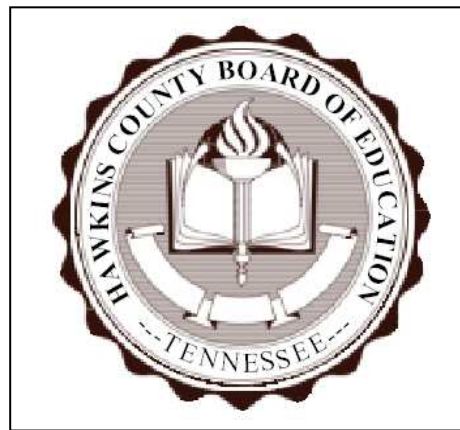


Hawkins County Schools



2012 - 2013

Middle School & High School
Student Handbook

Student Name (printed)

Homeroom

Grade

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

Student Signature

Date

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

I have reviewed and understand the information contained in the HCS's Middle/High School Handbook.

Parent/Guardian Signature

Date

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

2012-13 Hawkins County Schools' Calendar

Fri. Aug. 3 **First Day for Students – Abbreviated Day – Dismiss at 11:30 AM**

Thur. Aug. 30 20th day of school

Mon. Sept. 3 **Labor Day Holiday – No School**

Thur. Sept. 13 Progress Reports go home

Tue. Sept. 18 Staff Development Day from Stockpile – No School for Students

8:00 to 11:30 am Staff Development for teachers at individual schools and then Parent/Teacher Conferences from 1:00 to 6:15 pm

Mon. Oct. 1 40th day of school

Fri. Oct. 5 End of the First Nine Weeks Grading Period

Mon. Oct. 8 – Fri. Oct. 12 Fall Break – No School

Fri. Oct. 19 Report Cards go home

Fri. Nov. 2 Progress Reports go home

Mon. Nov. 5 60th day of school

Tue. Nov. 6 Election – No School for Students (Required In-Service for Teachers)

Wed. Nov. 21 – Fri. Nov. 23 Thanksgiving Break – No School

Thur. Nov. 29 Progress Reports go home

Tues. Dec. 4 – Thur. Dec. 6 High School AYP Exams for Algebra I, English 10, & Biology I

Tues. Dec. 4 – Thur. Dec. 6 Constructive Response Assessment for Grades 3 and 7

Fri. Dec. 7 80th day of school

Wed. Dec. 19 Abbreviated Day – Christmas Break begins upon dismissal

End of 2nd Nine Weeks Grading Period and 1st Semester

Wed. Jan. 2 Staff Development Day from Stockpile – No School for Students

Thur. Jan. 3 Classes Resume from Christmas Break – Full Day of School

Wed. Jan. 9 Report Cards go home

Fri. Jan 18 100th day of school

Mon. Jan 21 Martin Luther King Jr. Holiday – No School

Thur. Jan 24 Progress Reports go home

Tue. Feb. 5 TCAP Writing Assessment for Grades 5, 8, & 11

Thur. Feb. 14 Progress Reports go home

Mon. Feb. 18 President's Day Holiday – No School

Tue. Feb. 19 120th day of school

Fri. Mar. 8 End of the Third Nine Weeks Grading Period

Mon. Mar. 11 – Fri. Mar. 15 Spring Break – No School

Tues. Mar. 19 ACT – Required Test for all 11th graders who have not previously taken the test

Fri. Mar. 22 Report cards go home

Tue. Mar. 26 140th day of school

Fri. Mar. 29 Good Friday Holiday – No School

Mon. Apr. 1 Staff Development Day from Stockpile – No School for Students

8:00 to 11:30 am Staff Development for teachers at individual schools and then Parent/Teacher Conferences from 1:00 to 6:15 pm

Wed. Apr. 10 Progress Reports go home

Tues. Apr. 23 – Tues. Apr. 30 TCAP Achievement Tests for Grades 3-8

Thur. Apr. 25 160th day of school

Wed. May 1 Progress reports go home

Tues. May 7 – Thur. May 9 High School AYP Exams for Algebra I, English 10, & Biology I

Mon. May 20 Required In-Service at Individual Schools – No School for Students

Tue. May 21 Last Day of School – Students are dismissed after picking up Report Cards

End of the 4th Nine Weeks and 2nd Semester

Sat. May 25 High School Graduation

Hawkins County Schools

Director of Schools

Charlotte M. Britton

200 North Depot Street

Rogersville, TN 37857

423.272.7629

Middle/High School Supervisor

Steve Starnes - ext. 112

Special Education Supervisor

Angela Jackson - ext. 150

CTE Director/Student Services Supervisor

Adrian Smith - ext. 121

Attendance Supervisor

Greg Sturgill - ext. 153

Food Services Director

Mandy Kenner - ext. 144

Transportation Director

Sarah Floyd - 423.272.7135

School Information

Bulls Gap School

315 Allen Drive

Bulls Gap, TN 37711

423.235.5201

Prin.: Sharon Southern

Asst. Prin.: Maureen Morelock

Rogersville Middle School

958 McKinney Avenue

Rogersville, TN 37857

423.272.7603

Prin.: Jim Ailshie

Asst. Prin.: Greg Simpson

Cherokee High School

2927 Hwy. 66 South

Rogersville, TN 37857

423.272.6507

Prin.: Gloria Silvers

Asst. Prin.: Bob Edens, Vakisha

Henard, David Kenner

Surgoinsville Middle School

1044 Main Street

Surgoinsville, TN 37873

423.245.2252

Prin.: Shane Bailey

Asst. Prin.:

Volunteer High School

1050 Volunteer Blvd.

Church Hill, TN 37642

Church Hill Intermediate School

301 Park Avenue

VISION STATEMENT

The vision for the Hawkins County School System is to be “THE Recognized Leader” for excellence in all areas of student education.

MISSION STATEMENT



The mission for the Hawkins County School System, in partnership with all stakeholders, is to “Educate and Graduate” Each Student.



STATEMENT OF ASSURANCE

Hawkins County Schools does not discriminate on the basis of race, color, national origin, religion, sex, age, or disability in admission to or access to, or treatment or employment in, its programs and activities. The system will be in compliance with the regulations implementing Title VI of the Civil Rights Act of 1994, Title IX of the Educational Amendments of 1972, The Americans with Disabilities Act (ADA) of 1990, and Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the systems compliance with the regulations implementing Title VI or Title IX should contact Hawkins County Schools’ supervisor, Steve Starnes, at 423.272.7629. Persons with inquiries concerning Section 504 or the Americans with Disabilities Act (ADA) are directed to contact Angela Jackson at 423.272.7629.

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Dear Students,

This handbook is an important source of information for each of you. We have tried to anticipate what you will need to know or would like to know in order to make this year both successful and hassle-free. We urge both you and your parents to 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 an administrator 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 1963, 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 culture 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.

PERSONAL RESPONSIBILITY OF HAWKINS COUNTY MIDDLE/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 middle/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 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 an obligation attached to it. 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. This is why our society has laws and why a school has rules. However, if you are one of the students who want 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 responsibility as a middle/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.

SCHOOL OPERATIONS/ADMINISTRATION

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 Washington County

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

East Tennessee Regional Resource Center

2763 Island Home Blvd.
Knoxville, TN 37920
865.594.5691
Fax: 865.594.8909

Tennessee Department of Education Contact Information

1.888.212.3162
<http://tennessee.gov/education/speced>

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

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

helpline: 1-800-640-4636

email: tnpathfinder@vanderbilt.edu

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.

