of the student's educational records, including but not limited to, the student's cumulative file and the student's special education file, if applicable.

## **Code of Conduct (Board Policy 6.300)**

Discipline problems should be resolved at the lowest possible level at which they occur. Conferences with parents shall be handled through the classroom teacher first and then the principal if necessary. Each teacher will develop his/her own classroom rules, submitted to and approved by the principal of the school.

The following levels of misbehavior and disciplinary procedures and options are standards designed to protect all members of the educational community in the exercise of their rights and duties and to maintain a safe learning environment where orderly learning is possible and encouraged. These misbehaviors apply to student conduct on school buses, on school property, and while students are on school sponsored outings.

### **MISBEHAVIORS: LEVEL I**

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school but which can usually be handled by an individual staff member.

Examples (not an exclusive listing)

- Classroom disturbances
- Classroom tardiness
- Cheating and lying
- Abusive language
- Non-defiant failure to do assignments or carry out directions
- Wearing, while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

### **MISBEHAVIORS: LEVEL II**

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing)

- Continuation of unmodified Level I behaviors
- School or class tardiness
- Using forged notes or excuses
- Disruptive classroom behavior
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)

### **MISBEHAVIORS: LEVEL III**

This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing)

- Continuation of unmodified Level I and II behaviors
- Fighting
- Vandalism (minor)
- Use, possession, sale, distribution, and/or being under the influence of tobacco, drugs, drug paraphernalia, and/or alcohol

- Stealing
- Threats to others
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Expulsion

#### **MISBEHAVIORS: LEVEL IV**

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

Examples (not an exclusive listing)

- Continuation of unmodified Level I, II, and III behaviors
- Death threat (hit list)
- Extortion
- Bomb threat
- Possession/use/transfer of dangerous weapons\*
- Assault that results in bodily injury upon any teacher, principal, administrator, any other employee of the school, or a school resource officer\*
- Aggravated assault\*
- Vandalism
- Theft/possession/sale of stolen property
- Arson
- Possession of unauthorized substances (i.e. any controlled substance, controlled substance analogue, or legend drug)\*
- Use/transfer of unauthorized substances
- Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
- Electronic threat to cause bodily injury or death to another student or school employee\*

\*zero tolerance offenses

## **Discipline**

The following discipline is applicable to all elementary schools. The discipline code shall apply at all times at any school related activity. Violations or infractions of the rules listed may lead to suspension or expulsion. In no way shall this list of violations or consequences be considered all-inclusive.

Examples of Consequences (not an inclusive listing)

- Counseling
- Notification of parent(s)
- Detention
- In-school suspension
- Suspension from school
- Expulsion
- Referral to juvenile authorities

- Referral to Police Department

Corporal punishment shall not be used as a disciplinary measure in any school.

Suspensions of more than ten days may be appealed in writing to the District Discipline Committee. (TCA 49-6-3109) The district discipline committee consists of two supervisors of instruction and one principal. The function of the committee is to determine whether the discipline policy has been followed.

Contact: Wes Smith  
High School Supervisor/CTE Director 423-272-7629 ext. 2025

### **Due Process (Board Policy 6.302)**

Before imposing consequences, the teacher or principal should be guided by the principles of fundamental fairness and make at least a rudimentary inquiry into the incident to ensure that the offender is accurately identified, that he/she understands the nature of the offense, and that he/she be given the opportunity to present his/her view. Before a student is removed from the school setting, he/she shall be given a complete due process hearing by the principal of said school.

### **ZERO TOLERANCE OFFENSES (BOARD POLICY 6.309)**

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student that is found to have violated this policy shall be subject to expulsion from all Hawkins County Schools for a period of not less than one (1) calendar year.

The Director of Schools may allow another individual or entity to carry out a preliminary information gathering function and prepare a recommendation. Following this process, the Director of Schools shall have the authority to modify the expulsion requirement on a case-by-case basis. For the purpose of this policy the term "expulsion" shall mean the removal of a student for a designated time from all Hawkins County Schools. This policy shall include any student while on a school bus, on school property, or while attending any school event or activity.

All appeals concerning zero tolerance offences must be submitted in writing to the Director of Schools. If the Director of Schools decides to allow a student charged with a zero tolerance offense to attend the alternative school, then attendance shall be mandatory. If a student is allowed to attend the Hawkins County Alternative School, he/she will be excluded from all school activities, including graduation exercises.

Zero Tolerance acts are as follows:

1. A student who possesses, handles, transmits, uses or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. (TCA 39-17-1301, TCA 39-17-1309, and TCA 49-6-4216)
2. A student who brings or possesses a firearm (18 U.S.C. 921 and TCA 49-6-3401)
3. A student under the influence of, or in possession of, an illegal drug, controlled substance, imitation or look-alike drug, synthetic drug, or drug paraphernalia (TCA 39-17-402, TCA 39-17-423, TCA 49-6-3401, and TCA 49-6-4216)
4. A student who intentionally smells or inhales the fumes from any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing a solvent having the property of releasing the toxic vapors or fumes for the purpose of causing an intoxicating, mood altering, or mind altering effect. (TCA 39-17-422 and TCA 49-6-4216)
5. A student who threatens to assault, any teacher, principal, administrator, any other employee of an LEA, or school resource officer.

6. Any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal administrator, any other employee of the school or school resource officer. (TCA 39-13-102 and TCA39-13-101(a)(1))

**Notification-** When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

School administrators may search any student, locker, purse, and/or backpack if there is any reason to believe the student may possess any illegal drug, alcohol, fireworks, weapons, other dangerous substances, objects or stolen property. Parents and local law enforcement agencies will be notified if school officials find illegal substances.

### **Automated External Defibrillator (AED)**

Hawkins County Schools have Automated External Defibrillators (AEDs) available in the schools. AEDs are used to shock the heart following sudden cardiac arrest. The AED is available for the faculty, students, and community groups using the school. Expected defibrillator users will receive training in CPR/AED consistent with American Heart Association (AHA) guidelines. This equipment is very expensive. Should a student or adult damage the AED, whether intentional or unintentional, this will result in the responsible party(s) being liable for repair or replacement of the AED. If the damage is intentional, the responsible party(s) will be referred to local authorities in addition to the cost of repair or replacement.

