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## **Dear Students of Hancock High and Middle School,**

It is my pleasure to welcome **you** to our school. The staff and faculty join me in saying we're happy you are here with us. We will work hard at insuring your school years are both enjoyable and beneficial.

As a student here, **you** will be responsible and accountable for several things, such as:

- Attending school regularly and missing only when completely necessary
- Obeying school rules and respecting all adults and other students
- Putting forth a good effort and trying to learn
- Keeping up with your classes and insuring you're on track to graduate
- Helping us keep your parents/caretakers informed of school issues and events

This handbook will help **you** succeed, our intent is that you will use it as a guide; we suggest you read it carefully and become familiar with it. It will help you understand the rules, policies and procedures you will be expected to go by while on this campus.

As your principal, I promise you that I will work hard at providing you a safe, enjoyable, fair, caring, and nurturing environment in which to learn.

Sincerely,

Dr. Michael D. Belcher, Principal

## **GUIDANCE**

A guidance counselor is available to assist students in planning schedules, checking records, and completing forms for classes here and continuing education after high school. Each student should have a conference with the counselor not less than once a year.

Becky Holt, School Counselor

Deborah Gibson, School Counselor

## **TOP 10 IMPORTANT RULES TO REMEMBER**

1. All middle school students are expected to stay on their side of the building. Likewise, all high school students are expected to stay on their side. Any student caught on the wrong side of the building, without permission or just reason will be punished accordingly.
2. Acts of bullying, promoting fights, or fighting will absolutely not be tolerated. All students have the right to attend school in a friendly, safe, environment.
3. No students will be allowed to kiss, hug, etc. on the campus, public displays of affection will not be tolerated.
4. No littering, period! Put all trash in trash cans, students caught purposefully littering will be punished.
5. Any student caught throwing gum on the sidewalk or building floors will be punished accordingly.
6. When the school day begins, no student is allowed to open the exit doors to allow anyone entrance into the building. Everyone must enter through main office.
7. No alcohol or drugs allowed, period. Any student caught with drugs, alcohol, etc. are subject to Zero Tolerance and may be expelled from school.
8. No knives, guns, (or implements that could be considered weapons) are allowed on campus, any violations are subject to Zero Tolerance, and the student may be expelled from school.
9. All students are expected to show respect for them self, other students, teachers, staff and administrators. Acts of disrespect will not be tolerated.

10. No destruction of school property will be tolerated, any student caught destroying or defacing school materials, desks, floors, walls, etc. will be dealt with appropriately.

### **EACH STUDENT HAS THE RESPONSIBILITY TO:**

- Know and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- Respect the human dignity and worth of every individual.
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- Study diligently and maintain the best possible level of academic achievement.
- Be punctual and present in the regular school program.
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety.
- Help maintain and improve the school environment, preserve school property, and exercise the utmost care while using school facilities.
- Refrain from gross disobedience or misconduct or behavior which would lead to any physical harm or that disrupts the educational process.
- Respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
- Carry only those materials which are acceptable under the law and accept the consequences for the articles stored in individual lockers.
- Do not have in your possession or participate in the use of alcohol, illegal drugs, or other unauthorized substances.
- Obey the rules listed in this handbook.

## **Mission Statement**

The mission of Hancock County Middle/High School is to provide all students with a quality education in a safe, challenging, and diverse learning environment which fosters intellectual growth, individual integrity, and community responsibility for life-long learning.

## **Beliefs**

### **We believe that:**

- Each student is a valued individual with unique physical, social, emotional, intellectual and vocational needs.
- Students learn in different ways, so instructional strategies and assessments should be diverse.
- Students learn best when they are actively engaged in the learning process.
- Students, teachers, support personnel, parents, and the community share the responsibility for the support of the school's mission.
- A safe, comfortable, and nurturing environment promotes student learning.
- Positive relationships and mutual respect among and between students and staff enhance student success.
- School policies should support learning and assure the safety and security of students, faculty, and staff.
- Students should be provided the technology and resources that prepare them for a competitive global society.
- Assessment is a key element in determining instructional strategies for student learning.
- Educational decisions should be based upon research and data and should include the input of all of the school's stakeholders.

# **PROGRAMS AND POLICIES**

## **ACADEMIC INCENTIVE PROGRAM**

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

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

- Free admission to all HCMHS home athletic events
- Extended lunch periods on designated Awards Days.

