



Student Handbook 2020-2021

Igniting, illuminating and inspiring powerful ideas, limitless imagination, insightful inquiry and deep understanding.

Please check our website at <http://hbfrc.hcde.org>

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Future Ready Center

Igniting, illuminating, and inspiring Ideas, limitless imagination, insightful inquiry and deep understanding.

Dear Harrison Bay FRC Students:

On behalf of the entire staff at Harrison Bay Future Ready Center, it is my great pleasure to welcome you. The teachers and I are excited that you are a part of our excellent program. I trust this letter finds you equally excited about your participation in either the Institute for Engineering and Design or the Institute for Advanced Manufacturing.

I know after the abrupt end of normalcy in your education last year, you are all making plans for an exciting year this year. Our spirits are high and we will inspire you to provide service and strong efforts here. We also hope you will appreciate the importance of friendship as this was diminished last year due to attendance and isolation. Be appreciative of this new school year and convert this disruption in life to an opportunity for excellence. We lost something irreplaceable last year when we are not in the classroom and trying to educate students at a distance. There is real loss by all though we may not easily be able to measure or understand it now.

I know that new people, new opportunities, and new challenges can be a little scary but your future is in your hands and determined by the actions you take every day. The word "architect" comes from two Greek words: arche, which means "ruling principle," and "techne" which means "art" or "making." So architecture means ruling art, and is a form of understanding every person must have to manage his or her life. The staff here at Harrison Bay Future Ready Center will play a role in ensuring that you are successful in your high school years and beyond.

Your language arts, science, and the CTE options will prepare you for a career and productive life in the future. We will do our best to have a safe and motivating, learning experience in this upcoming school year so that your full potential is realized. We will help develop self-discipline, good work habits, good attendance, independent and creative thinking, problem solving abilities, and peaceful conflict resolution skills. In addition to your parents and community members, we are partners with you in this learning process.

Once again, welcome to Harrison Bay Future Ready Center and let's work together to make this the best year of your school experience.

Sincerely,

Mr. Kuehn

G. Kuehn (keen), Principal





Know and comply with all the rules, guidelines, procedures and regulations applicable to your zoned school not mentioned in this handbook.

As part of your responsibilities, you should:

1. Learn about rules, guidelines, procedures, and regulations that affect what you do at this school but also at your zoned school.
2. You should seek help and information clarifying any misunderstandings to keep up on any of the rules, guidelines, procedures, and regulations that affect what you do at this school but also at your zoned school.

Right – Students have the right to a free and appropriate public education unimpaired because of sex (including sexual stereotype nonconformity), race, color, religion, national origin, disability, or intellectual ability. This public education right is guaranteed by the Constitution of Tennessee.

Responsibility – Students have the responsibility to attend school regularly, make a conscientious effort in classroom work, and conform to school rules and regulations. Students also have the responsibility to avoid actions or activities, individually or in groups, which interfere with the right of any other person to receive a public education.

Mission Statement

The Harrison Bay-Future Ready Institute will allow all students to identify and develop a clear relationship with post-secondary opportunities through engaging curriculum, creative & relevant hands-on Project Based Learning, and problem solving activities as we work in partnership with community and business stakeholders.

Faculty and Staff

Principal

Gary Kuehn

School Counselor and 504 coordinator.

Ellen Holl

Admin. Asst. & Attendance Clerk

Carol Gossett

Bookkeeper

Cheryl Cooper

School Nurse

Caroline Ingle

SO

Kenneth McCracken

Career & Technology Education

Keith Bright-Arch. Design & Engineering

Advanced Manufacturing Lead Teacher

Karen Haynes-Arch. Design & Engineering

AD & E Lead Teacher

Lynda Pickett-Arch. Design & Engineering

CTE Department Head

Jeffrey Brewer

Angela Hudson-10,12- ELA- Dept. Head

Vanessa Moss-9-11

Wyatt Stracener-PWC & Chemistry

Justin Walley- Biology & Forensic Science,

Dept. Head.

Linda Davis- School Psychologist

Chanta Smith- Speech/Language Therapist

Inclusion

Language Arts

Sciences

Additional Support Staff

HAMILTON COUNTY SCHOOL CALENDAR:
2020-21 Approved by School Board: 5/23/2019

OPENING DATE – AUGUST 6, 2020	SCHOOL DAYS 180	CLOSING DATE – MAY 28, 2021
1st TERM – 84 DAYS		
August 6, Thursday	Administrative In-Service #1 (School-Based)	NO STUDENTS
August 7, Friday	Administrative In-Service #2 (School-Based)	
	Registration Day for Students (no classes)	
August 10, Monday	Administrative In-Service #3 (System-Wide)	NO STUDENTS
August 11, Tuesday	Administrative In-Service #4 (School-Based)	NO STUDENTS
August 12, Wednesday	First Full Day of School	
September 2, Wednesday	Half-Day for Students – Buses will run	
September 7, Monday	Labor Day (Paid Holiday #1)	
October 9, Friday	End of 1 st Quarter (37 days)	
October 12-16	Fall Break (5 Non-Paid Days)	
October 19, Monday	Teacher Professional Development #1 (School-Based)	NO STUDENTS
November 11, Wednesday	Half-Day for Students – Buses will run	
October 13 – November 24	Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (FIRST half [1/2] of Administrative In-Service #6)	
October 23, Friday	Report Cards	
November 25-27	Thanksgiving Holiday (1 Non-Paid, Paid Holiday #2 and #3)	
December 18, Friday	HALF-DAY FOR STUDENTS – BUSES WILL RUN	
	End of 2 nd Quarter (47 days)	
2nd TERM – 96 DAYS		
December 21 – January 1	Winter Break (10 Paid Days)	NO STUDENTS
January 4, Monday	Teacher Professional Development #2 (School-Based)	NO STUDENTS
January 5, Tuesday	Teacher Professional Development #3 (System-Wide)	NO STUDENTS
January 6, Wednesday	School Reopens	
January 8, Friday	Report Cards	
January 18, Monday	Martin Luther King Day (Paid Holiday #4)	
January 25 – March 5	Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (SECOND half [1/2] of Administrative In-Service #6)	
February 3, Wednesday	HALF-DAY FOR STUDENTS – BUSES WILL RUN	
February 15, Monday	Presidents' Day (Non-Paid Holiday)	
March 12, Friday	End of 3 rd Quarter (48 days)	
March 15, Monday	Teacher Professional Development #4 (school-Based)	NO STUDENTS
March 19, Friday	Report Cards	
April 2, Friday	Spring Holiday (Paid Holiday #5)	
April 5-9	Spring Break (5 Non-Paid Days)	
May 27, Thursday	HALF-DAY FOR STUDENTS – BUSES WILL RUN	
	Last Day of School – Report Cards - End of 4 th Quarter (48 Days)	
May 28, Friday	Administrative In-Service #5 (School-Based)	NO STUDENTS

ADMINISTRATIVE IN-SERVICE 2020-21 (6 DAYS)** *Students do not attend classes.*

August 6-7 & 10-11, 2020; May 28, 2021

(The 6th in-service day is an additional half-day added within a six-week window each semester. These extended days are for Parent-Teacher Conferences.)**

TEACHER PROFESSIONAL DEVELOPMENT (4 DAYS) *Students do not attend classes.*

October 19, 2020; January 4-5, 2021; March 15, 2021

PAID VACATION – (10 days)

December 21, 2020 – January 1, 2021

PAID HOLIDAYS – (5 days)

September 7, 2020
November 26-27, 2020
January 18, 2021
April 2, 2021

DAYS TO BE COUNTED EACH GRADING PERIOD

1st Term			
1 st Quarter: 8/12 – 10/9	Elem. Mid-Term 9/18	Report Cards 10/23	42
2 nd Quarter: 10/19 – 12/18	Elem. Mid-Term 11/20	Report Cards 1/8	42
2nd Term			
3 rd Quarter: 1/4 – 3/12	Elem. Mid-Term 2/12	Report Cards 3/19	48
4 th Quarter: 3/15 – 5/27	Elem. Mid-Term 4/23	Report Cards 5/27	48
		TOTAL	180

Harrison Bay Future Ready Center -7:15 to 2:45

Opening Date- August 6, 2020

Ending Date-May 28, 2021

August 6, Thursday	Administrative In-Service (School)
August 7, Friday	Administrative In-Service (School) Registration Day for Students
August 10, Monday	Administrative In Service (District)
August 11, Tuesday	Administrative In-Service(School)
August 12, Wednesday	First Day of School
September 2, Wednesday	Half-Day for Students-Buses will run
September 7, Monday	Labor Day Holiday
October 2, Friday	End of 1st Quarter
October 12-16	Fall Break
October 19, Monday	Teacher Professional Day (School)
November 11, Wednesday	Half-Day Students
November 25-27	Thanksgiving Holiday
December 18, Friday	Half-Day Students -end of 2 nd quarter
December 21-January 1	Winter Break
January 4, Monday	Teacher Professional Development (School)
January 5, Tuesday	Teacher's Professional Development (System Wide)
January 6, Wednesday	Schools Reopens
January 18, Monday	Martin Luther King Day
February 3, Wednesday	Half-Day for Students
February 15, Monday	President's Day
March 12, Friday	End of 3 rd Quarter
March 15, Monday	Teacher Professional Development #4
April 2, Friday	Spring Break (Paid Holiday #5)
April 5-9	Spring Break
May 27, Thursday	Half-Day Students (Buses run)
May 28, Friday	Administrative In-Service (School Based)

Students will not attend on the dates that are **Bold/Shaded**.



Harrison Bay Future Ready Center serves both Central High School and Ooltewah High School students, along with a lottery enrollment for incoming freshmen out of zone, interested in Architectural Design & Engineering Institute and Advanced Manufacturing Institute. The school includes freshmen and sophomores in the morning time that are a part of the institute program, along with juniors and seniors attending in the afternoon for electives, language arts, and science.

WE BELIEVE..

...that students will be successfully prepared for post-secondary education and careers by giving them a focus of programs that will increase motivation and aspirations while also creating opportunities for personal awareness, interests, and development of talents.

...that our school reflects the demographic mix of the community as a whole that will lead to successful skills in collaboration, innovation, and decision making.

...that through partnerships with businesses, community members, and experts outside the high school, including speakers, field experiences, hosts, mentors, internships, and possible apprenticeships, we will provide students with a better perception of what their future has for them.

To be a part of the Harrison Bay Future Ready Institute, students should...

Do one's best at all times developing talents and interests;

Strive to help others involved in our school to do their best;

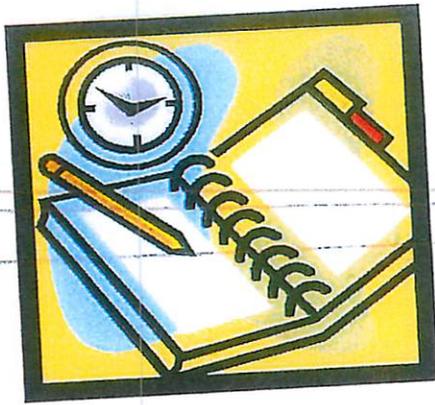
Give back to the school and community through service;

Respect the rights, worth, and dignity of all individuals;

Exhibit good behavior and manners, dress appropriately, and use appropriate language and actions;

Come to school consistently with the intent to learn and improve one's self and future;

Come to all classes prepared with proper tools, supplies, and assignments.



Daily Bell Schedule

A Group – Monday/Tuesday

B Group – Thursday/Friday

All classes meet virtually on Wednesday.

