Please check our website at https://www.hbc.e.edu.org

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

2019 - 2020
Student Handbook

Future Ready Center

Harrison Bay
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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

Career & Technology Education
Keith Bright - Arch. Design & Engineering
Karen Haynes - Arch. Design & Engineering
Lynda Pickett - Arch. Design & Engineering
Bryan Robinson - Advanced Manufacturing

Inclusion
Angela Hudson

Language Arts
Susan Leverette – PWC & Chemistry
Chris Wagner – Biology & Env. Science

Sciences
Linda Davis – School Psychologist
Chanta Smith – Speech/Language Therapist

Additional Support Staff
<table>
<thead>
<tr>
<th>OPENING DATE – AUGUST 1, 2019</th>
<th>SCHOOL DAYS 180</th>
<th>CLOSING DATE – MAY 22, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1st TERM – 87 DAYS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>August 1, Thursday</td>
<td>Administrative In-Service #1 (School-Based)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>August 2, Friday</td>
<td>Administrative In-Service #2 (School-Based)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>August 5, Monday</td>
<td>Registration Day for Students (no classes)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>August 6, Tuesday</td>
<td>Administrative In-Service #3 (System-Wide)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>August 7, Wednesday</td>
<td>First Full Day of School</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>September 2, Monday</td>
<td>Labor Day (Paid Holiday #1)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>September 4, Wednesday</td>
<td>Half-Day for Students – Buses will run</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>October 7 – 11</td>
<td>Fall Break (5 Non-Paid Days)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>October 4, Friday</td>
<td>End of 1st Quarter (42 days)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>October 14, Monday</td>
<td>Teacher Professional Development #1 (School-Based)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>October 15 – November 29</td>
<td>Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (FIRST half [1/2] of Administrative In-Service #6)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>October 18, Friday</td>
<td>Report Cards</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>November 13, Wednesday</td>
<td>Half-Day for Students – Buses will run</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>November 27-29</td>
<td>Thanksgiving Holiday (1 Non-Paid, Paid Holiday #2 and #3)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>December 18, Wednesday</td>
<td>HALF-DAY FOR STUDENTS – BUSES WILL RUN</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td><strong>2nd TERM – 93 DAYS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>December 19 – January 1</td>
<td>Winter Break (10 Paid Days)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 2, Thursday</td>
<td>Teacher Professional Development #2 (School-Based)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 3, Friday</td>
<td>Teacher Professional Development #3 (System-Wide)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 6, Monday</td>
<td>School Reopens</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 10, Friday</td>
<td>Report Cards</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 20, Monday</td>
<td>Martin Luther King Day (Paid Holiday #4)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>February 5, Wednesday</td>
<td>Half-Day for Students – Buses will run</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>January 27 – March 6</td>
<td>Schools choose one extended day (3.5 hours) for Parent-Teacher Conferences (SECOND half [1/2] of Administrative In-Service #6)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>February 17, Monday</td>
<td>Presidents’ Day (Non-Paid Holiday)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>March 13, Friday</td>
<td>End of 2nd Quarter (50 days)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>Teacher Professional Development #4 (school-based)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>March 20, Friday</td>
<td>Report Cards</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>April 3 – 9</td>
<td>Spring Break (5 Non-Paid Days)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>April 10, Friday</td>
<td>Spring Holiday (Paid Holiday #5)</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>May 21, Thursday</td>
<td>HALF-DAY FOR STUDENTS – BUSES WILL RUN</td>
<td>NO STUDENTS</td>
</tr>
<tr>
<td>May 22, Friday</td>
<td>Last Day of School – Report Cards - End of 4th Quarter (43 Days)</td>
<td>NO STUDENTS</td>
</tr>
</tbody>
</table>

**ADMINISTRATIVE IN-SERVICE 2019-20 (6 DAYS**) Students do not attend classes.**

August 1-2, August 5-6, 2019 / May 22, 2020

(**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 14, 2019 / January 2 and 3, March 16, 2020

