

Hawkins County Schools



2009 - 2010

Elementary Student Handbook

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PRINCIPAL'S MESSAGE

2009-2010 HAWKINS COUNTY SCHOOL CALENDAR

Monday, August 10.....First Day for Students (Dismiss at 11:30)
Monday, Sept. 7.....Labor Day Holiday (No School)

Monday, Sept. 21.....End of first six weeks grading period

Monday, Sept. 28.....Report Cards go Home

Tuesday, Oct. 6.....Staff Development Day (No School) 1:00-6:15 Parent Teacher Conferences

Oct. 12- Oct. 16.....Fall Break (No School)

Friday, Nov. 6.....End of second six weeks grading period

Monday, Nov. 16.....Report Cards Go Home

Nov. 25- Nov. 27.....Thanksgiving Break (No School)

Friday Dec. 18..... (Dismiss 11:30) Christmas Vacation begins

Tuesday, Jan. 5.....Classes Resume

Tuesday, Jan. 12.....Report Cards Go home

Monday, Jan. 18.....Martin Luther King Jr. Holiday (No School)

Tuesday, Feb. 2.....TCAP Writing Assessment

Monday, Feb. 15.....President's Day Holiday (No School)

Wednesday, Feb. 17.....End of the fourth six weeks grading period

Wednesday, Feb. 24.....Report Cards go Home

Tuesday, March 2.....Staff Development Day (No School) 1:00-6:15 Parent/Teacher Conferences

March 15-March 19.....Spring Break

March 30-April 6.....TCAP Testing (Grades 3-8)

Friday, April 2.....Good Friday Holiday (No School)

Thursday, April 8.....End of fifth six weeks grading period

Thursday, April 15.....Report Cards Go Home

Tuesday, May 4.....Election (No School)

Wednesday, May 26.....No School- Required In-service

Thursday, May 27.....Abbreviated Day for student Report Card Pick Up, Last day of school

ATTENDANCE POLICY

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:¹

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:²

1. Attendance is checked and reported daily for each class;
2. Daily absentee contain 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:³

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 5 years.

The Board shall determine annually and include in the school calendar a plan for using 3 abbreviated school days and procedures for making up missed instructional days. ⁴ In addition, the Board shall determine annually whether to use flexible scheduling for kindergarten students. 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.⁵

1. TRR/MSO%)-1-3-.08 (1); TCA 49-6-3006 2. TCA 49--6-3007 3. Student Membership Accountability Manual (A-105)) 4. Student Membership Manual (B-102)
5. TCA 10-7-50+(4) U.S.C.A. 20-1232

PERFECT/EXCELLENT ATTENDANCE

Perfect 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 during the year and will have missed less than six hours cumulative (sign-ins and sign-outs) for the entire school year. **Excellent Attendance** for recognition by the school 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 hours cumulative (sign-ins, sign-outs) for the entire school year. All students who meet the above criteria for the entire school year will receive a certificate from the Hawkins County Board of Education recognizing this achievement.

Students having perfect attendance each six weeks will have 2 points added to their final average for each class in which they do not miss during that six 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 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.⁶

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

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates 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 Truancy Review Board for further review.
2. Legal (Court, Attorney, Truancy Board, 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;⁷ 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;⁸
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 the administration of each school) or
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 absence for the first semester (August to Christmas break) and five days or thirty five hours Parental Note absence for the second semester (January to the end of school year). Parental Note absence above the limit of 5 days or 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. Unexcused absences will result in a zero for all work missed or grades taken during that day. Students will not be allowed to receive a grade for make up work missed during an unexcused absence.

Make-Up Work

Students having excused or school related activity absences will be allowed to make up all work missed. Arranging to make up work missed is the responsibility of the student. Parents of elementary students may request their make-up work.

⁷TRR/MS 0520-1-303 (15); TCA 49-6-2904

⁸TCA 49-6-3052

Make-up work must be requested upon return from the excused 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 excused 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 within time allotted.

ABSENTEE PROCEDURE

A. Absence Note

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 by the Truancy Review Board after the 5 day 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 contain the following information: student's full legal name, reason for absence, date of each day absent, daytime phone number of the parent, and parent's name (signature). All other notes must be on the stationery 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.

B. Late Arrivals

Students arriving late to school must sign in at the office. Elementary students (grades K-8) should 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.