### **Bus Conduct (Board Policy 6.308)**

All school rules apply on the bus. Students will also observe additional bus rules:

#### **Be Responsible**

- Be obedient to the bus driver and obey all rules.
- Avoid excessive noise.
- Ride only in your assigned seat.
- Provide a written request from your parent/guardian regarding alternative locations/transportations.
- Leave food, drink and gum off the bus.
- Ride only your assigned bus.
- Do not attempt to ride any bus during a suspension.

#### **Use Respect**

- Provide assistance to peers when needed and is appropriate.
- Keep hands, feet and objects to yourself.
- Report any offenses to driver or principal.
- Follow instructions of bus duty personnel.
- Talk using appropriate tone, volume and word choice.
- Avoid confrontations.

#### **Stay Safe**

- Stay focused when walking to and from the school bus.
- Walk on the sidewalk, away from the road.
- Remain seated at all times.
- Keep hands, feet and objects inside the bus.
- Wait until the bus comes to a full stop before attempting to enter or exit.
- Only exit the bus when directed to by the driver or bus duty personnel. Students who ride buses which stop at other schools to exchange passengers must remain on the bus if they do not have to change

buses. Students, who must change buses, will remain on the first bus until such time as the transition bus arrives and the bus duty personnel signals for them to change buses.

- Wait until the bus driver signals you across the road and check traffic first.
- Open windows to the safety line only.

Please be aware that riding the bus is a privilege, not a right. Student transportation is a privilege extended to Hawkins County students. Students who do not obey the state and local regulations governing student transportation may have their transportation privileges revoked by the school district. This may be done in order to provide a safe environment for other students on the bus. Drivers must demand their full attention be given to driving the bus.

## **Bus Assignment:**

Students are assigned to a specific bus and must ride the bus to which they are assigned. Students will be allowed off the bus only at school, home and/or locations requested in writing by the parent/guardian. Any emergency request to ride a different bus must be made in writing by the parent/guardian and submitted to the school office. Temporary changes may be made by school administrators for authorized emergencies only.

**Pick-Up Times:** Students should be aware of the arrival time and pick-up point of their assigned bus. Parents should have their child at the designated pick-up point and ready for boarding before the bus arrives. If a student fails to be at the assigned bus stop for five consecutive days, the driver may omit this portion of the run until contacted by the parent and told their child will be riding the bus again.

**Bus Incident/Conduct Reports:** This form will provide a record of infractions occurring while a student is on the bus. All infractions that pose a threat to the safety of our students will be documented and copies will be forwarded to the parent/guardian, school administrator, and the transportation supervisor. When, in the opinion of the driver, there has been an infraction of rules/misconduct by a student, the driver shall first attempt and document on the bus informal discipline procedures such as: assigning seats, individual conferences, verbal warnings.

**Bus Suspension:** Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are expected and required to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court. Students assigned to Alternative School are not allowed to ride the bus during the extent of the Alternative School placement. **Parents are responsible for transportation to and from Alternative School.**

**Riding the bus is an extension of the school day.** Zero tolerance behaviors, bullying and harassment issues will be dealt with immediately. Law enforcement may be called if necessary.

**Be aware of the danger zone!** The danger zone is ten feet around the school bus. The bus driver can't see you when you are in the danger zone. If the bus starts moving while you are in the danger zone you could be injured.

## **Infraction Consequences:**

- **First Offense-** Warning, detention, community service or 1-5 days bus suspension
- **Second Offense-** Detention, 1-5 days of bus suspension
- **Third Offense-** 5 days minimum bus suspension, possible loss of all bus service, Parent/Principal meeting
- **Fourth Offense-** 30 day minimum bus suspension, possible loss of transportation privileges for the remainder of the year

**Video Cameras-** Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school or extra-curricular activities. Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with Board policy and regulations governing student conduct and discipline. The district shall comply with all applicable state and federal laws related to video recordings when such recordings are considered for retention as part of the student’s behavioral record as determined by the district and in accordance with the law.

To report the unsafe operation of any Hawkins County School bus, please call (423) 272-7135.

## SCHOOL POLICIES

### Dress Code

The Hawkins County School System’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruptions, avoid safety hazards, and teach respect for authority.

Elementary students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The county prohibits any clothing, shoes, backpacks or grooming that in the principal’s judgment may reasonably be expected to cause disruptions of or interference with normal school operations.

State law prohibits students from wearing clothing that “exposes underwear or body parts in an indecent manner that disrupts the learning environment.” (SB3558/HB3679)

### Teacher Conferences

All teachers have one conference period daily. Your child’s teacher will send the time for each conference period home to you. We ask that you do not take away instruction time for conferences during the day. We encourage conferences to be scheduled through the office. Every parent is encouraged to participate in scheduled conferences.

We will frequently send home information by your child. Lessons, homework, teacher notes, office notes, and parent/teacher information will accompany the child home many days. Ask your child for lesson samples, and other information. If you have any questions concerning any aspect of your child’s education, please contact the school.

### Student Progress (Board Policy 4.601)

Progress reports will be sent home during each nine week grading period. Parents are asked to sign and return the progress report to the teacher. Report cards will be given at the end of each nine weeks. Parents may choose to keep the report card, but should sign the provided confirmation that the report card was received. If questions arise, please call the school for a conference with the teacher.

### Elementary Grading Scale for Grades K–2

Students in Kindergarten, First Grade, and Second Grade will have their progress assessed through the use of standards-based report card. Each skill will be assessed for grade level mastery and parents will be advised of whether their child has mastered the skill (or working towards mastery), has not mastered the skill, or the skill has not been introduced.

### Elementary Grading Scale for Grades 3–5

Report Card Scale	93-100	A
	85-92	B

	75-84	C
	70-74	D
	00-69	F
	Incomplete to be cleared by the end of the following grading period	I
Grade Scale for Science and Social Studies for Grades 3, 4 and 5	Numerical Grades	
Grade Scale for Related Arts	S, N, U	

- Surgoinsville Middle School and Church Hill Intermediate School 5<sup>th</sup> Grade will follow the Middle School Grade Policy

### Textbooks/Curriculum (Board Policy 4.401)

The state and the Hawkins County School System furnish textbooks. When textbooks are issued to a student, they become the responsibility of that student. The student must pay for lost or damaged books.

Each school will notify parents of the course of study for their child. Parents should contact the school office for access to learning materials in addition to the child's textbooks. Parents may access curriculum information through the Hawkins County website: [www.hck12.net](http://www.hck12.net)

### Promotion and Retention of Students in Grades K–8 (Board Policy 4.603)

Please be advised that in all cases the determination of whether a pupil is promoted or retained in a grade or to which class he/she will be assigned is made by appropriate school officials, not parents.

