

2018/19 AFTER SCHOOL STUDENT HANDBOOK

10 IMPORTANT RULES TO REMEMBER

1. Acts of bullying, promoting fights, or fighting will absolutely not be tolerated. All students have the right to attend afterschool in a friendly, safe, environment.
2. Public displays of affection will not be tolerated, such as kissing or anything of sexual nature.
3. No littering, period! Put all trash in trash cans. Students caught purposefully littering will be punished.
4. Any student caught throwing gum on the sidewalk or building floors will be punished accordingly.
5. When afterschool day begins, no student is allowed to open the exit doors to allow anyone entrance into the building. Everyone must enter through main office.
6. No alcohol or drugs allowed, period. Any student caught with drugs, alcohol, etc. is subject to Zero Tolerance and may be expelled from afterschool.
7. No knives, guns, (or implements that could be considered weapons) are allowed on campus, any violations are subject to Zero Tolerance, and the student may be expelled from school.
8. All students are expected to show respect for themselves, other students, teachers, staff and administrators. Acts of disrespect will not be tolerated.
9. No destruction of school property will be tolerated; any student caught destroying or defacing school materials, desks, floors, walls, etc. will be dealt with appropriately.

Student Responsibilities

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

HBOE Mission Statement

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

CPEC Mission Statement

The 21st CCLC After School Program will help students and their families reach their full potential by offering them a variety of activities to help discover their gifts and talents and enhance their academic achievements. The vision of this program is to keep students safe, improve academic achievement, help working families, and build social skills and self-esteem.

PROGRAMS AND POLICIES

Internet/Acceptable Use

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

Sign-out Procedures

Students will be allowed to sign out under the following conditions:

a) The parent or guardian may sign the student out. (b) Parents consent on after school permission forms after school coordinator receives permission from parent/guardian.

BULLYING, CYBER BULLYING, DISCRIMINATION, HARRASSMENT AND INTIMIDATION

Discrimination/Harassment (Sexual, Racial Ethnic, Religious)

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

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

d. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

CURRICULUM

Academic standards establish desired learning outcomes and the curriculum provides instructional programming designed to help students reach these outcomes. CPEC/21st CCLC After School program works with the Hancock County Schools to establish curricular programs that support student mastery of Tennessee's academic state standards while reflecting unique community values. Instructional practices should provide each student with the best opportunity to meet these standards by supporting individual learning needs.

TENNESSEE STATE STANDARDS

Math and English/Language Arts

The Standards were drafted by experts and teachers from across the country and are designed to ensure students are prepared for today's entry-level careers, freshman-level college courses, and workforce training programs. The standards focus on developing the critical-thinking, problem-solving, and analytical skills that students will need to be successful. To ensure all students are ready for success after high school, the

Standards establish clear, consistent guidelines for what every student should know and be able to do in math and English language arts from kindergarten through 12th grade.

More information can be found at:

www.tn.gov/TNReady

www.tncore.org

www.tennessee.gov/education/assessment

DISRUPTION OF THE EDUCATIONAL PROCESS

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

DRESS CODE

Students should dress appropriately at all times (attire should be size appropriate). Dress should never distract from school activities or prove a hazard to the student's safety or to the safety of others. In the judgment of the administration, a student not appropriately attired or whose grooming constitutes a distraction or disturbance to the school environment will be asked to change clothes. If students do not comply, he/she will either be sent home or placed in ISS and not re-admitted until he/she is properly attired or groomed. (See page back of the Handbook for examples of what is and is not accepted).

Rules Student Attire and Accessories

- All teachers will assume responsibility for overseeing dress code compliance. Students in violation of dress code will be sent to the office
- In a situation where a disagreement exists regarding this dress code, the principal shall make the final decision.
- A written record of violators will be on file. Obvious violators will be required to change clothes or will be sent home.

ELECTRONIC DEVICES

NOTE: Any student caught using a cell phone to film a violent, vulgar or offensive act will have their phone taken up and lose his/her phone privileges for the rest of the semester. Any student that does not comply to this rule further disciplinary action can be taken.

The Hancock County School System will not accept responsibility for student cell phones or electronic devices that are lost or stolen.

FIGHTING POLICY

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

1st Offense –

Verbal reprimand, or 1-3 days in-school suspension, or 3 days out of school suspension, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

2nd Offense –

3 days out of school suspension, or recommendation for placement in Alternative School, or expulsion, or student can be petitioned to juvenile court and charged with assault.

3rd Offense –

10 days out of school suspension, or recommendation for placement in Alternative School or Expulsion. Student will be petitioned to juvenile court and charged with assault.

LOCK DOWN PROCEDURE

An announced lock down is a time that a current threat exists to Staff or Students. During such an event teachers should:

1. Secure or lock doors.
2. Turn off lights.
3. Move students to a designated area of the room away from windows and doors.
4. Remain calm and quiet until prompted via the intercom by a familiar voice such as Principal or Assistant Principal.
5. Display red or green sheets at the door window after prompt is given. Green – all students are safe and accounted for, Red – student is missing, injured or danger is present.

