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*Dear Students,*

*This handbook is an important source of information for each one of you. We have tried to anticipate what you will need to know or would like to know in order to make this year one that is both successful and hassle-free. We urge that both you and your parents read this handbook and keep it for future reference. If you have any questions about the information it contains or would like to discuss any aspect of it, please see a principal or counselor.*

*Learning is something you must actively participate in if you are to benefit from it. The role of a teacher and an administrator is to assist you in that effort. All of us have responsibilities in this school. We promise to make a good faith effort to accept ours, and in return we ask each of you to do the following:*

- Set high standards/goals for yourself.*
- Be willing to accept responsibility for your actions and decisions.*
- Conduct yourselves as ladies and gentlemen.*
- Treat others as you would like to be treated by them.*

*We sincerely hope that you have an enjoyable and successful year.*

**HAWKINS COUNTY SCHOOL SYSTEM  
NON-DISCRIMINATION POLICY STATEMENT**

*It is the policy of the Hawkins County School System not to discriminate on the basis of race, color, religion, sex, national origin, age or disability in its educational programs, or employment policies as required by Title VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972 Educational Amendments), Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce*

*stereotyping and to eliminate bias on the basis of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country, and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.*

*Inquiries regarding compliance with Title VI, and VII, and IX or Section 504 of the Americans With Disabilities Act should be directed to the office of the Director of Schools, Hawkins County Schools, 200 North Depot St., Rogersville, TN 37857, or to the Office of Civil Rights, U. S. Department of Education, Washington, D.C.*

### **THE PERSONAL RESPONSIBILITY OF HAWKINS COUNTY HIGH SCHOOL STUDENTS**

*As a student, you are expected to be aware of and to accept your individual responsibilities in the following areas:*

#### **I. THE TEACHING-LEARNING PROCESS**

*You deserve the best instruction that your high school is capable of providing. For the efforts of the teachers to be as successful as possible, and for you to work and achieve to the best of your ability, you must cooperate with the teachers. Like farming and healing, teaching is a cooperative art because it involves cooperation with nature to help it produce results. Teachers help the activity of learning that goes on in the minds of students. Learning is a natural process and unless students work at gaining knowledge and understanding, "...No genuine learning ever occurs, no matter what teachers try to do to make it occur (Adler)."*

#### **II. RESPECT FOR THE RIGHTS OF OTHERS**

*Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has a right to do what and what behavior needs to be punished. That is why our society*

*has laws and why a school has rules. However, if you are one of those students who wants to take full advantage of your rights and opportunities at this school, while at the same time respecting the rights of others, we will support and help you.*

### **III. RESPONSIBILITY FOR YOUR OWN ACTIONS**

*You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as a high school citizen. If you choose to follow bad examples set by a few of the other students, you will be held responsible for your actions and your actions only. The decision will be yours as will the consequences. Your first responsibility is to be prepared to accept the consequences of your actions.*

## **ACADEMICS**

### **STUDENT CLASS LOAD INFORMATION**

*All students will be enrolled in four (4) classes per day, except those seniors granted early release by the HCBE.*

### **4 x 4 BLOCK REQUIREMENTS**

*Twenty-eight (28) credits are required for graduation. All classes will receive one (1) full unit; partial credit will not be granted for any course.*

*All AP classes with ten (10) or more students will be taught both semesters of an academic year and will earn two (2) credits; those with nine (9) or fewer students will be taught one semester and earn one credit. All students who receive credit for Advanced Placement on their transcripts must take the corresponding Advanced Placement Test in the course, and must also score at least a two (2) on the AP Exam in order to receive Advanced Placement credit on transcripts. If a student fails to take an AP Exam, or fails to make a two (2) or higher, he/she **will not** receive Advanced Placement credit on his/her transcript. Instead, the course name will be changed to a corresponding honors study in that course.*

*Students who transfer in with one-half (1/2) credit in English must take the entire semester class (one additional unit at grade level). The extra one-half (1/2) credit will count as an elective toward graduation requirements.*

### **HONORS DIPLOMA**

*Students will be recognized academically in the following manner:*

- 1. Highest Honors...95 grade average or above*
- 2. High Honors...90 to 94.99 grade average*
- 3. Honors...85 to 89.99 grade average*
  - A. A student must be enrolled for eight (8) semesters unless granted early release by the Board of Education.*
  - B. Only one (1) English class can be taken in the academic year unless the student is making up an English credit.*

### **CURRICULUM PLAN**

*Prior to the 9th grade all students will develop a four-year study. Parents, students, and counselors will be involved in the development of the plan. The plan will be reviewed annually.*

### **GRADUATION REQUIREMENTS**

*The following 28 units shall be required for graduation. Students shall complete the Core Curriculum plus either the College Preparation Curriculum or the Technical Preparation Curriculum.*

<b>CORE CURRICULUM</b>	<b>UNITS</b>
<i>English</i>	<i>4</i>
<i>Mathematics*</i>	<i>3</i>
<i>Science**</i>	<i>3</i>
<i>Social Studies***</i>	<i>4</i>
<i>Wellness</i>	<i>1</i>
<i>PE</i>	<i>1</i>
<b>TOTAL</b>	<b>16</b>

\* *Students in the **Tech-Prep** track must pass Algebra I or Technical Algebra, and Geometry or Technical Geometry.*

\* *Students in the **College-Prep** track must pass Algebra I, Geometry, and Algebra II.*

\*\* *Students must pass Biology and one course in the physical sciences.*

\*\*\* *The Social Studies Curriculum must include United States History, World History/World Geography, Economics, and Government.*

<b>COLLEGE-PREP CURRICULUM</b>	<b>UNITS</b>
<i>Foreign Language</i>	2
<i>Fine Arts</i>	1
<i>Electives</i>	9
<b>TOTAL</b>	<b>12</b>

<b>TECH-PREP CURRICULUM</b>	<b>UNITS</b>
<i>Technical Clusters</i>	4
<i>Electives</i>	8
<b>TOTAL</b>	<b>12</b>

*Students must score “proficient” on Gateway exams in English 10, Biology, and Algebra I in order to receive a diploma. Students who fail to meet the minimum standard on any of these tests shall be given the opportunity to be retested in the following administration of that test.*

*Students may graduate with Honors if they complete the Core Curriculum and either the College Prep or the Tech Prep Curriculum and maintain a 3.0 grade point average.*

### **EARLY GRADUATION**

*In order to apply for early graduation, a student must have earned sufficient credits to be classified as a senior at the beginning of the year he/she plans to graduate. Students who plan to seek early graduation must notify their counselor no later than October 1.*

## UNIFORM GRADING POLICY

Grade	Percentage Range		Weighing for Honors Courses and National Industry Certification	Weighing for Advanced Placement and International Baccalaureate Courses
A	93	100	<i>May include the addition of 3 points to the grades used to calculate the semester average.</i>	<i>May include the addition of 5 points to the grades used to calculate the semester average.</i>
B	85	92		
C	75	84		
D	70	74		
F	0	69		

*All percentage scores with a fractional part  $\leq 49$  rounds down to the nearest whole number and  $\geq 50$  rounds up to the nearest whole number.*

### REPORT CARDS

*Report cards will be issued at the end of the six weeks grading period. Students who wish to discuss their grades should make an appointment with the teacher to discuss the matter. Parents who wish to arrange parent/teacher conferences should call the guidance office for assistance.*

### HONOR ROLL

*Scholarship is recognized and encouraged through an academic honor system.*

- **Principal's list** is for those students with 93 or above in all classes (All A's).
- **First honor roll** is for those with an 85 or greater average in all classes (All A's and B's).