CHILD ABUSE AND NEGLECT

State law requires that school system personnel be alert to any evidence of child abuse or neglect. Child abuse is defined as any physical or mental condition that is of such nature as to indicate that it has been caused by brutality, abuse, or neglect. Staff members having knowledge or suspicion of any child who is suffering from abuse or neglect are required to report such harm immediately. Any reasonable suspicion of abuse must be reported to the Department of Children's Services (877.237.0026). The report shall include the following:

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

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

EMERGENCY INFORMATION/SCHOOL SCHEDULE CHANGES

The Hawkins County School System has the utmost concern for student safety and security. Therefore, each school and the system have well developed safety and emergency plans. Hawkins County Schools has a fully operational call and/or email alert system used to notify parents in case of an emergency or school schedule changes. Information is also posted on the Hawkins County Schools website located at:

www.hck12.net School closings will be listed on local radio and television stations as well.

FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)

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 (Denial of Implied Consent Form) is available from each school's office or the Hawkins County Board of Education web site at: <http://www.hck12.net/district/forms/forms.html>

FAMILY ENGAGEMENT/PARENTAL INVOLVEMENT

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

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

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

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

- <http://www.hck12.net>
 - Resources
 - Policy on Line

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

- <http://www.hck12.net>
 - parents
 - curriculum

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 request 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.
- Cyber bullying is strictly prohibited.
- Overriding the network system by use of proxy servers is strictly prohibited.
- 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 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.

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

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

- It seeks to ensure that schools and contractors make instructional materials available for inspection by parents if those materials will be used in connection with an ED-funded survey, analysis, or evaluation in which their children participate; and
- It seeks to ensure that schools and contractors obtain written parental consent before minor students are required to participate in any ED-funded survey, analysis, or evaluation that reveals information concerning:

1. Political affiliations;

2. Mental and psychological problems potentially embarrassing to the student and his/her family;
3. Sex behavior and attitudes;
4. Illegal, anti-social, self-incriminating and demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or
7. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Parents or students who believe their rights under PPRA may have been violated may file a complaint with ED by writing the Family Policy Compliance Office. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation of PPRA occurred.

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

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

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

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

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

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 discrimination including sexual harassment.

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

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

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

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 or 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.

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) shall be provided an opportunity to transfer to another grade-level appropriate school within the district.

Additional Information may be obtained by contacting:

**Steve Starnes
200 N. Depot Street
Rogersville, TN 37857
423-272-7629**

Student Class Load Information (High School)

All students will be enrolled in four (4) or more classes per day as determined by the student’s plan of study. Exception is given to those seniors granted early release by the Hawkins County BOE.

Block Requirements (High School)

Twenty-six (26) credits are required for graduation for the classes of 2013, 2014, etc.

AP Classes

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.

Curriculum Plan (High School)

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

Graduation Requirements for the Class of 2013 (High School) and Subsequent Classes

The following 26 credits shall be required for graduation for the Class of 2013 (Requirements for 9th graders who enter high school in the fall of 2009 or after).

CORE CURRICULUM UNITS

| | |
|---|-----------|
| English | 4 |
| Math (Algebra I, II, Geometry & 1 higher level math)* | 4 |
| Science (Biology, Chemistry or Physics, & lab course) | 3 |
| Social Studies | 3 |
| PE & Wellness | 1.5 |
| Fine Arts | 1 |
| Personal Finance | 0.5 |
| Foreign Language | 2 |
| Elective Focus | 3 |
| (Math/Science, CTE, Fine Arts, Humanities, JROTC, AP) | |
| Electives (student choice) | 4 |
| TOTAL | 26 |

Students must take a math class each year for four years.

Students completing a CTE elective focus must complete three units in the same CTE program area or state approved program of study.

¹Students will complete End of Course Exams in Algebra I, Biology I, and English II. End of Course Exams are state exams and count 25% of the student’s final grade in the designated class. The 25% applies to the last nine (9) weeks grade of a block class or the 2nd semester grade of a year-long class.

²In exceptional circumstances, schools may waive the foreign language and fine art requirement for students who are not planning to attend the university to expand and enhance their elective focus.

⁴Students who do not make the required minimum score on ACT math and English will be required to take Bridges math and/or English.

³Graduation with Honors and Distinction:

- Students who score at or above all of the subject readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.
- Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:
 - Earn a nationally recognized industry certification
 - Participate in at least one of the Governor’s Schools
 - Participate in one of the state’s All State musical organizations
 - Be selected as a National Merit Finalist or Semi-Finalist
 - Attain a score of 31 or higher composite on the ACT
 - Attain a score of 3 or higher on at least two AP placement exams
 - Earn 12 or more semester hours of transcribed post-secondary credit.

Early Graduation (High School)

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 | | Weighting for Honors Courses and National Industry Certification The average in an Honor’s or NIC course may not exceed 103 points. (High School Only) | Weighting for Advanced Placement and International Baccalaureate Courses. The average in an AP or IB class may not exceed 105 points. (High School Only) |
|-------|------------------|-----|--|--|
| A | 93 | 100 | May include the addition of 3 points to the grades used to calculate the semester average. (High School Only) | May include the addition of 5 points to the grades used to calculate the semester average. (High School Only) |
| B | 85 | 92 | | |
| C | 75 | 84 | | |
| D | 70 | 74 | | |
| F | 0 | 69 | | |

All percentage scores with a fractional part less than or equal to 0.49 rounds down to the nearest whole number and greater

than or equal to 0.50 rounds up to the nearest whole number.

Report Cards

Report cards will be issued at the end of the nine 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 school or 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 (High School)

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

Correspondence Courses (High School)

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 (High School)

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 for Credit Recovery?

- 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. Dual enrollment students must purchase their own textbooks from the college.

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 middle/high school student will be assigned a guidance counselor according to the alphabet and/or grade. To schedule an appointment with a guidance counselor, students should go by before or after school, between classes, or during lunch.

ATTENDANCE

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:¹

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements
3. Ensuring that all school age children attend school;
4. Providing documentation of enrollment status upon request for students applying for new or reinstatement of a driver's permit or license
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.²

The **Principal** shall be responsible for ensuring that:³

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.⁴

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.⁵ 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.⁶

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 **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 nine (9) 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 and excellent attendance as determined by the administration. If a high school 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.⁷

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

Excused absences

1. Medical (Doctor, Dentist, Psychiatrist, or other medical professional). Only dates and times 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;⁸
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;⁹ or
7. Circumstances, which in the judgment of the principal creates emergencies over which the student has no control.

Parental Note absences

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 for the first semester (August to Christmas

Break) and five (5) days or thirty-five (35) hours Parental Note absence for the second semester (January to the end of school year). Parental Note absence above the limit of five (5) days or thirty-five (35) hours per semester will be unexcused. Additionally, all absences that do not fall within the excusable or parental note categories, or absences which are not verified with a note will be unexcused.

Unexcused absences will result in a zero (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. Make-up 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 Procedures

Absence Note

All notes to excuse an absence must be presented within five (5) school days from the return of the absence. Notes to excuse an absence not presented within five (5) school days after the return from an absence will not be accepted by school officials. However, notes may be accepted by the Truancy Review Board after the five (5) school day limit. 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, judge, etc. with the phone number and signature of the appropriate official. Each day absent or portion thereof must be listed on the note.