**PAID VACATION – (10 days)**

December 19 – January 1

**PAID HOLIDAYS – (5 days)**

September 2, 2019
November 28-29, 2019
January 20, 2020
April 10, 2020

**DAYS TO BE COUNTED EACH GRADING PERIOD**

<table>
<thead>
<tr>
<th><strong>1st Term</strong></th>
<th><strong>2nd Term</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter: 8/1 – 10/4</td>
<td>1st Quarter: 8/1 – 10/4</td>
</tr>
<tr>
<td>2nd Quarter: 10/14 – 12/18</td>
<td>2nd Quarter: 10/14 – 12/18</td>
</tr>
<tr>
<td>3rd Quarter: 1/2 – 3/13</td>
<td>3rd Quarter: 1/2 – 3/13</td>
</tr>
</tbody>
</table>

| Elem. Mid-Term 9/6 | Report Cards 10/18 | 42 |
| Elem. Mid-Term 11/15 | Report Cards 1/10 | 45 |
| Elem. Mid-Term 2/7 | Report Cards 3/20 | 50 |
| Elem. Mid-Term 4/24 | Report Cards 5/21 | 43 |
| TOTAL | 180 |
### Opening Date – August 1, 2019

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1, Thursday</td>
<td>Administrative In-Service (School)</td>
</tr>
<tr>
<td>August 2, Friday</td>
<td>Administrative In-Service (School)</td>
</tr>
<tr>
<td>August 5, Monday</td>
<td>Administrative In-Service (District)</td>
</tr>
<tr>
<td>August 6, Tuesday</td>
<td>Administrative In-Service (School)</td>
</tr>
<tr>
<td>August 7, Wednesday</td>
<td>Students 1st day (1A - Advisory – A Schedule)</td>
</tr>
<tr>
<td>August 8, Thursday</td>
<td>Students will attend B schedule</td>
</tr>
<tr>
<td>August 9, Friday</td>
<td>Students will attend all four classes A &amp; B</td>
</tr>
<tr>
<td>September 2, Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>October 7 – 11, Monday - Friday</td>
<td>Fall Break</td>
</tr>
<tr>
<td>October 14, Monday</td>
<td>Teacher Professional Development (School)</td>
</tr>
<tr>
<td>October 16, Tuesday</td>
<td>First Day Quarter Two (1A – Advisory – A Schedule)</td>
</tr>
<tr>
<td>October 17, Wednesday</td>
<td>Students will be on B Schedule / Friday will not be all four classes</td>
</tr>
<tr>
<td>November 27 – 29, Wednesday - Friday</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>December 18, Wednesday</td>
<td>Student Half-day, End Q2, last day before break</td>
</tr>
<tr>
<td>December 19 – January 1, Thu. – Wed.</td>
<td>Winter Break</td>
</tr>
<tr>
<td>January 2, 2020 Thursday</td>
<td>Teacher Professional Development (School)</td>
</tr>
<tr>
<td>January 3, Friday</td>
<td>Teacher Professional Development (District)</td>
</tr>
<tr>
<td>January 6, Monday</td>
<td>School Reopens – Q3 (1A – Advisory – A Schedule)</td>
</tr>
<tr>
<td>January 20, Monday</td>
<td>Martin Luther King Jr. Holiday</td>
</tr>
<tr>
<td>February 17, Monday</td>
<td>Presidents Day Holiday</td>
</tr>
<tr>
<td>March 13, Friday</td>
<td>End of Quarter 3</td>
</tr>
<tr>
<td>March 16, Monday</td>
<td>Teacher Professional Development (School)</td>
</tr>
<tr>
<td>March 14, Tuesday</td>
<td>First Day Quarter Two (1A – Advisory – A Schedule)</td>
</tr>
<tr>
<td>March 15, Wednesday</td>
<td>Students will be on B Schedule / Friday will not be all four classes</td>
</tr>
<tr>
<td>April 3 – 10, Monday – Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>May 21, Thursday</td>
<td>Student Half-day, End Q4, last day of school</td>
</tr>
<tr>
<td>May 22, Friday</td>
<td>Teacher Professional Development (School)</td>
</tr>
</tbody>
</table>

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.
Institute Colors – Blue and Gray

Emblem – Rising Blue Sun

Bell Schedule (A – Monday and Wednesday; B – Tuesday and Thursday)

Block One 7:30 – 8:55
Break
Block Two 9:05 – 10:40

Transportation to zoned school/Teacher lunch time

Block Three 11:20 – 12:30
Break
Block four 12:40 – 1:50

Transportation to zoned school/Teacher common planning time.