### TRANSCRIPTS

*Transcripts needed for transfer, military use, scholarship consideration, college application, or prospective employer information may be requested from the guidance office.*

## **CORRESPONDENCE COURSES**

*Please refer to RULES AND REGULATIONS AND MINIMUM STANDARDS 0520-1-3-.03(8) page 4. Credit for work done by correspondence must be earned within the following guidelines:*

- 1. Credit may not be earned for make-up where the student has failed a course unless items 2 and 3 are also met (an example is a required course such as English; students should be directed to attend summer school or credit recovery for make-up work).*
- 2. Credit will be allowed only for courses that are not regularly taught in school or for courses that the school schedule precludes a student from taking; a conflict with a particular student's schedule would not automatically qualify a student to take a correspondence course.*
- 3. The course content shall be approved by the guidance counselor and principal **PRIOR** to the student's enrolling in the correspondence course.*

## **CREDIT RECOVERY**

*Credit Recovery (CR) is an independent, self-directed learning environment conducted before/after school hours, and facilitated by credentialed instructors. CR utilizes an integrated learning software system aligned to state curriculum standards to assist instructional delivery and student management. CR emphasizes individualized, self-paced, and self-directed learning strategies. CR is based upon previous student learning and the need for additional skill development. Students rotate in and out of the CR program based on mastery of course content. Students will show adequate progress by completion of the student notebook (20% of the final grade), mastery testing at a minimum of 70%, and any other program requirements. Comprehensive and research-based software will be used in conjunction with local, state, and national curriculum standards for skill development.*

### **Requirements for Students Enrolled in Credit Recovery**

- **NO** help will be given on Mastery Tests.*
- Students will be required to take and maintain notes after one unsuccessful mastery test.*

- *Students must show progress and completion of course content and objectives.*

#### **How Does a Student Apply**

- *Complete an application. CR applications are available in your school guidance office.*
- *Return the completed application (with all appropriate signatures) to the guidance office for processing. The school administration will make the final decision for eligibility and participation in the program.*

#### **Eligibility/Cost**

- **Eligibility** - *Any student in grades 9-12 who has failed a core academic subject with a final grade no lower than 50.*
- **Gateway Test Stipulations** - *Students who pass a required Gateway exam and fail the corresponding course may regain course credit through credit recovery. However, students who fail a Gateway Exam and the corresponding course must retake the entire course.*
- **Participation** - *Participation is based on availability of coursework that might be needed for recovery of credit and space availability.*
- **Cost: \$55.00 per class.** *Limited scholarships are available.*

#### **SCHEDULE CHANGES**

- *Changes within sections of the same course will only be made with the administrator's and counselor's approval.*
- *Courses dropped and added within the required student load will be allowed within the first two weeks of class ONLY. A conference with an administrator and a guidance counselor is required.*
- *Courses considered to be above the minimum number of courses may be dropped within the time frame above with special permission.*
- *All schedule changes will be channeled through the guidance office or administration.*

#### **TEXTBOOKS**

*All books are furnished by the Hawkins County Board of Education. The books issued to you are your responsibility and must be returned to the teacher who issued the book to you. If you fail to return a book, you must pay for it. Each book issued to you must be well cared for and not defaced in any manner.*

## **GUIDANCE**

*The purpose of guidance services is to help each student in his/her social education, and vocational/personal development. These services include assistance with education planning, interpretation of test scores, occupational information, career planning, study skills, personal problems, or to be of help in any way to the student. Students are urged to seek answers and information from the guidance office. A counselor is in the guidance office daily from 7:45 a.m. to 3:15 p.m. Conferences with students receive first consideration of the counselor's time and are scheduled as needed. Each student will be assigned a guidance counselor according to the alphabet. To schedule an appointment with a guidance counselor, students should go by before or after school, between classes, or during lunch.*

## **ATTENDANCE POLICY**

*Attendance is a key factor in student achievement; 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:<sup>1</sup>*

- 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;*
- 4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of a driver's permit or license; and*
- 5. Notifying the Department of Safety whenever a student*

*with a driver's permit or license withdraws from school or fails to make satisfactory academic progress.<sup>2</sup>*

*The **Principal** shall be responsible for ensuring that:<sup>3</sup>*

- 1. Attendance is checked and reported daily for each class;*
- 2. Daily absentee sheets contain sign-in sheets and indicate students present or absent for the majority of the day;*
- 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.<sup>4</sup>*

- 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 from one classroom to another.*

*Teachers' grade/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 (5) years.*

*The Board shall determine annually and include in the school calendar a plan for using three (3) abbreviated school days and the procedures of making up missed instructional days.<sup>5</sup> 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 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 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.<sup>6</sup>

### **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 (6) hours cumulative (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 no more than six (6) hours cumulative (sign-ins and 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. Also, students having perfect attendance each six (6) weeks will have two (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. If a student has a "C" average or better in a class, two or fewer **excused** absences, and no more than two tardies (**including** the free tardy), he/she will be exempt from the final examination in that class.

### **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.<sup>7</sup>

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 Doctor, Dentist, or 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 which resides in the student's household.*
4. *Extreme weather conditions;*
5. *Religious observances;<sup>8</sup>*
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;<sup>9</sup> or*
7. *Circumstances, which in the judgment of the principal creates emergencies over which the student has no control.*

**Parental 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 which resides in the student's household.*
3. *Family emergencies;*
4. *Checking out early or 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 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; or*
5. *Circumstances which, in the judgment of the principal, warrant a parent note.*

*Students will be allowed five (5) days or thirty-five (35) hours*

*Parental Note absence each semester (August to Christmas break is the 1st semester and January to the end of school is the 2nd semester). Any Parental Note absence above the five (5) days or thirty-five (35) hours will be unexcused. All absences that do not fall within the excusable categories, or not verified with a note will be unexcused. Unexcused absences will result in a zero (0) 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. Makeup work must be requested upon return from the excused absence and turned in according to the number of days absent (one day per day absent is allowed to turn in make up work). A zero (0) will be recorded for all work a student fails to make up within the allotted time.*

### **ABSENTEE PROCEDURE**

#### **A. Absence Note**

*All notes to excuse an absence must be presented within five (5) days of return from the absence. The only exception will be notes accepted by the Truancy Review Board. The first day back at school, a student should report to the office to present his/her 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, or judge with a 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. Stu-*

dents 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, dentist, or legal note is presented.

### **C. Early Dismissal**

High school students (grades 9-12) should present their requests to the office before first period begins on the day for which the student is to be dismissed. 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 should be written on the note. All requests will be verified. **Requests for early dismissal will not be accepted by telephone** 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 ensure the safety of your son/daughter.