Late Arrivals

Students arriving late to school must sign in at the office. Middle school students should be accompanied by a parent/guardian for safety reasons. Students should present a note to the office or the parent may sign the student in on the designated sign-in sheet. All parent sign-ins will be counted as parental notes (if they meet the guidelines for a parental note) unless a doctor, dentist, or legal note is presented. Students entering school late will be given a daily attendance code of Tardy (present at school

half or more of the school day) or Present for Transportation (present at school less than half of the school day) based on the amount of time they are present at school.

Early Dismissal

Middle school students must be signed out in the principal's office by the parent/guardian or emergency designee. Verification of identity may be required. 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. Students leaving school early will be given a daily attendance code of Tardy (present at school half or more of the school day) or Present for Transportation (present at school less than half of the school day) based on the amount of time they are present at school.

Students who accumulate twenty (20) parent note enters (late arrivals to school), parent not lefts (early dismissals from school), or any combination thereof will be required to appear before the Truancy Review Board to explain why the student is excessively late to school or why they are excessively leaving school early.

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

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 (high school).

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. Additionally, per TN Code Annotated 49-6-3007, a student who misses a total of five (5) or more unexcused days per school year will be considered truant.

A warning letter will be mailed to the address on file when a student accumulates 2-3 unexcused absences. Parent(s)/guardian(s) will receive a phone call when a student accumulates 4-5 unexcused absences. Students and their parent/guardian will be required to attend a meeting of the Truancy Review Board after a student has received five (5) or more unexcused absences during the current school year. Meeting notices requiring the student and parent to appear at the Truancy Review Board 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 notes may be presented on behalf of the student to clear up the semester's unexcused absenteeism. The Truancy Review Board will decide whether to petition students to court, or recommend other appropriate action(s).

Students placed on probation by the Truancy Review Board will be subject to the conditions of the probation for the remainder of the specific grade cluster. Students and their parents will be allowed to appear before the Truancy Review Board one (1) time during the grade cluster of Kindergarten through fourth (4th) grade, one (1) time during the grade cluster of fifth (5th) grade through eighth (8th) grade, and one (1) time during the grade cluster of ninth (9th) grade through twelfth (12th) grade. Students and their parents will only be allowed to appear before the Truancy Review Board a total of three (3) times during their school career (grade Kindergarten – 12th grade).

Students placed on probation by the Truancy Review Board will automatically be petitioned to juvenile court if they miss additional unexcused absences in the current school year or miss five (5) or more unexcused absences during a subsequent school year for the specific cluster.¹⁰

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.⁹ 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.

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.¹² Middle school students are not allowed to drive to school.

State-Mandated End of Course Exams¹³ (High School)

Students who are absent the day of the scheduled End of Course Exams will receive an incomplete until they have taken the required exam.

End of Course Exam Requirements

All students who miss a scheduled End of Course Exam must take the exam the next administration in order to receive a final grade for that course. Failure to take the make-up exam will result in a zero for the End of Course Exam. End of Course Exams count as 25% of the student's second semester average of a yearlong course or 25% of the 2nd nine weeks average in a semester long block class.

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

Per state Statute and State Board of Education policies, the TN Comprehensive Assessment Program (T-CAP 3 – 8 Achievement) assessment scores will be factored into student’s second semester averages in math, reading/language arts, science, and social studies beginning in the 2011-2012 school year. During the 2011-12 school year, the TCAP will count 15% of the second semester average. In 2012-2013, that percentage will increase to 20% of the second semester average. In 2013-14 and thereafter, the TCAP exam will count 25% of the second semester average.

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

Credit or Promotion Denial

Credit or promotion denial determinations may include student attendance; however, student attendance may not be the sole criterion.¹⁴ 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 unexcused absence unjustly, he/she shall first discuss the matter with the principal (or appropriate designee). If the unexcused absence in question is not resolved, the student has the right to appeal to Step 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.

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 |

Tardies and Tardy Procedures

Students receive **one free tardy for the first block/period only** each nine (9) 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 slip from the office. Admits will be issued for doctor excuses, parental notes, and legal appointments.

ATHLETICS

Interscholastic Athletics

A broad high school athletic program is available for young women and men, operated under the sanctions and rules of the Tennessee Secondary School Athletic Association (TSSAA). Middle Schools operate under the Tennessee Middle School Athletic Association (TMSAA) guide lines. Varsity competition may be offered in baseball, basketball, bowling, cheerleading, cross country, football, golf, tennis, track, softball, volleyball, and wrestling.

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

Several sports programs are available at the middle school level. Please see the appropriate middle school coach for eligibility requirement details.

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. All claims should be filed within ninety (90) days of the accident or incident causing injury. **ATHLETIC INJURIES SHOULD BE REPORTED IMMEDIATELY TO THE APPROPRIATE COACH.**

Conduct at Games

The fact that you are a member of a Hawkins County middle/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.**

STUDENT BEHAVIOR, DISCIPLINE, AND CODE OF CONDUCT

Student Behavior

Students are encouraged to adhere to a common sense code of conduct in the middle/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. All school rules apply to any school sanctioned activity regardless of the location of the activity, time of day, or day of the week. 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 Tennessee state law. Pursuant to the authority granted to it by the State of Tennessee, the Hawkins County Board of Education 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 middle/high school the implementation of rules and regulations governing conduct.

SWPBS (School Wide Positive Behavior Support) is a process for creating safer and more effective schools. SWPBS is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school wide, classroom and individual discipline systems. In a nutshell, the systems that are established are specific teaching of behavioral objectives, a system for dealing with behavioral violations and a system for rewarding rule following behavior.

The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, SWPBS provides systems for schools to design, implement, and evaluate effective school-wide, classroom, non-classroom, and student specific discipline plans.

With the approval of the Hawkins County Board of Education, the middle/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 and positive reinforcements for those students who meet teacher/school expectations.

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. 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 middle/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 middle/high schools. 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.

BEHAVIOR DEFINITIONS

The definitions on pages 30-35 describe examples of actions deemed inappropriate for use in Hawkins County middle/high schools. All of these actions may be addressed in terms of minor or major infractions. Individual schools will discuss with students the difference between minor and major events. This list of definitions is not all inclusive.

| INFRACTION | <u>MINOR INFRACTION EXAMPLES</u> These are to be dealt with by teacher |
|--|---|
| Abusive/inappropriate language or gesture/profanity | Unsuitable use of words, calling names, and /or use of inappropriate tone in a conversational manner not directed at any one person. Examples: stupid, ugly, shut up, idiot |
| Arson | <u>Never a minor infraction</u> |
| Bomb Threat/false alarm | <u>Never a minor infraction</u> |
| Disrespect/Defiance/ noncompliance/ insubordination | Examples: Inappropriate or mocking tone of voice, rolling eyes asking redundant questions such as what did I do or why... Refusal or noncompliance after one request by an adult to stop the behavior(s). |
| Disruption | Disruptive behavior that stops after initial warning, inappropriate touching/prank that does not result in injury - regarded as "playing" by all parties involved |
| Dress code violation | Any violation that can be altered in the classroom to bring the clothing item into compliance with the dress code. Examples: turning a shirt inside out (go to bathroom area to do this), rolling down the waist band of a skirt, putting a belt or improvised belt on to prevent sagging pants, putting on a jacket. |
| Failure to do assigned discipline - code as "Other" | Not doing or completing assigned discipline. |
| Fighting/physical aggression | Inappropriate touching that does not result in injury (i.e. horseplay). |
| Forgery/theft | Using a hall pass to go to a location where permission was not granted (student takes a hall pass with no permission) |
| Gang Affiliation Display | <u>Never a minor infraction</u> |
| Harassment/bullying/threats | Actions such as: flipping the bird, inadvertent comments that |