We will not be doing our A/B alternating days schedule due to COVID 19.

We will be doing an A Group (A – L) and B Group (M – Z) on different days. This does not mean that when students are not in school that they don't have to be in class. State will be requiring two per day contacts for high school students.

Doors open for student drop-off 6:50 am. Teacher on drop-off duty should be in the large conference room at 6:50 and making sure social distancing is followed.

6:50 – 7:20 Teachers Duty in Large Conference Room

1	7:30 – 8:55	First Period
2	9:00 – 10:35	Second Period

Teacher lunch 10:40 to 11:10 (PM students will arrive and head to classes)

3	11:15 – 12:30	Third Period
4	12:35 – 1:50	Fourth Period

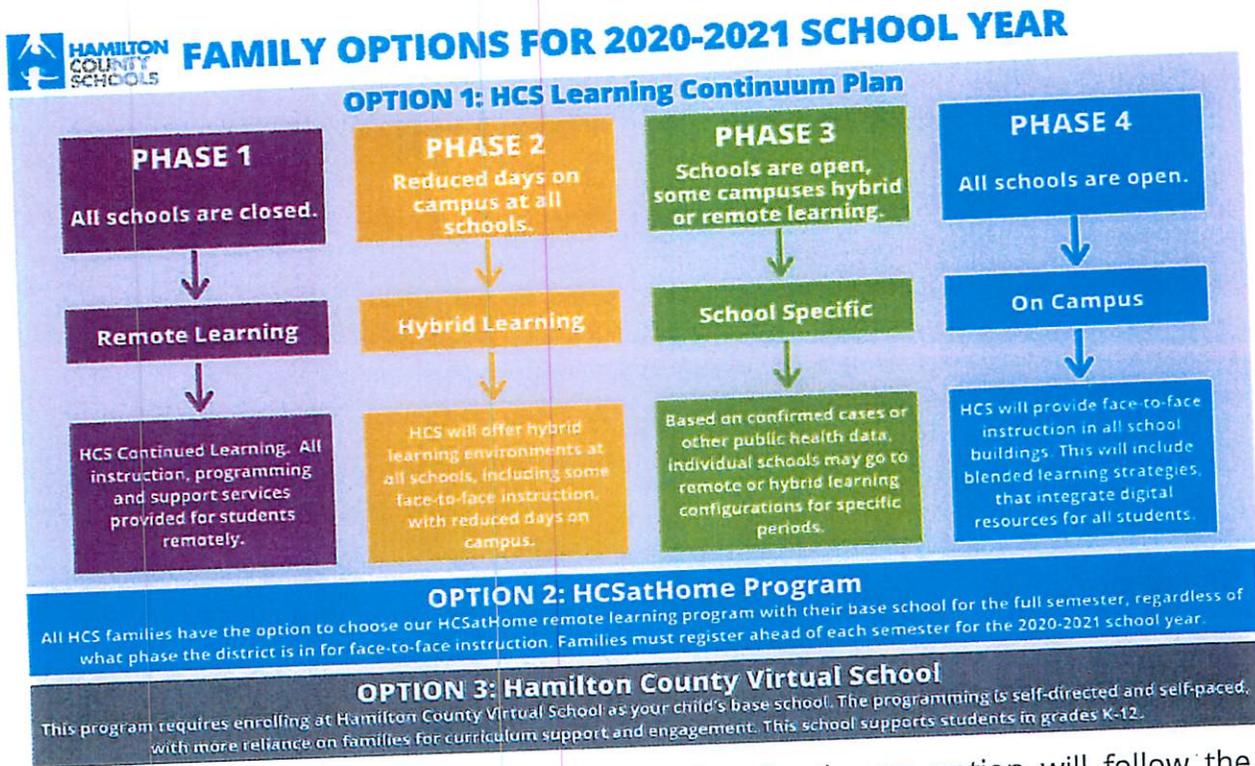
Teacher Planning Time: 1:55 to 2:45

Teacher Arrival Time to School: 7:15 unless you have drop-off duty.



SY 20-21 Attendance Guidelines

Definitions



HCS Learning Continuum: The HCS Learning Continuum option will follow the phases outlined in the HCS Reentry Plan. Depending on which phase the district is in during the school year, students will be learning through either on-campus instruction, remote learning, or a hybrid combination of remote learning and on-campus instruction in the classroom.

HCS at Home: Students engaged in a blended model of course work in a home setting other than on a school campus. All HCS families have the option to choose the HCS at Home where the child will learn remotely at home and continue to be enrolled in their base school and taught by their base school teacher. Families selecting this option will need to stay in the option for the full semester.

HC Virtual School: Online instruction separate from an identified HCS campus. This program requires enrolling at Hamilton County Virtual School as your child's base school. The programming is self-directed and self-paced, with more reliance on parents for curriculum support and engagement. This school supports students in

grades K-12. Hamilton County Virtual School has been a part of the school district for several years.

Remote Learning: Internet-based learning environment where instruction, practice, assessment and communication are facilitated using digital resources. (Also referred to as virtual learning.) Students will likely be engaged in remote learning activities at some point, regardless of the learning option chosen. Remote learning will be an option for any student who cannot attend school in person due to minor illness, suspicion of COVID-19 related symptoms, or due to quarantine restrictions.

Hybrid Learning: School model where students are on campus 2-3 days per week and engaged in remote learning for days where they are not on campus.

Present: Students are counted present when they are 1) physically on campus and participating in HCS Learning Continuum, 2) have logged in and are participating in a full day of HCS at Home, or 3) have logged in five (of seven) days a week, and adhere to the predetermined pacing guide in HC Virtual School.

Distance Learning: New attendance code approved by the state department of education that allows students to be counted as present when they are participating via remote learning model.

Excused Absence: Absences are excused that fall within the HCS guidelines to include 1) personal illness (with parents having greater discretion), 2) death in the family (not to exceed three days), 3) recognized religious holidays regularly attended by persons of that faith, 4) dental, doctor, court, etc., with proof of appointment. Students unable to physically attend school as a result of an allowable excused absence may engage in remote learning and be counted present rather than an excused absence.

Unexcused Absence: Any absence that fails to fall within the HCS guidelines for excused absences are categorized as unexcused. The guidelines for unexcused absences will also include students that are not signed in (without providing an allowable excuse), not participating in a full day of remote learning, or students that fail to sign in five (of the seven) days a week. District will also monitor the Assignment Calendar within Edgenuity and Compass platforms which creates a formal time management plan that provides the students with a visual display of course obligations. This calendar is an accountability check to ensure that the student is devoting enough time in a day, week, and month to successfully complete all of the course requirements.

Illness: Illnesses are defined as students with a fever or other health-related symptoms. Returning to school is permitted when symptom free (without fever

reducing medication) for a 24-hour period. Parents of children who have a fever (100.4 or higher) and/or have a probable or confirmed case of COVID-19 will need to follow the district's specific procedures on getting clearance to return to school, which will align to CDC and health department guidance. For students well enough to complete course work but unable to attend school in person due to fever or possible COVID exposure, attendance via remote learning is encouraged to allow students to complete coursework at home and be counted as present. Attendance for remote learning will follow the same process as for HCS at Home students.

Phased Reentry: The opening reentry phase of educating HCS students to maximize safety will be based on the state of the COVID-19 pandemic following recommendations of the Centers for Disease Control and guidance provided by the Tennessee State Government. Those families choosing Option 1 - the HCS Learning Continuum - will follow the phased plan for in person learning.

Phase One: Schools closed; HCS provides all instruction, programming, and support services for students remotely (HCS Continued Learning)

Phase Two: Reduced on-campus hours; HCS will continue remote learning (Hybrid Learning model) with possible reduced on-campus hours (50% schedule) based on health and safety benchmarks.

Phase Three: Schools open; short-term closures in some buildings; some schools may be engaged in remote learning or hybrid learning (School Specific)

Phase Four: All schools open; HCS will provide on-campus instruction in all school buildings.

Procedure for Monitoring Attendance

Phase One (All schools are closed/)

HCS Continued Learning (Including HCS at Home students). Students will be expected to sign-in daily at a designated time to be engaged in a blended learning model (two-way, real time, pre-recorded videos, etc.) Students signing in are counted as present. Students failing to sign-in will be marked absent and referred to members of the school-based attendance committee to follow the established protocol for attendance monitoring. The list of unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments to maintain attendance status.

HC Virtual School. Students are required to log in five (of the seven) days a week and adhere to the predetermined pacing guide to be counted present. Students that fail to log in or do not adhere to the predetermined pacing guide are marked absent. The list of absent or unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc.

Phase Two (All schools on Hybrid Learning model) and
Phase Three (Schools are open, with school-specific adjustments.)

HCS Learning Continuum. Students engaged in face-to-face learning will follow the tiered approach established by the district to monitor attendance. Attendance will be taken at a designated time at each school. Students reporting should have no symptoms (fever, etc.) and have not been exposed to someone testing positive for COVID-19. The process for monitoring attendance will involve a school-based attendance committee that will document all absences. The list of absent students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc. School-based extracurricular activities are allowable with regular school attendance. Any student dismissed from school for illness, will be allowed to participate in remote learning (if well enough to do so) to maintain attendance status. However, he/she must have documentation from a health-care provider prior to participating in any further extracurricular activity.

On remote learning days, students will have attendance procedures and expectations the same as those students participating in HCS at Home.

Note: Students in quarantine (up to 14 days) for possible COVID-19 exposure can maintain attendance (if well enough to do so) through daily sign in for HCS at Home Learning. Students that fail to do so will be counted absent.

HCS at Home. Students working in HCS at Home will be expected to sign-in daily at a designated time to be engaged in a blended learning model (two-way, real time, pre-recorded videos, etc.) Students signing in are present. Students failing to sign-in will be marked absent and referred to members of the school-based attendance committee to follow the established protocol for attendance monitoring. The list of unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments to maintain attendance status.

HC Virtual School. Students are required to log in five (of the seven) days a week and adhere to the predetermined pacing guide to be counted present. ~~Students that fail to log in or do not adhere to the predetermined pacing guide are marked absent. The list of absent or unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc.~~

Phase Four (All schools are open.)

HCS Learning Continuum. Students engaged in on-campus learning will follow the tiered approach established by the HCS district to monitor attendance. Attendance will be taken at a designated time at each school. Students reporting should be without symptoms (fever, etc.) and without exposure to someone testing positive for COVID-19. The process for monitoring attendance will involve a school-based attendance committee that will document all absences. The list of absent students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc. School-based extracurricular activities are allowable with regular school attendance. Any student dismissed from school for illness, will be allowed to participate via remote learning (if well enough to do so) to maintain attendance status. However, he/she must have documentation from a health-care provider prior to participating in any further extracurricular activity.

Note: Students in quarantine (up to 14 days) for possible COVID-19 exposure can maintain attendance (if well enough to do so) through daily sign in for remote learning, similar to HCS at Home students. Students that fail to do so will be counted absent.

HCS at Home. Students working in HCS at Home will be expected to sign-in daily at a designated time to be engaged in a blended learning model (two-way, real time, pre-recorded videos, etc.) Students signing in are present. Students failing to sign-in will be marked absent and referred to members of the school-based attendance committee to follow the established protocol for attendance monitoring. The list of unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments to maintain attendance status.

HC Virtual School. Students are required to log in five (of the seven) days a week and adhere to the predetermined pacing guide to be counted present. Students that fail to log in or do not adhere to the predetermined pacing guide are marked absent. The list of absent or unaccounted for students will be reviewed daily by members of the attendance committee to determine trends, strategize interventions, etc.