The law authorizes the Local Board, through its offices and employees, to assign children not only to schools, but also to grades, classes, or courses of study within the school. (T.C.A. 49-6-3102) The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas.

A student may be retained when such retention is in the best interest of the student.

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Schools shall identify these students by February 1<sup>st</sup>. Factors used to identify students for retention shall include:

1. The student's ability to perform at the current grade level;
2. The results of local or state assessments, if applicable;
3. The overall academic achievement of the student;
4. The student's chance for success with more difficult material if promoted to the next grade;
5. Attendance; and
6. Social and emotional maturity.

When a student is considered for retention, the student's parent(s)/guardian(s) shall be notified within fifteen (15) calendar days, and an individualized promotion plan shall be developed to help the student avoid retention. The plan shall be developed in coordination with the student's teachers and may also include input from the student's parent(s)/guardian(s), school counselor, or other appropriate school personnel. A copy of the plan will be provided to the student's parent(s)/guardian(s).



## Medications (Board Policy 6.405)

Medications should be limited to those required during school hours and necessary to maintain the student's enrollment and attendance in school.

For all prescription and non-prescription drugs, a written request shall be obtained from the parent or guardian. Written request shall include:

- Child's name
- Name and address of parent/guardian
- Name of medication, dose, route, time of administration
- Discontinuation date
- Reason medication is needed
- Current parent's/guardian's phone number in case of emergency
- Parent/guardian signature

**A responsible adult (parent/guardian) must bring the medication to the school.**

All prescription medications require written authorization from a licensed prescriber. A prescription must be brought to school in the original, pharmacy-labeled container.

In the event it is necessary for the student to carry an inhaler or Epi-Pen medication with him/her, physician and parent authorization is required.

A parent/guardian must notify the school of any behavior or appearance-altering medication given to a student prior to arriving at school. Possible side effects documentation may be requested.

All non-prescription medication given in school for a student must be brought in an unopened, original container and must be labeled with the student's name.

A parent/guardian must pick up remaining or unused medication. Medication that is not picked up will be destroyed.

## Epi-Pens

Hawkins County Schools has elected to maintain the placement of stock epinephrine auto-injectors (Epi-pen), to treat life threatening allergic reactions. The school nurse or other trained school personnel may utilize the stock supply of Epi-pens to respond to any individual believed to be having a life threatening allergic or anaphylactic reaction. 911 will be called anytime the epi-pen is administered. Please Note: School stock supply does not replace your child's personal Epi-pen as we cannot guarantee availability. If your child has been diagnosed with an allergy requiring a prescribed Epi-pen, it is still the parent/guardian's responsibility to provide your child's Epi-pen and medical orders to your school nurse.

## Pediculosis (Head Lice) (Board Policy 6.4031)

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment. Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice) and that no live lice remain. This evidence may include but not be limited to:

- (1) proof of treatment with a pediculicide product (head lice shampoo), or
- (2) satisfactory examination by a school health official

Treatment and prevention procedures shall be developed by the director of health services in consultation with the director of schools and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis. Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official.

A student shall be expected to have met all requirements for treatment and will be readmitted to school when no lice are present. No more than one (1) day of absence will be excused for treatment, unless this day falls on the weekend where treatment can occur. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

## **Meningococcal Vaccine**

Meningococcal Meningitis is a serious bacterial infection of the tissues and fluid surrounding the brain and spinal cord. Meningitis may result in blindness, hearing loss, brain damage, loss of limbs or death. Symptoms may include high fever, headache, stiff neck, nausea and vomiting, sensitivity to light, rash and confusion. The bacteria are spread through the exchange of respiratory droplets or saliva with an infected person. Examples include: coughing, kissing and sharing drink glasses. Safe and effective vaccines are available to reduce the risk and help prevent certain strains of meningococcal disease. These vaccines are available at your health care provider's office or the county health department. For more information on Meningococcal Meningitis, please see [www.cdc.gov](http://www.cdc.gov).

## **Student Fees (Board Policy 6.709)**

An instructional fee of fifteen dollars is requested on or before Sept.15<sup>th</sup>. Fees are waived for students when requested by parents. The fee helps pay for instructional materials and supplies including workbooks and handouts not otherwise covered.

## **Cafeteria (Board Policy 3.500)**

Breakfast and lunch are served daily unless otherwise announced. Families may apply for free or reduced meal benefits at any time during a school year. Family Meal Applications are available in each school office and online at [www.hck12.net](http://www.hck12.net) > Quick Links > Free & Reduced Meals. Approval for free or reduced meals only applies for meals obtained after the date the application is received at the school. Charges incurred before the application is approved are not erased by the application approval and therefore, the responsibility of payment rests with the parent or guardian. Student meal account balance and purchase history may be monitored for no charge at [www.MySchoolBucks.com](http://www.MySchoolBucks.com). Student account balances are also posted on Parent Portal. Charges for meals are allowed in the event of an emergency, but should be paid in a timely manner.

The cost of lunch is \$2.25 for K-5 grade students and breakfast is \$1.50. For reduced lunch, the cost will be forty cents and the cost of a reduced breakfast is thirty cents. School cafeterias will accept prepayment for meals and a la carte items via cash, personal check or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Personal checks will be accepted through April 30 each school year.

Parents/guardians of twelfth grade (senior) students, or any student leaving the district, with positive account balances remaining upon graduation, or their last enrolled day, may, by June 30 of graduation or last enrolled year, request a refund, request the funds be moved to a sibling or other student account, or donate the funds to a student in need. Please contact the Child Nutrition Office at 423-272-2128 to initiate the request. In the event no request for refund or transfer has been made by the parent/guardian after one (1) year (June 30 of the following year) the account will be considered abandoned and the parent/guardian will forfeit the balance to offset uncollectable meal charges of other students within the district.

## Charging Meals

### General

Students who are unable to pay for their meals at the time of the meal service are allowed to charge:

- Breakfast
- Lunch

Students charging breakfast and/or lunch will receive reimbursable meals. Only reimbursable meals should be charged. A la carte items (additional food, snack food, or beverages) should not be charged.

This Meal Charge Procedure may also be found on the Hawkins County Schools web page and a hardcopy will be provided upon request.