| | make another uncomfortable...The occurrence would only be minor if not a pattern of behavior |
|--|--|
| MAJOR INFRACTION EXAMPLES These result in an office referral | DEFINITION |
| Swearing/cursing directed at others in a demeaning or provoking nature. Also, swearing at or use of inappropriate language at faculty/staff. ANYTHING sexual, religious or racist in nature is ALWAYS major. | Any use of words, phrases, language, gestures, and/or materials that are sexual and/or derogatory in nature or inappropriate for the school environment. |
| Setting fires to/on school property. Student plans and/or participates in malicious burning of property | The act of deliberately or maliciously setting fire to a structure or area. |
| Written or verbal bomb threat; deliberately pulling fire alarm when not warranted; planting an explosive device on school grounds/property; making or attempting to construct a bomb at school | Student delivers a message of possible explosive materials being on campus, near campus, and/or pending explosion or damage to students and staff. Student maliciously sets off false fire alarm. |
| Refusal or noncompliance after two requests from an adult to immediately stop the behavior. Examples are found in the minor area. | Any behavior, activity, or action deliberately undermining any school personnel's authority |
| Repetitive disruptive behavior after a warning. Actions/pranks that result in unintentional physical harm - regarded as "playing" by all parties involved | Behavior causing an interruption in a class or activity. Disruption includes sustained loud talking, yelling, screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Any violation that requires altering beyond the classroom environment. All examples referred to in the handbook. | See also Student Handbook for Dress code. Clothing and accessories that are disruptive to the school operation and interferes with classroom procedures - is a distraction |
| After predetermined minor infraction this will become major. Based on class/school policy. | Failure to do any assigned discipline for any previous misbehavior. |
| Physical contact with the intent or having the outcome to cause injury. Examples: punching, hitting, pushing down, tackling, and/or biting. In addition, instigating or promoting a fight. | An exchange of blows or assault of physical blows such as hitting, slapping, pushing, shoving, etc. This includes students who instigate fights (see page 42) |
| Theft of any item is always MAJOR. Forgery - reproducing another's signature on any document. | <u>Forgery</u> : Falsification of any document <u>Theft</u> : Stealing school or personal property from faculty, school employees, or other students |
| Students using bodily gestures to use gang signs or wearing clothing/displaying symbols, gestures, colors to identify themselves associated with a specific gang. | Any student wearing or displaying clothing/paraphernalia that are specifically affiliated with gangs |
| Repeated (more than one time) verbal abuse, touching, gestures, giving of pictures &/or notes, following, directly and willfully spreading rumors that could be socially or | Inappropriate comments and/or unwanted verbal, physical, or emotional advances. See also Title IX section of Student Handbook regarding Sexual |

emotionally detrimental. ALWAYS major - racial, religious, ethnic or sexual remarks.

Harassment

| INFRACTION - SWIS | <u>MINOR INFRACTION EXAMPLES</u> These are to be dealt with by teacher |
|--|---|
| Aggravated Assault | <u>Never a minor infraction</u> |
| Inappropriate public displays of affection | <u>Never a minor infraction</u> |
| Inappropriate school location/out of bounds/Illegal walkout of class Lying/cheating | In the bathroom during an unscheduled break. In the locker outside of designated times, during lunch, etc... Lying to get out of trouble - does not endanger or implicate others. Example - white lie or a lie by omission of fact. Cheating - willingly copying another's work or answers or letting someone copy your work or answers. Inadvertent plagiarism. |
| Property damage/vandalism | Damage that can be repaired to pre - infraction state with little or no effort and/or funds. |
| Skip class | <u>Never a minor infraction</u> |
| Tardy to Class | Middle School: 1st class tardy High School: Tardies 1-5 |
| Technology violation/Electronic devices | Being off task while using computer. Accessing benign web addresses not authorized by a teacher/possession of any electronic device - see Hawkins County handbook for consequences |
| Truancy | <u>Never a minor infraction</u> |

| | |
|----------------------------------|---|
| Use/possession of weapons | <u>Never a minor infraction (Zero Tolerance)</u> |
|----------------------------------|---|

| <u>MAJOR INFRACTION EXAMPLES</u> These result in an office referral | DEFINITION |
|---|--|
| punching; beating; kicking; spitting; any other unwanted physical contact , and throwing an object at one person that causes a nearby person to be placed in apprehension; kissing or forcing you to kiss another person; Someone touching your genitals, thighs, breasts or elsewhere on your body (clothes on or off). Threatening to harm someone else or yourself if you do not agree to acts sexual in nature | Intentional, knowingly or recklessly causing bodily injury to a staff person, or causing physical contact with another that was extremely offensive or provocative. Attempted Homicide - acting deliberately and intentionally or recklessly with extreme disregard for human life, the person attempted to kill someone; and the person did something that was a substantial step toward committing the crime |
| Kissing, hugging, Sitting on lap, inappropriate touching | Any public displays of physical contact other than holding hands |
| Intentionally, being in any inappropriate area not approved by the current teacher of record. Illegal walkout of class is never a minor infraction. | Being in an unauthorized area of the building or ground. Walking out of class without school officials' knowledge or permission. |
| Lying to get another in trouble or a lie that leads to another student in trouble. Cheating - willingly copying another's work or answers or letting someone copy your work or answers. In addition, overt and purposeful plagiarism. Changing ones grade or score on any school or school related work. | <u>Lying</u> : Making a statement which one knows to be untrue <u>Cheating</u> : Using dishonest methods to gain academic advantage |
| Any damage that cannot be reversed or repaired with a reasonable amount of effort and/or funds. | Any intentional action that damages school property. Students/guardians will be required to pay for damages |
| Being in any area not specifically given permission to be in to willfully miss or "get out" of class or event. | Deliberate failure to attend class or failure to leave school grounds without signing out |
| Middle: 2nd class tardy and above High School: 6th and above | Tardy if a student is not through the classroom door when the bell rings or at the appointed time if bells do not ring |
| Intentionally trying to or access material that is inappropriate, offensive, or otherwise blocked. Bypassing filters, downloading without permission. Altering or adding to any existing area of the computer. Use of any electronic device - cell phone, IPod, MP3 players, PSPs, etc. without appropriate permission. | Technology use that is not in support of education and research and is not consistent with the educational objectives of the school. See Student Handbook for Acceptable use Policy. Using is defined as being seen or heard by any school personnel. |

| | |
|--|---|
| Being absent for an entire school day, a major portion of the school day, or activity during the school day for which the student is scheduled without appropriate permission or documentation | Truancy: An absence for an entire school day, a major portion of the school day, or activity during the school day for which the student is scheduled without appropriate permission or documentation |
| Razor blades, Pocket knives , guns (real or look-alikes), or other objects readily capable of causing bodily harm | Zero-Tolerance Offense; Possession of firearms or dangerous weapon on school property or during school related activity. |

| INFRACTION - SWIS | <u>MINOR</u> INFRACTION EXAMPLES These are to be dealt with by teacher |
|---|---|
| Use/possession of alcohol | <u>Never a minor infraction</u> |
| Use/possession of combustibles | <u>Never a minor infraction</u> |
| Use/possession of drugs, synthetic drugs, look-a-like drugs, or paraphernalia | <u>Never a minor infraction</u> |
| Use/possession of tobacco | <u>Never a minor infraction</u> |