### **SIGN OUT**

Failure to sign out will result in a **Level II** office referral for the first offense. **Subsequent offenses could result in revocation of driving privileges.**

### **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 parent/guardian will be required to attend a meeting of the Truancy Review Board after a student has received five (5) unexcused absences or excessive excused absences. Meeting notices will be mailed ten (10) calendar days prior to said meeting. A parent/guardian failing to attend the

*Truancy Review Board hearing or 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. Also, any discrepancies in the student's attendance record will be discussed and/or notes presented. The Truancy Review Board will decide whether to petition students to court, or recommend other appropriate action. Students placed on probation by the Truancy Review Board will be subject to the conditions of the probation for a calendar year. After appearing before the Truancy Review Board, students accumulating additional unexcused absences during the probationary period, or failing to follow the recommendations of said board will be petitioned to juvenile court.<sup>9</sup> 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.*

*Students who are habitually and unlawfully absent from school shall be reported to the appropriate judge having juvenile jurisdiction in that county by the Attendance Supervisor or Truancy Officer, after written notice to the parent or guardian of said child.<sup>9</sup> Each successive accumulation of five (5) unexcused absences by a student constitutes a separate violation of the Tennessee Compulsory Attendance Law which shall also be reported.<sup>10</sup>*

#### **DRIVER'S LICENSE/PERMIT**

*Students who miss ten (10) unexcused days consecutively or fifteen (15) unexcused days total during a single semester, or fail to pass three (3) full unit courses or their equivalency during a single semester, will be ineligible to retain a driver's permit or license, or to obtain such if of age. The Attendance Supervisor will notify the Department of Safety, who within five (5) days of receipt of the notice will send a notice to the licensee that the license will be suspended. In order to have a driver's permit or license reinstated, the student must complete thirty (30) days of attendance without an unexcused absence, and make a passing grade in at least three (3) full unit*

*subjects or their equivalency at the conclusion of any subsequent grading period or attain 18 years of age. Students whose driving privileges are suspended a second or subsequent time shall have all driving privileges suspended until the student attains eighteen (18) years of age.<sup>11</sup>*

### **STATE-MANDATED TESTS/GATEWAY EXAMS<sup>12</sup>**

*Students who are absent the day of the scheduled Gateway Tests will receive an incomplete until they have taken the required exam.*

*All students who miss a scheduled Gateway Test must take the test the next administration in order to meet their Gateway diploma requirements and receive a final grade for that course.*

### **CREDIT OR PROMOTION DENIAL**

*Credit or promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.<sup>12</sup> However, 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 or promotion denial due to excessive absenteeism.*
- 2. Procedures in due process are available to the student when credit or promotion is denied.*

*A high school student (grades 9-12) who accumulates more than six (6) unexcused absences in any course during a semester grading term will receive a maximum grade of seventy (70), providing his/her average is not lower, in which case they would receive the lower failing grade. Unexcused absences resulting from Out of School Suspension will not count toward the six (6) unexcused absences.*

### **GRIEVANCE PROCEDURE FOR ATTENDANCE**

**Step I.** *If a student feels he/she has been granted an unex-*

*cused 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 II.*

**Step II.** *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 Committee within five (5) days of the Step I 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 the Hawkins County Board of Education, 200 North Depot Street, Rogersville, TN 37857. Attention: County Attendance Supervisor.*

**Step III.** *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.*

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*Legal References:*

- 1 TRR/MS0520-1-3-.08(1)(a); TCA 49-6-3006
- 2 TCA 49-6-3017
- 3 TCA 49-6-3007
- 4 *Student Membership and Attendance Accountability Procedures Manual (A-105)*
- 5 *Student Membership and Attendance Accountability Procedures Manual (B-102)*
- 6 TCA 10-7-504(4); U.S.C.A. 20-1232g
- 7 *Student Membership and Attendance Accountability Procedures Manual (D-104)*
- 8 TRR/MS 0520-1-3-.03(15); TCA 49-6-2904
- 9 TCA 49-6-3052
- 10 TCA 49-6-3007(e)(1)
- 11 TCA 49-6-3007(f)
- 12 TCA 49-6-3017
- 13 TRR/MS 0520-1-3-.06(2)
- 14 TCA 49-2-203(b)(7)

*Cross References:*

<i>Extracurricular Activities</i>	4.300
<i>Reporting Student Progress</i>	4.601
<i>Promotion and Retention</i>	4.603
<i>Recognition of Religious Beliefs</i>	

## **TARDIES AND TARDY PROCEDURES**

*Students receive **one free tardy for the first block only** each six (6) weeks. A student will be considered tardy if he/she is no more than five (5) minutes late for class. After five (5) minutes, a student is considered intentionally laying out of class. To be admitted to class, a student will need an admit from the office. Admits will be issued for doctor excuses, parental notes, and legal appointments. Unexcused tardies will be dealt with in the following manner:*

*Up to five (5) tardies per period, per semester, will result in morning, lunch, or after school detention to be determined at the discretion of the principal. All tardies in excess of five (5) per period per semester will result in a Level II office referral. During detention students will not talk or be disruptive in any manner. Assigned detention(s) must be served when assigned. Failure to serve assigned detention(s) will result in an office referral (Level II).*

## **ATHLETICS**

### **INTERSCHOLASTIC ATHLETICS**

*A broad athletic program is available for young women and men, operated under the sanctions and rules of the Tennessee Secondary School Athletic Association (TSSAA). Varsity competition is offered in baseball, basketball, cheerleading, cross country, football, golf, tennis, track, softball, and volleyball.*

*Athletic eligibility requirements can be found at the following link: <http://www.tssaa.org>.*

### **STUDENT INSURANCE: FILING ATHLETIC CLAIMS**

*The Hawkins County Board of Education provides secondary insurance coverage for student athletes. Athletes should immediately notify their coach of an injury. It is the responsibility of the athlete and their parent/guardian to provide ALL necessary paperwork to the insurance provider. Insurance forms*

may be obtained by contacting the school office.

## **CONDUCT AT GAMES**

*The fact that you are a member of a Hawkins County high school makes you a representative of your school. People and students of this and other communities judge YOUR school by YOUR actions. This is particularly true of athletic events, assemblies, and the cheering section. It is very important that you conduct yourself in a courteous manner at all times. ALL SCHOOL RULES APPLY AT GAMES BOTH ON AND OFF CAMPUS.*

## **BEHAVIOR AND DISCIPLINE**

### **STUDENT BEHAVIOR**

*Students are encouraged to adhere to a common sense code of conduct in the high school. Students should recognize the need for acceptable behavior to ensure that we protect the rights of others, encourage safety within our building, and promote a proper atmosphere in school. All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Violations to the conduct code can lead to detention or community service, in school suspension (ISS), out of school suspension (OSS), alternative school placement, corporal punishment, or expulsion depending on the severity of the violation as defined in the Discipline System.*

### **FACULTY/SUBSTITUTE/STAFF AUTHORITY**

*Each member of the faculty has not only the **AUTHORITY**, but also the **RESPONSIBILITY** to enforce all school policies. **Failure to comply** with a teacher/substitute/staff member's request will result in strict disciplinary measures being taken.*

### **DISCIPLINE SYSTEM**

*The authority to establish a disciplinary system is derived from the state law. Pursuant to the authority granted to it by the State of Tennessee, the Hawkins County Board of Educa-*

*tion has prescribed standards of conduct and behavior for all pupils as a condition of their right to attend the public schools. The Hawkins County Board of Education, through its authority to delegate power, has vested in the school administration at the high school the implementation of rules and regulations governing conduct.*

*With the approval of the Hawkins County Board of Education, the high school will establish a discipline system. **THE DISCIPLINE SYSTEM IS BASED ON THE PROPOSITION THAT TEACHERS HAVE A RIGHT TO TEACH AND STUDENTS HAVE A RIGHT TO LEARN.** The system is designed to provide prompt and effective negative consequences for students who choose to interfere with the rights of either the teacher/substitute/staff member or the students.*