### Charge limits

The number of charges allowed for all students is the dollar equivalent of four (4) lunch meals. Once the student reaches the allowable four (4) meals, their account becomes delinquent and the parent/guardian will be notified. The school cafeteria manager may choose to send notes home with students, utilize the auto call system, or make personal calls.

### Household Notification

Low balance notification: The cafeteria manager will notify households monthly of low balances below \$5.00 by an automated call or by sending printed notifications home with students. Balance information is also available online in Skyward Parent Portal and online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

Negative balance notification: The school cafeteria manager will notify households at least weekly of negative balances by an automated call or by sending printed notifications home with students. Balance information is also available online in Skyward Parent Portal and online at [www.myschoolbucks.com](http://www.myschoolbucks.com).

### Delinquent Debt

Delinquent debt is defined as overdue unpaid meal charges that are considered collectable, with efforts being made to collect them. The debt may remain on the accounting documents until it is either collected or determined to be uncollectable. The debt may be carried over at the end of the school year (beyond June 30), provided the household requests a repayment plan.

The household's debt will be delinquent for fifteen (15) days before the SFA requests payment. If the delinquent debt is not paid within fifteen (15) days of the formal request for payment, the school cafeteria manager, Child Nutrition Office, or school principal will contact the household for debt collection. The school principal may, at their discretion, withhold student grades and/or participation in specified student activities until the delinquent debt is paid, a repayment plan is requested, or good faith effort is made by the household to satisfy the debt.

### Repayment plans

Each household may request a repayment plan that will include payment levels and due dates appropriate to a household's particular circumstances. Please contact the Child Nutrition Office at 423-272-2128 for establishing a repayment plan.

Students eat lunch in the school cafeteria under the supervision of the school staff. Students are expected to behave appropriately in the cafeteria and show good manners. Appropriate behaviors will be reinforced. The Board prohibits food to be brought into the school cafeterias from outside commercial food service establishments during serving time. Additionally, soft drinks will not be allowed in the elementary school cafeterias.

## Behavior

In order to keep the cafeteria clean and attractive, the following rules must be observed:

1. Keep milk cartons, food, and waste paper on the tray.
2. Empty all debris from trays into the waste containers. Return trays, empty dishes, and silverware to the receiving line.
3. Keep tables, chairs, and floors clean.
4. Push chairs back after eating.
5. Talk in a normal voice.
6. Keep the cafeteria lines orderly.
7. Always walk in the commons area/cafeteria.
8. Pick up and clean up any food you drop or spill.
9. All food should be eaten at the table. No food or drink is to be taken from the commons area/cafeteria without approval from administration.

## Additional Resources

Families may find assistance with applying for free or reduced price schools meals by contacting their child's school office, the Hawkins County Schools Child Nutrition Office at 423-272-2128, or online at [www.hck12.net](http://www.hck12.net).

*"In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.*

*Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.*

*To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:*

- 1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- 2) fax: (202) 690-7442; or
- 3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov)

*This institution is an equal opportunity provider.*

## Toys, Playthings and Valuables

Toys and playthings can only be brought to school with the permission of the teacher. Electronic equipment of all types (including CD players) is not allowed at school. Also, any expensive personal items that could easily be lost or stolen (watches, rings, large sums of money, etc.) are discouraged and cannot be the responsibility of the school. Faculty and staff may confiscate items deemed inappropriate and returned at the discretion of the school.

The school cannot assume responsibility for your child's losses. However, if you will report them immediately, every effort will be made to help. Place names on all items that can be labeled (i.e., lunch boxes, school supplies and apparel). If your child has lost an item, please check in the school office.

## Cell Phone Policy (Board Policy 6.312)

The Attorney General of Tennessee states that “a school has the authority to confiscate a cell phone when the cell phone has been determined to be an unauthorized item in the school rules. The disciplinary action is cumulative so that repeat or persistent violations of the policy result in enhanced disciplinary action. Further, a student’s due process rights are ensured with notification of the cell phone policy.”

Student’s cell phone and other electronic devices are to be turned off and not visible during the school day, inclusive of arrival and departure times. Cell phones should be stored in backpacks, purses or other similar carry-alls, and in the off mode unless under the direct supervision of school personnel. Cell phone use is not permitted between classes. For emergency purposes, land-line telephones are available in the administrative offices of the school. Use of cameras on personal communication devices is strictly prohibited on school property, including restrooms or locker rooms. A student in violation of this policy is subject to disciplinary action. Cell phones may be confiscated if this rule is violated. Refusal to immediately surrender the entire cell phone (including battery, SIM card, etc.) will result in disciplinary action and possible referral to law enforcement officials. If students are found using a cell phone, or if a cell phone is seen or heard ringing during school hours, the cell phone will be confiscated and turned over to the school administration. If a cell phone is used for illegal or immoral acts, it will be kept for police/school evidence.

Violation of the cell phone policy will result in the following consequences:

- First Offense- Warning and explanation of the policy
- Second Offense- Cell phone will be confiscated and kept at the school for a minimum of five (5) school days. (Upon reasonable suspicion all cell phone memory may be reviewed.) In order to retrieve the confiscated item, a parent or guardian must make contact with the appropriate administrator.
- Third Offense- When a student has a fourth offense during the current semester, the item will be confiscated for a minimum of ten (10) school days. A parent or guardian must retrieve the confiscated item from the front office.
- Fourth Offense- When a student has a fourth offense during the current semester, the item will be confiscated for the remainder of the semester. A parent or guardian may retrieve the confiscated item at the end of the school day on the last day of the semester.

## Tobacco

- The **USE** or **POSSESSION** of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes and associated paraphernalia by students will not be permitted anywhere on the school grounds or in buildings. The use of chewing tobacco will not be permitted on school property at any time.
- The use or possession of tobacco in any form will not be permitted on county provided transportation.
- **POSSESSION** or **USE** of lighters or matches will not be permitted on school grounds, in buildings, or on county provided transportation.

State law has been revised so that it is a violation for anyone under the age of 18 to use or be in possession of tobacco. Violators may be cited to court (TCA 39-15-407-413). According to the 1999 Tennessee Tobacco Law, violators may be fined from \$10 - \$50, and may also be sentenced to perform up to 50 hours of community service. Violators may be required to attend tobacco/smoking classes.