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 (11 or more days), he/she has the option to appeal to the STUDENT DISCIPLINARY HEARING AUTHORITY. Students who wish to appeal should inform a school

administrator within five calendar days of the discipline action. Students may also appeal directly to the SDHA by calling: Steve Starnes, Middle/High School Supervisor, Hawkins County Board of Education 423.272.7629 ext. 112.

| <u>MAJOR</u> INFRACTION EXAMPLES These result in an office referral | DEFINITION |
|---|--|
| Being under the influence of, possessing or using alcohol | Possession and/or use of or being under the influence of alcohol at school or at any school-sponsored activity. |
| Possessing hazardous, combustible materials/items or devices which may be used to start a fire. See Hawkins County handbook for definition and consequence. | Student is in possession of or uses any substance or object readily capable of causing bodily harm/and or property damage (matches, lighters, firecrackers, gasoline, lighter fluid, fuses, etc.) at any school sponsored activity. (any destructive device or poison gas) |
| Being under the influence of, possessing or using drugs. See Hawkins County handbook for definition of the word "drug" | Zero-Tolerance Offense; Possession and/or use of or being under the influence of illegal drugs, synthetic drugs, look-a-likes, possession of drug paraphernalia, synthetic drug paraphernalia, or smelling or inhaling fumes for purpose of intoxication, mood alteration, or mind alteration at school or at any school sponsored activity. |
| Smoking, possession or use of cigarettes or smokeless tobacco or paraphernalia (matches, lighters, spit bottles, etc.) | Possession and/or use of tobacco and/or tobacco paraphernalia at school or at any school-sponsored activity. |

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.

| | | | | |
|--------------------------------------|----------------------|-----------------------|------------------------|-----------------------------|
| School and/or Bus Infractions | 5 – 35 points | 40 – 70 points | 75 – 149 points | 150 points or more** |
|--------------------------------------|----------------------|-----------------------|------------------------|-----------------------------|

| | | | | |
|--------------------|--|--|--|--|
| Consequence | <u>School Infractions:</u> Warning, detention, community service | <u>School Infractions:</u> 1 – 5 days ISS | <u>School Infractions:</u> a. 1-5 days OSS b. Discipline Review Meeting takes place* | <u>School Infractions:</u> a. 30 days minimum Alternative School placement |
| | <u>Bus Infractions:</u> 1 -3 days bus suspension | <u>Bus Infractions:</u> 3 -5 days bus suspension | <u>Bus Infractions:</u> Possible loss of bus service | <u>Bus Infractions:</u> No transportation privileges while attending Alternative School and/or possible bus suspension for the remainder of the school year |

***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.¹ All due efforts will be made to contact parents/guardians before the meeting takes place. If parents cannot be contacted, the discipline review meeting will still take place with the student. Parents/Guardians will be notified of the outcome of the meeting. ¹TCA 49-6-3401

****150 points or more.** 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. Alternative School paperwork will be completed at this meeting. 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 proceedings.

Once the initial placement is completed, the student returns to their home school. If the student then earns an additional 50 points (minimum), the student may be assigned to the alternative school for the remainder of the school year (principal’s discretion). There is no early release from alternative school for “good behavior.”

Hawkins County Schools does not provide transportation for alternative school students. Parents/Guardians are responsible for transportation to and from the alternative school. Students are not allowed to drive to alternative school.

The following will result in disciplinary action by the administration. Severity of the offense and assignment of point value will be at the discretion of the school administration. This list of violations is not all inclusive.

A student can be remanded to Alternative School prior to accumulating 150 points if that student is deemed a safety risk by the building level administrator.

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. Improper use of a pass.
4. Littering and cafeteria clean-up infractions.
5. Throwing food.
6. Dress code violations (see policy, pages 41-42).
7. Eating/drinking in undesignated areas including the bus.
8. Locker misuse/failure to stay in assigned locker.
9. Possession of TV remotes, laser pointers, etc. Use of I-Pods, MP3 players, CD players,

headphones, and handheld gaming devices without appropriate permission. The school is **not** responsible when/if these items are lost or stolen.

10. Tardies 1-5.
11. Excessive noise on the bus.
12. Leaving a seat or standing without permission on the bus.
13. Opening bus windows past the safety line.

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, or possession of unacceptable materials.
3. Gambling
4. Failure to do discipline assignment for classroom discipline and/or Level I detention.
5. Willful destruction of property (plus restitution).
6. Deliberate failure to attend classes after reporting to school (without leaving school grounds).
7. Failure to sign in when tardy or sign out when leaving school early.
8. Being in an unauthorized area of the building or grounds.
9. Violation of the Internet Acceptable Use policy.
10. Violation of the tardy limit (6+).
11. Relationship violations.
12. Riding an unassigned bus.
13. Riding or attempting to ride any bus during a bus suspension.
14. Hanging out of the bus window.
15. Throwing or shooting any object.

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. Acts of discrimination are strictly prohibited (see policy statement, pages 1, 7, 8, & 9).
6. Running or hiding from an administrator or faculty member in order to avoid punishment.
7. Violation of the tobacco policy (smoking class may be required, as well as a juvenile court appearance).
8. Horseplay/Mischief.
9. Vandalism (Restitution will be made).
10. Holding on or attempting to hold on to any portion of the exterior of the bus or any "Danger Zone" infringement.
11. Any offense committed on any bus outside of regular transportation to and from school; or offense committed at extracurricular event/off school grounds (i.e. activity, field trip, ball games, etc.).
12. Hazing
13. Use or possession of tobacco
14. Use or possession of lighters or matches
15. Disrespect/Insubordination to a teacher, member of the staff, or a bus driver.
16. Refusal to give a cell phone when requested

LEVEL IV (up to a 75 point infraction depending upon severity of the infraction and principal's discretion)

1. Fighting.
2. Gross immorality and/or sexual harassment (p. 17 - 19).

3. Falsely pulling a fire alarm...Pulling a fire alarm is a crime and may result in referral to local and/or federal law enforcement officials.
4. Gang activity
5. Threats (all threats against another person or a group of people will be taken seriously whether oral, written, or electronic in mode of delivery).
6. Extortion
7. Possession or firing of fireworks

Level V (80 – 150 points.....principal’s discretion)

1. Commission of a crime (other than Zero Tolerance)
2. Stealing/Breaking/Entering
3. Gambling
4. Two or more students initiating a physical attack on an individual student on school property or at a school activity, including travel to and from school.
5. Aggravated assault
6. Possession or use of alcohol or over-the-counter substances as defined on page 40.