*In a discipline system, the behavior that is expected of the student is clearly communicated to him/her and his/her parents at the beginning of the school year. The responsibilities of the classroom teachers and the administration are likewise clearly defined at the beginning of the year. The system includes not only negative consequences for improper behavior, but also positive consequences to reward those students who behave properly. There is nothing in the system which is not in the best interest of each student and the learning environment.*

*In summary, the discipline system attempts to establish a climate at our high school indicative of an academic facility, well-disciplined, and concentrating on academic tasks. The system requires that students, teachers, administrators, staff members, substitutes, and parents cooperate and communicate to maintain this atmosphere.*

## **DISCIPLINE PLANS**

*There are two major components of the Discipline System at our high school. The first component concerns the individual classroom plans which will be constructed and implemented by each teacher with the support and cooperation of the administration. The second component concerns the school-wide plan which covers not only the classroom, but also the campus, the*

*cafeteria, the hallway, and any other area. The following pages explain the discipline policies, discuss the behaviors expected of high school students, list the offenses resulting in disciplinary action, and indicate clearly and unequivocally the consequences to be received by those students who choose not to follow the rules.*

### **ADMINISTRATIVE DISCIPLINE SYSTEM**

*The guiding principle of this or any other good system of school and classroom management is that its purpose is not to punish, but to teach and encourage students to accept responsibility for their actions and decisions and to regard the rights of others with as much reverence as their own.*

- *The purpose of this plan is to establish a clear and consistent hierarchy of punishment to enable the administration to deal promptly and fairly with the students who violate school rules. It is also the purpose of this discipline plan to establish a safe and orderly school environment in which the rights of all students are protected and the efforts of the teachers to maintain order and teach students are supported. The hierarchy of punishment ranges from the less severe to the more severe, ultimately reaching the point where expulsion is recommended. It is the philosophy of the faculty and administration that although expulsion from school is a matter with serious and often lasting implications for the student and his family, it is a step which circumstances necessarily dictate either because of the severe nature of the offences committed or because of the habitual nature of the violations committed by the student.*
- *Before the administrative discipline system will take effect, the student will have to be referred to an administrator. Most referrals come from teachers/staff/substitutes as a result of a violation of their classroom discipline plan or of school wide rules.*
- *If a student is expelled, he/she will be given the option to utilize the appeals process through the local Board of Education (STUDENT DISCIPLINARY HEARING AUTHORITY).*

## **DISCIPLINARY ACTION**

- *Once the administrator determines that the student has committed an offense, the following action will be taken:*
  - *The administrator will assign a punishment depending upon the point value of the infraction and upon the accumulation of points from previous infractions.*
  - *Discipline will be assigned depending on point value.*
    - **5-35 points**      *Detention/Community Service*
    - **40-70 points**      *1-5 days ISS*
    - **75-150 points**      *1-5 days OSS*
    - **75 (+) points**      **DISCIPLINE REVIEW MEETING TAKES PLACE; THE DISCIPLINE REVIEW TEAM CONSISTS OF ADMINISTRATORS, STUDENT, PARENTS, TEACHERS, and the IEP TEAM (if applicable).** *Alternative School rules will be reviewed; Student is placed on school probation; A student behavior plan is developed and implemented.<sup>1</sup>*

<sup>1</sup>TCA 49-6-3401

- **150 (+) points**      *Student is placed in the Hawkins County Alternative School (Pathways) for a minimum of 30 school days. Once alternative school placement has been determined, the student and his/her parent/guardian **must** attend an “intake” meeting at the alternative school. The days between the initial notification of alternative school placement and the “intake” meeting are treated as days of suspension. Failure to attend the “intake” meeting will result in unexcused absences. Five (5) unexcused absences will lead to the initiation of truancy board proceedings. Alternative School paperwork will be completed at*

*this meeting.*

- **ANY ADDITIONAL POINTS EARNED AFTER RETURN TO THE REGULAR PROGRAM (from the alternative school program) MAY RESULT IN ALTERNATIVE SCHOOL PLACEMENT FOR THE REMAINDER OF THE SEMESTER.**

*The following will result in disciplinary action by the administration:*

**LEVEL I (5 point infractions)**

1. *Distribution of materials unauthorized by the administration (candy sales, fliers, etc.).*
2. *Violation of parking and driving regulations which could also result in revocation of driving privileges.*
3. *Minor infraction of bus rules and regulations.*
4. *Any activity, action, or disturbance deemed by an administrator to be disruptive to the school environment.*
5. *Improper use of a pass.*
6. *Littering and cafeteria clean-up infractions.*
7. *Throwing food.*
8. *Violation of safety rules.*
9. *Dress code violations (see policy, pages 44-46).*
10. *Eating/drinking in undesignated areas.*
11. *Locker misuse/failure to stay in **assigned** locker.*
12. *Possession of radios, tape/CD/MP3 players, pagers, iPods, TV remotes, PSP's, laser pointers, etc. The school is **not** responsible when/if these items are lost or stolen.*
13. *Relationship violation (see policy, page 35).*

**LEVEL II (up to a 20 point infraction depending on severity of the event and administrator's discretion)**

1. *Violation of classroom rules (above the classroom assertive discipline plan)*
2. *The use of obscene/profane language and/or gestures*
3. *Gambling*
4. ***USE** of a cell phone (incoming/outgoing phone calls/text messages) The cell phone will be confiscated and **ONLY***

- parents/guardians may pick them up at the school office.*
5. *Failure to do discipline assignment for classroom discipline and/or Level I detention.*
  6. *Disrespect/insubordination to a teacher or member of the staff.*
  7. *Willful destruction of property (plus restitution).*
  8. *Deliberate failure to attend classes after reporting to school (without leaving school grounds).*
  9. *Failure to sign in when tardy or sign out when leaving school early.*
  10. *Violation of the tobacco policy (smoking class may be required, as well as a juvenile court appearance).*
  11. *Being in an unauthorized area of the building or grounds.*
  12. *Violation of the Internet Acceptable Use policy.*
  13. *Violation of the tardy limit.*

**LEVEL III (up to a 40 point infraction depending on severity of the event and administrator's discretion)**

1. *Threatening, bullying, intimidating, blackmailing, or hazing any person (see Hawkins County Schools Policy 6.304).*
2. *Falsification of parental permission, doctor or dentist excuses, or school records (forgery). Forgery is a crime and may result in referral to local law enforcement officials.*
3. *Leaving school grounds without authorization whether or not the school day has begun.*
4. *An illegal walkout from a class or building.*
5. *Any acts of disobedience/misbehavior in other schools, school trips, or athletic functions.*
6. *Acts of discrimination are strictly prohibited (see policy statement, pages 5-7, 35-39).*
7. *Running or hiding from an administrator or faculty member in order to avoid punishment.*

**LEVEL IV (75 point infractions)**

1. *Fighting.*
2. *Commission of a crime (other than zero tolerance).*
3. *Gross immorality and/or sexual harassment (p. 31-33).*
4. *Falsely pulling a fire alarm...Pulling a fire alarm is a crime and may result in referral to local and/or federal law en-*