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

- Free admission to 5 HCMHS home athletic events
- Extended lunch periods on designated Awards Days.

## **ATTENDANCE POLICY-HCHS ONLY**

### ***ATTENDANCE GRADE***

An attendance grade will be given in all courses. **Unexcused absences** will deduct 3 points per day from a possible grade of 100 per 9 weeks grading period. ISS and OSS are considered unexcused absences from class. Field Trips are excused absences.

### ***LATE TO CLASS***

Any student entering any classroom after the tardy bell rings is considered late. (Teachers will keep a tardy list and turn it in at the end of the day.) Students who accumulate four (4) tardies per semester will be placed in in-school detention. Administrators who catch students late for class may issue punishment in addition to giving a tardy.

### ***LATE TO SCHOOL***

Any student who arrives at school after the first tardy bell shall report to the office.

### ***EXCUSED ABSENCES***

Students are allowed 3 excused absences per semester without penalty. Excused absences exceeding three class periods will result in a reduced attendance grade. Students are responsible for making up missed class work. Excused absences will be given for the following reasons:

1. Illness with doctor or dentist, etc. verification
2. Death in the family
3. Recognized religious holiday
4. School sponsored activities
5. Extreme family hardships
6. Student absences approved by the principal
7. Forced school suspensions
8. Two parent notes per semester

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

### ***UNEXCUSED ABSENCES***

An unexcused absence is any absence that is not listed above as being excused. Any unexcused absence from class will reduce the student's attendance grade by 3 points.

Students who are absent from school may not participate in after school activities unless approval is granted by an administrator.

Students are expected to make up any work missed. After three (3) unexcused absences in a nine-week grading period, make-up work may be given at the discretion of the teacher.

### ***TRUANCY BOARD***

Students who accumulate (3) unexcused absences in a school year will be sent a warning letter advising them that if they accumulate a total of (5) unexcused absences they will be required to visit the truancy board, (along with their parent or legal guardian) to explain the reasons why the student is not attending school properly. If a student has another unexcused absence after being at the truancy board the student and parent will be sent to juvenile court to answer to the juvenile judge.

### **School attendance is required to get and keep a drivers license!**

### ***DRIVERS LICENSE AND SCHOOL ATTENDANCE***

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

1. Enrolled and making satisfactory progress in a course leading to a General Educational Development Certification

(GED) from a state-approved institution or organizations, or has obtained such certificate;

2. Enrolled and making satisfactory academic progress in a secondary school of this state or any other state; or
3. Excused from such requirement due to circumstances beyond the applicant's control.

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

**NOTE: It is the parent's responsibility to notify the school of a change of address within the county or state or if**

**moving out of state. Also, the school must be notified of changed telephone numbers.**

***LEAVING SCHOOL DURING THE DAY***

Any student leaving early for any reason must obtain the permission of the principal or designee and must sign out in the office. No student can leave and return without permission from the office. **This does not constitute an excused absence.**

Notes from the parents to allow a student to leave will not be accepted unless they have a telephone number for a parent for verification by the office.

Adult students, those 18 years old or older, must have consent from parent(s) on file in order to sign themselves out of school.

A parent or guardian must report to the front counter to pick up a student.

Any student who does not properly check out is considered truant.

# **BULLYING, CYBER BULLYING, DISCRIMINATION, HARRASSMENT AND INTIMIDATION**

*Revised 11/2011*

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

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

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

## **Bullying, Cyber Bullying, and Intimidation**

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

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

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

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

## **CAFETERIA/LUNCH PERIOD**

In order for the cafeteria to operate efficiently, students should wait their turn in line, eat quietly, take all trays and silverware to the designated disposal areas, and not seat more at a table than it was designed to accommodate. **All food and drinks must be eaten in the cafeteria. No soft drinks are allowed in the cafeteria. No food is to be brought or delivered to students on campus during school hours.**

## **DISRUPTION OF THE EDUCATIONAL PROCESS**

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

## **DISTANCE LEARNING**

A variety of distance learning courses are offered in the Distance Learning Lab. In all courses, student grades are calculated by the course instructor. In college level coursework, 2 points will be added to the final college course grade to obtain the high school grade.

## **DRESS CODE**

Students should dress appropriately at all times (attire should be size appropriate). Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others. In the judgment of the administration, a student not appropriately attired or whose grooming constitutes a distraction or disturbance to the school environment will be sent home and not readmitted until he/she is properly attired or groomed.