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

Hawkins County Board of Education Policy 6.309 addresses zero tolerance events and states the following:

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

WEAPONS & DANGEROUS INSTRUMENTS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds at any time, or in school vehicles and/or buses or off the school grounds at a school sponsored activity, function or event.¹

Dangerous weapons for the purposes of this policy shall include anything manifestly designed, made or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²

Students who violate this section shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁵

Firearms (as defined in 18 U.S.C. § 921)³

In accordance with state law, any student who brings or possess a firearm on school property shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. ⁴

DRUGS

In accordance with state law, any student who unlawfully possesses any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. ⁵

In accordance with state law, any student who unlawfully possesses "Drug paraphernalia" which means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a controlled substance or illegal drug. "Drug paraphernalia" includes, but is not limited to: Isomerization devices used, intended for use, or designed for use in increasing the potency of any species of plant that is a controlled substance; Testing equipment used, intended for use, or designed for use in identifying, or in analyzing the strength, effectiveness or purity of controlled substances; Objects used, intended for use, or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: Metal, acrylic, glass, stone, or plastic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; Water pipes; Carburetion tubes and devices; Smoking and carburetion masks; Chamber pipes; Carburetor pipes; Electric pipes; Chillums; Bongs; and Ice pipes or chillers.⁹ Students who violate this section shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁵

Possessing, using, or distributing a synthetic drug or a substance that is represented to be a controlled substance which is substantially similar in color, shape, size, and markings (look-a-alike)⁷, or which is intended for use in an abusive and/or intoxicating manner are prohibited. Synthetic drug paraphernalia is also prohibited. Any student found to have violated this policy shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. ⁵

No person shall intentionally smell or inhale the fumes from any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing a solvent having the property of releasing the toxic vapors or fumes for the purpose of causing an intoxicating, mood altering, or mind altering effect. ⁸ Any student found to have violated this policy shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. ⁵

BATTERY

In accordance with state law, any student who commits battery upon any teacher, principal administrator, any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year. The director of schools shall have the authority to modify this expulsion requirement on a case-by-case basis. ⁵

NOTIFICATION

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.⁶

Legal References: Cross References:

1. TCA 39-17-1309 Discipline Procedures 6.313
2. TCA 39-11-106(a)(5)(A)(B) Suspension/Expulsion/Remand 6.316
3. 18 U.S.C. 921
6.316
4. 20 U.S.C. § 8921; TCA49-6-4216(b); TCA 49-6-3401(g)
5. TCA 49-6-3401(g); A 49-6-4216(b)
6. TCA 49-6-4209; TCA 39-17-1312
7. TCA 39-17-423
8. TCA 39-17-422
9. **TCA 39-17-402 (12)**

Cross References:

- Discipline Procedures 6.313
Suspension/Expulsion/Remand

Cell Phone Policy

Students are not permitted to use or have a cell phone in sight during posted school hours or as determined by the school administration. If students are found using a cell phone, or if a cell phone is seen or heard ringing during the previously stated school hours, the cell phone will be confiscated and turned over to the school administration. Refusal to hand over the cell phone is a very serious matter and will be dealt with immediately. **If a cell phone is used for illegal or immoral acts it will be kept for police/school evidence.**

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

- 1st Offense—Warning
- 2nd Offense—Cell phone will be confiscated for a minimum of 24 hours and will be returned to the student at the end of the following school day.
- 3rd Offense—Cell phone will be confiscated for a minimum of 5 calendar days. A parent or guardian may pick up the cell phone at the end of the 5 days.
- 4th Offense and any offense thereafter—Cell phone will be confiscated for 30 calendar days. The parent or guardian may pick up the cell phone at the end of the 30 days.

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.¹ This paragraph serves as notification. 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. ¹TCA 49-6-4213

Discipline Action Definitions

- Detention: A period of time defined by the school 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.
 - 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 operational 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.
 - Students are placed in the alternative school once they amass 150 points of discipline infraction points, commit a zero tolerance offense, and if approved by appeal by the Director of Schools. Students are placed in alternative school for a **minimum of 30 school days for their first placement and for the remainder of the school year for the second placement.** There is no “early release” from alternative school for “good behavior”.
 - Students placed in alternative school are subject to a ***stricter set of rules and a more restrictive dress code*** which **WILL BE ENFORCED.**

*HCBOE 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").

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. According to SB3558/HB3679 (S: Ford & H: Towns) students are prohibited from wearing clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment.. With these principles in mind, the following guidelines are in effect during instructional hours:

Facial Piercing

Piercings should not create a distraction to the educational process nor should they be a health or safety risk for any student. Administrator discretion will determine the appropriateness of any piercing(s).

General Requirements

- 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:
 - 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.
- Hairstyles must not draw undue attention to the individual.
- Spirit group uniforms worn to attend class must meet all dress code requirements.

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.

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.

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.

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.

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 repeated 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. If, during the course of the investigation, it is found that a student is merely defending him/herself (i.e. holding out hands to keep a student off of him/herself, pushing a threatening student away to get out of a corner, etc.), the defending student may have a lesser punishment than the aggressor. 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 V 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.

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 V offense.

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**

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 III offense.

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).

Care of Building, Grounds, and 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. Always walk in the commons area/cafeteria.
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. (High School)
- THE POD RESTROOMS ARE OPEN DURING CLASS CHANGE TIMES AND ARE ALSO **MONITORED**. (High School)

CAMPUS VISITORS

Parent Conferences

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

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.**

MISCELLANEOUS

REQUESTED MIDDLE/HIGH SCHOOL FEES

| | |
|--|----------------|
| Middle School Fee | \$15.00 |
| High School Fees (listed below) | |
| Accounting | \$13.50 |
| Anatomy & Physiology | \$10.00 |
| Art | \$10.00 |
| Band | \$25.00 |
| Band Instrument Rental | \$35.00 |
| Biology | \$10.00 |
| Chemistry | \$10.00 |
| Chorus | \$10.00 |
| Computer | \$10.00 |
| Driver Education | \$35.00 |
| Earth and Life Science | \$1.00 |

| | |
|----------------------------|---------|
| Ecology & Physical Science | \$10.00 |
| English | \$1.00 |
| FCCLA | \$10.00 |
| Flag Corp | \$25.00 |
| Foreign Language | \$1.00 |
| Keyboarding | \$10.00 |
| Library (all students) | \$1.00 |
| Math | \$1.00 |
| Physical Education | \$2.00 |
| Physics | \$10.00 |
| Postal Fee | \$3.00 |
| JROTC | \$10.00 |
| Safety | \$10.00 |
| Social Studies | \$1.00 |
| CTE Classes (all) | \$10.00 |
| Wellness | \$1.00 |

MEDICAL/MEDICINE

Immunization Requirements

All students must have a TN School Immunization Certificate on file with the school verifying that current TN Department of Health 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. Vaccination(s) Refusal Due to Personal Religious Beliefs form needs to be completed and notarized for those requesting religious exemption. The form may be found on line at www.hck12.net Failure to comply with this state and local policy could result in temporary suspension.

Medications

A "Permission for Medication" form (available at www.hck12.net or at your school) shall be completed for all prescription and non-prescription drugs.

Medications should be taken at school only when the student's health requires that they be given during school hours. **A responsible adult must bring the medication to 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 medication must be brought to school in the original, unopened container and must be labeled with the student's name. Prescription medications require written authorization from a licensed prescriber. In the event it is necessary for the student to carry prescription medication with them (i.e. inhaler or epi-pen) additional parent authorization is required (for available on line at www.hck12.net).

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.

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

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. After two occurrences, any further absences due to lice 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.

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 31). 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 a "**designated area**" which has been approved by school administration. Students are not to leave the designated area before an appropriate time designated by school administration.

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

ALL SCHOOL RULES APPLY ON THE BUS. STUDENTS WILL ALSO OBSERVE ADDITIONAL BUS RULES.