## EMERGENCY INFORMATION/SCHOOL SCHEDULE CHANGES

The Hawkins County School System has the utmost concern for student safety and security. Therefore, each school and the system have well developed safety and emergency plans. Hawkins County Schools has a fully operational call and/or email alert system used to notify parents in case of an emergency or school schedule changes. Information is also posted on the Hawkins County Schools website located at: [www.hck12.net](http://www.hck12.net) School closings will additionally be listed on local radio and television stations.

## **Student Records (Board Policy 6.600)**

A cumulative record shall be kept for each student enrolled in school. The folder shall contain a health record, attendance record and scholarship record, shall be kept current, and shall accompany the student through his/her school career.

Student records shall be confidential. Only authorized school officials may have access to student information for legitimate educational purposes without the consent of the student or parent/guardian. Parents must contact the school office to request access to their child's official records.

## **Surveys of Students (Board Policy 6.4001)**

Surveys for research purposes shall be allowed by the Board when the project is viewed as contributory to greater understanding of the teaching-learning process, and the project does not violate the goals of the Board and the disruption of the regular school program is minimal. The Director of Schools shall develop administrative procedures for approving requests for conducting surveys by agencies, organizations, or individuals. The request shall outline what is to be done, who is to be involved, and how the results will be used and distributed.

Parents have the right to review all instructional material that will be used for a survey, analysis or evaluation as part of a federal program. Parents, upon request, may inspect any instrument used to collect personal information for the purpose of marketing or selling information before the instrument is administered or distributed to students. Parents and students may decline to provide the information requested.

## **Parent's Right to Know**

Parents have the right to request information regarding the professional qualifications and experience of their child's classroom teachers and any paraprofessional providing instructional support to their child.

Upon request, parents will be provided the following information about the qualifications of professional and paraprofessional personnel who provide instruction to their child:

- Whether the teacher has met Tennessee qualifications and licensing criteria for grade levels and/or subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or provisional status through which State qualification or licensing criteria have been waived (waiver or permit);
- The baccalaureate degree major of the teacher and any other graduate certification or advanced degree held by the teacher and the field of discipline of the certification of the degree;
- Whether the child is provided instructional services by paraprofessionals and, if so, their qualifications, and
- Timely notice that the child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not "highly qualified".

The information is located in the principal's office of your child's school and is available upon request. In addition, parents may access teacher qualifications and licensing information on the State of Tennessee website: <http://www.state.tn.us/education>

Such notice and information shall be in an understandable and uniform format and to the extent practicable, provided in a language that the parent can understand. Parents also should understand that they have the right to request that their child's name, address, and telephone number not be released to a military recruiter without prior written consent.

## **STUDENT DISCRIMINATION, HARASSMENT, BULLYING, CYBER-BULLYING, AND INTIMIDATION (Board Policy 6.304)**

The Hawkins County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.<sup>1</sup>

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

## **DEFINITIONS**

**Bullying/Intimidation/Harassment** - An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- Causing emotional distress to a student or students; or
- Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

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

**Hazing** - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.<sup>2</sup>

"Hazing" does not include customary athletic events or similar contest or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

## **COMPLAINTS AND INVESTIGATIONS**

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.<sup>3</sup> All school employees are required to report alleged violations of this policy to the principal or his/her designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, 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 actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal or his/her designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal or his/her designee shall initiate an investigation within

forty-eight (48) hours of receipt of the report.<sup>4</sup> If a report is not initiated within forty-eight (48) hours, the principal or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.<sup>4</sup>

The principal or his/her designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. The principal or his/her designee shall provide information on district counseling and support services. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal or his/her designee when deemed necessary.<sup>1,4</sup>

The principal or his/her designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or
- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal or his/her designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.<sup>4</sup> If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal or his/her designee shall provide the director of schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.<sup>4</sup> Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 USCA § 1232g, a written report on the investigation will be delivered to the parents of the complainant, parents of the accused students, and to the director of schools.

## **RESPONSE AND PREVENTION**

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

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.

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

## **REPORTS**

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal or his/her designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the director of schools and the chair of the board of education.

By July 1 of each year, the director of schools or his/her designee shall prepare a report of all of the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the



board of education at its regular July meeting, and it shall be submitted to the state department of education by August 1.

The director of schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-4503.

## **RETALIATION AND FALSE ACCUSATIONS**

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

## **APPEALS**

- A. Decisions made by school administration may be appealed in writing to:
  1. For issues involving Sexual Harassment - Lori Allen - Title IX Coordinator - 423-272-7629 ext. 3202
  2. For issues involving Bullying, Cyber-Bullying, or Intimidation - Wes Smith - Title VI Coordinator - 423-272-7629 ext. 2025
- B. Decisions made by Title IX Coordinator or Title VI Coordinator may be appealed in writing to the Hawkins County Board of Education, 200 N Depot Street, Rogersville, TN 37857.
- C. Decisions made by the Hawkins County Board of Education may be appealed in writing to the Office of Civil Rights, US Department of Education, 61 Forsyth Street S.W., Suite 19T10, Atlanta, GA 30303-8927. (404) 974-9406, or via fax at (404) 974-9471.

1: TCA 49-6-4503, 2: TCA 49-2-120, 3: 20 USCA 1681 to 1686, 4: TCA 49-6-4503 (c)(2)(B)

## **RESOURCES**

### **Child Advocacy Group**

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. A few of these organizations are listed below:

#### **The ARC of Washington County**

110 East Mountcastle Dr.  
Johnson City, TN 37601  
423.928.9362  
Fax: 423.928.7431

#### **Support and Training for Exceptional Parents (STEP)**

<http://www.tnstep.org/>  
712 Professional Plaza

Greeneville, TN 37745  
Telephone: 1-800-280-STEP

**East Tennessee Regional Resource Center**  
2763 Island Home Blvd.  
Knoxville, TN 37920  
865.594.5691  
Fax: 865.594.8909

**Tennessee Department of Education Contact Information**  
1-615-741-5158  
<http://tennessee.gov/education/speced>

These are but a few of the organizations available to help with information, training, and advocacy. For a more extensive list visit the Tennessee Disability Services-Disability Pathfinder Database:

<http://kc.vanderbilt.edu/pathfinder/ServiceFinder/default.aspx/Ing=1>

**Helpline: 1-800-640-4636**

**Email: [tnpathfinder@vanderbilt.edu](mailto:tnpathfinder@vanderbilt.edu)**

This information is provided as a service to individuals seeking additional avenues for help and information. The Tennessee Department of Education and the Hawkins County Board of Education do not intend this as an endorsement or recommendation for any individual, organization, or service represented on these pages.