### ***Rules Student Attire and Accessories***

- There will be no short midriff, tank tops, halter-tops, muscle shirts; sun-dresses, or spaghetti straps.
- Shirts, blouses, and dresses must completely cover the abdomen and back. No midriff visible. Students are prohibited from wearing shirts/blouses that are oversized or immodestly undersized.
- Head apparel (hats, headbands, bandannas or other head coverings) are not permitted to be worn in the building.
- Clothing that advertises alcohol, drugs, or tobacco products and clothing with look-a-like alcohol, drug, tobacco slogans, or trademarks are not permitted. Clothing with writing and /or symbols that are obscene or suggestive of obscenities, violence, and/or drug/alcohol related is not permitted.

- Clothing with rips, holes, cuts that expose the body or underclothes are not permitted.
- Swimwear or any spandex type clothing.
- Appropriate footwear must be worn at all time. (We suggest no flip flops or slides due to safety)
- Oversized clothing and jackets that are excessive or compromises the safety of students will not be permitted.
- **No Pajamas**
- Chains or studded accessories are not permitted.
- Mini-skirts or garments of this nature are not acceptable; skirts must be knee length.
- Apparel or appearance which tends to draw attention to an individual rather than to a learning situation must be avoided.
- All teachers will assume responsibility for overseeing dress code compliance. Students in violation of dress code will be sent to the office.
- In situation where a disagreement exists regarding this dress code the principal shall make the final decision.
- A written record of violators will be kept in the office. Obvious violators will be required to change clothes or will be sent to In-School for the remainder of the day. Students will be unexcused for the class missed for dress code violations.
- No sunglasses worn in the building.

NOTE: Boys or Girls shorts must be knee length with no holes above the knee in any garment

## **ELECTRONIC DEVICES**

All electronic devices, including cell phones, MP3 players etc. shall be turned off upon entering the building, and remain off

during school hours. If and when a violation occurs, the following actions shall be taken:

**1<sup>st</sup> offense**, the device is confiscated and taken to the office of the vice-principal where it will remain until a parent or legal guardian comes and picks it up, (the student must not be given the phone back by the parent at school the same day it is taken away.)

**2<sup>nd</sup> offense**, the device is confiscated and taken to the office of the vice-principal, where it will remain for 1 week, and then may be picked up by the parent or legal guardian of the student.

**3<sup>rd</sup> offense**, the device is confiscated and taken to the office of the vice-principal, where it will remain for the rest of the semester, and then may be picked up by the parent or legal guardian of the student.

**NOTE:** Any student caught using a cell phone to film a violent, vulgar or offensive act will be punished as if it is their 3<sup>rd</sup> offense and lose their phone privileges for the rest of the semester.

**Exception:** a student may use their cell phone during the school day in emergency situations only, or if they get permission by their teacher or a school administrator, all other excuses will not be tolerated and the above rules will apply. (Emergencies are situations that are critical, and must be real and confirmable.)

## **EXTRA-CURRICULAR ACTIVITIES**

Students who participate in extra-curricular activities are required to be in attendance the full day of the event or have permission from the principal to participate under special circumstances.

## **FIELD TRIPS**

The following conduct is expected on middle/high school sponsored field trips:

- All school bus rules apply
- All school policies apply and will be enforced.
- No more than 6 days in ISS (tardies excluded).
- No more than 3 days of OSS.
- Cannot have been in any alternative school.
- No more than 10 unexcused absences per year.

## **FIGHTING POLICY**

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

### **1<sup>st</sup> Offense –**

Verbal reprimand, or 1-3 days in-school suspension, or paddling, or 3 days out of school suspension, or recommendation for placement in Alternative School or Expulsion

### **2<sup>nd</sup> Offense –**

3 days out of school suspension, or recommendation for placement in Alternative School or Expulsion

### **3<sup>rd</sup> Offense –**

10 days out of school suspension, or recommendation for placement in Alternative School or Expulsion

### **4<sup>th</sup> Offense –**

Recommendation for placement in Alternative School or  
Expulsion

**NOTE: Punishment will be based on intent and  
circumstances of fight, and will be administered at the  
administrator's discretion.**

## **FINAL EXAMS – HCHS ONLY**

Final exams will be administered in all courses that do not require an EOC. These comprehensive exams will be administered during the final days of each semester. The final exam will count 20% of the second 9 weeks grade.

## **FUNDRAISERS**

Sale of fundraising items is to be done only by principal approved school sponsored organizations. Selling without the principal's permission or during class time is strictly prohibited.