Excused vs. Unexcused Absences

Phase One (All schools are closed.)

HCS Continued Learning (Including HCS at Home students). Excused absences are those with a justifiable reason as defined by HCS. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments to maintain attendance status. Verification of excused absences should be submitted to school designated personnel.

HC Virtual School. Students that are logged in five (of the seven) days and adhere to their predetermined pacing guide are counted present; students not logged in are marked absent unless there is a justifiable and documented reason. Verification of excused absences should be submitted to school designated personnel.

Phase Two (All schools on Hybrid Learning model) and

Phase Three (Schools are open, with school-specific adjustments.)

HCS Learning Continuum. Excused absences are defined as absences that fall within the HCS guidelines as 1) personal illness (with parents having greater discretion), 2) death in the family (not to exceed three days), 3) recognized religious holidays regularly attended by persons of that faith, 4) dental, doctor, court, etc. with proof of appointment. Unexcused absences are absences that do not fall within the guidelines of the above mentioned absences. Verification of excused absences should be submitted to school designated personnel.

HCS at Home. Excused absences are those with a justifiable reason as defined by HCS. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments

to maintain attendance status. Verification of excused absences should be submitted to school designated personnel.

HC Virtual School. Students that are logged in five (of the seven) days and adhere to their predetermined pacing guide are counted present; students not logged in are marked absent unless there is a justifiable and documented reason. Verification of excused absences should be submitted to school designated personnel.

Phase Four (All schools are open.)

HCS Learning Continuum. Excused absences are defined as absences that fall within the HCS guidelines as 1) personal illness (with parents having greater discretion), 2) death in the family (not to exceed three days), 3) recognized religious holidays regularly attended by persons of that faith, 4) dental, doctor, court, etc. with proof of appointment. Unexcused absences are absences that do not fall within the guidelines of the above mentioned absences. Verification of excused absences should be submitted to school designated personnel.

HCS at Home. Excused absences are those with a justifiable reason as defined by HCS. Students experiencing technical issues (internet, device issues, etc.) are to immediately notify the school (within two hours of sign-in time) to enable issues to be resolved quickly. In such cases, parents/students will work collaboratively with the school to enable completion of alternative assignments to maintain attendance status. Verification of excused absences should be submitted to school designated personnel.

HC Virtual School. Students that are logged in five (of the seven) days and adhere to the Assignment Calendar are counted present; students not logged in are marked absent unless there is a justifiable and documented reason. Verification of excused absences should be submitted to school designated personnel.

Parent Excused & Excused Personal Illness - Additional Latitude during COVID-19 Response

Due to the unique circumstances presented by the COVID-19 global pandemic, this guidance is intended to provide families the information they need to ensure their child is able to fully engage in learning, while also protecting the school community's health and safety.

Though our tiered attendance policy (School Board Policy 6.200) limits families to three (3) parent-excused absences for illness before requiring a note from a medical professional, we do recognize that we are asking families to be more cautious and

keep their children at home for even minor symptoms of illness, due to the risks from the novel coronavirus. In those cases, we would ask that families **proactively** communicate with designated personnel at their school and allow their child to participate in **remote learning** for the day, such that the student would still be counted present.

We also understand that students may have more extended illness this year related to COVID-19 and/or flu, where they are sick beyond the three (3) parent excused absences but may not have visited a health care provider (as some doctor offices may be advising against in person appointments in specific cases due to the risk of COVID-19). **In this event, administrators have the ability to record absences as excused for illness by the school, if the parent proactively communicates the child's health status.** Schools will determine specific procedures for which personnel will record this information and how parents are to communicate regarding illnesses that are beyond the three allowable parent-excused days but did not involve a doctor's office visit to receive a note.

Internal Tracking

All attendance tracking will be documented in the HCS PowerSchool database.

Interventions

Prior to the initiation of any intervention strategy, verification of attendance status will be confirmed by the school-based attendance committee.

Tier One intervention (one to five unexcused absences) will be school-based and may include one or more of the following strategies: robo call, phone meeting, phone conference with guardian and/or student to review the attendance mandates.

Tier Two intervention (eight to ten unexcused absences) will involve the school attendance specialist conducting a needs assessment with each individual family to identify barriers to school attendance. The results of the needs assessment may result in a referral to the school social worker or a community service agency to provide support to the family.

Tier Three intervention (greater than ten unexcused absences) will involve the Community Attendance Review Board to engage additional community partners in addressing the barriers to attendance. Attendance issues that continue beyond the Tier Three intervention will result in a referral to **Juvenile Court**.

Parental Notification

Notification of attendance procedures will be placed in the HCS Student Code of Acceptable Behavior. Both students and parents are expected to sign and return an acknowledgement of this policy to the school.

Composition of Attendance Committee

The composition of the attendance committee can be (but not limited to) the following school principal designated team to include: registrar, school secretary, attendance clerk/clerical assistant, attendance specialist, school counselors, dean of students, behavior specialists, etc.

Educators contributing to the development of the HCS SY 20-21 Attendance Guidelines included:

Dr. Nakia Towns, Roxanne Anthony, Jim Boles, Jennifer Bronson, Dr. Marsha Drake, Sheryl Fletcher--RN, Karen Glenn, Gerald Harris, Bradley Jackson, Heidi Moses, Ruth Pohlman, Jane Reynolds, Dr. Sonja Rich, Brian Seay, Debbie Smith, Dr. LeAndrea Ware, Dr. Kelley Weiss, Darlene Johnson, Janet Rains, Cynthia Blakemore, Linda Howerton, Donna Patton, Lesley Schmidt, Dawn White, Dominique Blackburn, Senta Dixon, Sonya Hermon, Kimberly Kellum, Temus Terry, Paula Ware, and Shawn Wilkes

Building and School Procedures

Cell Phone and Electronic Device Policy

- All electronic devices should be put away until teacher permission is given.
- NO CELL PHONE USE IN THE CLASSROOM – phones may be used at break time.
- Improper use of electronic devices will result in device being collected by the teacher and/or turned over to the administration.
- No inappropriate use will be tolerated: Cheating, texting, phone calls, or other
- If inappropriate use occurs:
 - 1st offense: Teacher will collect device and return it to the student at the end of class.
 - 2nd offense: Teacher will collect device and turn it over to the administration. A meeting with the administrator will be held to determine when the electronic device will be returned.
 - 3rd offense: The teacher or administrator will collect the device and a meeting with student/parent(s)/and staff will be held to determine when the electronic device will be returned.

Telephone Procedures

- The phone in the front office is for emergency use. Students can only use the phone with pass from their teacher and permission from the office staff.
- If a parent needs to talk with a student, please call our administrative secretary/attendance clerk (Ms. Gossett) at 344-1433. Remember that personal phones are not to be used during class time for calls or texts. A parent contacting their child during class time risks the personal phone to be turned in to the administrator and possible disciplinary actions taken.
- Phone numbers are 423-344-1433 and 423-344-1435. Fax number is 423-344-1434.

Dismissals

- Dismissal notes are to be submitted to the office before the morning class begins so verification may be made if necessary by the attendance clerk, Mrs. Gossett.
- Students are to understand that dismissals will count as an absence in any class they miss, (depending on how much time they are gone/half the class). Work may be made up for partial or full credit depending on reason for dismissal. This is the same makeup policy for absences depending on excused or unexcused.

Dress Code Policy

Students at Harrison Bay Future Ready Center are expected to use mature judgment in choosing clothing worn in class as specified below:

Shirts

- Writing and pictures must be appropriate (must not depict drug, alcohol, tobacco, sex, or gangs)
-
- Size appropriate (no undersized shirts or crop tops/shirts must be able to be tucked in)

- Must have sleeves (no exposed shoulders)
- Must be modest (no sheer tops, no cleavage or bare midriff)

Pants or Shorts

- Shorts may be worn, but they must touch the knees.
- No leggings, spandex, stretch pants, leggings, yoga pants, athletic shorts/pants, sweatpants, joggers, or pajama pants.
- No pants with holes, rips, or tears that expose skin or are excessive (no bare skin may be showing through your jeans above the knees). ★
- No skirts, dresses, or short rompers
- No sagging/oversized pants (no underwear may show)

Headwear

- No hats, bandanas, or head coverings (except for religious purposes and must be approved by administration in advance).

Outerwear

- No heavy coats or jackets inside the building during school hours (7:15 - 2:15).
- If outerwear is removed, what is underneath must meet dress code.
- No blankets are allowed in the building during school hours (7:15 - 2:15).

Footwear

- Shoes must be worn at all times and not interfere with safety

Consequences:

If you fail to comply with expectations of attire, you will not be permitted to attend class until you are in compliance. This is a long standing policy in Hamilton County. **Any additional consequences will follow HCS Code of Acceptable Behavior and Discipline and Administrator discretion.**

Food and Drink

- A snack area is located on the first floor for students and faculty to utilize during break time if so desired. Students should bring change to use in the machines. Change will not be provided.
- Food and drink are only allowed in the classroom at **TEACHER DISCRETION!**
- Food and drink will not be allowed in lab areas or around computers and electronic equipment.

Guidance

- The guidance office is open to students throughout the day to assist with academic and social issues.

- Students are to check counselor's availability between classes or at the beginning of the day AND get teacher permission to see the counselor.
- A sign-up procedure will be used and the counselor will call for the student(s) depending on availability.

Make-up Work

- Homework at Harrison Bay Future Ready is the result of incomplete classwork and make-up work. ***
- It is the STUDENT'S RESPONSIBILITY to request make-up work for class time missed.
- Make-up work for excused absences will be given full credit while make-up work for unexcused absences may be given at 90% credit.
- All make-up work should be completed at the teacher's convenience and within five (5) days.
 - An excused absence must meet guidelines of one of the six state excused absences (TCA 49-6-3007)
 - Personal illness, (Two or more concurrent days) Physician's statement may be required.
 - Death in the immediate family. (Obituary column or funeral program copy required)
 - Recognized religious holidays observed by person of that faith. (Program required)
 - School visit, school service, job-shadowing, etc. (Approved by guidance counselor)
 - Court appearance (Court documentation required.)
 - Counseling/therapy/treatment sessions (Documentation required)

Lockers

- There are not enough lockers to assign to students. Students should carry books and belongings to each class. Do not leave personal or valuable belongings unattended. **Lost or stolen items are not the responsibility of the school.**
- Lockers will be assigned to students at their zoned school.

Medications

- All medications must be taken in the front office if they are to be taken during the school day.
- A permission form must be signed by parent and physician, be presented to the school secretary/attendance clerk, and be kept on file in the front office. (This includes inhalers, Epi-pen, etc.)
- Possession, sale, or transfer of one's own prescribed or across-the-counter medications receive the same consequences as illegal drugs.

Movement In and Around Building

- Students are expected to move from place to place in and around the building in an orderly manner.
- Loud behavior, profane language, running, horseplay, are all inappropriate and unacceptable behaviors. Please respect the educational environment and rights of others.
- Do not go outside the building on breaks.
- Do not go to vehicles without a teacher pass AND office permission.
- Do not enter a classroom, other than your scheduled class, at any time without administration or teacher permission.
- A 10 minute break will be provided between classes for bathroom use, drinks, or snacks.

Report Cards

- Students receive grades or notice of academic progress during each quarter. Parents may check student progress online by using the web address <http://powerschool.hcde.org/public>. Username and password can be obtained through the school secretary. For specific dates for report cards, please refer to the school calendar.

