

HIXSON ELEMENTARY SCHOOL

Title 1 School

STUDENT HANDBOOK

2026-2027

5950 WINDING LANE • HIXSON, TN 37343

(423) 870-0621 Fax (423) 870-0628

<https://hes.hcde.org>



**"Step right up to the Wildcat Carnival-
Where Staff & Students Shine!"**

Dr. Ursula Sample Greene, Principal

Hillery Johnson, Assistant Principal

Introduction

Hixson Elementary School is proud to be a part of the North River Learning Community, and we strongly believe in just that - community.

We are a Hamilton County School serving children in grades K-5 with an enrollment of approximately 360 students. Our school hours are 8:45 a.m. - 3:45 p.m. Our mascot is the Wildcat, and school colors are yellow and black. We are committed to making Hamilton County one of the best school districts in the state of Tennessee.

Our 2026-2027 school year theme is

**“Step right up to the Wildcat Carnival-
Where Staff & Students Shine!”**

Our faculty and staff look forward to partnering with parents and guardians to make this a successful and rewarding year for your child. At Hixson Elementary, we believe that student success is a shared responsibility between the school and home. We encourage your active support and participation as we work together to help every child achieve their full potential.

We ask that you help keep the lines of communication open throughout the school year. If you have a question, concern, or need assistance, please do not hesitate to contact your child's teacher or a member of the administrative team. We also invite you to become an active volunteer and partner in our school community.

With your encouragement, involvement, and support, we can provide the best possible learning experience for every student. We are delighted to welcome you and your child to Hixson Elementary and look forward to a wonderful year together.

Mission

Hixson Elementary School will provide a safe, nurturing, rigorous learning environment to meet student needs and cultivate productive citizens.

A Title 1 Support School

2026-2027 Calendar

July 30	Administrative In-service (school-based)
July 31	System-Wide In-service
August 1	Registration
August 3	Registration
August 5	First Full Day of School
August 7	Teacher Professional Development Day (school)--NO STUDENTS
September 7	Labor Day Holiday
September 8	Progress Reports
TBD	Student-led Conferences 4:00-7:30 PM
October 12-16	Fall Break
October 19	Teacher Professional Development Day (school)--NO STUDENTS
October 23	Report Cards/Awards Day
November 18	Progress Reports
November 25-27	Thanksgiving Holiday
November 30	Teacher Professional Development Day (school)--NO STUDENTS
TBD	Christmas Program/Parties
December 18	Student half-day

December 21-January 5	Winter Break
January 6	School reopens
January 15	Report Cards/Awards Day
January 18	Martin Luther King, Jr. Holiday
February 3	Progress Reports
February 15	Presidents' Day Holiday
TBD	HES Student-led Conferences 4PM-7:30PM
March 19	Student half-day
March 22-26	Spring Break
March 29	Teacher Professional Development Day (school)--NO STUDENTS
April 2	Report Cards/Awards Day
April 22	Progress Report
TBD	Kindergarten Pre-Registration
TBD	Kindergarten End of Year Program & Fifth Grade Promotion
May 19	Half-Day for Students & Report Cards

Hixson Elementary Staff Directory

CENTRAL OFFICE

Dr. Justin Robertson, Superintendent

Dr. Lee Zeigler, Community Superintendent of North River Community

ADMINISTRATION

Dr. Ursula Sample Greene, Principal

Hillery Johnson, Assistant Principal

OFFICE STAFF

Stephanie Taylor, Secretary

Theresa Bryant, Clerical Assistant

Sandra Martin, Bookkeeper

Brittany Blue, Permanent Substitute

NURSE

Karen Kauffelt

HEAD CUSTODIAN

Ms. Charlie

CAFETERIA MANAGER

Denise McDaniel

SSO (School Safety Officer)

Officer Stever Harris

KINDERGARTEN

Cathy Elrod

Nicole Green

Courtney Street

FIRST GRADE

Mandy Campbell

Lindsey DeShazo
Shelbie Stallcup
Fran White

SECOND GRADE

Alison Greenaway
Bethanne Olsen
Wilmer Perez Ortiz
Hannah Powell

THIRD GRADE

Katelyn Austin
Elaina Hinshaw
Bridgette Majeed

FOURTH GRADE

Christy Cate
Scott Rigger
Hilary Sedgeman

FIFTH GRADE

Victoria Flannagin
Jenny Johnson
Samantha St. Vincent

RELATED ARTS

Joey Lewis, Library
Jack Napolitano, Physical Education
Brooklyn Fairchild, Art
Emily Waddell, Music