## **GRADES**

### ***GRADING SCALE***

A (4.0) = 93 – 100

B (3.0) = 86 – 92

C (2.0) = 75 – 85

D (1.0) = 70 – 74

F (0.0) = 0 – 69

28 credits required for graduation.

### ***GRADE CLASSIFICATION***

- 28 credits required for graduation.
- Earn 21 credits to be designated as a senior

- Earn 14 credits to be designated as a junior
- Earn 7 credits to be designated as a sophomore
- Successfully completed 8<sup>th</sup> grade to be designated as a freshman

## **GRADUATION REQUIREMENTS**

### **HALL PASSES**

Each student must have a hall pass as evidence of teacher permission to leave the room during class time. A tardy will be given for not having a hall pass when out of the classroom.

### **ILLNESS**

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

### **INTERNET/ACCEPTABLE USE**

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

### **LOCKERS**

Lockers will be assigned to each student. Locks will be rented from the school office. The cost is \$5.00. If other locks are used on school lockers, they will be removed. Students cannot share lockers or switch lockers or locks without permission from the office. Students are expected to keep lockers clean and understand that the school has the right to inspect or search lockers at any time. Unannounced and random drug dog searches will also be conducted.

## **MEDIA CENTER**

The librarian and assistants are available for those who need help. When visiting the media center with a class, students should wait outside the door until all have arrived (including the teacher) and stop talking before entering. No class should be in the media center without their teacher. They should observe media center rules, which include working quietly and having no food, drink, candy, or chewing gum.

- The High School Media Center will be open during both lunch periods and break.
- A library card is required to check out any materials.

## **MESSAGES FOR STUDENTS**

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

## **OPENING AND CLOSING OF SCHOOL**

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

## **OUTSTANDING STUDENT AWARDS**

Outstanding student awards are given by teachers to students who exhibit exceptional behavior and ability in their courses. The following guidelines must be followed when selecting an Outstanding Student:

- Less than 5 absences (Excused and Unexcused)
- Less than 4 unexcused tardies per semester

## **PROHIBITED ITEMS**

Be informed the school is not responsible and will not attend to any problem concerning prohibited items brought to school. For example, any electronic item such as cell phones, cameras, I-Pods, games, etc. Do not allow your child to bring these to school. Also, the school is not responsible for stolen or misplaced purses and their contents. Aerosol sprays are not permitted (perfume, body spray, hair spray, etc.) Many students have allergic reactions and some may suffer asthma attacks as a result of these sprays. These items will be confiscated if sprayed or sighted. Hats sunglasses, caps, head gear of any kind is prohibited. Do not wear.

## **PUBLIC DISPLAYS OF AFFECTION**

Demonstration of affection between students is personal and not meant for public display. This included touching, petting, or any other contact that may be considered sexual in nature.

## **SEARCH AND SEIZURE**

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

## **SMOKING POLICY**

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

**1<sup>st</sup> offense** – students will be given 2 days of in-school suspension, and their parents will be notified.

**2<sup>nd</sup> offense and thereafter** – students will be sent to juvenile court and the juvenile judge will deal with them appropriately as state law mandates.

### ***REASONABLE SUSPICION OF SMOKING***

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

## **STATE ASSESSMENTS**

### Tennessee Strategic Assessment Process

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

Students in Grades 3-8 take the Tennessee Comprehensive Assessment Program (TCAP) Achievement Test each spring. The Achievement Test is a timed, multiple choice assessment that measures skills in Reading, Language Arts, Mathematics, Science and Social Studies. Student results are reported to parents, teachers and administrators.

The Tennessee Comprehensive Assessment Program (TCAP) Writing Assessment requires students to write a rough draft essay in response to an assigned prompt (topic) within a limited time period. Eighth-grade students write an expository essay (an explanation), and eleventh-grade students a persuasive essay (an argument). The writing samples are scored holistically.

All students will take tests in the 8th and 10th grades to measure whether they are on track to meet Tennessee's college and career-ready graduation requirements. These pre-tests identify gaps in learning early and allow ample time for additional instruction so students can remain on track to graduate. Students will also take a college-readiness test – the ACT - in the 11th grade.