C. Early Dismissal

Early pick-up is granted for emergencies and medical appointments only. Parents must send a note if the child is to be picked up early or if the child is to be picked up by a different person or the child's usual means of getting home is changed. **No Phone calls except for unexpected circumstances.** The person who picks up your child must be listed on your child's emergency card. Important instruction continues until the end of the day. Elementary students (grades K-8) must be signed out in the principal's office by the parent/guardian or emergency designee. **Verification of identity may be required.** The sign out sheet should be completely filled out and signed by the responsible person.

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 ensure the safety of your son/daughter.

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.

Students and their parents will be required to attend a meeting of the Truancy Review Board after a student has received five or more unexcused absences during the current school year or excessive excused absences during the current school year. Meeting notices will be mailed ten days prior to said meeting. A parent/guardian failing to attend the Truancy Review Board hearing or make other arrangements will be subject to 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. Also, any discrepancies in the student's attendance record will be discussed and notes may be presented on behalf of the student to clear up the current semester's unexcused absenteeism. The Truancy Review Board will decide whether to petition the student to court, or recommend other appropriate action (s).

Students placed on probation by the Truancy Review board will be subject to the conditions of the probation for the remainder of the specific grade cluster. Students and their parents will be allowed to appear before the Truancy Review board one time during the grade cluster of Kindergarten through 4th grade, one time during the grade cluster of 5th grade through 8th grade and one time during the grade cluster of 9th-12th grade. Students and their parents will only be allowed to appear before the Truancy Review Board a total of three times during their school career (Kindergarten-12th grade). Students placed on probation by the Truancy Review Board will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current year or miss 5 days or more unexcused absences during a subsequent school year for specific cluster.¹⁰ The Attendance Supervisor or Truancy Officer for the student's home school will make all referral notices to the Truancy Review Board. The student's home school will mail referral notices to parents/guardians.

10TCA 49-6-3007 (F)

CREDIT/PROMOTIONAL DENIAL

Credit/promotional denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹² If attendance is a factor, prior to credit/promotion denial, the following shall occur:

1. Parents and students shall be advised if a student is in danger of credit/promotion denial due to excessive absenteeism.
2. Procedures in due process are available to the student when credit or promotion is denied.

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 Committee 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 N Depot Street, Rogersville, TN 37857, Attention: County Attendance Supervisor.

Step 3 If the Attendance Review Committee 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 N Depot St., Rogersville, TN 37857, Attention: Director of Schools.

PROMOTION AND RETENTION

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.

12. TCA 49-2-203 (b) (7)

The law clearly authorizes the Local Board “through its officers and employees” to assign children not only to schools but also to “grades, classes, or courses of study within the school” (T.C.A. 49-6-3101 (f) 49-6-3102, et seq). The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. Before a student is retained, the parents shall be informed in writing and shall be requested to participate in a conference at least six weeks before the end of the school year.

SCHOOL ADMISSIONS

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. ¹³
2. Evidence of a current medical examination.¹⁴ There shall be a complete medical examination of every student entering school for the first time. This applies to kindergarten, first grade and other students for whom there is no health record.
3. Evidence of state required immunization.¹⁵
4. Social Security number.
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.

The name used on the records of a student entering school must be the same as that shown on the birth certificate unless evidence is presented that such name has been legally changed through a court as prescribed by law. If the parent does not have or cannot obtain a birth certificate, then the name used on the records of such student will be the same as that shown on the documents which are acceptable to the school principal as proof of date of birth.

13.TCA 49-6-3008 (b)

14. TRR/MS 0520-1-3-08 (2) (a)

15. TCA 49-6-5001 (C)(1)

A student may transfer into the school system at any time during the year if his/her parent 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. ¹⁶ 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.

IMMUNIZATION RECORD

All students must present an immunization record or exemption form upon enrollment. The only exception is students who fall under Title 10, Part C, No Child Left Behind. Medical exemptions must be signed by an M.D. or D.O. Parent signature is required for a religious exemption.

IMMUNIZATIONS REQUIRED FOR KINDERGARTEN ENTRANCE

Dpt/Td—4 doses **MMR**— 2 doses **Polio**— 4 doses

Hepatitis B— 3 doses **Varicella (Chickenpox)**- 1 Dose *A single dose of varicella vaccine, or a parental or physician history of chickenpox is required.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents are requested to immediately submit to the office any change of address or telephone number, in order for school files to be 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.