Character Education

- Character education is taught and emphasized within all aspects of the Harrison Bay Future Ready Center curriculum including any clubs or extra-curricular activities. Character education focuses on the different traits: *respect, responsibility, perseverance, caring, self-discipline, citizenship, honesty, courage, and fairness.*
- **School Security information**
- **Search of Lockers if lockers are used** – In accordance with Tennessee state law, students notified that lockers and other storage areas are school property and are subject to search. TCA 49-6-4204
- **Search of Persons** – A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal or administration in charge. TCA 49-6-4205
- **Search of Vehicles** – Vehicles located on school property are subject to search in accordance to TCA 49-6-4206. Animals may be used to facilitate a search on school property in accordance to: TCA 49-6-4208.

Passes out of Class

- Bathroom passes or breakroom passes will not be given out during class time. There is time between classes for these reasons, (Except under emergency situations which might require a doctor's note).
- If a student is given permission to leave class, students will both sign-out and sign-in with destination included on the pass.
- No electronic devices will be taken with a student on a pass. If a student is using an electronic device during this time, they risk the device being collected by the administration.

Moment of Silence and Pledge of Allegiance

- Each morning, students will observe a moment of silence.
- Following the moment of silence, students and staff will be required to stand and may or may not say the Pledge of Allegiance.

Tardy(s)

- Students arriving after the 7:30 tardy bell must sign in and receive an admit slip in the front office **before** reporting to classes.

- Any student arriving 40 minutes after class has started (35 minutes after in the PM classes) will be considered absent.
- If a bus is late, students will not be considered tardy.
- Students arriving late to any class will be required to sign in at the office and receive an admit slip **before** reporting to class.

Visitors

- All visitors are required to sign-in and show identification at the reception desk in the front office.
- If needed, a visitor pass will be given and must be worn while in the building or on campus. Upon leaving, the visitor pass will be returned to the secretary at the reception desk.
- Visitors are not permitted in classes **without permission** from the **teacher and administration**. This includes all relatives, parents, siblings, children, spouse, friends, etc.

Plagiarism Policy

- Plagiarism is the use of someone else's words, opinions, ideas, or work without properly giving credit. It includes borrowing someone else's sequence of ideas, arrangement of material, or the pattern of thought without giving proper credit. To avoid plagiarism, give proper credit whenever you use:
 - Another person's idea, opinion, theory, or language.
 - Any facts, statistics, graphs, drawings, or any other information that are not common knowledge.
 - Direct quotes from another person's written or spoken words.
 - A paraphrase of another person's written or spoken words.
- In addition, when you paraphrase, be sure you are not just rearranging or replacing a few words. Write the passage in your own words. Check your paraphrase to make sure you didn't use the same words or phrases. Exact words and phrases from a text require quotation marks and a citation.

Possible Consequences of Plagiarism

- A zero on the assignment, parental notification, disciplinary referral to an administrator, and/or failure in the course depending on level of importance of the assignment/activity for the course.

Report Cards

- Students receive grades or notice of academic progress during each quarter. Parents may check student progress online by using the web address <http://powerschool.hcde.org/public>. Username and password can be obtained through the school secretary. For specific dates for report cards, please refer to the school calendar.

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- **Search of Persons** – A student may be subject to physical search because of the results of a locker search, or because of information received from a teacher, staff member, student or other person if such action is reasonable to the principal or administration in charge. TCA 49-6-4205
- **Search of Vehicles** – Vehicles located on school property are subject to search in accordance to TCA 49-6-4206. Animals may be used to facilitate a search on school property in accordance to: TCA 49-6-4208.

NONDISCRIMINATION

- It is the policy of the Hamilton County Board of Education not to discriminate on the basis of race, color, creed, national origin, sex, age, no disqualifying disability, or veteran status in any of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statues: (1) The Rehabilitation Act of 1972, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972.

9th graders – Once you get to high school grades are more important, classes are harder, and social life itself can be more difficult to manage. It's a lot with which to deal so what you do this first year will make your high school experience more stressful... or more amazing! Here are some things you should do to make your high school experience less stressful and more successful:

1. DEVELOP GOOD HABITS

- a. Be in school every day possible.
- b. Complete class and homework assignments.
- c. Be actively engaged in your classes by asking and answering questions, taking notes, and be a part of the class discussions.
- d. Ask for help when you really need it, but remember, it is okay to struggle. Learning occurs from failures, just don't give up.

2. GET ORGANIZED

- a. Use a daily planner.
- b. Have a system for organizing your work.
- c. Eliminate clutter, especially in your backpack and locker.
- d. Develop good routines.
- e. Create a daily study plan.

3. EXPAND HORIZONS

- a. Make new friends.
- b. Get involved in clubs, sports, or activities.
- c. Try new and different things to find what you enjoy and what interests you want to pursue.

4. TAKE RESPONSIBILITY

- a. For your behavior.
- b. For your choices.
- c. For your decisions.
- d. For choosing the right friends.
- e. For who you are.

5. THINK ABOUT TECHNOLOGY USE AS AN ENRICHMENT TO YOUR LIFE, NOT A DETRIMENT.

- a. Do I get upset when I don't have access to phone or internet?
- b. Could the words or pictures I post hurt anyone, invite conflict, or be negative?
- c. Am I socializing with people important to me, face to face, not facetime?
- d. Am I spending enough time outside, being physically active?
- e. Is what I am looking at online making me a better and healthier person?

6. KNOW HOW TO HANDLE BULLIES AND BULLYING

- a. Never feel like you deserve to be treated poorly. You should feel safe and respected.
- b. Avoid bullies but don't let them keep you from things you want or need to do.
- c. Never be too afraid to speak up. Tell someone.
- d. Don't match aggression with aggression. Be firm and clear that the harassment needs to stop.

- e. If they don't listen to you, reach out to an adult. Tell someone. Keep records, dates, etc.
 - f. If you are ever in danger, protect yourself without resorting to violence and get away from the situation as quickly as possible and find help.
 - g. Remember, you are the one that decides whose words and what words get inside you and affect you or not.
7. STAY HEALTHY
- a. Get 8 hours of sleep minimum (but that doesn't mean in class... 😊)
 - b. Eat something healthy for breakfast and lunch and move your body daily.
 - c. Stay away from alcohol, drugs, tobacco, and vaping. They will only cause you problems.
8. PUSH YOURSELF>>>HAVE GRIT
- a. Work hard even if you get bored or don't like the material.
 - b. Stay focused even when you're not in the right mood.
 - c. Show respect to all even when you're irritated. Be different...be nice.
 - d. Do a GREAT job even when you'd rather be doing something else, so do your best.
9. START PLANNING FOR YOUR FUTURE NOW IF YOU HAVEN'T ALREADY!!!
- a. Four-year college or two-year college
 - b. Career or Technical college
 - c. Military with occupational training
 - d. Apprenticeships for career work

9th grade
ROCKS



DISCRIMINATION IS AGAINST THE LAW

<p>TITLE II</p>	<p>SECTION 504</p>	<p>TITLE IX</p>	<p>TITLE VI</p>
<p>Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. 28 C.F.R. Part 35</p>	<p>Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 104</p>	<p>Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. 34 C.F.R. Part 106</p>	<p>Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. 34 C.F.R. Part 100</p>

Inquiries regarding grievances or compliance with Title VI, Title IX, and/or Section 504 should be directed to:

1. Dr. Marsha Drake
 Title VI Coordinator
 3074 Hickory Valley Road
 Chattanooga, TN 37421
 Telephone: 423-498-7022
 Email: drake_marsha@hdcde.org
- Nancy Reed
 504 Coordinator
 3074 Hickory Valley Road
 Chattanooga, TN 37421
 Telephone: 423-498-7082
 Email: reed_n@hdcde.org
- Karen S. Glenn
 Title IX Coordinator
 1161 West 40th Street
 Chattanooga, TN 37409
 Telephone: 423-498-7221
 Email: glenn_k@hdcde.org

OR

2. Tennessee Department of Education
 Office for Civil Rights
 710 James Robertson Parkway
 Andrew Johnson Tower, 6th Floor
 Nashville, TN 37243
 Telephone: 615-741-2731
 Email: Lesley_Farmer@state.tn.us
 Web: <http://www.tennessee.gov/education/civilrights.shtml>

OR

3. Office for Civil Rights
 U.S. Department of Education
 61 Forsyth Street, S.W., Suite 19T70
 Atlanta, GA 30303-3104
 Telephone: 404-974-9406; TDD: 877-521-2172
 Email: OCR_Atlanta@ed.gov
 Web: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

DISCRIMINACIONES EN CONTRA DE LA LEY

TÍTULO VI	TÍTULO IX	SECCIÓN 504	TÍTULO II
El Título VI de la Ley de Derechos Civiles de 1964 prohíbe la discriminación basada en la raza, color u origen nacional en todos los programas o actividades que reciben ayuda financiera Federal. <i>34 C.F.R. Part 100</i>	El Título IX de las Enmiendas de Educación de 1972. prohíbe la discriminación basada en el sexo en todos los programas o actividades que reciben ayuda financiera Federal. <i>34 C.F.R. Part 106</i>	La Sección 504 de la Ley de Rehabilitación de 1973 prohíbe la discriminación basada en la discapacidad, en todos los programas o actividades que reciben ayuda financiera Federal. <i>34 C.F.R. Part 104</i>	El Título II del Acta de Americanos con Discapacidades (ADA) de 1990 prohíbe la discriminación basada en la discapacidad, por entidades públicas. <i>28 C.F.R. Part 35</i>

Preguntas en cuanto a agravios o conformidad con el Título VI, Título IX, la Sección 504 y Título II deberán ser dirigidas a:

1. Hamilton County Department of Education
 Marsha J. Drake
 3074 Hickory Valley Road
 Chattanooga, TN 37421
 Teléfono: 423-209-8654
 Correo Electrónico: drake_marsha@hcede.org

Nancy Reed/Gloria Moore
 3074 Hickory Valley Road
 Chattanooga, TN 37421
 Teléfono: 423-209-8590/
 423-209-8589
 Correo Electrónico: reed_nancy@hcede.org
moore_gloria@hcede.org

OR

2. Tennessee Department of Education
 Office for Civil Rights
 710 James Robertson Parkway
 Andrew Johnson Tower, 6th Floor
 Nashville, TN 37243
 Teléfono: 615-741-2731
 Correo Electrónico: Lesley.Farmer@state.tn.us
 Portal Cibernético: <http://www.tennessee.gov/education/civilrights.shtml>

Preston Gunter
 3074 Hickory Valley Road
 Chattanooga, TN 37421
 Teléfono: 423-209-8571
 Correo Electrónico: gonter_preston@hcede.org

OR

3. Office for Civil Rights
 U.S. Department of Education
 61 Forsyth St. S.W., Suite 19T70
 Atlanta, GA 30303-3104
 Teléfono: 404-562-6350; TDD: 404-331-7236
 Correo Electrónico: OCR-Atlanta@ed.gov
 Portal Cibernético: <http://www.ed.gov/about/offices/list/ocr/complaintintro.html>

26.

Hamilton County Board of Education

Monitoring:	Descriptor Term:	Descriptor Code:	Issued Date:
Review: Annually, in April	Student Discrimination/Harassment/ Hazing and Bullying/Intimidation	6.304	11/15/12
		Rescinds:	Issued:
		6.304	11/16/17

Hamilton County Board of Education's Expectation of Student Conduct

The Hamilton County Board of Education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. Hamilton County students are expected to behave in a way that does not interrupt the education of other students.