SRO and Law Enforcement official will check the building. After the building has been cleared an intercom announcement of “All Clear” will be made by a familiar voice.

Most doors in our building require locking with a key from the outside. Teachers are encouraged to lock doors during after school hours.

**All doors must be clear of obstructions.*

MEDIA CENTER

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

MEDICATION

Regardless of illness or prescribing physician, distribution of medication during afterschool must be handled by a parent or the School Based Health Clinic when available. Students must not possess medication, prescribed or over the counter, during the school day.

MESSAGES FOR STUDENTS

If messages are of an urgent nature, the office staff will make every effort to deliver them without delay. However, with limited office staff it is not possible to deliver “reminder” messages. Please make necessary transportation arrangements with your child before they arrive at school. If you need to get a message to your child through the office, call 733-4611.

OPENING AND CLOSING OF AFTER SCHOOL

After school will be cancelled when regular school day classes are cancelled and other incidences will be posted on the after school bulletin board.

PUBLIC DISPLAYS OF AFFECTION

Demonstration of affection between students is personal and not meant for public display. This includes touching, petting, kissing or any other contact that may be considered sexual in nature. Discipline will be issued if caught in the act of PDA.

SEARCH AND SEIZURE

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

STUDENT CAR/TRUCK RIDERS

All students who are transported from school by parents, grandparents, etc. should be picked up in front of the building.

TELEPHONES

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

VANDALISM

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

VISITORS

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

ZERO TOLERANCE POLICY

All students on the campus are subject to drug and alcohol testing. The principal and assistant principal are authorized to order drug testing for individual students when there is a reasonable cause to believe that a violation has occurred. (see drug testing page 13)

ALCOHOL AND DRUGS

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

WEAPONS

Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings, on school grounds at any time, If a student violates this policy, he/she will be subject to expulsion from afterschool.

This is a Title I school wide project school.

**Suggestions are welcomed from parents, guardians and community members.
Please mail suggestions for improvement to:**

**Clinch-Powell Educational Cooperative
P.O. Box 791
Sneedville, TN 37869**

Or leave comments in after school suggestion box in the school office!

Department of Education

Hancock County

P.O. Box 629

Sneedville, TN 37869

Phone: (423) 733-2591

Tony Seal, Director of Schools

INTERNET SAFETY AND ACCEPTABLE USE POLICY (AUP) of Electronic Media

I. ACCEPTABLE USE: The purpose of Hancock County's Internet Safety and Acceptable Use Policy provision of access to the Internet is to support research and education in and among schools and academic institutions in the U.S. by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the Hancock County School System. Transmission of any materials in violation of any U.S. or state organization is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or materials protected by trade secret. Use for commercial activities by for-profit institutions is not acceptable. Use for product advertisement or political lobbying is also prohibited. The Hancock County School System will integrate Internet safety in the K-12 curriculum and instruction. Students will be given appropriate instruction in Internet safety as a part of any instruction utilizing computer resources. Students will be educated and monitored on appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Internet safety information will be provided for students, parents, grandparents, caregivers, and community stakeholders via the school system's website, www.hancockcountyschools.com, in order to raise awareness of the dangers posed by the Internet and ways in which the Internet may be used safely. Professional development opportunities for teachers and staff will be provided for the school district. The Hancock County Board of Education will review, evaluate, and revise this policy biennially.

II. PRIVILEGES: The use of Hancock County School's network services is a PRIVILEGE, not a right, and inappropriate use may result in a cancellation of those privileges for faculty as well as students. The network administrator, Director of Schools, and school board will deem what is inappropriate use, take appropriate action and determine consequence. Also, the network administrator may close an account or deny access at any time as required. The Director of Schools and/or school board may request the network administrator to deny, revoke, or suspend specific user accounts.

III. NETIQUETTE (NETWORK ETIQUETTE): The use of an account/access requires that you abide by accepted rules of network etiquette. These include, but are not limited to, the following:
BE POLITE. Do not send abusive messages to ANYONE.

USE APPROPRIATE LANGUAGE. In all messages, do not swear or use vulgarities or any other inappropriate language. Anything pertaining to illegal activities is strictly forbidden.

PRIVACY. Do not reveal the personal address or phone numbers of yourself or any other person. All communications and information accessible via the network should be assumed private property. Do not forward/distribute an email message without permission from the author. Conduct relating to or in support of illegal activities must be reported to appropriate authorities. Note that the school network and e-mail is not guaranteed to be private.