- forcement officials.*
5. *Extortion.*

## **ZERO TOLERANCE OFFENSES**

*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 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 under the influence of, or in possession of, an illegal drug or controlled substance.*
2. *A student who brings or possesses a firearm (18 U.S.C. 921) or dangerous weapon (T.C.A. 39-17-1301).*
3. *A student committing battery upon any teacher, principal, administrator, any other employee of an*

*LEA, or school resource officer.*

## **SEARCH**

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

## **STUDENT ALCOHOL AND DRUG TESTING**

*According to Hawkins County School Board Policy 6.3071, students will be notified in writing at the beginning of each school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year.<sup>1</sup> Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:*

- 1. The school board policy on alcohol and drug use has been violated;*
- 2. A search of lockers produced evidence of the presence of drugs and/or alcohol;*
- 3. A search of persona and containers produced evidence of the presence of drugs and/or alcohol;*
- 4. A search of vehicles produced presence of drugs and/or alcohol;*
- 5. Through observation or other reasonable information reported by a teacher, staff member, or other student that a student is using drugs and/or alcohol on school property.*

*In the case of positive results of the analysis, the principal shall suspend the student and refer the matter to the disciplinary hearing authority for further action.*

<sup>1</sup>TCA 49-6-4213

## **DISCIPLINE ACTION DEFINITIONS**

- *Detention: A period of 25 minutes to be served in a designated room with a designated staff member*
- *Community Service: Cleaning portions of the school building or grounds under the supervision of a designated staff member*
- *ISS (In-School Suspension): Students assigned to ISS will meet in a designated classroom with a designated staff member.*
  1. *Students assigned to ISS will remain seated with **no talking permitted**. Students must have textbooks and paper/pencil for work. Students will complete their regular class assignments. Students will eat separately from other students. Failure to serve ISS or to follow ISS rules may result in extended time in ISS or assignment to the alternative school. ISS is operative Monday through Friday. Assigned students must report to ISS at the beginning of first block and remain there until the school day ends.*
- *OSS (out of school suspension for a period of 1-10 school days): Students who receive OSS may not loiter or appear on school property or at any school function (home or away). The student 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.*
- *Expulsion: Out of School suspension for a period of more than ten (10) school days.*
- *Corporal Punishment: Corporal punishment should be used only in compliance with the Hawkins County Board of Education discipline policy.*
- *Hawkins County Alternative School: This facility is located adjacent to Rogersville Middle School.*
  1. *Students are placed in the alternative school*

once they amass 150 points of discipline infraction points, commit a zero tolerance offense or if approved by appeal.

2. Students are placed in alternative school for a **minimum of 30 school days**. Students may earn up to five (5) days early release by earning a Level III status for good behavior and maintaining Level III for 15 school days.
3. Students placed in alternative school are subject to a **stricter set of rules and a more restrictive dress code which WILL BE ENFORCED**.

*\*HCBE Policy 6.319 states that, **Attendance in alternative school programs shall be mandatory.** Refusal to attend alternative school will result in unexcused absences and referral to Juvenile Court. Students attending the Hawkins County Alternative School must adhere to all rules and regulations stated in both the regular and the alternative school handbooks.*

## **MISCELLANEOUS BEHAVIORS/INFRACTIONS**

### **Alcohol/"Over the Counter" Substances**

*No student 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. No student shall knowingly use "over the counter" substances of any kind for the purpose of altering behavior, mood, or appearance or possess "over the counter" substances of any kind with the intent of distributing or selling to other individuals before, during, or after school hours at any time. The **first offense** will result in alternative school placement for 30 school days or ten (10) days OSS (principal's discretion); the **second offense** will result in expulsion from school for the remainder of the school year. All appeals regarding expulsion may be referred to the Student Disciplinary Hearing Authority. This is a 150 point offense.*

### **BOMB THREATS**

*Bomb threats are considered to be a felony and will result in reporting the person or persons to the local authorities. This could result in five (5) to ten (10) years in prison. Substantiated bomb threats will result in a one (1) calendar year expulsion. All appeals regarding expulsion may be referred to the Student Disciplinary Hearing Authority.*

### **CHEATING**

*Cheating shall be defined as one or more of the following actions:*

- 1. To use the work of another person as your own.*
- 2. To copy information from another student's test, examination, composition, quiz, homework, book report, or term paper.*
- 3. To plagiarize: plagiarism means using another person's idea, expression, or words without giving the original author credit.*
- 4. To prepare for cheating in advance. Such actions involve: (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, and (3) talking while taking quizzes, tests, or examinations.*
- 5. To fail to follow test procedures or instructions announced by a teacher such as no talking, no turning around in seat, raise hand to ask questions, etc.*

*When a teacher determines to his/her satisfaction that an act of cheating has taken place, he/she will give the student a zero ("0").*

### **EXTORTION**

*Threatening other students or extorting money or property from them is prohibited. Extreme disciplinary action will be imposed upon those who attempt this action. Students who are victims of such acts are asked and encouraged to report to teachers or to the office so that definite action can be taken. This is the only way to ensure that incidents will not be re-*

*peated and that all such acts may be curtailed. Extortion is a criminal act and the commission of a crime other than zero tolerance. Extortion may result in referral to local law enforcement officials. Extortion is a Level IV infraction.*

### **FIGHTING**

*Fighting is defined as an exchange of physical blows such as hitting, slapping, pushing, shoving, etc. **STUDENTS WHO DO NOT FIGHT BACK WILL NOT BE SUBJECT TO PUNISHMENT.** Those students should report the incident immediately to an administrator or teacher. Students should not take matters into their own hands, but should allow an administrator to handle the situation. Students who attack other students without provocation may be subject to more severe punishment when/if the attacked student does not fight back. **STUDENTS WHO INSTIGATE FIGHTS, BUT ARE NOT ACTIVELY INVOLVED (THAT IS, STUDENTS WHO CARRY RUMORS, PUT OTHERS UP TO FIGHTING, CARRY INFORMATION BACK AND FORTH BETWEEN OTHER INDIVIDUALS WHO SUBSEQUENTLY FIGHT) SUBMIT THEMSELVES TO THE SAME PENALTIES AS THOSE WHO ARE INVOLVED IN THE FIGHT.** Students who are intimidated or harassed by another student should report that to a teacher or an administrator. Teachers should report incidents of intimidation or harassment to the administration.*

### **FIREWORKS**

*Fireworks of any type are illegal and dangerous. **POSSESSION OR FIRING** of fireworks is cause for suspension and referral to authorities. Possession or firing of fireworks is a commission of a crime other than zero tolerance. Possession or firing of fireworks is a Level IV infraction.*

### **GAMBLING**

*Gambling of any kind is not permitted in school. Gambling is the commission of a crime other than zero tolerance. Flipping or matching coins, rolling dice for money, or any other form of gambling will not be permitted. Teachers will confiscate any*

*money or material and refer students involved to the office. Repeated violations will be cause for suspension or expulsion. Gambling is a Level IV infraction.*

## **HAZING**

*Hazing of any student is prohibited. No initiations may be held outside of school organizations' regular meetings. Initiations held within meetings must be approved by the advisor and the administration. Any initiation which involves the slightest element of physical danger or poor taste will not be permitted. Hazing is a Level III infraction.*

## **RELATIONSHIPS**

*Discretion should be used by all couples to avoid undue familiarity and the violation of accepted standards of behavior. Hugging, kissing, etc. will not be tolerated anywhere, at any time, on school grounds.*