Fridays: all class periods will meet.

Block One 7:30 – 8:15 (A); 8:20 – 9:05 (B);
Block Two 9:10 – 9:55 (A); 10:00 – 10:40 (B);

Transportation to zoned school/Teacher lunch time

Block Three 11:20 – 11:55 (A); 12:00 – 12:35 (B);
Block four 12:40 – 1:15 (A); 1:20 – 1:50 (B);

Transportation to zoned school/Teacher common planning time.

Grade classifications

Classification is based on number of credits earned, not years attended.

Freshman 5 credits or less
Sophomores 6 – 11 credits
Juniors 12 – 19 credits
Seniors 20+ credits
Daily Bell Schedule

A Day – Monday/Wednesday
B Day – Tuesday/Thursday
Friday – All classes

Doors open for student drop-off 6:50 am

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

1A/B 7:30 – 8:55  First Period
2A/B 9:05 – 10:30  Second Period

Teacher planning and lunch

3A/B 11:20 – 12:30  Third Period
4A/B 12:40 – 1:50  Fourth Period

Friday Schedule only

1A 7:30 – 8:10
1B 8:15 – 8:55
2A 9:00 – 9:40
2B 9:45 – 10:30

Teacher planning and lunch

3A 11:20 – 11:55
3B 12:00 – 12:35
4A 12:40 – 1:15
4B 1:20 – 1:50
<table>
<thead>
<tr>
<th>Wave</th>
<th>Drop Off Times</th>
<th>Times</th>
<th>Pick Up Times</th>
<th>Bus Stop</th>
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</thead>
<tbody>
<tr>
<td>4</td>
<td>2:11 PM</td>
<td>3:52</td>
<td>10:45 AM</td>
<td>School</td>
</tr>
<tr>
<td>3</td>
<td>11:04 AM</td>
<td>3:52</td>
<td>10:20 AM</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>11:01 AM</td>
<td>3:52</td>
<td>10:05 AM</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>7:11 AM</td>
<td>3:52</td>
<td>10:00 AM</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2:09 PM</td>
<td>3:55</td>
<td>11:00 AM</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>11:03 AM</td>
<td>3:55</td>
<td>10:40 AM</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>10:09 AM</td>
<td>3:55</td>
<td>10:20 AM</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>7:12 AM</td>
<td>3:55</td>
<td>10:05 AM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:55 AM</td>
<td></td>
<td>10:00 AM</td>
<td></td>
</tr>
</tbody>
</table>
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)
- No hoodies are to be worn inside the building during school hours (7:15 - 2:15).
- 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 (No open-toed shoes will be allowed in the Advanced Manufacturing – Welding area).

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.
  o 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 are 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.

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 are 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.

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
# DISCRIMINATION IS AGAINST THE LAW

<table>
<thead>
<tr>
<th>TITLE VI</th>
<th>TITLE IX</th>
<th>SECTION 504</th>
<th>TITLE II</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td>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</td>
<td>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</td>
<td>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</td>
</tr>
</tbody>
</table>

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@hcde.org

2. **Nancy Reed**  
   504 Coordinator  
   3074 Hickory Valley Road  
   Chattanooga, TN 37421  
   Telephone: 423-498-7082  
   Email: reed_n@hcde.org

3. **Karen S. Glenn**  
   Title IX Coordinator  
   1161 West 40th Street  
   Chattanooga, TN 37409  
   Telephone: 423-498-7221  
   Email: glenn_k@hcde.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](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](http://www.ed.gov/about/offices/list/ocr/complaintintro.html)
DISCRIMINACIÓN EN CONTRA DE LA LEY

TÍTULO VI
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. 34 C.F.R. Part 106

TÍTULO IX
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. 34 C.F.R. Part 106

SECCIÓN 504
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. 34 C.F.R. Part 104

TÍTULO II
El Título II del Acta de Americanos con Discapacidades (ADA) de 1990 prohíbe la discriminación basada en la discapacidad, por entidades públicas. 28 C.F.R. Part 35

Preguntas en cuanto a quejas o conformidad con el Título VI, Título IX, la Sección 504 o 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@hcde.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.Farrell@state.tn.gov
   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
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. 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. Discrimination and harassment will not be tolerated.