SCHOOL WIDE POSITIVE BEHAVIORAL SUPPORT

School –Wide Positive Behavior is a nationally recognized, research-based system designed to enhance the ability of school to educate ALL children by developing school-wide, non-classroom, classroom, and individual systems. SWPBS focuses on prevention and teaching appropriate student behavior in order to provide a predictable, safe, positive and consistent environment.

16. TCA 49-6-3051

Students are able to earn “rewards” for various positive behaviors, including perfect attendance and taking pride in school appearance. Rewards are given to students when they are seen following one of the school rules.

Rather than focus on inappropriate behavior, the provisions of SWPBS allow the staff at each school to recognize appropriate behavior from students. The process focuses on improving a school’s ability to teach and support positive behavior for ALL students and staff.

Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making problem behavior less effective, efficient, and relevant, and desired behavior more functional.

All schools in Hawkins County have 3-5 school wide rules and all county buses have 3 rules in place (Be responsible, Use respect, and Stay safe); these rules encompass all expected behaviors for the students.

The school wide rules have been translated into behavioral expectations for each school location. The expectations will be posted in each school and all students are expected to meet these expectations. Classroom teachers will also translate each of the rules into behavioral expectations for his/her classroom. Specific lesson plans have been developed to address how the rules will be taught in each location. The first week of school a large portion of time will be devoted to allowing students to visit various locations in the school building as they are taught the rules for each location. New students will also review the lessons when they enter a Hawkins County School.

When students exhibit minor behaviors, they will be addressed in the classroom according to the flow chart (individual schools are responsible for a discipline flow chart). Minor behaviors will be addressed in the classroom via the teacher’s classroom discipline plan. If the consequence plan proves to be ineffective, the behavior will then become a Major and will be treated as such with a referral to the office. All Major behaviors will warrant an automatic office referral by which the student will be sent to the office with the completed office discipline referral form. **See the Hawkins County Discipline Referral form and the Behavior Definitions on the Hawkins County website (www.hck12.net).**

DISCIPLINE POLICY

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 rules shall be posted in the classroom.

The following discipline code 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. In instances where violations are severe enough to warrant doing so, the principal may choose to bypass one or more of the preliminary steps.

Major Violations

1. Using or possessing drugs or alcohol
2. Arson
3. Assault and battery on a school employee
4. Extortion
5. Bomb Threats
6. Possession of a weapon or dangerous instrument on school property
7. Non-approved cell phones/ electronic pagers
8. Any other conduct prejudicial to good order as determined by the principal.

Consequences for Major Violations

The consequence for major violations is automatic suspension from school and referral to the proper authorities. Violations of rules 1-6 shall result in referral to the police department.

Suspensions of more than ten days may be appealed in writing to the District Discipline Committee.¹⁸

¹⁸ TCA 49-6-3109

The district discipline committee consists of two supervisors of instruction and one principal. The district discipline committee will hear discipline problems that cannot be resolved at the school level. The function of the committee is to determine whether the discipline policy has been followed.

DUE PROCESS

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 an opportunity to present his/her view. Before a student is removed for the school setting he/she shall be given a complete due process hearing by the principal of said school.

Weapons and Dangerous Instruments

Students shall not possess, handle, transmit, use 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.¹⁹ Dangerous weapons for the purposes of this policy shall include anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury. Violators of this section shall be subject to suspension and/or expulsion from school.²⁰

ZERO TOLERANCE OFFENSES

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

Firearms- In accordance with state law, any student who brings or possesses a firearm on school property shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case by case basis.²¹

19- TCA 39-17-1309

20. TCA 39-17-1309

21. TCA 39-11-106 (a) (5) (A) (B)

Drugs– In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion on a case by case basis.

Battery–In accordance with state law, any student who commits battery or threatens to commit battery against any student, teacher, principal, administrator, or any other employee of the school or school resource officer shall be expelled for a period of not less than one calendar year. The director of schools shall have the authority to modify this expulsion on a case by case basis.²³

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.