In high school, end-of-course tests will be administered for core subjects. These exams will count as a percentage of the student's final course grade. The subjects with end-of-course tests are:

- English I, II and III
- Algebra I and II
- U.S. History
- Biology I

## **STUDENT CAR/TRUCK RIDERS**

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

In the afternoon when school dismisses, middle school students should be picked up at the middle school side exit. High school students should be picked up at the high school side exit. **This is a safety issue and the procedure must be followed.**

## **STUDENT CAR/TRUCK RIDERS**

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

In the afternoon when school dismisses, middle school students should be picked up at the middle school side exit. High school students should be picked up at the high school side exit. **This is a safety issue and the procedure must be followed.**

## **STUDENT DRIVING AND PARKING**

- A valid Tennessee driver's license is required of all student drivers.
- A student parking pass must be purchased in the office before students may drive to school. The fee is \$20.00.
- Students must park in designated areas in assigned space.
- Upon arrival on campus students should exit vehicle and enter building immediately.
- No student will return to parking lot without permission of an administrator.
- Campus speed limit is 15 mph on the entrance way and 5 mph in the parking and loading areas.
- Driving privileges will be revoked and a suspension issued as a result of taking another student off campus without authorization, by leaving campus without permission, and/or by being repeatedly tardy to school.
- Illegally parked vehicles will be towed.
- Driving privileges can also be suspended if driver doesn't have three passing grades and less than 15 unexcused absences

## **TRANSCRIPTS**

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

## **TELEPHONES**

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

## **TEXTBOOKS**

Textbooks are issued free. When textbooks are issued to a student he or she is financially responsible for those textbooks. If a textbook is not returned or lost, the student must pay for the textbooks.

## **VANDALISM**

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

## **VISITORS**

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

## **ZERO TOLERANCE POLICY**

All students on the campus are subject to drug and alcohol testing. The principal and assistant principal are authorized to order drug testing for individual students when there is a reasonable cause to believe that a violation has occurred. (A copy of the complete policy is on file at the school, for those interested in receiving a copy).

### ***ALCOHOL AND DRUGS***

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

### ***WEAPONS***

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings 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.

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

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

- Inspect and review education records (34 CFR section 99.10)
- Seek to amend education records (34 CFR section 99.20, 99.21, and 99.22).
- Consent to the disclosure of personally identifiable information from education records. (34 CFR section 99.30 and 99.31).

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

## **THE PROTECTION OF PUPIL RIGHTS**

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

**(“protected information surveys”):**

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior.

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of students or parents; or
8. Income, other than as required by law to determine program eligibility.

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

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

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

A. Each school shall –

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

5. If the school wide program plans are not satisfactory, submit parent comments to the LEA;
- B. Develop jointly with parents a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership to help children achieve the state's high standard.
  - C. Build capacity for involving parents; and
  - D. To the extent practicable provide full opportunities for the participation of parents with limited English proficiency or with disabilities.

### **No Child Left Behind**

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

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

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

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

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

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

**If you** need assistance with interpreting your child's report card, T-Cap or Gateway scores contact your school.

**This is a Title I school wide project school.**

**STATEMENT OF RIGHTS AND RESPONSIBILITIES**  
**HANCOCK COUNTY SCHOOL SYSTEM**  
**RECOGNIZES THE FOLLOWING:**

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

And that: it is the policy of the Hancock County School System not to discriminate on the basis of race, color, religion, national origin, age, or disability in its educational programs or employment policies as required by Titles VI and VII of the Civil Rights Act of 1964, the Equal Pay Act of 1973, Title IX (1972) Educational Amendments, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

Inquires regarding compliance with Title IX, section 504 or the American with Disabilities Act should be directed to the office of The Director, Hancock County Schools, Main Street, Sneedville, TN or to the Office for Civil Right, U.S. Department of Education, Washington, D.C.

Gary Seal, Title VI, Title IX Coordinator, 429 Court Street (Central Office), Sneedville, TN 37869, (423) 733-4403, E-Mail:

[SealG@Ten-Nash.Ten.K12.TN.US](mailto:SealG@Ten-Nash.Ten.K12.TN.US)

Office for Civil Rights,

**U.S. Department of Education, Washington, D.C.**

**PERMANENT RECORD**

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

**Child Advocacy Group Contact Information**

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

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

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

## **HANCOCK COUNTY HIGH/MIDDLE SCHOOL SCHOOL-PARENT COMPACT**

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

- **This School-Parent Compact is in effect during the 2011-2012 school year.**

### **School Responsibilities**

Hancock County High/Middle School will:

1. Provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the states student academic achievement standards.
2. Have high expectations of ourselves, students and other staff.
3. Display respect for all.
4. Determine the student's educational needs and adjust the instruction to accommodate those needs.
5. Provide a safe environment.
6. Hold a Title I Open House annually. This year's open house will be **August 4, 2011**.
7. Hold teacher conferences twice per school-year during which this compact will be discussed as it relates to the individual child's achievement. These school-year sessions will be **October 20, 2011 and March 15, 2012**.