This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.¹ This policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process.

Hamilton County Board of Education's Commitment

The Hamilton County Board of Education is fully committed to providing a safe and orderly learning environment for all students in order for them to achieve academic success. This environment shall be free from discrimination, harassment, sexual harassment, hazing, bullying or cyber-bullying.

The Hamilton County Board of Education will not tolerate acts of discrimination, harassment, sexual harassment, hazing, bullying, or cyber-bullying toward students by other students or staff. In addition, the Board of Education will not tolerate conduct aimed at defining a student in a sexual manner, and conduct impugning the character of a student based on allegations of sexual promiscuity.

Discrimination and Harassment

It shall be a violation of this policy for any employee or any student to discriminate against or harass another student on the basis of sex, gender identity, race, ethnicity, disability, or religion.² Discrimination and harassment will not be tolerated.³

For purposes of this policy, discrimination and harassment include words, gestures, threats, or any other conduct that is severe or pervasive and that creates a hostile environment that substantially interferes with or limits a student's ability to participate in or benefit from services, activities, or opportunities offered by a school.

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5 Examples of discrimination and harassment include any act that, alone or in combination with other
6 acts, has the effect of:

- 7
8 1. Unreasonably interfering with the student's work or educational opportunities; or
9 2. Creating an intimidating, hostile or offensive learning environment; or
10 3. Implying that submission to such conduct is made an explicit or implicit term of
11 receiving grades or credit; or
12 4. Implying that submission to or rejection of such conduct will be used as a basis for
13 determining the student's grades and/or participation in a student activity; or
14 5. Defining a student in a sexual manner; or
15 6. Impugning the character of a student based on allegations of sexual promiscuity.

16
17 **Bullying, Cyber-Bullying, and Hazing**

18
19 It shall be a violation of this policy for any student to bully or haze another student whether directly,
20 through a third party, or through the use of electronic devices such as text messages or posts on social
21 media sites.

22
23 For purposes of this policy, bullying includes any act that substantially interferes with a student's
24 educational benefits, opportunities or performance. If the act occurs on school grounds, on a school
25 sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying
26 if it has the effect of harming a student or damaging his or her property; knowingly placing a student in
27 reasonable fear of harm to the student or to his or her property; causing emotional distress to the student;
28 or creating a hostile educational environment. If the act occurs off school property or outside of any
29 school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and
30 has the effect of creating a hostile educational environment or a substantial disruption to the educational
31 environment or the learning process.

32
33 Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes
34 devices and equipment such as cell phones, computers, and tablets, as well as communication tools
35 including social media sites, text messages, chat, and websites. Examples may include inappropriate text
36 messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures,
37 videos, websites, or fake profiles.

38
39 Hazing is any act intended or reasonably expected to endanger the physical or mental health of a
40 student or students, or to humiliate, intimidate or demean a student or students in connection with joining
41 or maintaining membership in any team or organization affiliated with any school or school program.

42
43 **Procedures**

44
45 Victims of or witnesses to discrimination, harassment, bullying, cyber-bullying, or hazing shall report
46 these incidents immediately to a teacher, counselor, building administrator, or anonymously on the Quick
47 Tip link located on the Hamilton County Department of Education website.⁴ The willful filing of a false
48 report will itself be considered harassment and/or bullying and will be treated as such.

Student Discrimination/Harassment/Hazing and Bullying/Intimidation

1
2 Any staff member who witnesses any action that may be a violation of this policy or who receives any
3 report of any alleged conduct that would constitute a violation of this policy must report to the principal/
4 designee as quickly as possible, but in no event more than 24 hours after receiving the report.

5
6 If the principal is involved in the incident or if the adult/student is uncomfortable reporting the incident
7 to the principal/designee of the school, the following reporting options can be used:

- 8
9
- Title VI Coordinator, Title VI of the Civil Rights Act of 1964 (race, color, national origin)
423-498-7021
 - Title IX Coordinator, Title IX of the Education Act of 1972 (sex) 423-498-7221
 - 504 Coordinator, Section 504 of the Rehabilitation Act of 1973 (disability) 423-498-7082
- 10
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13
14 All allegations shall be fully investigated by a building administrator and/or school official. Investigations
15 must commence as soon as possible but in no event more than 48 hours after the report. Investigations
16 must be resolved within 20 days of the report.

17
18 Every building administrator shall record complaints of discrimination, harassment, bullying, cyber-
19 bullying, and hazing and shall document how the administrator or other school officials responded to each
20 complaint and the final disposition of each complaint. Administrators may not take disciplinary action
21 based solely upon anonymous complaints.

22
23 At the end of each school quarter, each building administrator shall send a report summarizing
24 complaints of discrimination, harassment, bullying, cyber-bullying, and hazing to the Director of Schools.
25 Each building administrator is expected to be aware of trends in his or her school and to investigate
26 and respond accordingly.

27
28 Even when a complaint has not been reported anonymously, the confidentiality of all parties and
29 witnesses will be respected. However, because confidentiality must be balanced against the school
30 system's obligation to cooperate with police investigations or legal proceedings, to provide due process
31 to the accused, to conduct a thorough investigation, or to take necessary action to resolve a complaint,
32 the identity of parties and witnesses, when known by school system officials, may be disclosed in
33 appropriate circumstances to agencies and persons with a need to know.

34
35 There will be no retaliation against any person who reports harassment or participates in an
36 investigation. However, any employee who refuses to cooperate or gives false information during the
37 course of any investigation may be subject to disciplinary action.

38
39 Building administrators are responsible for educating and training their respective staff and students as
40 to the terms of this policy and the procedures for reporting discrimination, harassment, bullying,
41 cyber-bullying, and hazing.

42
43 At the start of every school year, this policy should be reviewed through the Code of Acceptable Conduct
44 with Students acknowledging having read it and/or parents indicating having explained it to their child.
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Consequences

For students, a substantiated charge of discrimination, harassment, bullying, cyber-bullying, and hazing may result in consequences ranging from behavioral interventions to suspension or expulsion. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

The following factors will be considered in determining the consequences and appropriate remedial action:

- The developmental level and maturity levels of the parties involved;
- The levels of harm as determined by the student's ability to be educated in a safe and orderly environment;
- The surrounding circumstances;
- The nature of the behavior(s)
- Past incidences or continuing patterns of behavior;
- The relationships between the parties involved; and
- The context in which the alleged incidents occurred.

For employees, a substantiated charge shall result in disciplinary action up to and including termination. Additionally, acts of discrimination, harassment, bullying, cyber-bullying, and hazing may also be prosecuted as criminal acts under the laws of the State of Tennessee.

1. TCA § 49-6-4501-4506
2. TCA § 49-6-3109
3. Title VII; 29 CFR §1604.11;
Davis v. Monroe County Board of Education,
No. 97-843 Board 1.404
(U.S. Sup. Ct. May 24, 1999)
4. Title IX (20 U.S.C §§1681-1686)

Cross References:
Appeals To & Appearances Before the

30.

Hamilton County Board of Education

Monitoring: Review: Annually, in February	Descriptor Term: Harassment/Sexual Harassment and Discrimination	Descriptor Code: 5.502	Issued Date: 11/15/12
		Rescinds: 5.502	Issued:

1 The Hamilton County Board of Education is committed to safeguarding the rights of all students and employees
2 within the school system to learn and work in an environment that is free from all forms of harassment and/or
3 sexual harassment.

4 It is the policy of the Hamilton County School System to maintain a learning and working environment that is
5 free from harassment of any type. The school system prohibits any form of sexual harassment or harassment
6 based upon age, religion, disability, or race/national origin.

7 It shall be a violation of this policy for any student, staff member or member of the public, during any school
8 related activity or during any education sponsored event, whether in a building or other property being used or
9 operated by the Hamilton County School System, to engage in any form of harassment. Persons found to have
10 violated this policy shall be subject to penalties or discipline that the school system deems appropriate.

11
12
13
14 **I. Harassment/Discrimination Defined**

15 It is the policy of the Hamilton County Board of Education not to discriminate on the basis of sex,
16 race, national origin, creed, religion, age, marital status, or disability in its educational programs,
17 activities, or employment policies as required by the herein-referenced federal statutes.

18 Discrimination/harassment will not be tolerated. Discrimination/harassment is defined as conduct,
19 advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature or based
20 on a disability which:

- 21 1. Unreasonably interferes with the individual's work performance, or education; or
- 22 2. Creates an intimidating, hostile or offensive work, or academic environment; or
- 23 3. Implies that submission to such conduct is made an explicit or implicit term of
- 24 employment or education; or
- 25 4. Implies that submission to or rejection of such conduct will be used as a basis for an
- 26 employment or educational decision affecting the harassed individual.
- 27

28
29 **II. Sexual Harassment Defined and Prohibited**

30 A. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors,
31 sexually motivated physical conduct, or other verbal or physical conduct or communication
32 of a sexual nature when:

- 33 1. Submission to that conduct or communication is made a term or condition, either
- 34 explicitly, of obtaining or retaining employment or of obtaining an education; or
- 35 2. Submission to or rejection of that conduct or communication by an individual is
- 36 used as a factor in decisions affecting that individual's employment or education; or
- 37 3. That conduct or communication has the purpose or effect of substantially or
- 38 unreasonably interfering with an individual's employment or education or creating
- 39 an intimidating, hostile, or offensive employment or education environment.
- 40
- 41

1 Any sexual harassment as defined when perpetrated on any student or employee
2 will be treated as sexual harassment under this policy.
3

4 B. Sexual harassment may include, but is not limited to:

- 5 1. sexual advances
- 6 2. verbal harassment or abuse
- 7 3. subtle pressure for sexual activity
- 8 4. touching of a sexual nature including inappropriate patting or pinching
- 9 5. intentional brushing against a student's or an employee's body
- 10 6. demanding sexual favors accompanied by implied or overt threats concerning
11 an individual's employment or educational status
- 12 7. demanding sexual favors especially when accompanied by implied or overt
13 promises of preferential treatment with regard to an individual's employment or
14 educational status
- 15 8. graffiti of a sexual nature
- 16 9. displaying distributing sexually explicit drawings, pictures, or other written
17 materials including making and playing sexually explicit audio/video tapes
- 18 10. sexual gestures including touching oneself sexually or talking about one's sexual
19 activities in front of others
- 20 11. sexual or "dirty" jokes, or
- 21 12. spreading rumors about or rating other students and adults as to sexual activity
22 or performance
23

24 III. Reporting Procedures

25 Any person who believes he or she has been the victim of harassment or sexual harassment by a
26 student or an employee of the school system, or any third person with knowledge or belief of
27 conduct which may constitute harassment or sexual harassment, should
28 report the alleged acts immediately to an appropriate school system official as designated by this
29 policy. Reports shall be made to the immediate supervisor except when the immediate supervisor
30 is the offending party. If the immediate supervisor is the offending party, the report may be made
31 to the Office of the Superintendent or the Human Resource Office at
32 3074 Hickory Valley Road, Chattanooga, TN 37421 or by calling (423) 209-8538 immediately.
33

34 Student to student complaints should be reported to the Assistant Superintendent of Campus
35 Support at 3074 Hickory Valley Road, Chattanooga, TN 37421 or by calling (423) 209-8530.
36 If a complaint made by a student is given verbally, the principal shall reduce it to a written form
37 within twenty-four (24) hours and forward it to the Assistant Superintendent of Campus
38 Support under a confidential cover.
39

40 An oral complaint may be submitted, however, such complaint must be reduced in
41 writing to ensure a more complete investigation. The complaint should include the
42 identity of the alleged victim and the person accused; the location, date, time and
43 circumstances surrounding the alleged incident; a description of what happened and any other
44 evidence.
45
46
47
48
49

Submission of a complaint or report of harassment or sexual harassment will not affect the reporting individual's future employment, grades, or work assignments.