DRUG-FREE SCHOOLS

We believe that it is both wrong and harmful for students to use alcohol, tobacco, and/or illicit drugs. Students found to be in violation of the county’s policy shall be disciplined accordingly. Information about drug and alcohol counseling, rehabilitation, and re-entry programs is available through the school guidance counselor.

Alcohol– No students shall use, knowingly possess or be under the influence of an alcoholic beverage of any kind on school property, before, during, or after school hours at any time. First offense will result in out-of-school suspension for 10 days; second offense will result in expulsion from school for the remainder of the school year.

BUS CONDUCT

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

Be Responsible

- Be obedient to the driver and obey all bus rules
- Avoid excessive noise
- Ride only in your assigned seat

23– TCA 49-6-3401 (g)TCA 49-6-4216 (b)

- 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 the 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
- 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 transportations 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 that 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 their 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 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 ISS or 3-5 days bus suspension

Third Offense— 5 days minimum bus suspension, possible loss of all bus service, Parent/Principal meeting

Fourth Offense— 30 days 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.

DRESS CODE

The Hawkins County School System's dress code is established to teach grooming and hygiene, instill discipline, prevents 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.

TEACHER CONFERENCES

All teachers have one conference period. 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 aspects of your child's education, please call the school.

VISITORS

Parents and other interested adults are encouraged to visit the school. ALL VISITORS must register in the office and receive a pass before going to other parts of the building. Visitors should return passes and sign-out before leaving.

PROGRESS REPORTS

Progress reports will be sent home in the middle of the six-week grading period. Parents are asked to sign and return the progress report to the teacher.

REPORT CARDS

Report cards will be given at the end of each six weeks. These cards are to be returned immediately. Parents should sign and if questions arise, call the school for a conference with the teacher. All materials that required the parent's signature should be returned to the school by the students or by the parents. **(See Elementary Grading Scale)**

TEXTBOOKS/CURRICULUM

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

MEDICATIONS

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 will 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 prescription medication with him/her, principal 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.

NO-NIT/LICE POLICY

1. The infested child should be sent home with written recommendations for treatment procedures.
2. The student will be re-admitted to school when no lice or nits are present.
3. No more than two days absence will be excused for treatment. (If nits or lice are discovered on Friday, the weekend will count as the two days). Further absences must be physician approved.

If a child is sent home with lice/nits, a parent/guardian must accompany the student upon return to school.

Written documentation will be needed (from Health Department, School Health Services, or doctor) stating child is nit/ free or a designated checker at school will evaluate the student. If the child is determined to be nit/louse free, he/she may return to class. If the child is not nit/louse free, the child will return home with the parent/guardian. Students who have repeated occurrences of lice/nits may be reported to the proper agencies for "Dependent Neglect".

STUDENT FEES

An instructional fee of fifteen dollars is requested on or before Sept. 15th. 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

Breakfast and lunch are served daily unless otherwise announced. Reduced and free lunches are available for those who qualify (inquire at the office). The cost of lunch is \$1.75. For reduced lunch, the cost will be \$0.40. Breakfast will cost \$1.00. For those who will eat breakfast at the reduced price, the cost will be \$0.30. Students go to the cafeteria to eat lunch under the supervision of the staff. Students are expected to behave appropriately in the cafeteria and show good manners. No loud talking, playing with food, running or playing with friends will be permitted. 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. Due to Food Service regulations, fast foods and soft drinks will not be permitted in the school cafeteria.

MULTI-HAZARD DRILLS

Tornado, chemical spill, fire drills, and other such multi-hazard drills are held at announced and unannounced intervals.

Each teacher will communicate the drill instruction and the route to safety for all students.

TOYS– PLAYTHINGS AND VALUABLES

Toys and playthings can only be brought to school with the permission of the teacher. Electronic equipment items of all types (including CD players) are not allowed at school. Also, any expensive personal items that could be easily 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.

CELL PHONE POLICY

Students are not permitted to use or have a cell phone in sight during school hours. 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. Refusal to hand over the cell phone is a very serious matter and will be dealt with immediately. 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
- Second Offense– Cell phone will be confiscated for a minimum of 24 hours and will be returned to the student at the end of the following school day.
- Third Offense– Cell phone will be confiscated for a minimum of 5 calendar days. A parent or guardian may pick up the cell phone at the end of the 5 days.
- Fourth Offense and any offense thereafter– Cell phone will be confiscated for 30 calendar days. The parent or guardian may pick up the cell phone at the end of the 30 days.