## **SEXUAL HARASSMENT**

### **I. General Statement of Policy**

*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 dis-*

*crimination 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.*

## **II. 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 conduct, 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 of lies of a sexual nature about someone, demanding sexual favors, forcing sexual activity by threat of punishment or offer educational reward, obscene graffiti, display or sending of pornographic pictures or objects, offensive touching, pinching, grabbing, kissing or hugging or restraining someone's movement in a sexual way.*

### **III. Reporting and Investigation**

*Any student who believes he or she has been the victim of sexual harassment by a student, teacher, administrator or other 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 incidents 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, the Title IX Coordinator, other designated employees of the Board of Education, or by a third party designated by the Board. The investigation will be completed 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.*

## **VI. Action 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 an 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.*

## **V. 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 (s) against who 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 or disclosure obligations.*

## **VI. 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 suspension. Discipline of an employee for retaliation may be taken up to and including dismissal.*

## **Appeals**

*The Complainant or the accused in any sexual discrimination or sexual harassment complaint has the right to appeal the decision in the following ways;*

- A. Decisions made by the Title IX Complaint Manager of the school or building administrator of the school ;may be appealed in writing to the Title IX Coordinator, Hawkins County Board of Education, 200 N. Depot St., Rogersville, TN 37857.*
- B. Decisions made by the Title IX Coordinator may be appealed in writing to the Hawkins County Board of Education, Attention Director of Schools, 200 N. Depot St., Rogersville, TN 37857.*
- C. Decisions made by the Hawkins County Board of Education may be appealed in writing to the Office of Civil Rights,*

U.S. Department of Education, 61 Forsyth St. S.W., Suite 19T70, Atlanta, GA 30303, or via phone at 1-404-562-6350, or via fax at 1-404-562-6455.

### **STEALING/BREAKING AND ENTERING**

Any student who commits or attempts to commit a theft, or to break and enter a school will be suspended, put on probation, and required to pay for stolen or damaged articles. **Theft** includes stealing school property from faculty, school employees, or other students. **Breaking and entering** includes the school building, lockers, locked rooms, or other areas prohibited to you because of time or specific reasons. Stolen or lost property should be reported to the office promptly. Vandalism to school property or vending machines will result in suspension or expulsion and payment of cost of damages to equipment. Stealing/Breaking and Entering is the commission of a crime other than zero tolerance. This is a Level IV offense.

### **TOBACCO**

- The **USE** or **POSSESSION** of tobacco 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. Use of and possession of tobacco is a Level II offense.

## **BUILDING AND GROUNDS**

### **CARE OF BUILDING, GROUNDS, & PROPERTY**

*Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to the school, personal property, or equipment will be required to pay for the damage which is done, or replace the item as well as be charged with a Level II offense under the Discipline System.*

### **CAFETERIA**

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

- 1. ALWAYS use a tray.*
- 2. Keep milk cartons, food, and waste paper on the tray.*
- 3. Empty all debris from trays into the paper containers. Return trays, empty dishes, and silverware to the receiving line.*
- 4. Keep tables, chairs, and floors clean.*
- 5. Push chairs back after eating.*
- 6. Talk in a normal voice.*
- 7. Keep the cafeteria lines orderly.*
- 8. Never push or run.*
- 9. Pick up and clean up any food you drop or spill.*
- 10. All food must be eaten at the table. No food or drink is to be taken from the Commons Area.*

### **CAFETERIA NOTICE**

*Due to Food Service regulations, fast foods and soft drinks **WILL NOT BE ALLOWED** in the school cafeteria.*

### **MULTI-HAZARD PROCEDURES**

*Fire drills and other multi-hazard safety drills will be held periodically during the school year. The signal for multi-hazard*

*drills will be announced on the public address system, originating from the principal's office. After the announcement, everyone should follow the appropriate drill instructions.*

*When the signal for a multi-hazard drill is given, all work is to cease. In the case of a fire or evacuation drill, lights are to be turned off, and students are to leave the room in a quiet, orderly manner through the classroom outside exit door, or other nearest exit. All personnel and students are to move at least 100 feet from the building and remain in place until the signal is sounded for return to the building.*

*Multi-hazard drills are necessary safety precautions for the welfare of everyone. During the drills, everyone is to leave the building and assist in an efficient execution of the drill.*

*Instructions for multi-hazard safety drills will be issued by the principal and members of the school multi-hazard safety team.*

## **RESTROOMS**

*You may use the restrooms before and after school, between class periods, and at the beginning or end of lunch period. You are expected to keep restrooms clean. Do not loiter or smoke, write on the walls, or damage the facilities in any way.*

**IF YOU ARE FEELING ILL, REPORT TO THE OFFICE; DO NOT REMAIN IN THE RESTROOM.**

- **DESIGNATED RESTROOMS ARE OPEN AND MONITORED AT ALL TIMES.**
- **THE POD RESTROOMS ARE OPEN DURING CLASS CHANGE TIMES AND ARE ALSO MONITORED.**

## **CAMPUS VISITORS**

### **PARENT CONFERENCES**

*Parents may make appointments for conferences with teachers, counselors, or administrators by telephoning the school office.*

### **TELEPHONES**

*The office telephone is a business phone and should be used by students only for sickness or other emergencies. Parents should not call school except in cases of a real emergency.*  
**STUDENTS WILL NOT BE CALLED TO THE PHONE DURING THE SCHOOL DAY EXCEPT IN CASES OF EMERGENCY.**

### **VISITORS TO THE SCHOOL**

*No student is to bring a visitor to the school. Due to health precautions, preschoolers and babies are not allowed to visit school. All persons, including former students who desire to visit during school hours for any purpose, shall first secure permission from the school principal or person designated by him. All visitors must wear a visitor's badge while on school property.* **ANY PERSON FOUND ON SCHOOL GROUNDS WITHOUT PERMISSION IS TRESPASSING AND IS SUBJECT TO ARREST BY LOCAL AUTHORITIES.**

## **DRESS CODE**

*Student dress should be such that it ensures a natural environment conducive to learning that protects the educational process. We always encourage our students to dress appropriately and wear clothing that is not disruptive to the school operation, and that does not interfere with classroom procedures. With these principles in mind, the following guidelines are in effect during instructional hours:*

### **1. FACIAL PIERCINGS**

- *Facial piercing is limited to the ears and the piercing*

*must be no larger than that required by a standard earring. Tongue piercing is not permitted.*

## **2. GENERAL REQUIREMENTS**

- *All outerwear must be removed and put in your locker upon arrival at school. Students are not permitted to wear or carry these clothing articles with them during the day. Trench coats are not allowed.*
- *Students may not have a hat or headwear in their possession during the school day. These items should be placed in the student locker upon arrival at school.*
- *An observable lack of undergarments is not allowed.*
- *All clothing should be clean and in good repair.*
- *See through clothing and cut-outs are not permitted.*
- *Head coverings, including hats, scarves, sweat bands, stockings, etc. are not to be worn in the building at any time.*
- *Students are not allowed to wear industrial or pet chains/collars around the neck, wrist, or waist. Chains must not be attached to wallets.*
- *Clothing that displays the names or advertisements of drug, alcohol or tobacco products, profane, vulgar, violent, illegal, immoral, or hate messages, or sexual innuendo is prohibited. Examples of some inappropriate displays include, but are not limited to the following:*
  - *Sexual Innuendoes (Hooters, Big Johnson, Coed Naked, etc.)*
  - *Hate Symbols (Nazi emblems, KKK, etc.)*
  - *Illegal Activities (Drink 'til you drop, The more I drink, the better you look, etc.)*