## Child Abuse and Neglect

State law requires that school system personnel be alert to any evidence of child abuse or neglect. Child abuse is defined as any physical or mental condition that is of such nature as to indicate that it has been caused by brutality, abuse, or neglect. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect are required to report such harm immediately. Any reasonable suspicion of abuse must be reported to the Department of Children's Services (877.237.0004). The report shall include the following:

- Name, address, and age of the child
- Name and address of the parents or persons having custody of the child
- Nature and extent of the abuse or neglect
- Any evidence to the cause or any other information that may relate to the cause or extent of the abuse or neglect

The person reporting is immune from liability and his/her identity remains confidential except when the court determines otherwise.

## Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) give parents certain rights with respect to their children's education records, including directory information. Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. Unless the parent or guardian notifies the Hawkins County Board of Education school district within **10 Calendar Days** after the first day of school, **consent** is **implied** for the Hawkins County Board of Education to release directory information.

**Implied consent** includes the release of student directory information, or for non-directory information such as student work, for use in the following ways:

1. On the Hawkins County Board of Education's web site:
  - The web site may include the student's first name only. Personal information such as home address, phone number, or names of family members will not be used. Any information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in school activities will not be used.
  - School work may include, but is not limited to, art, written papers, class projects, and computer projects.
2. In material printed by the school or the Hawkins County Board of Education or printed by publishers outside the Hawkins County Board of Education:
  - Printed material may include a child's full name.
  - Printed material may include, but is not limited to, school directories, yearbooks, programs, brochures, newspaper articles, and print advertisements.
3. In videos produced and broadcast by the Hawkins County Board of Education or produced and broadcast by news organizations and others who receive approval from the Hawkins County Board of Education.

The Student Directory Information Denial Form (Denial of Implied Consent Form) is available from each school's office or the Hawkins County Board of Education web site at: <http://hck12.net> >Quick Links>Documents>Forms>General Forms

## **STUDENT RECORDS ANNUAL NOTIFICATION OF RIGHTS (BOARD POLICY 6.601)**

Within the first three weeks of each school year, the school system shall notify parent(s) of students and eligible students\* of each student's privacy rights (34 CFR § 99.4.7).

For students enrolling after the above period, this information will be given to the student's parent(s) or the eligible student at the time of enrollment (2. 34 CFR § 99.7; TCA 10-7-504). The notice will include the right of the student's parent(s) or the eligible student to:

1. Inspect and review the student's education records;
2. Seek correction of items in the record which are believed to be inaccurate, misleading or in violation of the student's rights, including the right to a hearing upon request;
3. File a complaint with the appropriate state or federal officials when the school system violates laws and regulations relative to student records;
4. Obtain a copy of this policy and a copy of the student's educational records;
5. Exercise control over other people's access to the records, except when prior written consent is given, or under circumstances as provided by law or regulations, or where the school system has designated certain information as "directory information." Parent(s) of students or eligible students have two weeks after notification to advise the school system in writing of items they designate not to be used as directory information. The records custodian will mark the appropriate student records for which directory information is to be limited, and this designation will remain in effect until it is modified by the written direction of the student's parent(s) or the eligible student.

## **DIRECTORY INFORMATION**

"Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to the student's name, address, telephone number, email address, photograph, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. (34 CFR § 99.3)

\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's rights (TCA 49-1-704; 34 CFR § 99.5).

## STUDENT RECORDS INSPECTION AND CORRECTION PROCEDURE (BOARD POLICY

### 6.602)

#### **Inspection Procedure**

Parent(s) of students and eligible students\* may inspect and review the student's education records upon written request (34 CFR § 99.10). Parent(s) or eligible students shall submit to the records custodian a request which identifies as precisely as possible the record(s) to inspect, and this inspection must be completed within 45 days from the receipt of the request. The right to inspect and review educational records includes the right to a response from school officials concerning requests for explanation and interpretation of the data. School officials shall presume that the parent has the authority to inspect and review records relating to his/her child unless the school system has been advised that the parent does not have the authority under applicable state law governing guardianship, separation, and divorce (34 CFR § 99.4). When a record contains information about students other than the parent's child or the eligible student, the parent(s) or eligible student may not inspect and review that information (34 CFR § 99.4).

#### **Fees for Copies**

A reasonable fee for copies provided to parent(s) or eligible students\* shall be determined by the director of schools. If the fee represents an unusual hardship, it may be waived in part or entirely by the records custodian (TCA 10-7-506; 34 CFR § 99.1).

#### **Correction Procedures**

Parent(s) of students or eligible students\* may seek to change any part of the student's record they believe to be incorrect (34 CFR § 99.20; 21; 22). The director of schools shall develop an acceptable procedure to establish an orderly process to review and correct an education record.

*\*The student becomes an "eligible student" when he/she reaches age 18 or enrolls in a post-secondary school, at which time all of the above rights become the student's right.*

A student's parents or an eligible student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901**

#### **Protection of Pupil Rights Amendment (PPRA)**

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. 1232h; 34 CFR Part 98) applies to programs that receive funding from the U.S. Department of Education (ED). PPRA is intended to protect the rights of parents and students in two ways:

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:
  1. Political affiliations;
  2. Mental and psychological problems potentially embarrassing to the student and his/her family;
  3. Sex behaviors and attitudes;

4. Illegal, anti-social, self-incriminating and demeaning behavior
5. Critical appraisals or other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers, or;
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
8. Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

Parents have the opportunity to remove their child from certain school activities if so desired. For a complete list of school clubs or activities, please contact the school (SB3558/HB3679) (S:Ford; H: Towns).

For additional information or technical assistance, you may call (202) 260-3887. Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339. Or you may contact ED at the following address:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920**

## Family Engagement/ Parental Involvement

Hawkins County Board of Education Policy 4.502 promotes and encourages parental involvement and family engagement in Hawkins County Schools.

The Hawkins County Board of Education supports the concept of parental involvement in the affairs of schools as essential if the school system and the parents are to maintain mutual confidence and respect and to work together to improve the quality of education for all students. (HCBE Policy 4.502).

Parents or guardians who wish to obtain information concerning their child's homework, attendance, discipline, or official school record may do so by contacting the school office for an appointment with the appropriate school official.