SCHOOL INSURANCE

School Insurance is available to all students. An information packet will be sent home at the beginning of each school year.

SCHOOL CLOSING

In the event of severely inclement weather or other emergency, school may be closed or starting time delayed. The best information available at press time, will be given to the local radio stations. Should it be necessary to change this information, the announcement will also be given to the local radio stations.

Please do not call school authorities.

School postings or delays will also be posted on the Hawkins County School System's website: www.hck12.net

LOST AND FOUND

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. These include lunch boxes, school supplies, and wearing apparel. If your child has lost an item, please check in the school office.

ASBESTOS

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

PESTICIDES

The school periodically applies pesticides.

HAWKINS COUNTY SCHOOLS ARE TOBACCO-FREE FACILITIES

DISCRIMINATION/HARASSMENT OF STUDENTS

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment.²⁴ It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.²⁵ Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious which :

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

Bullying/Intimidation

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. This policy addresses conduct taking place on school grounds, at any school sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.²⁷ All allegations shall be fully investigated by a complaint manager as set forth in *Student Concerns, Complaints and Grievances* 6.305.

24. TCA 49-6-3109 25. Title VII: 29 CFR 1604.11 26. TCA 49-6-1014-1019 27. Title IX (20 USC 1681-1686)

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

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

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

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the System Supervisor of Policies, Procedures and Manuals. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary polices and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student. Building administrators are responsible for education and training their respective staff and students as to the definition and recognition of discrimination/harassment.

STUDENT RECORDS

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

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, 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 requests shall outline what is to be done, who is to be involved, and how the results will be used and distributed.

Parents shall have the right to inspect 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 the student. 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 qualification 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".

This 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. In addition, parents will be informed of their rights related to school choice and/or supplemental services under NO CHILD LEFT BEHIND, where applicable.

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, with prior written consent.

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 extra-curricular 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 North Depot Street
Rogersville, TN 37857
423-272-7629

TITLE IX

Title IX of the Educational Amendments of 1972 states: "**No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.**"

The Supreme Court, Congress and Federal executive departments and agencies, including the Department of Education have recognized that sexual harassment of students can constitute discrimination prohibited by Title IX. The Hawkins County Board of Education is committed to safeguarding the right of all students within the school system to learn in an environment that is free from all forms of sexual discrimination. It is the policy of the Board of Education to maintain a learning environment that is free from sexual discrimination including sexual harassment.

The Board of Education prohibits any form of sexual discrimination, including sexual harassment. It shall be a violation of Board of Education policy for any student, teacher, administrator, or other school personnel of the Board of Education to sexually harass a student attending Hawkins County Schools. It shall also be a violation of Board of Education policy for any teacher, administrator or other school personnel of this School System to tolerate sexual harassment of a student by a student, teacher, administrator, other school personnel, or by any third parties.

For purposes of this policy, the term "school personnel" includes school board members, all employees of the Board of Education, agents, volunteers, contractors, or persons subject to the supervision and control of the Board of Education.

School personnel will act promptly to investigate all reports of sexual harassment of a student and to promptly take appropriate action to protect individuals from further harassment. If the Board of Education determines that unlawful harassment has occurred, it will act promptly and appropriately to discipline any student, teacher, administrator or other school personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

Definition of Sexual Harassment

For purposes of this policy, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, and other verbal or physical conduct of a sexual nature constitute prohibited sexual harassment if:

- A. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a student's grade, credit or admission to or participation in a student activity; or
- B. Submission to or rejection of such conduct is used as a basis for educational decisions affecting that student; or
- C. Such conduct interferes with the student's performance or creates an intimidating, hostile, or offensive learning environment.

Sexual harassment can include, but is not limited to unwelcome verbal, written, or physical contact, directed at or related to a person's gender, such as sexual gossip or personal comments of a sexual nature, sexually suggestive or foul language, sexual jokes, whistling, spreading rumors or lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer of educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing, hugging or restraining someone's movement in a sexual way.