*There can be and are many other examples of inappropriate advertisements or messages. Students who have a question about the appropriateness of their clothing should consult a building administrator.*

- *Accessories must not disrupt the educational process or draw undue attention to the individual. They must be free of offensive or suggestive words or graphics and contain no reference to drugs, alcohol, tobacco,*

*illegal/immoral substances, or activities.*

- *Shoes must be worn at all times. House shoes/slippers are not permitted.*
- *Students are not allowed to wear, carry, or display gang paraphernalia or items associated with gangs. Student attire cannot be modified (i.e. rolling up a pant leg) to display gang affiliation.*
- *Sunglasses cannot be worn or be visible during the school day.*
- *Unnatural hair coloring (i.e. pink, purple, orange, etc.) is not allowed. Hairstyles must not draw undue attention to the individual.*
- *Spirit group uniforms worn to attend class must meet all dress code requirements.*

### **3. SHIRTS**

- *Off the shoulder shirts are not allowed.*
- *Shirts must have a neckline that does not expose any portion of the breast. Button-up shirts may be open only at the neck unless worn over a shirt that meets the dress code.*
- *Shirts worn outside the waistband must be of sufficient length that no flesh is exposed when the student fully extends one arm above the head.*
- *All shirts must have sleeves.*
- *Pajama tops are not allowed.*

### **4. SHORTS, SKIRTS, DRESSES, AND JUMPERS**

- *All skirts, dresses, and jumpers must reach the top of the knee or longer.*
- *Slits in skirts may not be longer than a dollar bill's length above the knee.*
- *Shorts must reach the "mid-point" of the thigh or below.*
- *The top of the dress must meet the shirt requirement of the dress code or have beneath it a shirt that does.*

### **5. SWEATERS**

- *Off the shoulder sweaters are not allowed.*
- *Sweaters are permitted as long as they meet the*

*dress code or are worn over a shirt that does.*

## **6. PANTS**

- *Pants must be worn at the waist and be sized appropriately. **NO SAGGING.***
- *Holes, rips, and tears are not permitted above mid-thigh.*
- *Pajama bottoms/lounging pants are not allowed.*

*It is the discretion of the administration and/or faculty as to what is appropriate for the learning environment. This includes whether garments are inappropriately tight or revealing. Any student wearing questionable attire will be reported to the administrator and may be sent home to change. Repeated offenses will result in disciplinary action.*

## **FEES**

<i>Accounting</i> .....	\$13.50
<i>Art</i> .....	\$10.00
<i>Band</i> .....	\$25.00
<i>Band Instrument Rental</i> .....	\$35.00
<i>Biology</i> .....	\$10.00
<i>Chemistry</i> .....	\$10.00
<i>Computer</i> .....	\$10.00
<i>Drivers Education</i> .....	\$35.00
<i>Earth and Life Science</i> .....	\$ 1.00
<i>Ecology and Physical Science</i> .....	\$10.00
<i>English</i> .....	\$ 1.00
<i>Flag Corp</i> .....	\$25.00
<i>Foreign Language</i> .....	\$ 1.00
<i>Home Economics</i> .....	\$10.00
<i>Keyboarding</i> .....	\$10.00
<i>Library (all students)</i> .....	\$ 1.00
<i>Math</i> .....	\$ 1.00
<i>Physical Education</i> .....	\$ 2.00
<i>Physics</i> .....	\$10.00
<i>Postal Fee</i> .....	\$ 3.00
<i>ROTC</i> .....	\$10.00
<i>Safety</i> .....	\$10.00
<i>Social Studies</i> .....	\$ 1.00
<i>Vocational Classes (all)</i> .....	\$10.00
<i>Wellness</i> .....	\$ 1.00

## **MEDICAL/MEDICINE**

### **IMMUNIZATION REQUIREMENTS**

*All students must have a TN School Immunization Certificate on file with the school verifying that these requirements have been met before they will be allowed to enroll (exemption: Title 10, Part C, No Child Left Behind). Medical exemptions require a physician's signature. Immunization refusal due to Personal Religious Beliefs forms must be completed by parents requesting this exemption. The form must be notarized. Failure to comply with this state and local policy could result in temporary suspension.*

<i>IMMUNIZATIONS</i>	<i>REQUIRED DOSES</i>
<i>DPT/Td</i>	<i>4 doses</i>
<i>Polio</i>	<i>4 doses</i>
<i>MMR</i>	<i>2 doses</i>

### **MEDICATIONS**

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

*A written request shall be obtained from the parent or guardian for all prescription and non-prescription drugs. Written requests will include the following:*

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

*It is the parent's or guardian's responsibility to ensure that the written request and medication are brought to the school. Student possession of any form of medication or substance*

*purposed to be a medication that has not been checked into the principal's office is strictly forbidden and may be subject to disciplinary action.*

*All **prescription** medications require written authorization from a licensed prescriber. Prescription medication must be brought to school in the **original, pharmacy-labeled container**. In the event that it is necessary for the student to carry prescription medication with him/her, **parent authorization** is required.*

*All **non-prescription** medication given in school for a student must be brought in an **un-opened, 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.*

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

#### **NO NIT/LICE POLICY**

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

**If a child is sent home with nits/lice, a parent/guardian must accompany the student upon return to school.** *Written documentation will be needed (from the Health Department, School Health Services, or Doctor) stating that the child is nit/lice free, or a designated checker at the 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.**

### **SPECIAL HEALTH PROBLEMS**

*Students with prolonged health problems are to report to the office at the beginning of the school term or when such a problem arises. Special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit the student while at school.*

### **TELEPHONE**

*The office telephone is a **business** phone and should be used by pupils only for sickness or other emergencies. Parents should not call school except in cases of a real emergency. **No student will be called to the phone during the school day except in cases of a real emergency.***

### **VOLUNTARY STUDENT INSURANCE**

*Students will be provided an opportunity to purchase Voluntary Student Insurance. Students will be given materials explaining the option at the beginning of the school year and materials will also be available in the school office upon request. Applications, claims, and correspondence will be mailed directly to the insurance company.*

## **SCHOOL ASSEMBLIES/TRIPS**

### **ASSEMBLIES**

*Assemblies are a regularly scheduled part of the curriculum and as such are designated to be an educational, as well as an entertaining experience. Talking, whispering, stomping feet, and booing are discourteous. Yelling is appropriate only at pep assemblies.*

## **SCHOOL TRIP CONDUCT**

*All school rules apply to any trip sponsored by the school.*

## **STUDENT PROPERTY/VALUABLES**

### **LOCKERS**

*Each student is assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. Since lockers are a permanent part of the building, students are expected to keep them in good, usable condition. No one should leave class to go to his/her locker except with special permission. (Note the search policy on page 30). Students are expected to remain in their **assigned** locker. Failure to remain in the assigned locker is a Level I infraction.*

### **LOST AND FOUND**

*Students who find lost articles are asked to take them to the office where they may be claimed by the owner.*

### **STUDENT VALUABLES**

*Students, not the school, are responsible for their personal property; however, you may leave money or other valuables in the office for safekeeping if you wish.*

## **TRANSPORTATION**

### **BEFORE AND AFTER SCHOOL**

*Students should not be in the building before 7:15 a.m. unless requested by a teacher, their bus arrives early, or they have been issued an early pass at the request of a parent.*