8. Provide parents with frequent reports on their child's progress.

9. Provide parents opportunities to volunteer and participate in their child's class, and to observe classroom activities in an appropriate manner.

**Parent Responsibilities**

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

1. By monitoring attendance.

2. By making sure homework is completed.

3. By limiting the amount of television our children watch.

4. By volunteering in my child's classroom.

5. By participating, as appropriate, in decisions relating to my child's education.

6. By staying informed about my child's education and communicating with the school by promptly reading all notices from the school, and by responding by mail or some appropriate manner.

Signature: \_\_\_\_\_

**Student Responsibilities**

1. Attend school regularly.

2. Take responsibility for own learning.

3. Come to school with needed materials (paper, pencils, etc).

4. Complete and return homework assignments.

5. Obey school rules.

6. Bring home all teachers notes, school letters, etc.

Signature:

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**Principal Agreement**

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

1. Provide a safe environment that allows for positive communication between the teacher, parent and student.
2. Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.

Signature: \_\_\_\_\_

### **Student Discrimination/Harassment and Bullying/ Intimidation**

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

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

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

#### **Bullying/Intimidation**

Updated 10/24/2011

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

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

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

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

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

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

**Legal References:**

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

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

## Hancock County Middle and High School Calendar 2011-2012

July 28	6 <sup>th</sup> and 9 <sup>th</sup> grade Orientation
July 29-Aug. 2	In-Service Days
August 3	1 <sup>st</sup> School Day (abbreviated day)
August 4	Title 1 Back to School Night
August 16	6 <sup>th</sup> – 11 <sup>th</sup> Fall Pictures
August 23	Middle School Awards Day at 10:30
August 24	High School Awards Day at 10:30
September 2	Administrative Day
September 5	Labor Day – No School
September 6?	Clinch Powell After School
September 12-14?	Crusade
September 20	EXPLORE – 8 <sup>th</sup> grade
September 21	PLAN– 10 <sup>th</sup> grade
October 7	Ice Cream Supper
October 10-14	Fall Break
October 20	Parent/Teacher Conference 3:00 – 6:00
October 21	In-service Day – (Principal Directed)
November 10	Veteran’s Day Ceremony
November 11	Veteran’s Day – No School
November 23	Abbreviated Day
November 24 -25	Thanksgiving Break
December 6,7,8	AYP/EOC Testing (Algebra I; English II; Biology I)
December 9	AYP Make-up testing
December 12-16	EOC Testing (Alg. II; Eng. I; U.S. Hist.) Eng. III ?
December 19 and 20	Final Exams (High School Only)
December 22 – Dec.30	Christmas Break
January 2	Holiday – no school
January 3	Administrative Day – <i>No School for Students</i>

January 4	First day of second semester
January 16	Martin Luther King Day – No School
February 7	Writing Assessment
February 8	Writing Assessment – Make-up
February 21	Middle School Awards Day at 10:30
February 22	High School Awards Day at 10:30
February 17	In-Service Day (Principal Directed)
February 20	President Day – No School
March 15	Parent-Teacher Conference 3:00-6:00p.m.
March 20	ACT (11 <sup>th</sup> grade) (make-up April 3)
April 2-6	Spring Break
April 20	Administrative Day – No Students - Prom
April 23-27	T-CAP Achievement Test
May 1-3	AYP/EOC (Algebra I; English II; & Biology I)
May 4	AYP/EOC Make-up testing
May 7,8,9,10	EOC testing (Alg. II; Eng. I; U.S. Hist.) Eng. III ?
May 11	EOC Make-up testing
May 11	Middle School Beauty Pageant
May 14 and 15	Final Exams (High School Only)
May 17	8 <sup>th</sup> Grade Celebration 7-10pm
May 19	High School Graduation
May 21	Administrative Day – No school for students
May 22	Last day of School - abbreviated

- Online Gateway Test for seniors TBA
- All TCAP Alt-portfolio needs to start soon after school starts-forms will remain the same.

Form #: ED-3089 (updated 6/2010)