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

Bus Assignment

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

| Be Responsible | Use Respect | Stay Safe |
|---|--|--|
| <ul style="list-style-type: none"> • Be obedient to the driver and obey all bus rules • Avoid excessive noise • Ride only in your assigned seat • Provide a written request from your parent/guardian regarding alternative locations/transportations • Leave food, drink, and gum off the bus • Be on time • Ride only your assigned bus. • Do not ride or attempt to ride any bus during a bus suspension | <ul style="list-style-type: none"> • Provide assistance to peers when needed and is appropriate • Keep hands, feet, and objects to yourself • Report any offenses to the driver or principal • Follow instructions of bus duty personnel • Talk using appropriate tone, volume, and word choice • Avoid confrontations | <ul style="list-style-type: none"> • Stay focused when walking to and from the bus • Walk on the sidewalk, away from the road • Remain seated at all times • Keep hands, feet, and objects to self while waiting on the bus • Walk in single file line. • Keep hands, feet, head, and objects inside the bus • Wait until the bus comes to a full stop before attempting to enter or exit. • Wait until the driver signals you across the road – check traffic first. • Open windows to the safety line only. |

Pick-up Time

Students should be aware of the arrival time and pick-up point of their assigned bus. Parents should have their child at the designated pick-up point and ready for boarding BEFORE the bus arrives. After five (5) consecutive schools days, a student isn't at the assigned bus stop, the driver may omit this portion of the run until contacted by the parent and told their child will be riding the bus again.

Bus Incident/Conduct Reports

This form will provide a record of infractions occurring while a student is on the bus. All infractions that pose a threat to the safety of our students will be documented and copies will be forwarded to the parent/guardian, school administrator, and the transportation supervisor. When, in the opinion of the driver, there has been an infraction of rules/misconduct by a student, the driver shall first attempt and

document on-the-bus informal discipline procedures. (i.e. assigning seats, individual conferences, verbal warnings)

Bus Suspension

Students who are suspended from riding the bus are still expected to attend school, except in the case of zero tolerance offenses or in cases where school administrators also suspend the student from school. In the case of bus suspension, parents are EXPECTED and REQUIRED to transport their children to school. Failure to attend school during bus suspension may result in a petition to appear before the Truancy Board and/or petition to Juvenile Court.

****Students assigned to Alternative School *ARE NOT* allowed to ride the bus during the extent of their alternative school placement. Parents are responsible for transportation to/from alternative school.**

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

Danger Zone

BE AWARE OF THE DANGER ZONE! The danger zone is the ten (10) feet area around the bus. The bus driver can't see you when you are in the danger zone. If the bus starts moving while you are in the danger zone you could be injured. 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.**

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/period has not yet started, until dismissal, or until they are picked up by the bus.

Parking Permits (High School)

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. **The school administration reserves the right to deny or revoke driving privileges.**

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.**

HAWKINS COUNTY SCHOOLS

2012-2013

PATHWAYS ALTERNATIVE SCHOOL HANDBOOK

HAWKINS COUNTY BOARD OF EDUCATION **PATHWAYS ALTERNATIVE SCHOOL HANDBOOK**

Mission Statement

The mission of the Hawkins County Alternative School is to provide an opportunity for academic, social, and personal success for the students of Hawkins County.

Vision Statement

Pathways Alternative School is committed to providing rigorous and relevant educational opportunities, behavioral interventions, and service learning experiences in a safe, structured, and supportive environment.

Pathways Alternative School **Objectives**

1. To provide students with successful educational experiences
2. To build self-esteem and self-discipline.
3. To give focused instruction in problem solving, coping, social skills, anger management, goal setting, and responsibility.
4. To meet students where they are and help them to find a path where they can be successful.

Alternative Education Program

Pathways Alternative School offers an education program designed to serve students in grades 6 – 12 who have been referred from their home school due to committing a zero tolerance offense or other severe/chronic violations of the Hawkins County Schools Student Code of Conduct. As part of the student-centered focus of Pathways Alternative School, each student is provided an optimal amount of attention to facilitate improvements in both academic and social skills.

Admission Requirements

1. Students must be placed in the alternative school by the principal, IEP-Team, or by transfer from another alternative school.
2. The alternative school serves students grades 7 – 12. Sixth graders may only be placed at the alternative school with the expressed permission of the Director of Schools.
3. Students and parents/guardians must sign a contract that states that they will agree to follow all rules and regulations of the alternative school as established by the Board of Education.
4. A **meeting** must be held at the regular **middle/high school** when a **student** has reached the **75 point level** in the disciplinary system to alert all stakeholders that alternative school placement will result when the student reaches 150 points. All due efforts will be made to contact parents/guardians before the meeting takes place. If parents cannot be contacted, the discipline review meeting will still take place with the student. Parents/Guardians will be notified of the outcome of the meeting.
5. 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.
6. STUDENTS WHO VIOLATE THE ZERO TOLERANCE BEHAVIOR POLICY ARE SUBJECT TO EXPULSION FROM THE HAWKINS COUNTY SCHOOL SYSTEM FOR A PERIOD OF NOT LESS THAN ONE (1) CALENDAR YEAR. The Director of Schools **MAY** modify this requirement on a case-by-case basis.

NOTE: If # 3 does not take place, students will not be admitted to the alternative school.

Hawkins County Schools **does not provide transportation** for alternative school students. Parents/guardians are responsible for transportation to and from the alternative school. Students are not allowed to drive to alternative school.

Specific instructions for dropping off and picking up students will be provided by the alternative school administrator.

Length of Stay

1. Behavior: The length of stay is mandated in the student handbook as approved by the Hawkins County Board of Education. The minimum length of stay for a middle/high school student is 30 school days for the first placement and the remainder of the school year for the second placement.
2. Zero tolerance events or severe behavior: The placement is one (1) calendar year or as modified by the Director of Schools.
3. Transfer student from another alternative school: The placement is determined by the school principal.
4. **Homebound student:** If a student is placed on homebound while enrolled at or pending enrollment at the alternative school, that student will return to alternative school to complete his/her term before returning to the regular school.
5. **Special Education student:** If the alternative school placement exceeds 10 school days, the length of stay will be determined by the IEP-Team which must include the student's home school administrator.

Readmission to Regular School

1. Students assigned to the Hawkins County Alternative School for behavior infractions will not return to their regular school setting until the alternative placement assignment has been completed.
2. Students assigned to the Hawkins County Alternative School for **ZERO TOLERANCE** infractions as defined by TCA 49-6-4216 will return to the regular school setting after completing one (1) calendar year or as modified by the Director of Schools.
3. Students who violate the zero tolerance policy for a second time will be expelled from the Hawkins County School System for one (1) calendar year. *Special Education students will be disciplined on a case by case basis.

GENERAL INFORMATION

Academics

Curriculum: It is not possible to offer the full curricula available in the various home-based schools; therefore, the alternative school administrator and the home school principal maintain the right to alter schedules in the best interest of the students. **Students may lose some credit when placed in the alternative school.** The alternative school staff will offer only certain electives in the alternative school. The core curriculum classes will be taught, but they will emphasize the EOC or TCAP requirements as the case may be for each student. Students need not expect the exact same work at the alternative school as they would receive at their regular school. The alternative school curriculum will include the following classes:

1. Language Arts with an emphasis on EOC or TCAP objectives
2. Math with the emphasis on EOC or TCAP objectives
3. Science with the emphasis on EOC or TCAP objectives
4. Physical Education
5. Wellness
6. Social Studies
7. Behavior and counseling services

None of the block electives such as construction, auto mechanics, ROTC, etc. will be offered at the alternative school. Students placed at the alternative school will lose credit in elective classes that are not taught at the alternative school.