Information concerning Hawkins County Schools **Board Policies** can be found at:

- <http://www.hck12.net>
  - BOE
  - School Board Policy

Information concerning the **Tennessee Curriculum** can be found at:<http://www.hck12.net>

- Departments
- Curriculum and Instruction
- Resources/Curriculum
- Tennessee State Standards and Resources

## Section 504

The Hawkins County School System complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Section 504 provides that, "No otherwise qualified individual with a disability in the United States...solely by reason of his or her disability, 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.” The school system has designated the following person to coordinate its’ efforts to comply with Section 504 of the Rehabilitation Act of 1973:

**Angela Jackson  
Section 504 Coordinator  
200 N. Depot St.  
Rogersville, TN 37857  
423-272-7629 ext. 2404**

**TENNESSEE DEPARTMENT OF EDUCATION CONTACT  
INFORMATION**

**Legal Services Division  
Division of Special Education, TN Department of Education  
710 James Robertson Parkway  
Andrew Johnson Tower, 7th Floor  
Nashville, TN 37243-0380  
Telephone: (615) 741-2851  
Fax: (615) 532-9412**

**East TN Regional Resource Center  
2763 Island Home Blvd.  
Knoxville, TN 37920  
Telephone: (865) 594-5691  
Fax: (865) 594-8909**

**The coordinator will head ADA/Section 504 complaints. Complaints shall be submitted orally or in writing to the coordinator who will endeavor to accomplish prompt and equitable resolution of complaints alleging any action that would be prohibited by ADA/Section 504. The coordinator will respond to all complaints within twenty 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.**

**TRANSFER OPTION FOR STUDENTS VICTIMIZED BY VIOLENT CRIME AT SCHOOL**

Under the Tennessee State Board of Education’s Unsafe School Choice Policy, any public school student who is the victim of a violent crime as defined under the Tennessee Code Annotated 40-38-111(g) or the attempt to commit one of the applicable offenses as defined under TCA 39-12-101 and the offense occurred while the student was attending school or traveling to or from school on a school bus, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional Information may be obtained by contacting: Lori Allen, Elementary Supervisor, 200 N. Depot Street, Rogersville, TN, 37857, (423)272-7629 ext. 2021

**COMPUTERS/INTERNET (Board Policy 4.406)**

**ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET**

The Hawkins County School District provides technology resources to its students solely for educational purposes. Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, and provide tremendous opportunities for enhancing, extending, and rethinking the learning process. The goal in

providing these resources is to promote educational excellence in the District by facilitating resource sharing, innovation, and communication with the support and supervision of parents, teachers, and support staff.

## **Internet Safety**

The Hawkins County School District provides one or more lessons each year on the safe use of the internet. Additional information pertaining to the Internet Safety Curriculum may be accessed via the Hawkins County Schools Website on the “Families” page.

## **User Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use will result in the loss of those privileges. Hawkins County Schools reserve the right to review any account or file space in order to maintain security, determine improper use or in making discipline decisions. Decisions of the Hawkins County Schools regarding unacceptable computer use are final.

## **E-mail and Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Student use of the Internet must be in support of education and research and consistent with the educational objectives of Hawkins County Schools. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited.

## **Network Etiquette**

Hawkins County School students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not harass, insult, attack others or use inappropriate language
- Do not send or display offensive messages or pictures.
- Overriding the internet filter by use of proxy servers is strictly prohibited.
- Do not reveal anyone’s personal address or phone number.
- Do not damage/vandalize computer systems or computer networks. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, uploading or creation of computer viruses.
- Do not intentionally waste technology related resources.

## **Security**

To protect the integrity of a computer system and its users, the students of Hawkins County Schools are not permitted to do the following:

- Reveal your password to another user.
- Use another user’s password to gain access to the network or Internet.
- Trespass into another user’s files.

Hawkins County Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Hawkins County Schools will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Hawkins County Schools specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain and consider the validity of the information.

Reference Hawkins County School Board Policies 4.406 Use of the Internet & 6.312 Use of Personal Communication Devices and Electronic Devices

## TESTING

### State Mandated TN Comprehensive Assessment Program Exams (T-CAP Exams)

Per TN Code Annotated and State Board of Education policies, the TN Comprehensive Assessment Program (T-CAP) scores must be incorporated into students' final course grades in courses with End-of-Course assessments and students' final grades for the spring semester in grades 3-8 in the following subjects: math, reading/language arts, science, and social studies. In 2019-20 TCAP scores must account for 20% of final course grades in courses with End of Course assessments and 15% of students' final grades for the spring semester in grades 3-8. If a district does not receive its students' TCAP scores at least five (5) instructional days before the end of the school year, the director of schools may choose not to include its students' TCAP scores in the students' final grades.

Students who are absent during an EOC/TCAP test and are unable to make up the test during the approved testing window will not receive a grade from the TN Department of Education. A student's average will not be adversely impacted if they are absent with a valid excused excuse. However, students who are absent with an unexcused absence will receive a zero for the EOC/TCAP exam which will be used in their final grade calculation.

### 2019-20 Testing Information

As required by Public Chapter 892, this is a listing of state mandated assessments for the 2018-19 school year. Specific district calendars may be found on district-level websites. No Child Left Behind Act of 2001 §1111 (b) and T.C.A §49-1-602

<b>Assessments: Hawkins County Schools Testing Schedule 2019-2020 **</b>				
<b>Assessment Name</b>	<b>Subjects/Competencies</b>	<b>Student Group, Purpose &amp; Use</b>	<b>Results</b>	<b>Administration Window</b>
<i>Required - District</i>  Grade 2	English - Language Arts Math	Students in grade 2-  This test is given to measure student academic achievement over the course of the school year.	Released to parents & students at the beginning of the next school year	April 13 - May 8