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

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

**Bullying, Cyber-Bullying, and Hazing**

It shall be a violation of this 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 this 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.

**Procedures**

Victims of or witnesses to discrimination, harassment, bullying, cyber-bullying, or hazing shall report these incidents immediately to a teacher, counselor, building administrator, or anonymously on the Quick Tip link located on the Hamilton County Department of Education website. The willful filing of a false report will itself be considered harassment and/or bullying and will be treated as such.
Any staff member who witnesses any action that may be a violation of this policy or who receives any report of any alleged conduct that would constitute a violation of this policy must report to the principal/designee as quickly as possible, but in no event more than 24 hours after receiving the report.

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

- 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

All allegations shall be fully investigated by a building administrator and/or school official. Investigations must commence as soon as possible but in no event more than 48 hours after the report. Investigations must be resolved within 20 days of the report.

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

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

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

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

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

At the start of every school year, this policy should be reviewed through the Code of Acceptable Conduct with Students acknowledging having read it and/or parents indicating having explained it to their child.
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
4. Title IX (20 U.S.C §§1681-1686)

Cross References: Appeals To & Appearances Before the
The Hamilton County Board of Education is committed to safeguarding the rights of all students and employees within the school system to learn and work in an environment that is free from all forms of harassment and/or sexual harassment.

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

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

I. Harassment/Discrimination Defined

It is the policy of the 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 as required by the herein-referenced federal statutes.

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

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

II. Sexual Harassment Defined and Prohibited

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

1. Submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment or of obtaining an education; or
2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive employment or education environment.
Any sexual harassment as defined when perpetrated on any student or employee will be treated as sexual harassment under this policy.

B. Sexual harassment may include, but is not limited to:
   1. sexual advances
   2. verbal harassment or abuse
   3. subtle pressure for sexual activity
   4. touching of a sexual nature including inappropriate patting or pinching
   5. intentional brushing against a student's or an employee's body
   6. demanding sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status
   7. demanding sexual favors especially when accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
   8. graffiti of a sexual nature
   9. displaying distributing sexually explicit drawings, pictures, or other written materials including making and playing sexually explicit audio/video tapes
   10. sexual gestures including touching oneself sexually or talking about one's sexual activities in front of others
   11. sexual or "dirty" jokes, or
   12. spreading rumors about or rating other students and adults as to sexual activity or performance

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

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

An oral complaint may be submitted, however, such complaint must be reduced in writing to ensure a more complete investigation. The complaint should include the identity of the alleged victim and the person accused; the location, date, time and circumstances surrounding the alleged incident; a description of what happened and any other evidence.
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.
VI. Reprisal
There shall be no retaliation against any person who reports discrimination/harassment or participates in an investigation. The school system shall discipline any individual who retaliates against any person who reports alleged incidents of harassment or sexual harassment or who retaliates against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a harassment or sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment which creates a hostile environment. As an example of prohibited retaliation, the District staff may not, because of a parent or guardian's protected activity, fail to provide the parent or guardian information concerning his or her child.

VII. Non-Harassment/False Accusations
The school system recognizes that not every reported incident or advance or consent of a sexual nature constitutes harassment. Whether a particular action or incident constitutes a personal or social relationship having a discriminatory effect requires a determination based on all the facts and surrounding circumstances.

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

VII. Right to Alternative Complaint Procedures
These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Tennessee Department of Human Rights, initiating civil action, filing a complaint with the Office of Civil Rights of the United States Department of Education, or, in certain instances, seeking redress under state statutes.

IX. Sexual Harassment as Sexual Abuse
Under certain circumstances, sexual harassment may constitute sexual abuse under Tennessee Law. In such situations, the school system shall comply with Tennessee Law regarding the reporting of suspected abuse to appropriate authorities.