Grading: Students will earn grades in the alternative school in the same manner as in the regular classroom. All grades earned will be sent to the student's home school to be averaged with existing grades for final credit. Grades will be sent to the regular school in a timely manner on a form provided by the alternative school. Grade cards will be issued from the student's regular school.

Athletics

Hawkins County Alternative School students are suspended from participation on school athletic teams and are not permitted to attend school athletic events.

Attendance

Students are required to attend school. Only the assistant principal and his/her designee can excuse a student from

the alternative school. If a student is absent, alternative school staff will call each day to verify the student's absence. Parents/guardians must request an excused absence. A parental or doctor's note is required when the student returns.

All rules regarding parental or doctor's notes are fully described in the student's regular school student handbook. These rules will be followed.

The alternative school staff keeps student attendance daily. Absence notes must be turned in so that proper credit can be given for attendance.

Excused absences will be granted for:

- Personal Illness
- Death in the Family
- Court Date
- Unforeseen Crisis

Tardies: Students are expected to arrive at school on time. Students arriving after 8:00 a.m. must be signed in at the school by the person who brings the student to school.

Early Dismissal: From time to time students must leave school early. The assistant principal and his/her designee will review each case and make a determination for early dismissal. All safety precautions will be taken before allowing a student to leave school.

Discipline

All students are required to follow the discipline policy found in the regular school's student handbook as approved by the Hawkins County Board of Education. Failure to follow this policy will result in an office referral that may result in a new alternative school assignment or expulsion from the Hawkins County School system.

- **First referral to an administrator:** Detention/ISS/OSS or recommendation for expulsion and parent conference/or call/or letter, and referral to guidance for counseling. Parental contact is suggested.
- **Second referral to administrator:** Detention/ISS/OSS or recommendation for expulsion, parent conference with administrator and referral to guidance for counseling.
- **Third referral to administrator:** OSS or recommendation for expulsion, parent conference with administrator and referral to guidance for counseling.
- **Fourth referral to administrator:** Mandatory recommendation for expulsion.

Special education students will be disciplined on a case-by-case basis.

There are positive reinforcements for students who exhibit good behavior. The alternative school staff uses a level system to promote good behavior. All students begin at Level I (the strictest level). Five days of good behavior may constitute a move to a higher level. The higher the level obtained the more privileges a student earns. Good behavior includes classroom behavior, conduct in the lunchroom, and dress code compliance. Students may also be demoted to a lower level if expected behavior or compliance is not displayed.

Dress Code

Dress codes listed in the Hawkins County School's student handbooks will be strictly enforced. In addition, the alternative school requires that:

Males and Females

- Sandals, flip flops, and shoes that expose the foot are not allowed
- Slacks must be khaki (preferably tan or blue in color)
- Slacks must be worn at the waist at all times
- Slacks with holes are not permitted
- All shirts must be polo type and free of any type of screening
- Belts are required and cannot be the cause of slacks sagging
- Clothing that can conceal items is not permitted
- Purses, hats, and backpacks are not permitted
- Long sleeved shirts may be worn under the polo in the winter

In addition, the following rules apply to females:

- Skirts of any kind are not allowed.
- White and see-through shirts are not allowed.

Hair

A student's hair will be worn in a manner that does not disrupt the educational process or does not call attention to the individual. Unusual hair coloring or hair styles are not allowed.

Cleanliness

Students will maintain a clean, neat appearance at all times.

Jackets

Standard jackets and/or coats may be worn to and from the alternative school. Biker jackets and oversized coats (including trench coats) are not allowed. Coats will be worn in the classroom ONLY at the discretion of the classroom teacher.

Piercings

Facial piercing is limited to ears and the piercing must be no larger than that required by a standard earring. Tongue piercing is not allowed.

Other

The alternative school assistant principal has the right to take appropriate action to correct any student whose appearance, while not specifically covered by this policy, is considered to be out of compliance with the board's stated goals, or to be disruptive to the educational process or a sense of decency.

Writings and/or drawings are not allowed on notebooks, textbooks, or person. The student's name may be neatly placed on notebooks in an inconspicuous location.

Environment

Students will function in a highly structured environment under close supervision for the entire school day. Students are monitored by video surveillance equipment.

Extra Curricular Activities

Hawkins County alternative school students **are not permitted** to participate in any school function before or after school including: field trips, school trips, school plays, school sponsored club functions, **etc.**

STUDENTS ASSIGNED TO THE HAWKINS COUNTY ALTERNATIVE SCHOOL ARE NOT ALLOWED TO BE ON THE REGULAR HOME SCHOOL CAMPUS AT ANY TIME FOR ANY REASON .

Manners

Students are to be courteous and mannerly to each other and to the staff at all times.

Materials

Students are to provide all of their own materials (pens, pencils, and textbooks). **DON'T BRING ANYTHING YOU DON'T NEED.**

Students will follow the curriculum set forth by the alternative school.

Items Not Permitted at the Alternative School

1. Drinks
2. Magazines
3. Candy
4. Notebooks with inappropriate drawings or pictures
5. Book bags or backpacks
6. Purses
7. Hats
8. Electronic devices of any kind
9. Any other item that may disrupt the educational process

Meals

Those students who wish to participate in the regular child nutrition program will receive a breakfast/lunch from Rogersville Middle School with the cost the same as the student was paying at his/her home school. Lunch may be brought from home. **Carbonated drinks are not allowed.**

The behavior level system in place at the alternative school is in effect during breakfast and lunch. Students who gain Level III status will sit in an assigned area of the cafeteria and are allowed to talk at the discretion of the alternative school staff. ALL OTHER STUDENTS ARE ASSIGNED SEATING AND ARE NOT ALLOWED TO TALK DURING BREAKFAST OR LUNCH.

Medication

Students must turn in all medication in their possession to the assistant principal or his designee immediately upon arrival. Medication is defined as any pill, gel, spray, ointment, lotion, or injection that can be taken internally or applied to the body. This includes prescribed or over-the-counter legend and non-legend medications. Students should also report if they are under the influence of any medication taken before arriving at school.

The alternative school staff will dispense the medication that is prescribed by a doctor. The alternative school staff will not dispense any other type of medication.

Rogersville Middle School Property

Alternative school students **are not allowed** on the Rogersville Middle School property at any time.

Schedule

The Hawkins County Alternative School will follow the same schedule as all other Hawkins County Schools. If regular school is not in session for any reason, the alternative school will also be closed.

Regular school day: 8:00 a.m.—3:00 p.m.

The alternative school assistant principal will set the daily class schedule.

Search

Hawkins County alternative school students are subject to random search or other searches in accordance with HCBOE Policy.

Telephone

Students may not use the phone without permission. Cell phones, pagers, and other electronic devices are not allowed.

Visitors

Only parents/guardians or official personnel may visit during school hours.

Parents will provide the alternative school staff with a list of **adults** who are permitted to pick up their child in case of emergency. No person will be allowed to pick up a student except those designated on the list. Special circumstances will be dealt with on a case-by-case basis.