The school system will respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school system's legal obligations and the necessity to investigate allegations of harassment and take disciplinary action when the conduct has occurred.

IV. Investigation and Recommendation

By authority of the school system, the superintendent or his designee, upon receipt of a report or complaint alleging harassment or sexual harassment, shall immediately authorize an investigation. This investigation shall be conducted by school system officials or by a third party designated by the board of education. The party making the investigation shall provide a written report of the status of the investigation within twenty (20) working days to the superintendent and deputy superintendent. The twenty (20) day period may be extended by the superintendent or Board of Education if the investigation warrants the extension.

In determining whether alleged conduct constitutes harassment or sexual harassment, the school system shall consider the surrounding circumstances, the nature of the sexual advances if sexual harassment is alleged, relationships between the parties involved, and the context in which the alleged incidents occurred.

The investigation shall consist of, but not be limited to; personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation shall also consist of any other methods and documents deemed pertinent by the investigator.

In addition, the school system shall take immediate steps to protect the complainant, students, and employees pending completion of an investigation of alleged harassment or sexual harassment.

V. School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the school system shall take such action as is appropriate based on the results of the investigation.
- B. The result of the investigation for each complaint filed under these procedures shall be reported in writing to the complainant by the school system. The report shall document any disciplinary action taken as a result of the complaint.
- C. The school system shall take such other steps as are necessary to prevent recurrence of the harassment.
- D. The school system shall keep the complainant informed of the status of the complaint.

1
2 **VI. Reprisal**

3 There shall be no retaliation against any person who reports discrimination/harassment or
4 participates in an investigation. The school system shall discipline any individual who
5 retaliates against any person who reports alleged incidents of harassment or sexual harassment
6 or who retaliates against any person who testifies, assists, or participates in an investigation,
7 proceeding, or hearing relating to a harassment or sexual harassment complaint. Retaliation
8 includes, but is not limited to, any form of intimidation, reprisal, or harassment which creates a
9 hostile environment. As an example of prohibited retaliation, the District staff may not, because
10 of a parent or guardian's protected activity, fail to provide the parent or guardian information
11 concerning his or her child.

12 **VII. Non-Harassment/False Accusations**

13 The school system recognizes that not every reported incident or advance or consent of a
14 sexual nature constitutes harassment. Whether a particular action or incident constitutes a
15 personal or social relationship having a discriminatory effect requires a determination based
16 on all the facts and surrounding circumstances.

17
18 False accusations of harassment or sexual harassment can have a serious detrimental effect
19 on innocent parties. Any person who knowingly and intentionally makes a false accusa-
20 tion, for any reason which would be contrary to the spirit and intent of this policy, shall be
21 subject to immediate and appropriate disciplinary action.

22
23 **VII. Right to Alternative Complaint Procedures**

24 These procedures do not deny the right of any individual to pursue other avenues of re-
25 course which may include filing charges with the Tennessee Department of Human Rights,
26 initiating civil action, filing a complaint with the Office of Civil Rights of the United States
27 Department of Education, or, in certain instances, seeking redress under state statutes.

28
29 **IX. Sexual Harassment as Sexual Abuse**

30 Under certain circumstances, sexual harassment may constitute sexual abuse under
31 Tennessee Law. In such situations, the school system shall comply with Tennessee Law
32 regarding the reporting of suspected abuse to appropriate authorities.

33
34 **X. Discipline**

35 Any school system action taken pursuant to this policy will be consistent with requirements
36 of federal law, Tennessee statutes, and school system policies. The school system will take
37 such disciplinary action it deems necessary and appropriate, including warning, suspension,
38 or immediate discharge, to end harassment or sexual harassment and prevent its recurrence.

39
40 **XI. Policy Distribution**

41 A copy of the foregoing policy and reporting procedure shall be published in the school
42 system's policy manual, shall be included in each student handbook published by the school
43 system, and shall be posted in a conspicuous place in each school building and other HCDE
44 work sites. Current HCDE employees and students shall be informed of this policy
45 annually by their immediate supervisor and/or school principal. New employees shall
46 sign a harassment/sexual harassment acknowledgment form at the time of employment.
47
48
49

Hamilton County Department of Education
COMPLAINT/REPORT FORM

Date _____

Complainant _____

Home Address _____

Work Address _____

Home Phone _____ Work Phone _____

School: _____

Last Date of Alleged Incident(s): _____

What is the basis of your complaint? Please check all that apply, and specify the race, color, national origin, gender, or disability of the person alleged to have suffered the discrimination:

- Race _____
- Gender _____
- Color _____
- Handicap or Disability _____
- National Origin _____

Name of person you believe unlawfully discriminated toward you or a student: _____

If the alleged unlawful discrimination was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary): _____

Where and when did the incident(s) occur: _____

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of _____. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(see HCDE policy 5.500 for complaint process and procedures)

(Complainant Signature) (Date)

DEPARTAMENTO DE EDUCACIÓN DEL CONDADO HAMILTON
FORMULARIO DE QUEJA/INFORME

Fecha: _____

Querellante: _____

Domicilio: _____

Dirección del trabajo: _____

Teléfono de la casa: _____ Teléfono del trabajo: _____

Escuela: _____

Última fecha del/ de los presunto(s) incidente(s): _____

¿En qué se basa su queja?: Por favor, marque lo que corresponda y especifique la raza, el color, origen nacional, género o incapacidad de la persona que supuestamente ha sufrido la discriminación:

Raza _____

Género _____

Color _____

Desventaja o incapacidad _____

Origen nacional _____

Nombre de la persona que usted cree discriminó ilegalmente contra usted o un estudiante:

Si la supuesta discriminación ilegal fue contra otra persona, identifique a esa persona:

Describa el/los incidente(s) lo más claramente posible, incluida información tal como: qué fuerza, si alguna, se usó; todas las declaraciones verbales (es decir, las amenazas, peticiones, demandas, etc.); en cuál, si alguno, contacto físico se participó; etc. (Adjunte páginas adicionales si es necesario): _____

Dónde y cuándo el/los incidente(s) ocurrió u ocurrieron: _____

Haga una lista de los testigos que estuvieron presentes: _____

Esta queja se presenta sobre la base de mi creencia sincera de que _____

ha discriminado ilegalmente en mi contra o en la de un estudiante sobre la base de _____

Por la presente certifico que la información que he proporcionado en esta queja es verdadera, correcta y completa, según mi leal saber y entender.

* (Ver la política HCDE 5.500 de procesos y procedimientos de queja) *

(Firma del querellante)

Fecha



HCS at Home
Student & Parent Handbook
2020-2021



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Attendance

Student attendance must be taken daily. When students are scheduled to be in a live class session, they must arrive no later than 5 minutes after the start time to be counted as “present” for that class. For classes not meeting in person on a particular day, a student’s attendance may be counted by turning in an assignment, answering the daily check-in, or working in a small group.

By law students must attend school daily. Hamilton County Schools (HCS) will allow parent/guardian excuses to serve as documentation for three (3) personal illness days only. After three (3) parent/guardian excused personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal (as defined above). To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent/guardian and any medical documentation should be presented to the appropriate school official at the student’s enrolled school within five (5) days of the student returning to school. District personnel will intervene to address habitual truancy using a *Tiered Attendance Intervention* support structure for students and their families. *School Board Policy 6.200*

Dress Code

Students will arrive at each class meeting dressed for the camera. They will be required to wear clothing that follows school dress code guidelines. Hats or hoods may not be worn if they cover the face or cause the student to not be identified.

A student shall not dress, groom, wear or use emblems, insignias, badges, gang symbols or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols results in the interference or disruption, as to violate this rule and shall give notice of such interference or disruption, and its cause. The Dress Policy must accommodate students whose religious beliefs may be substantially burdened by this policy.

Norms for Remote Sessions

In addition to the HCS at Home dress code, students must adhere to the following norms while in their live sessions:

- Cameras must be turned on
- Students must be signed in and ready for class on time
- Adhere to teacher guidance around being muted



Mission and Vision

Mission: Effective instruction of a quality curriculum in the context of supportive relationships with accountability to every student and family through a remote learning environment.

Vision: High quality, rigorous curriculum delivered in an accessible manner to all students.

Overview

Welcome to HCS at Home!

HCS at Home features courses in mathematics, science, language arts, social studies, as well as related arts and electives. Our remote learning environment will also be able to accommodate courses in world languages and career and technical education (CTE) that are offered at the student's current school.

In this learning environment, students will experience learning which occurs remotely with a Hamilton County teacher from an HCS school, academic supports, and access to learning anywhere. Students will be well supported by highly qualified teachers and staff, just as they would if attending their enrolled school in-person.

While students must commit to at least one semester of a full remote course load for HCS at Home, they will have the option to participate in clubs and organizations at their enrolled school. They can also participate in athletics at their school, as long as they are eligible.

We are excited to have you embark on this new journey of digital learning with us!

Enrolled School Handbook

Students enrolled in HCS at Home will be held to the same expectations provided in the handbook for the student's zoned, magnet, or hardship school.



- Students may be required to be on mute during a lesson, but unmuted during small group time or a discussion.
- Students should utilize the chat feature to ask school related questions to their teacher. The chat should not be used for communicating about non-school related matters.

School Hours & After Hours Communication

HCS at Home hours will follow the school hours at the student's enrolled school. Students should be fully available to participate in live learning sessions during these times or will otherwise be considered absent.

Students will not be expected to participate in live sessions occurring outside of the regular school hours. While students and parents may reach out to teachers via email outside of the regular school hours, a response should not be expected until the next school day.

Exceptional Education & English Language Learners Services

Students receiving services through Exceptional Education and/or the English Language Learners Program will still receive their required services through the HCS at Home model.

Families can also reference the [Supporting Students with Disabilities During COVID-19: Resources for Tennessee Families](#) website for additional guidance from the State of Tennessee on supporting children with disabilities.

Sports & Extracurriculars

Students in good standing with coursework and attendance, may participate in sports teams and/or clubs at their enrolled school and clubs.

No student can participate in athletics while they are serving any type of out-of-school suspension or alternative placement. Additional guidance on eligibility can be found in the [2020-21 Tennessee Secondary School Athletic Association Handbook](#). Check with your school for required paperwork.

Social & Emotional Supports

Students will have a designated homeroom or advisory teacher that checks in with the student and their well-being (beyond academics) at least once a week.

School counselors should be available to meet with HCS at Home students at the same capacity as students physically in the building.

Class Engagement & Participation



All students will engage in class activities during their zoned, magnet or hardship school hours. Students will need to follow rules and guidelines set by the school for class participation and work completion. Any student not following the school guidelines will be contacted first by the teacher. If the student continues to not participate regularly, the school will set a meeting with the parents to determine next steps for engaging the student in their education.

Harassment & Bullying

It shall be a violation of board policy for any student to bully or haze another student whether directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites.