<i>Required - District</i>  Grade 2 Alt	English – Language Arts Math	Students in grade 2 with the most significant cognitive disabilities	Released to parents & students at the beginning of the next school year	March 16- May 8
<i>Required: Federal &amp; State</i>  TCAP Grades 3-8	English- Language Arts Math Science Social Studies	Students in grades 3-8-  TCAP tests are designed to assess student understanding of TN standards and not just basic memorization and test-taking skills.	Released to parents & students at the beginning of the next school year. Quick scores, if available, are used a percentage of the students final grades	April 13- May 8
<i>Required: Federal &amp; State</i>  TCAP End of Course Assessments	English I/II Algebra I/II Geometry Biology Chemistry U.S History & Geography	High school students and any middle school student taking a high school course-  EOC tests are designed to assess student understanding of TN standards and not just basic memorization and test-taking skills	Released to parents & students at the beginning of the next school year. . Quick scores, if available, are used a percentage of the students final grades	Fall Block: December 2 – December 19  Spring Block & Traditional Schedule: April 13 – May 8
<i>Required: Federal &amp; State</i>  Multi-State Alternate Assessment (MSAA)	English – Language Arts Math	Students in grades 3-8 and 11 with the most significant cognitive disabilities-  This test is given to help measure academic student growth over the course of a school year	Released to parents & students at the beginning of the next school year	March 16- May 8  (Tentative per Tennessee Department of Education)
<i>Required: Federal &amp; State</i>  TCAP-Alt	Science Social Studies	Students with the most significant cognitive disabilities in grades 3-8 for science & social studies, and students in grade 10 for biology-	Released to parents & students at the beginning of the next school year	March 16 – May 8

		This test is given to help measure academic student growth over the course of a school year		
<p><i>Required: Federal &amp; State</i></p> <p>ACT &amp;</p> <p>ACT Senior Retake</p>	<p>English Math Reading Science</p>	<p><b>ACT for Students in grade 11-</b></p> <p>Students in TN are required to take a college entrance exam (either the ACT or SAT) in the eleventh grade as a graduation requirement for students seeking a regular or honors diploma.</p> <p><b>ACT - Senior Retake (FALL Semester)</b></p> <p>Seniors who took the ACT as Juniors</p>	<p>Students receive results directly from ACT</p>	<p><b>2019 Fall ACT Senior Retake dates (paper only):</b></p> <p>Standard: October 1 Accommodations: October 1-15</p> <p>Standard: October 15 Accommodations: October 15-21</p> <p>Standard: October 29 Accommodations: October 29- Nov 4</p> <p><b>2020 Spring ACT test dates:</b></p> <p>Standard (Paper): March 17, 2020 Accommodations (Paper): March 17 – 20 &amp; March 23 - 27</p> <p>Online Standard &amp; Accommodations: March 17, 18, 19 &amp; 24, 25, 26</p> <p>Standard (Paper): March 31, 2020 Accommodations (Paper): March 31, Apr 1 – 3 &amp; 6 – 10</p> <p>Online Standard &amp; Accommodations: March 31, Apr 1, 2 &amp; 7, 8, 9</p> <p>Standard (Paper): April 21, 2020 Accommodations (Paper): Apr 21 – 24 &amp; Apr 27 – May 1</p> <p>Online Standard &amp; Accommodations: Apr 21, 22, 23 &amp; April 28, 29, 30</p>

<i>Required: Federal &amp; State</i>	English Proficiency	Students who are English Learners-  ACCESS measures acquisition of the English language in the four domains of listening, speaking, reading, and writing.	Released to parents & students at the beginning of the next school year	(Dates Tentative per TDOE)  February 17 - April 3
<i>Required: Federal &amp; State</i>	Reading Math Science Social Studies	Students in grades 4, 8, and 12 in selected schools-  NAEP is administered to sample student groups across the nation. The results are used to measure TN students' academic growth against students in other states.	No results are provided to districts or parents	(Dates Tentative per TDOE)  January 28- March 15
<i>Required: State</i>	Reading Math	Students in grades K-8-  The screening is mandated by TN State Policy to provide Response to Instruction and Intervention (RTI <sup>2</sup> ).	Results provided to parents at the completion of each Benchmark screening	Benchmark assessments are given to determine gaps in skills in Reading and math. Students receive intervention based on the results of those results.
<i>Required: District</i>	English / Language Arts Math Science Social Studies	Students in grades 2 through high school  The tested areas align with TN academic standards and provide a benchmark to plan next steps for planning and teaching TN academic standards.	No grades are given. Results shared upon request. This test is used to plan instruction.	Benchmark assessments are given twice each year for grades 2- 8 and once each semester for high school students.

\*\* All dates are tentative per Tennessee Department of Education (TDOE). Please consult the Hawkins County Schools website for updates. Schools will determine their own testing schedules during the TCAP test windows. Please consult your child's school for information about the school's specific scheduling dates.

# HAWKINS COUNTY SCHOOL'S STUDENT DIRECTORY INFORMATION DENIAL FORM

Please return this form signed only if you do **NOT** wish your child's name/picture to be printed in the school yearbook, etc.

Student's Name \_\_\_\_\_

School: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

## Parental Rights Regarding Student Directory Information:

The Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records, including directory information. Directory means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and most recent educational agency or institution attended. Unless the parent or guardian notifies the Hawkins County Board of Education School District within 10 calendar days after the first day of school, **Consent is implied** for the Hawkins County Board of Education to release directory information.

**Implied Consent** includes the release of student directory information or for non-directory information such as student work, or use in the following ways:

- **Group recognition** on the Hawkins County Board of Education or other endorsed social media websites. Personal information such as home address, phone number or names of family members will not be used. Any information that indicated the physical location of a student at a given time or other than attendance at a particular school or participation in school activities will not be used. School work may include, but is not limited to, art, written papers, class projects and computer projects. **Individual students** may be pictured, personally identified, and/or have work published only after obtaining a signed web page permission form. This form must be obtained for each instance of student work being published or recognized online.
- In material printed by the school or the Hawkins County Board of Education or printed by publishers outside the Hawkins County Board of Education. Printed materials may include a child's full name. Printed materials may include, but are not limited to, school directories, yearbooks, brochures, newspaper articles, and print advertisements.
- In videos produced and broadcast by the Hawkins County Board of Education or produced and broadcast by news organizations and others who receive approval from the Hawkins County Board of Education.

The Student Directory Information Denial form is available from each school's office or the Hawkins County Board of Education website: <http://www.hck12.net/downloads/denial.htm>

I do **NOT** give permission for directory information on my child to be published by the Hawkins County Board of Education or to be released to any other publisher outside the Hawkins County Board of Education. This Student Directory Denial Form does not include the denial of military requests for student directory information. Please complete the Student Directory Military Denial Form to deny military officials from requesting directory information about your child. Your signature indicates that you do not give permission for your child's name or picture to appear in the school yearbook, etc.

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Parent/guardian signature

Date