Reporting and Investigation

Any student who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other school personnel of the Board of Education, or by any other person who is participating in, observing, or otherwise engaged in school activities is encouraged to immediately report the prohibited conduct. Any student with knowledge or belief that another student has or may have been the victim of sexual harassment is encouraged immediately to report the prohibited conduct. Any teacher, administrator, or other school personnel who observes, receives a report from a student or otherwise becomes aware that a student has been the victim of sexual harassment or gender discrimination is required to immediately report the prohibited conduct to:

- A. The Title IX Complaint Manager of the student's school
- B. The Principal or Assistant Principal of the student's school
- C. The Hawkins County Board of Education Title IX Coordinator
- D. The Hawkins County Board of Education Director of Schools

Notwithstanding the preceding sentence, no teacher, administrator or other school personnel is required to report isolated incidents of verbal harassment which do not appear to create an intimidating, hostile or offensive academic environment for any student.

Teachers are strongly encouraged to verbally intervene in all instances where verbal harassment or degrading language occurs.

The Board of Education requests that reports of harassment be made in writing, if possible. Report forms may be obtained from the principal's office or the Office of the Title IX Complaint Manager. All reports, whether written or oral, shall immediately be forwarded to the Title IX Complaint Manager. Upon receipt of a report alleging sexual harassment, the Title IX Complaint Manager shall immediately undertake or authorize an investigation. The investigation may be conducted by the Title IX Complaint Manager, other designated employees of the Board of Education, or by a third party designated by the Board. The investigation will be conducted as soon as practicable. In determining whether alleged conduct constitutes sexual harassment the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. In the event the alleged harasser is the Title IX Coordinator, the report should be forwarded to the Director of Schools who will then be responsible for the duties set forth in this policy that would have been those of the Title IX Coordinator.

Actions for Violations of Policy

Following the investigation of a report, the Title IX Complaint Manager for the school, the building administrator, or the Title IX Coordinator shall recommend what action, if any, is required. If, after the investigation, it is determined that this policy has been violated, immediate and appropriate corrective and/or disciplinary action shall be initiated by the Board of Education. A violation of this policy by any employee shall result in disciplinary action up to and including dismissal. A violation of this policy by a student may result in disciplinary action up to and including expulsion from school.

Confidentiality

The Board of Education recognizes that both the student and the alleged harasser have strong interests in maintaining the confidentiality of the allegations and related information. The privacy of the students making the report, the individual against whom the report is filed, and any witnesses will be respected as much as possible, consistent with legal obligations to investigate, to take appropriate action, and to comply with any discovery of disclosure obligations.

Retaliation

Retaliation of any kind against a student or employee who, in good faith, reports a claim of harassment will not be tolerated. It is a separate and distinct violation of this

policy for anyone to retaliate against any person who reports alleged harassment or against anyone who assists or participates in an investigation relating to such harassment. Anyone found to have engaged in retaliation will be promptly and appropriately disciplined. Discipline of a student for retaliation may be taken up to and including expulsion. Discipline of an employee for retaliation may be taken up to and including dismissal.

Publication of Policy

This policy shall be published in the Student Handbook distributed annually to every student. Each School will have the name of the Title IX complaint manager posted in the office of the school and other locations in the school deemed appropriate. The name, address and telephone number of the Title IX Coordinator shall be inserted into policy when it is published in the Student Handbook. Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of sexual discrimination to include sexual harassment. This policy has been reviewed and approved by the Hawkins County Board of Education's legal counsel as of the date of its initial enactment. This policy should be reviewed and approved by legal counsel annually hereafter.

PARENT ACCESS TO POLICIES

To access policies approved by the Hawkins County School Board, visit the website: www.hck12.net. Select "Information" then "Policy Online."

ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET

Hawkins County schools is progressively attempting to make advanced technology accessible to our students, faculty and staff. Students within our school system now have the opportunity to access the internet. Access to the Internet enables students to explore the super information highway and opens many opportunities for searching databases, libraries, etc. With this increased accessibility to Internet, students and parents should be warned that some material available via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

Cyber bullying (the use of information or communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others) will not be tolerated by the Hawkins county School System.

Therefore, students and staff must understand and practice proper ethical and legal use. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Hawkins County Schools will not provide barriers to users accessing the full range of information available. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

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 material on user accounts and to monitor fileserver space in order to make determinations on whether specific uses of the network are inappropriate. Decisions of the Hawkins County schools regarding unacceptable computer use are final. Student's use of the Internet may be revoked, denied, or suspended at the request of the faculty and staff of our school system.