For purposes of board policy, bullying includes any act that substantially interferes with a student's educational benefits, opportunities or performance. If the act occurs on school grounds, on a school sponsored activity, on school sponsored transportation or at a school designated bus stop, it is bullying if it has the effect of harming a student or damaging his or her property; knowingly placing a student in reasonable fear of harm to the student or to his or her property; causing emotional distress to the student; or creating a hostile educational environment. If the act occurs off school property or outside of any school sponsored activity, it is nevertheless bullying if it is directed at a specific student or students and has the effect of creating a hostile educational environment or a substantial disruption to the educational environment or the learning process.

Cyber-bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network sites, and embarrassing pictures, videos, websites, or fake profiles. Hazing is any act intended or reasonably expected to endanger the physical or mental health of a student or students, or to humiliate, intimidate or demean a student or students in connection with joining or maintaining membership in any team or organization affiliated with any school or school program. *School Board Policy 6.304*

Claims of bullying/harassment/cyberbullying/hazing are to be directed to the building administrator for investigation without the fear of reprisal or retaliation. False accusations as a means of reprisal or retaliation will be disciplined in accordance with the district policies, procedures, and agreements. HCS will host annual events for parents to discuss prevention strategies. Dates, times, and locations will be forwarded through the HCS messaging system.

NOTE: This Code of Acceptable Behavior will be implemented in compliance with the requirements of applicable federal and state statutes and accompanying regulations governing



the appropriate discipline of students suspected or identified as having a disability.

It is the policy of Hamilton County Board of Education not to discriminate on the basis of sex, race, national origin, creed, religion, age, marital status, or disability in its educational programs, activities, or employment policies.

A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes:

1. The Rehabilitation Act of 1972, Section 504;
2. Title VI of the Civil Rights Act of 1964; or
3. Title IX of the Educational Amendments of 1972

Parent Grievance Procedure

If you or your child encounters a specific problem or concern during the school year, the following step(s) should be taken:

1. Step 1 - Contact your child's teacher to schedule a conference.
2. Step 2 - If the issue was not resolved in Step 1, call or make an appointment with the principal.
3. Step 3 - If the issue was not resolved in Step 2, call or make an appointment with your child's Learning Community Executive Director.
4. Step 4 - After talking with the Executive Director, if you feel you need further assistance, contact the Chief of Schools.

Harrison Bay Learning Community: Apison Elementary, Chattanooga School for the Liberal Arts, East Brainerd Elementary, Harrison Elementary, Lakeside Academy, Ooltewah Elementary, Snow Hill Elementary, Wallace A. Smith Elementary, Westview Elementary, Wolftever Creek Elementary, Brown Middle, Hunter Middle, Ooltewah Middle, East Hamilton Middle, East Hamilton High, Central High, Harrison Bay Center, and Ooltewah High.

Executive Director: Dr. Larrie Reynolds (423-498-7094)

Missionary Ridge Learning Community: Barger Academy of Fine Arts, Bess T. Shepherd Elementary, Clifton Hills Elementary, East Lake Elementary, East Ridge Elementary, East Side Elementary, Spring Creek Elementary, East Lake Academy, East Ridge Middle, Tyner Middle Academy, East Ridge High, Tyner Academy, and The Howard School.

Executive Director: Dr. Jason Vance (423-498-7092)

North River Learning Community: Allen Elementary, Big Ridge Elementary, Daisy Elementary, Hixson Elementary, McConnell Elementary, Middle Valley Elementary, North Hamilton County



Elementary, Soddy Elementary, Hixson Middle, Loftis Middle, Soddy Daisy Middle, Hixson High, Sale Creek Middle/High School, Sequoyah High, and Soddy Daisy High.

Executive Director: Dr. Elaine Harper (423-498-7092)

Rock Point Learning Community: Alpine Crest Elementary, Chattanooga School for the Arts and Sciences Lower School, Dupont Elementary, Lookout Mountain Elementary, Lookout Valley Elementary, Normal Park Elementary, Nolan Elementary, Red Bank Elementary, Rivermont Elementary, Thrasher Elementary, Normal Park Upper School, Red Bank Middle, Chattanooga High School Center for Creative Arts, Chattanooga School for Arts and Sciences Upper School, Lookout Valley Middle/High, Red Bank High, and Signal Mountain Middle/High School.

Executive Director: Dr. Robert Sharpe (423-498-7094)

Innovation Schools: Battle Academy, Tommie F. Brown Academy, Howard Connect Academy,

Chief of Innovation and Choice: Jill Levine (423-498-7172)

STEM School Chattanooga, Collegiate High School, Sequoyah High School

Executive Director, Early Postsecondary Success: Blake Freeman (423-498-5719)

Mid-Town Learning Community: Calvin Donaldson Environmental Science Academy Elementary, Hardy Elementary, Orchard Knob Elementary, Woodmore Elementary, Dalewood Middle, Orchard Knob Middle, and Brainerd High.

Executive Director: (423-498-7253)

Discrimination Complaints

Discrimination complaints will be forwarded to the Equity Office to the attention of one of the following:

Dr. Marsha Drake - Race, Ethnicity, Limited English Proficiency, Religion, Etc. (Title VI)	423-498-7022
Karen S. Glenn - Sex, Gender-based, Gender Identity, Etc. (Title IX)	423-498-7221
Gloria Moore - Disability (504)	423-498-7082

Additional Contacts

Chief of Schools: Dr. Neelie Parker (423-498-7111)

Exceptional Education Director: Garfield Adams (423-498-7113)

English for Speakers of Other Languages (ESOL) Director: Diego Trujillo (423-498-7132)



Glossary

Learning Management System (LMS) - online program that holds multiple learning platforms for students. Hamilton County uses Canvas and ClassDojo for Learning Management Systems

Blended Learning - Teaching model combining face to face options with an online component to supplement instruction, practice and assessment

Remote Learning - Internet-based learning environment where instruction, practice, assessment and communication are facilitated using digital resources

Virtual School - School built to operate entirely online for instruction, practice, assessment and communication

Semester - Hamilton County Schools divides the school year into two semesters. Semester one runs from August-December. Semester two runs from January-May.

Elementary Resources

Elementary Resources

One username, one password, for everything.



Classes, Lessons, Assignments, Connections

K-2

3-5



ClassDojo



canvas



HCS Blended Learning Toolkit



KIDDOM



G Suite

Canvas or ClassDojo will connect students to learning Literacy, Math, Science, Social Studies and Related Arts using these resources and digital platforms for their class curriculums, all under one username, one password.

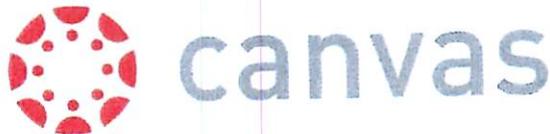
Secondary Resources

Secondary Resources

One username, one password, for everything.



Classes, Lessons, Assignments, Connections



HCS Blended Learning Toolkit



Canvas will connect students to learning Literacy, Math, Science, Social Studies and Related Arts using these resources and digital platforms for their class curriculums, all under one username, one password.

Hamilton County Schools Responsible Use Policy

The Internet and email provide invaluable resources and communications to Hamilton County students and employees (hereafter referred to as "user"). Users accessing the Internet are representing the Hamilton County School System and therefore have a responsibility to use the Internet in a productive manner that meets the ethical standards of an educational institution. The District's Internet Safety Policy and the Technology Acceptable Usage Agreement shall be reviewed, evaluated and revised, as needed, annually.

Scope of Use: To ensure that students receive a quality education in an intellectually stimulating environment, it is the goal of the Hamilton County Schools to provide all students with access to a variety of technological resources. The creation of a large and varied technological environment demands that technology usage be conducted in legally and ethically appropriate ways consistent with the policies and instructional goals of the Hamilton County Schools. Thus, it is the intention of the Hamilton County Schools that all technological resources be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is understood that all users of Hamilton County Schools will use the provided technological resources so as not to waste or abuse, interfere with or cause harm to other individuals, institutions, or companies.

Rules for Usage: The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of the Hamilton County Schools. Use of any and all technological resources is a privilege and not a right. Any violation of the Acceptable Usage Agreement may result in termination of usage and/or appropriate discipline. **All Hamilton County Schools students and their parent/guardians and all Hamilton County Schools employees must sign this agreement as acknowledgment of receipt of these procedures and policies.**

I. ACCESS:

- A. Any user who accesses the district's network or any computer system for any purpose agrees to be bound by the terms of the Agreement, even if no signed Agreement is on file.
- B. The use of all Hamilton County Schools technological resources is a privilege, not a right, and inappropriate or suspected inappropriate use will result in a cancellation of those privileges pending investigation.
- C. The district's network or any computer system is in effect an extension of the classroom experience. The user, student or employee, should use the same judgment as they would in a classroom.
- D. Students accessing the internet by any means other than the District's network while in a Hamilton County School facility is prohibited unless approved by administration. The HCDE network is filtered to meet CIPA compliance. (Refer to VI. Internet Filtering.) Students are accountable for their actions when connected to an outside network. HCDE is not liable.
- E. All computers connected to the Hamilton County Schools HCDE Radius (wireless) or wired must be the property of Hamilton County Schools unless approved by a principal or supervisor. Individuals are prohibited from connecting a computer to the Hamilton County School's network without first obtaining permission from a supervisor staff member. HCDE Guest wireless is available for personal and HCDE assigned devices. All devices connected to the HCDE network are subject to the same guidelines.

- F. Individuals may use only accounts, files, software, and technological resources that are assigned to him/her.
- G. Individuals may not log in to or attempt to log in to the network by using another person's account and/or password or allow any other person to use his/her password to access the network, e-mail, the Internet or other password protected resources
- H. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and/or outside the Hamilton County Schools.
- I. Individuals identified as a security risk may be denied access to the Districts technological resources.
- J. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses, spamming or by any other means. Any use of technological resources that reduces the efficiency of use for others will be considered a violation of this agreement.
- K. Individuals must not modify or attempt to modify hardware, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any security system, either with or without malicious intent.
- L. The Supervisor and/or site administrators will determine when inappropriate use has occurred and each has the right to deny, revoke, or suspend specific user accounts and access. Users have the right to appeal the decision to the site administrator or Director of Schools.
- M. Accessing the HCDE network from outside the network is prohibited without prior authorization.

II. PRIVACY:

- A. To maintain network integrity and to insure the network is being used responsibly, the Supervisor reserves the right to review files and network communications.
- B. Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on any device using the HCDE network.
- C. Because communications on the Internet are often public in nature, all users should be careful to maintain appropriate and responsible communications.
- D. The Hamilton County Schools cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet.
- E. All computer data including search histories and email communications transmitted on school system computers or by means of the school system network are subject to monitoring and may be archived.
- F. Users are encouraged to avoid storing personal and/or private information on the District and/or schools' technological resources.
- G. The system-wide technology staff performs routine backups of District servers. However, all users are responsible for the backup and storage of any critical files and/or data.

III. COPYRIGHT:

- A. The illegal use of copyrighted materials is prohibited. Reproductions of documents, graphics, pictures, digital recordings, music, etc. shall be subject to fair use guidelines and applicable laws and regulations. (For Fair Use guidelines, go to this link: <http://www.copyright.gov/fls/fl102.html>).
- B. Illegal copies of software may not be created or used on school system equipment.
- C. Any questions about copyright provisions should be directed to the Principal or Supervisor.
- D. The legal and ethical practices of appropriate use of technological resources will be taught to all students in the system (i.e. during lab orientation, network orientation, etc).
- E. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The District Technology Department and the person requesting the software will be responsible for determining how many copies should be purchased.
- F. The site administrator at each location is authorized to sign license agreements for a site within the system. Copies of any system-wide license agreements must be signed by the District Technology Department and/or Superintendent and distributed to all schools that will use the software.
- G. The District Technology staff or site technology assistant is responsible for installation of all software in use on the local area network and/or individual workstations within the Hamilton County Schools.
- H. Users should not purchase software for use on District computers or other technological resources without prior consultation with the District Technology staff.