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

XI. Policy Distribution
A copy of the foregoing policy and reporting procedure shall be published in the school system's policy manual, shall be included in each student handbook published by the school system, and shall be posted in a conspicuous place in each school building and other HCDE work sites. Current HCDE employees and students shall be informed of this policy annually by their immediate supervisor and/or school principal. New employees shall sign a harassment/sexual harassment acknowledgment form at the time of employment.
(date) (Complainant Signature)

See HCDE policy 5.500 for complaint process and procedures.

and believe:
The information I have provided in this complaint is true, correct and complete to the best of my knowledge without knowledge of discrimination against me or a student on the basis of

This complaint is filed based on my honest belief that

List any witnesses that were present:

Where and when did the incident(s) occur:

Additional pages if necessary:

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

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

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

Disability or Disability

color

decender

of disability or the person alleged to have suffered the discrimination:

What is the basis of your complaint? Please check all that apply; and specify the race, color, national origin, gender,

Last date of alleged incident(s):

School:

Home Phone

Work Phone

Work Address

Home Address

Date

COMPLAINT/REPORT FORM

Hamilton County Department of Education
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:
_____________________________________________________________________________________

Describe 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
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.
C. Users may not view, access or use personal, private or confidential information on the District and/or School's technological resources.

E. System computers and the e-mail communications transmitted on school information systems are subject to monitoring and may be archived.

F. All computer data including search histories and e-mail communications transmitted on the Internet are open public in nature, all users should be careful to reserve the right to review files and network communications.

II. PRIVACY:

A. Users should have no expectation of privacy with regards to any data stored, transmitted or accessed on any device using the HCGE network.

B. Users should be aware that the District is responsible for the protection and security of the District's technological resources that reduce the spread of viruses, spamming or by any other means.

C. Individuals must not disrupt or attempt to disrupt any computer services or data by spreading viruses.

D. Individuals may not log in to or attempt to log in to the network by using another person's account and password.

E. Individuals may not log in to or attempt to log in to the network by using another person's account and password.

F. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and e-mail.
Public Inspection.

E. Electronic correspondence is a public record under the public records law and may be subject to

F. Hamilton County Schools e-mail accounts may not be used for sending district-wide emails.

Permission.

D. Photos and videos of students and staff should not be shared or posted electronically without

messages.

C. All data stored on 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

Representing HODE. This includes word choice, tone, grammar and subject matter.

Electronic communication between staff and students should be written as professional

Account when communicating with a student via email.

For official HODE business, HODE employees are strongly encouraged to use an HODE email.

The jurisdiction of the school district to monitor e-mails sent to, from or about employees of the school district is

Communications with students/parents/guardians, even if not using school resources, are within

IV. ELECTRONIC COMMUNICATION:

Without prior consultation with the District Technology Staff,

H. Users should not purchase software for use on District computers or other technological resources

Schools.

G. The District Technology staff or the Technology Assistant is responsible for installation of all

Department and/or Superintendent and distributed to all schools that will use the software.

E. The site administrator at each location is authorized to sign license agreements for a site within the

must be purchased. The District Technology Department and the person purchasing the software

students in the system. (e.g. during lab operations, network operations, etc)

D. The legal and ethical practices of appropriate use of technological resources will be taught to all

C. Any questions about copyright provisions should be directed to the Principal or Supervisor.

B. Illegal copies of software may not be used or shared on school system equipment.

A. The illegal use of Copyrighted Material is prohibited. Reproductions of documents, graphics,

III. COPYRIGHT:


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

VI. INTERNET SAFETY MEASURES:

- Employees are also expected to return
involved any resources prior to classroom presentation. Employees are also expected to return
involvement any resources prior to classroom presentation.