Email and Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

Student use of the Internet must be in support of education and research and consistent with the educational objectives of Hawkins County Schools. Use of other organization's network or computing resources must comply with the rules appropriate for that network. 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 or 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:

Students of our school system 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 get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not reveal your personal address or phone number of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic purposes.
- Do not damage computers, computer systems or computer networks or engage in other acts of vandalism, which is defined as “any malicious attempt to harm or destroy data of another user or any agencies or networks that are connected to the system.” This includes, but is not limited to, the uploading or creation of computer viruses.
- Do not intentionally waste limited resources such as paper, print cartridges, and diskettes that are provided by Hawkins County schools.

Security:

To protect the integrity of a computer system involving many users, the students of Hawkins County are not permitted to:

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 because 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 how valid that information may be.

These are some organizations available to help with information, training, and advocacy. For a more extensive list, visit the Tennessee Disability Services-Disability Pathfinder Database: <http://mingus.kc.vanderbiltv.edu/tdir/dbsearch.asp>.

On the web page, select your county and the service you desire from the drop-down list and click submit.

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual organization or service represented on this page.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Legal Services Division	East TN Regional Resource Center
Division of Special Education	2763 Island Home Blvd.
TN Dept. of Education	Knoxville, TN 37290
710 James Robertson Parkway	865-594-5691
Andrew Johnson Tower– 5th Floor	fax:865-594-8909
Nashville, TN 37243-0380	
615-741-2851	
Fax: 615-253-5567 or	
615-532-9412	

CHILD ADVOCACY GROUP CONTACT INFORMATION

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

The ARC of Tennessee is on the Internet are <http://www.thearctn.org/>

44 Vantage Way, Suite 550

Nashville, TN 37228 (Phone 615-248-5878, toll free 1-800-835-7077, fax 615-248-5879. email pcooper@thearctn.org)

Support and Training for Exceptional Parents (STEP) is on the internet at <http://www.tnstep.org/>

712 Professional Plaza, Greeneville, TN 37745 (Phone 423-639-2464, email Karen.harrison@tnstep.org)

Tennessee Protection and Advocacy (TP&A) is on the internet at <http:tpanic.org/>

416 21st Avenue South, Nashville TN 37212 (phone 1-800-287-9636 (toll free) or 615-298-1080, 615-298-2471 (TTY), 615-298-2046, fax)

Tennessee Voices for Children is on the internet at <http://www.tnvoices.org/main.htm>

Phone: 865-609-2490, Fax 865-609-2543

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act affords parents and students over 18 years of age (“eligible students) certain rights with respect to the student’s educational records. These rights are:

1. The right to inspect and review the student’s education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record they believe is inaccurate or misleading. They should write the school principal (or appropriate official), clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information, regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school as an administrator,

supervisors, instructor, or support staff member (including health or medical staff and law enforcement unit personnel): a person serving on the School Board, a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

The Hawkins County School System intends to forward student records at the request of the enrolling school.

4. The right to file a complaint with the U.S. Dept. 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 are:

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

Custodial Court Orders

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.

UNSAFE SCHOOL CHOICE

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 Tennessee Code Annotated 40-38-111 (g), or the Tennessee Code Annotated 39-12-101, shall be provided an opportunity to transfer to another grade level appropriate school within the district. Additional Information regarding this option can be obtained by contacting:

Gloria Silvers (Supervisor) 200 N. Depot Street, Rogersville TN 37857 (423-272-7629)

ELEMENTARY GRADING SCALE FOR GRADES 1-5

Report Card Scale	93-100	A
	85-92	B
	75-84	C
	70-74	D
	00-69	F
	I	Incomplete (to be cleared by the end of the following grading period).

Grade Scale for Writing

Grades 1, 2, and 3 Writing evaluates handwriting

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grades 4 and 5 Writing grade evaluates the writing process and numerical grades are given.

Grade Scale for Science and Social Studies

Grades 1 and 2	S, N, or U
Grades 3, 4, and 5	Numerical Grades

Grade Scale for Related Arts

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

*Surgoinville Middle School 5th Grade will follow the Middle School Grade Policy.

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

Hawkins County Board of Education

Student Directory Information Denial Form

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 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, 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 is available from each school's office or the Hawkins county Board of Education web site:

<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.

Parent/guardian signature date