INSTRUCTIONAL COACHES

Angela Dudding, ELA and Social Studies
Courtney Sharp, Math and Science

RTI

Jordan Frailey, Educational Assistant (RTI Support)

Penelope Newton, RTI Facilitator

Wendy McCullah, Educational Assistant (RTI Support)

Shauna Wilson, Tutor

Karen Wimmer, Interventionist

EXCEPTIONAL EDUCATION

Desire Driscoll, Exceptional Education Teacher

Gretchen Hillis, Exceptional Education Teacher

Pam Woods, Exceptional Education Teacher

Kelly Chechakos, Intensive Direct Service Teacher

Tammy Rankhorn, Exceptional Education Assistant

Monique Holeyfield, Exceptional Education Assistant

Christian Irwin, Speech-Language Pathologist

Lisa Wetzell, School Psychologist

Miranda Buck, Hearing Impaired Teacher

Mary Humphrey, Deaf Education Teacher

Lisanne Mullinax, Deaf Education Teacher

Amanda Whitley, Deaf Education Teacher

Edna Butterfield, Deaf Education Interpreter

Nicholas Erland, Deaf Education Interpreter

Connie Lowe, Deaf Education Interpreter

Kala Mata, Deaf Education Interpreter

Kat Miller, Deaf Education Interpreter

Kaylen Purks, Deaf Education Interpreter

Sheba Sherad, Deaf Education Interpreter

Debbra Walker, Deaf Education Interpreter

ENL

DeAnne Burch

Margaret Campbell

Angela Hollloway

Thuy Myers

SEAD

Amanda Culver, Behavior Assistant

Alison Weiler, Social Worker

Robert Bullock, School Counselor

Daniel Wright, Truancy

PARENT COORDINATOR

Jessica Rodriguez

INTERPRETER

Monica Sanchez, Interpreter

COMMUNITY SCHOOL COORDINATOR

Haley Stovall

SACC

Ashlea Clark, Site Director

ADMISSIONS

All students entering Hixson for the first time must provide:

- Immunization Record (TN state form)
- Physical Examination (TN state form)
- Parent/Guardian Driver's License
- State Certified Copy of the Birth Certificate (preferred)
- Proof of Residence (2) within the last 30 days

New Kindergarten students must be five years old on or before August 15th of the school year in which they are enrolling. First grade students must have completed a state certified kindergarten.

AFTER SCHOOL

Students are required to go directly home after school unless the student is involved in a school approved activity. If there is a change in the way your child is to go home in the afternoon, **we must have a written note to that effect.** Please help your child know how he/she will be going home **before coming to**

school in the morning. **We encourage you to keep the transportation plan consistent to avoid confusion.** When the request involves bus transportation, the note must be signed by the front office staff and delivered to the bus driver by the child. When transportation involves a student riding home with another student's family, either by car or bus, both families involved must provide a written request. **No car rider will be picked up in an area other than the car rider line.**

BEFORE/AFTER SCHOOL PROGRAM

The Hamilton County Department of Education provides before and after school child care for students on the days when students have in person instruction. Parents may sign up anytime during the school year, for a nonrefundable registration fee of \$20.00. **The hours of operation are from 6:00 AM until 8:20 AM and from 3:50 PM until 6:00 PM.** For more information and daily rates contact the site director at 870-0660.

BOOKS AND DEVICES

School textbooks are furnished by Hamilton County. A student is responsible for any lost or damaged books, including library books and devices/device accessories.

CLASSROOM PARTIES

Classroom parties are coordinated by the homeroom parent in cooperation with the teacher. Two parties are held each year, one prior to winter break and one on Valentine's Day. Look for announcements listing the details of the parties. **We cannot allow birthday parties** at school due to the disruption of the educational environment. However, we do feel it is important to recognize students on their birthdays. Parents can bring store bought, sealed cupcakes to the school on their child's birthday to be eaten during his/her lunch time. Please make sure the child's homeroom teacher is aware beforehand. We kindly ask that there are enough cupcakes for each student in the classroom. Due to allergies, the ingredients tag must be on the sealed container. For safety, any large birthday items (balloons, etc.) will not be allowed. Parents may eat lunch with their child at the Family Table on their child's birthday. Please sign in/out in the main office. Every student will receive a small treat and a small treat sponsored by Rockbridge Church.