IV. ELECTRONIC COMMUNICATION:

- A. Communications with students/parents/guardians, even if not using school resources, are within the jurisdiction of the school district to monitor as they arise out of one's position as an educator. For official HCDE business, HCDE employees are strongly encouraged to use an HCDE email account when communicating with a student via email.
- B. Electronic communication between staff and students should be written as a professional representing HCDE. This includes word choices, tone, grammar and subject matter.
- C. All data stored or transmitted on school system computers shall be monitored. Hamilton County Schools' e-mail accounts may not be used for sending or attempting to send anonymous messages.
- D. Photos and videos of students and staff should not be shared or posted electronically without permission.
- E. Hamilton County Schools' e-mail accounts may not be used for sending district-wide emails.
- F. Electronic correspondence is a public record under the public record's law and may be subject to public inspection.

A. Internet safety measures shall be implemented that effectively address the following:

VII. INTERNET SAFETY MEASURES:

- C. Employees have the ability to override filtered sites. When accessing blocked sites, it is expected to preview any resources prior to classroom presentation. Employees are also expected to refrain from any inappropriate sites.
- B. URLs and IP addresses may be added to or deleted from the filtered list by the District Technology staff.
- A. On the District's network, internet access for all users is filtered by a filtering system provided through the school system's ISP and by the District firewall system by URL and IP address.

VI. INTERNET FILTERING:

- E. Students who are allowed independent access to the Internet will have the capability of accessing material that has not been screened.
- D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from parents, guardians, students, employees via this signed agreement.
- C. Teachers are responsible for previewing Internet resources that will be presented in the classroom prior to their introduction.
- B. All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet.
- A. The intent of the Hamilton County Schools is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula.

V. INTERNET:

- I. HCDE employees who wish to utilize an approved HCDE website for communication must notify parents and obtain signed permission from the parent(s) to electronically post/share student pictures.
- H. All staff members will be responsible for information that they make public through the use of electronic communication. Teachers are the gatekeeper for the privacy and protection of students. When other people can see your conversations with the students (i.e.- Other "Friends" on Facebook), you may be endangering them and also violating the Family Educational Rights and Privacy Act (FERPA).
- G. The line between professional life and personal life must be clear at all times. Staff members should only use their educational email account or other approved communication method (Google, Edmodo, etc.) to communicate with students and/or parents and guardians, and should only communicate on matters directly related to education. Relationships associated with such educational social media accounts should only be with members of the educational community, such as administrators, teachers, students, and parent of such students. It is strongly recommended that staff reject requests from individuals who do not fit into these categories.

1. Safety and security of students when using any form of direct electronic communications;
 2. Preventing unauthorized access, including "hacking" and other unlawful activities by students on-line; and
 3. Restricting students' access to materials that may be inappropriate or harmful to them.
- B. The processes for ensuring that the system's resources are not used for purposes prohibited by law or for accessing sexually explicit material are:
1. Monitoring on-line activities of students;
 2. Utilizing technology that blocks or filters Internet access (for both students and adults) to material that is obscene, pornographic or potentially harmful to students; and
 3. Maintaining a usage log.
- C. All students will participate in Internet safety training, which is integrated into the District's instructional program in grades K-12. Schools will use existing avenues of communication to inform parents, grandparents, caregivers, community stakeholders and other interested parties about Internet safety.

VIII. LIABILITY:

- A. The Hamilton County Department of Education does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the Internet.
- B. The Hamilton County Department of Education does not guarantee the confidentiality of any communications or data transmitted on its system.
- C. The Hamilton County Department of Education is not liable for any communication that has taken place on a personal device.

Hamilton County Schools Responsible Use Agreement

I have read and agree to comply with the Hamilton County Department of Education Responsible Use Policy (<http://www.hcde.org/rup>). I understand that any violations of these regulations are unethical, potentially illegal, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action may be taken up to and including termination (employee) or suspension/expulsion (student) or possible criminal charges.

Student/Parent Section Only:

Student's Name (Please Print)

Location

Student's Signature

Date

As the parent or legal guardian of the student signing above, I grant permission for him/her to access networked computer services such as electronic mail (e-mail) and the Internet. I further understand that deliberate misuse by the student resulting in hardware and/or software damage will be the responsibility of the parent/guardian.

Parent/Guardian Signature

Date

Employee Section Only:

Employee's Name (Please Print)

Location

Employee's Signature

Date

Departamento Educacional del Condado Hamilton (HCDE)

Política de Uso Responsable

He leído y estoy de acuerdo en cumplir con el Política de Uso Responsable del Departamento Educacional del Condado Hamilton (<http://www.hcde.org/rup>). Entiendo que cualquier violación de estos reglamentos será no ética, potencialmente ilegal, y puede constituir una ofensa criminal. Si cometo alguna violación, mi privilegio de acceder el internet puedo ser revocado e acción disciplinaria puede resultar, incluyendo terminación (empleado) o suspensión/expulsión (estudiante) o posibles cargos criminales.

Sección de Estudiante/Padre Solamente:

Nombre del Estudiante (Impreso)

Localización

Firma del Estudiante

Fecha

Como padre o guardián legal del estudiante de la firma anterior, concedo permiso para que él/ella acceda servicios informáticos en red tal como correo electrónico y el Internet. Además entiendo que el mal uso deliberado por el estudiante que resulte en daño a hardware/software será la responsabilidad del padre/guardián.

Firma de Padres/Guardián

Fecha

Sección de Empleados Solamente:

Nombre del Empleado (Impreso)

Localización

Firma del Empleado

Fecha

Departamento Educacional del Condado Hamilton (HCDE)

Términos y condiciones para
Traer Su Propio Dispositivo (TSPD)

El uso de tecnología es un componente esencial del programa escolar y el proceso educacional. El Departamento Educacional del Condado Hamilton les permitirá acceso a la red inalámbrica a los estudiantes y empleados usando dispositivos propios. El uso de la red de HCDE es un privilegio no un derecho que podrá ser revocado a la discreción del administrador. Por lo tanto, es importante que los estudiantes usen sus dispositivos con responsabilidad, respetando la propiedad de otros, y demostrando que su uso les beneficia académicamente e ayuda a crear un buen ciudadano digital.

Dispositivos Permitidos:

Todo dispositivo tendrá que ser aprobado por el director de la escuela y/o su designado.

Reglas y Condiciones:

Las siguientes reglas y condiciones son específicamente del programa TSPD de nuestro distrito. Todo estudiante y sus padres necesitan leer y firmar la Póliza de Usos Aceptables para la Tecnología antes de recibir acceso a la red de HCDE. Fracaso de seguir la póliza de usos aceptables para la tecnología o cualquier regla o condición del acuerdo TSPD puede resultar en acción disciplinaria adicional.

Donde/Cuando/Almacenamiento

1. Estudiantes solo podrán usar sus dispositivos en aula cuando instruido por el profesor.
2. Estudiantes solo podrán usar sus dispositivos en áreas comunes (cafetería, pasillos) cuando aprobado por los administradores de la escuela.
3. Estudiantes no deberán pedirle a los profesores o personal de la escuela que le mantengan o almacenen sus dispositivos.
4. No se le pedirá a ningún empleado de la escuela la recuperación de un dispositivo dejado en la escuela después de horas escolares.
5. Estudiantes no pueden utilizar sus dispositivos para actualizar sus sitios y/o cuentas de redes sociales durante horas escolares. Estudiantes no deberán usar sus dispositivos para llamadas, mensajes de texto, tomar fotos, video o grabaciones de audio, o comunicaciones electrónicas con otras personas durante horas escolares sin el permiso y supervisión del profesor.
6. Estudiantes no deben poseer, compartir, o descargar videos, fotos o grabaciones de audio inapropiadas durante horas escolares.

Acceso a la Red

1. Se espera que los estudiantes utilicen la red inalámbrica de la escuela, no el plan personal de dato móvil para acceder a la red. Los privilegios de TSPD podrán ser revocados si el estudiante no usa la red autorizada.
2. No hay garantía de que la red inalámbrica de la escuela siempre esté disponible. Interrupción de la red es posible e intensidad de señal puede variar.
3. Estudiante deben de traer a la escuela sus dispositivos ya completamente cargados.
4. Todo dispositivo tiene que ser conectado a la red escolar "HCDE Guest" solamente.

Robo o Pérdida

1. El distrito escolar no será financieramente responsable por dispositivos robados o perdidos.
2. El distrito no será responsable por cualquier daño físico o perdido de datos, incluyendo daño/dato perdido resultando de la conexión a la red inalámbrica o enchufe de la escuela.
3. Empleados de la escuela no serán responsables de configurar, solucionar problemas o reparar los dispositivos de estudiantes.
4. Oficiales de la escuela podrán leer, examinar, o inspeccionar el contenido de los dispositivos de los estudiantes bajo sospecha razonable que el contenido de dichos dispositivos pueden contener evidencia de la violación de cualquiera de las reglas o pólizas de las leyes del distrito o la violación de leyes locales, estatales o federales.
5. Oficiales de la escuela pueden confiscar cualquier dispositivo de un estudiante si el estudiante no está siguiendo los procedimientos de TSPD. Dispositivos confiscados serán encerrados en un local aprobado por los administrantes de la escuela.

He leído, entendido y estoy de acuerdo en seguir estas reglas y condiciones. Entiendo que traer mi dispositivo es un privilegio, no un derecho, y que este privilegio puede ser revocado por violaciones de estas reglas o cualquier otra violación del Código de Conducta.

Firma del estudiante / nombre impreso

Firma del padre / nombre impreso

Fecha

Fecha

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Student Photo/Video Release Form

SCHOOL _____

SCHOOL WEB SITE PHOTOS & VIDEO

As we participate in our community, we have opportunities to provide photos of our students in newsworthy events. Photos and video footage may be used in the newspapers, school promotions, and in school brochures and fliers, TV news.

To ensure the privacy and safety of pupils please let us know whether or not we have your permission to publish your child's photo and possibly video footage.

Yes, you have my permission to use my child's photo/video footage.

No, do not use my child's photo/video footage.

If this form is not returned, then permission is not granted and the student's photo or video footage will not be used.

Student Name: _____

Parent/Guardian Signature: _____

Date: _____

57.

FORMULARIO DE DIVULGACIÓN DE FOTOS Y
VIDEOS DEL ESTUDIANTE

ESCUELA: _____

FOTOS Y VIDEOS EN EL SITIO WEB DE LA ESCUELA

Al participar en nuestra comunidad, tenemos la oportunidad de ofrecer fotos de nuestros estudiantes en eventos de interés periodístico. Las fotos y los videos pueden ser utilizados en los periódicos, eventos publicitarios, folletos y volantes de la escuela y en las noticias de la televisión.

Para garantizar la privacidad y seguridad de los alumnos, por favor, infórmenos si contamos o no con su permiso para publicar fotos y, posiblemente, videos de su hijo(a).

Sí, tienen mi permiso para utilizar fotos y videos de mi hijo(a).

No, no utilicen fotos ni video de mi hijo(a).

Si este formulario no se devuelve, entonces, no se habrá dado permiso y las fotos y videos del/de la estudiante no se utilizarán.

Nombre del estudiante: _____

Padre / Madre/ Tutor(a): _____

Fecha: _____