*After arriving on the school grounds, students must report directly to the Commons Area. Students are not to leave the*

*Commons Area before 7:45 a.m.*

*No student should be in the building after 3:30 p.m. except those responding to a teacher request, participating in a supervised activity, or waiting for a bus.*

*Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume school the next day.*

### **BICYCLES/MOTORCYCLES**

*Bicycles and motorcycles are to be parked in the student parking area upon arrival at school and not to be used until the end of the school day.*

### **BUS RIDER RULES**

**STUDENTS SHALL OBSERVE ALL RULES AS SET FORTH IN THE TRANSPORTATION GUIDELINES FOR THE STUDENTS OF THE HAWKINS COUNTY SCHOOL SYSTEM. ALL BUS RIDERS WILL RECEIVE A COPY OF THE GUIDELINES AT THE BEGINNING OF THE SCHOOL YEAR.**

*Students should be on time at the designated school bus stops and should wait until the bus comes to a complete halt before attempting to enter.*

**PLEASE BE AWARE THAT RIDING THE BUS IS A PRIVILEGE NOT A RIGHT.** *Remember that loud talking and laughing divert the driver's attention and make safe driving difficult. Horseplay is not permitted around or on the school bus. The bus driver is authorized to assign seats.*

*Please follow these rules to ensure your safety and the safety of others:*

- 1. Observe the same conduct as in the classroom*
- 2. Be courteous; do not use profane language*
- 3. Do not eat or drink on the bus*
- 4. Keep the bus clean*

5. *Cooperate with the driver*
6. *Do not be destructive*
7. *Stay in your seat*
8. *Keep head, hands, and feet inside the bus and to yourself*

*If a student breaks one of these rules, appropriate punishment will be administered. If it becomes necessary, a student can be suspended from riding the bus to or from school. Any student guilty of damaging school buses (especially seats) is subject to dismissal from the bus until the student reimburses the county for damages. The student is subject to loss of riding privileges for the remainder of the school year as well as school administration discipline.*

### **CLOSED CAMPUS**

*We operate on a closed campus policy. Students must stay on the school grounds from the time they arrive, even if the first block has not yet started, until dismissal, or until they are picked up by the bus.*

### **PARKING PERMITS**

*Driving to school is a privilege. All students driving to school must purchase a parking permit. The fee will not exceed \$10.00. This permit must be displayed on the rear view mirror anytime the car is on the campus. **VEHICLES WITHOUT A DISPLAYED PERMIT WILL BE TOWED AT THE OWNER'S EXPENSE.** Vehicle registration, proof of insurance, and a driver's license are required to purchase a parking permit.*

### **SCHOOL CLOSINGS**

*In the event of severely inclement weather or mechanical breakdown, school may be closed or the starting time may be delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time, or early dismissal will be announced over local radio stations. Information will also be posted on the Hawkins County Board of Education web page (<http://www.hck12.net>). **Please do not call the school regarding closing information.***

## **ADDENDUM:** **FEDERAL RULES AND REGULATIONS**

### **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 the Internet, students and parents should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. 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 resources.*

### **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 filespace 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 re-*

*quest of faculty and staff of our school system.*

## **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. Communications on the network are often public in nature. General school rules for behavior and communication 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 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 numbers, or those 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 activities when other users require the system for academic purposes.*
- *Do not damage computers, computer systems or computer networks, or engage in acts of vandalism. Vandalism is de-*

*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, the uploading or creation of computer viruses.*

- *Do not intentionally waste limited resources such as paper, printer 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 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 how valid that information may be.*

## **ASBESTOS MANAGEMENT PLANS**

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

## **CHILD ADVOCACY GROUP CONTACT INFORMATION**

*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 Tennessee**  
*<http://thearctn.org/>  
44 Vantage Way, Suite 550  
Nashville, TN 37228  
Telephone: (615) 248-5878  
or  
Toll free 1-800-835-7077  
Fax: (615) 248-5879  
E-mail: [pcooper@thearctn.org](mailto:pcooper@thearctn.org)*

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

*<http://www.tnstep.org/>  
712 Professional Plaza  
Greeneville, TN 37745  
Telephone: (423) 639-2464  
E-mail: [Karen.harrison@tnstep.org](mailto:Karen.harrison@tnstep.org)*

### **Tennessee Protection and Advocacy (TP & A)**

*<http://www.tpainc.org/>  
4162 1st Avenue South  
Nashville, TN 37212  
Telephone: 1(800) 287-9636 (toll free)  
Or  
(615) 298-1080  
(615) 298-2471 (TTY) (615) 298-2046 (fax)*

### **TENNESSEE VOICES FOR CHILDREN**

*<http://www.tnvoices.org/main.htm>  
Telephone: (865) 609-2490 (Knoxville area)  
Fax: (865) 609-2543*

*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://mingus.kc.vanderbilt.edu/tdir/dbsearch.asp>**

*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 does not intend this as an endorsement or recommendation for any individual, organization, or service represented on these pages.*

### **FAMILY ENGAGEMENT/PARENTAL INVOLVEMENT**

*Hawkins County Board of Education Policies 4.502 and 4.5021 promote and encourage 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>**

- *Information*
- *Policy on Line*

*Information concerning the **Tennessee Curriculum Frameworks** can be found at:*

**<http://www.hck12.net>**

- *Tennessee Curriculum*
- *"A Blueprint for Learning: A Teacher's Guide to the Tennessee Curriculum"*

## **PARENTS RIGHT TO KNOW NOTIFICATION**

*Parents have the right to request information regarding the professional qualifications and experience of their child's classroom teachers and any paraprofessionals 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 of 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 or 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 (4) 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 qualification 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(s) 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 without prior written consent.*

*TCA 10-7-504(4); U.S.C.A. 20-1232g*

### **Notification of Rights for Elementary & Secondary Schools**

*The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:*

- 1. The right to inspect and review the student's education records within 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 record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.*
- 2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school to amend a record that 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, the school will notify 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 of disclosures of personally identifiable information contained in the students' 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 interests. A school official is a person employed by the school as an administrator, supervisor, 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. (Optional): Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (Note: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.)*

4. *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**

#### **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**

**TENNESSEE DEPARTMENT OF EDUCATION CONTACT  
INFORMATION**

**Legal Services Division  
Division of Special Education, TN Dept. of Ed.  
710 James Robertson Parkway  
Andrew Johnson Tower, 7th Floor  
Nashville, TN 37243-0380  
Telephone: (615) 532-8228  
Fax: (615) 532-9412**

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

**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 these offenses as defined under 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 may be obtained by contacting:*

**Gloria Silvers  
200 N. Depot St.  
Rogersville, TN 37857  
Telephone: (423) 272-7629**

**Hawkins County Board of Education  
STUDENT DIRECTORY INFORMATION DENIAL FORM**

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

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

Home Phone \_\_\_\_\_

**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, programs, brochures, newspaper articles, and print advertisements.

**Hawkins County Board of Education**

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 at:*

<http://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.*

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*Parent/Guardian Signature*

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*Date*



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**Student Name (printed)**

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**Homeroom**

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**Grade**

**My homeroom teacher has read and re-viewed the high school handbook with my homeroom class. I understand the school rules as set forth in the handbook.**

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**Student Signature**

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**Date**

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**Homeroom Teacher's Signature**

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

## NOTES