While electronic information resources, such as electronic mail, chat rooms, and other forms of direct electronic communications offer tremendous opportunities of educational value, they also offer persons with illegal or unethical purposes avenues for reaching students, teachers, and others, including parents. The following represent some of the inappropriate uses that may occur:

- using copyrighted material in reports without permission
- using "Chat" (IRC) or instant messaging without prior approval in writing from the Principal, Director of Schools, or Technology Coordinator.
- using the network to access a file that contains pornographic pictures or other inappropriate material
- using the network to send/receive messages that are racist
- using the network to send/receive inflammatory messages
- creating a computer virus and placing it on the network
- using the network to send/receive a message with someone else's name on it
- using the network to send/receive/display a message or picture that is offensive
- using the network to access data that may be considered to be vulgar and/or obscene
- using the network to request home phone numbers and, later, making obscene phone calls to the numbers
- using the network to provide addresses or other personal information of minors that others may use inappropriately
- using the network for "hacking" or other unlawful activities
- using the network for "bullying" or harassment
- using the network for business transactions
- using the network for gambling
- using the network to harass, insult, defame or attack others
- damaging computers, computer systems or computer networks
- trespassing in another's folders, work or files
- intentional misuse of resources
- using another's password or other identifier (impersonation)
- using the network for commercial purposes
- buying or selling on the Internet
- using the network for unauthorized disclosure, use, and dissemination of personal identification information regarding minors and others

IV. SERVICES: Hancock County Schools provide filtered Internet service to every school and location for instructional and administrative purposes which restricts minors from accessing inappropriate content on the Internet. Although filtered Internet is provided and is deemed sufficient to protect minors from obscenity, child and adult pornography, and other harmful content, it is possible for students to access inappropriate material. Therefore, students are responsible for appropriate conduct using the Internet/network. An authorized person may disable the blocking or filtering measure during any use by an adult to enable access for a bona fide research or other lawful purpose. Students are permitted access to the Internet with a signed Internet Safety and Acceptable Use Policy. Hancock County Schools will not be responsible for any damages you may suffer. Use of any information obtained via Hancock County School's network services is at your own risk. We deny any responsibility for the accuracy or quality of information obtained through network services. Users with network access shall not utilize district resources to establish electronic mail accounts through third-party providers or any other nonstandard electronic mail system. All data including e-mail communications stored or transmitted on the school system computers and personal computers/devices which are allowed to be used at the school shall be monitored. Personal laptops and electronic devices and the content of the devices are subject to search by a teacher and administrator at any time without permission. Students/teachers should have no expectation of privacy with regard to such data. E-mail

correspondence may be a public record under the public records law and may be subject to public inspection. Students must understand that the use of personal computers/devices in the classroom is at the teacher's discretion and must support instructional activities. Personal computers/devices allowed to be used in the school will be treated as school property. Students must abide by the rules of this policy when allowed to use personal computers/devices on the school network. Failure to abide by these rules and regulations when using personal computers/devices will result in the equipment being confiscated.

V. VANDALISM: Vandalism may result in cancellation of privileges and/or criminal prosecution. This includes, but is not limited to, contamination, deletion or reconfiguration of data or degradation of system performance in any way.

VI. SANCTIONS OR CONSEQUENCES:

- **1st Offense** - Banned from Internet for a period of six months. After the first offense, parents/guardian must meet with the Principal, Director of Schools, and Technology Coordinator prior to students receiving Internet access.
- **2nd Offense** - Banned from Internet access for a period of one calendar year. After the 2nd offense, parents/guardian must meet with the Principal, Director of Schools, and Technology Coordinator prior to students receiving Internet access again.
- **3rd Offense** - Banned from Internet access forever (through Hancock County Schools).

Teachers of the Hancock County School System shall promote this agreement with the student. Teachers will instruct the student on acceptable use and safety of the Internet/network and proper network etiquette. Teachers will report any misuse of the information system to the Hancock County School's network administrator. Misuse can come in many forms, but can be viewed as any messages/pictures sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Parental consent shall be required prior to the student being granted access to electronic media involving district technological resources. This policy must be signed by the parent/legal guardian of minor students (those under 18 years of age) and also by the student. This signed policy shall be valid unless the parent/legal guardian provides a written notice that consent is withdrawn. In order to rescind the agreement, the student's parent/legal guardian (or the student who is at least 18 years old) must provide the Director of Schools with a written request. Violations of this policy or a procedure promulgated under its authority shall be handled in accordance with the existing disciplinary procedures of the school district.

"I understand and will abide by the above terms and conditions set forth in this policy. I further understand that any violation of the regulation above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action pursued."

(If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the student, I have read and agree to the Terms and Conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I will utilize the Internet/network appropriately and certify that the information contained on this form is correct.

Student Name:(please print)_____

Student Signature:_____ Date :__/__/__

Parent or Guardian Network Responsibility Contract: (If user is under the age of 18, a parent or guardian must also read and sign this policy agreement.) As the parent or guardian of this student, I have read and agree to the terms and conditions for use set forth above pertaining to accessing the Internet/network and using the Internet work services. I understand that these privileges are designed for educational purposes. I will not hold Hancock County Schools responsible for material acquired or problems related to the use of the material acquired on the Internet/network. I hereby give my permission for my child to utilize the Internet/network and certify that the information contained on this form is correct.

Parent or Guardian Name (please print):_____

Signature:_____

Date:__/__/__