B. Employees who are allowed independent access to the Internet will have the capability of accessing
Internet will have the capability of accessing

C. Teachers are responsible for preventing Internet resources that will be presented in the classroom

D. Users will gain access to the Internet by agreeing to conduct themselves in a considerate and

E. Students who are allowed independent access to the Internet will have the capability of accessing
Internet will have the capability of accessing

V. INTERNET FILTERING:

- The Internet of the Hamilton County Schools is to provide access to resources available via the

B. All schools and guidelines for appropriate technology use shall apply to usage of the

C. All Internet resources and guidelines for appropriate technology use shall apply to usage of the

A. The Internet of the Hamilton County Schools is to provide access to resources available via the

V. INTERNET:

- Privacy Act (FERPA),

H. All staff members shall be responsible for information that they make public through the use of

recommended that staff refer requests from individuals who do not fit into these categories.

school as students. Teachers, students, and staff or such students. It is strongly

educational social media accounts should only be used for the website for communication must notify

H. All staff members shall be responsible for information that they make public through the use of

C. The line between professional life and personal life must be clear at all times. Staff members

pictures.

I. HODE employees who wish to utilize an approved HODE website for communication must notify

Facebook, Twitter, Instagram, etc. are all different online communication tools. Teachers are the gatekeepers for the privacy and protection of students.

When other people can see your communications with the students (i.e. "other friends" on

Facebook, you may be endangering them and also violating the Family Educational Rights and

When other people can see your communications 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),
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, online, 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 online 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
Hamilton County Department of Education
Terms and Conditions for
Bring Your Own Device (BYOD)

The use of technology is an essential component of the school program and the educational process. The Hamilton County Department of Education will allow students and employees access to HCDE’s wireless network using personally owned devices. The use of HCDE’s network is a privilege not a right and may be revoked at the discretion of the administration. Therefore, it is important that students use their devices responsibly, respect the property of others, and demonstrate that this use benefits them academically and helps build good digital citizens.

Devices Permitted:
All devices must be approved by the principal or his/her designee.

Rules and Conditions:
The following rules and conditions are specific to our district’s BYOD program. All students and their parents must also read and sign the Technology Acceptable Use Policy before the device will be allowed on the network. Failure to follow the Technology Acceptable Use Policy or any of the rules and conditions of the BYOD agreement listed below may result in further disciplinary action.

Where/When/Storage
1. Students may only use their device in the classroom when instructed by teacher to do so.
2. Students may only use their device in common areas (hallways, cafeteria) when approved by the school administration.
3. Students should not ask teachers or staff to hold or store their device.
4. No school employee should be asked to retrieve device left in school after normal school hours.
5. Students may not use their device to update social media sites or accounts during school hours. Students should not use device to call, text message, make pictures, videos or audio recordings, or electronically communicate with others during the school day without teacher supervision or permission.
6. Students should not possess, share, or download inappropriate videos, pictures, or audio recordings during the school day.

Network Access
1. Students are expected to use the school’s wireless network, not personal data plans to access the web. BYOD privileges may be revoked for students not using the approved network.
2. No guarantee is made that the school’s wireless network will always be available. Network outages may occur and signal strength may vary.
3. Students should bring devices fully charged to school.
4. All BYOD devices must connect to the school “HCDE Guest” network only.

Theft/Loss, Etc.
1. The school district will not be held financially responsible for lost or stolen devices.
2. The school district will not be held responsible for any physical damage or data loss, including damage/data loss resulting from connecting devices to the school’s wireless network or power outlets.
3. School staff is not responsible for configuring, troubleshooting, or repairing student devices.
4. School officials may read, examine, or inspect the contents of any student’s personal device upon reasonable suspicion that the contents of the device may contain evidence of a violation of these or other rules and policies of the district, or a violation of local, state or federal laws.
5. School officials may confiscate any student device if student is not following BYOD procedures. Confiscated devices will be locked in an administrative approved location.

I have read, understand, and agree to abide by these rules and conditions. I understand that bringing my device is a privilege, not a right, and that this privilege can be revoked for violations of these rules or any other Code of Conduct violation.

__________________________________  _________________________
Student Signature/Printed Name              Parent Signature/Printed Name

__________________________________  _________________________
Date                                                Date
Departamento Educativo 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 Educativo 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 el 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 podrá a ningún empleado de la escuela la recuperación de un dispositivo dejado en la escuela después de horas escolares.
5. Estudiantes no pueden utilizar su dispositivo 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 acercar 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
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: ____________________
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, vídeos 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 vídeos del/de la estudiante no se utilizarán.

Nombre del estudiante: _____________________________________

Padre / Madre / Tutor(a): ___________________________________

Fecha: ___________________________________________________