COMMUNITY SCHOOLS

Hixson Elementary Community School services are provided by Northside Neighborhood House (NNH). A community school promotes education, wellbeing, and independence of students and families by offering a wide range of support services and opportunities to students and families. Through the community schools, NNH provides services to students and families such as individual student support throughout the school day, stability support (rent and utility assistance) and access to school-based care closets.

Our community school coordinator works to bridge the gaps between school, community, and family and collaborates with various committees in the school to fully support our students and meet their needs. If you have any questions about how we can support you and your student, please contact our Community School Coordinator Haley Stovall via email at stovall_haley@hcde.org or via phone at (423) 870-0621 ext. 34441.

COUNSELING

Hamilton County Department of Education school counseling programs play an important role in the educational process for students. School counselors work with students, families, communities, and staff to address issues having a substantial impact on students' social/emotional development, career, and academic achievement. Throughout Hamilton County, counselors are determined to present a comprehensive counseling program that increases educating the whole child and support students reaching their full potential.

DRESS CODE

Student attitudes are affected by the clothing they wear. Your cooperation is appreciated in using the following guidelines for appropriate attire. Willful non-compliance will be treated as a violation of the dress code with appropriately escalating consequences.

- **Hats, short shorts and skirts, tank shirts, jeans with large rips, bare midriffs, spandex/gym pants, halter/spaghetti strap tops, and see-through shirts are not allowed.** Students will be sent to the nurse for clothing or a parent will be asked to bring a change of clothes.
- **NEW- no shirt or sweatshirt with hoods/hoodies**

- Students wearing shirts with offensive or negative messages will be asked to turn them wrong side out and told not to wear them back.
- Some advertising, words, pictures, and phrases on clothing are also not acceptable.
- Shorts and/or skirts should reach the tips of the fingers when arms are held to the child's side.
- Pants should not hang low below the waist and size appropriate belts should be worn when needed to keep pants at an appropriate level.
- All shoes must fasten securely on the foot for the safety of the children (no flip flops or backless clogs). For safety, students should wear athletic shoes.
- **DRESS CODE IS AT ADMINISTRATIVE DISCRETION.**

EARLY DISMISSAL

DUE TO SAFETY AND TRAFFIC CONCERNS, NO EARLY DISMISSALS AFTER 3:00 PM.

Should you need to get your child before the end of the school day, please use the following procedures:

1. Write a note to your child's teacher indicating the reason for early dismissal and the approximate time you will arrive to get the child.
2. Upon arrival come directly to the **school office** to sign the Dismissal Registry. A child will not be dismissed to anyone not listed by you on the dismissal card. For the safety of our students, **a photo I.D. will be required.**
3. Please wait in the office or lobby area for your child. We will call the child to the office to minimize disruption to the class. **Do not go to the room or anywhere else on campus to get the child.**
4. Because of the difficulties involved in dismissing our student body safely and the large amount of traffic, **dismissals after 3 PM of the school day will not be permitted** unless it is prearranged or in case of an extreme emergency.

EMERGENCY PROCEDURES

- Fire drills are required monthly. The signal for a fire drill is a continual ringing alarm sound and flashing lights. Safety drills are conducted throughout the year. The principal or designee will notify the school of a safety drill at the time of the drill.
- Please remember to listen to your radio or television for information on school closings or delayed openings due to snow or adverse conditions. Emergency messages may be sent to your home through the system-wide

phone system. Please refrain from calling the school to get dismissal information. The phone lines need to be clear to receive any emergency or last minute transportation changes for the safety of the students.

- All dismissal information is sent out from the Central Office and will be delivered through the district-wide communication system as well as local media. **Be sure that the school always has a current contact number for you.**

GRADING POLICY

GRADES 3-5

The grading scale for grades 3-5 is as follows:

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60
I	Incomplete (must be removed by the end of the next grading period)

Students reading below grade level should not receive a grade higher than a C in Reading.

K-2

Students in grades K-2 will be academically assessed on a developmental ranking from:

- 4 = Mastered Standard
- 3 = On Track
- 2 = Approaching
- 1 = Area of Concern

HCS WIRELESS COMMUNICATION POLICY

Students who bring cell phones to school must keep them turned off and in their backpacks. Likewise, smartwatches cannot be used for communication such as texting, calling, taking/sending pictures, etc, during the school day. If a student has a device that is seen or heard, it will be confiscated, and parents will be

required to pick up the device in the office. **Students are not allowed to use personal cell phones to contact family members.**

Hamilton County Board of Education			
Monitoring: Review: Annually, in June	Descriptor Term: Wireless Communication Devices	Descriptor Code: 6.311	Issued Date: 07/20/23
		Rescinded:	Revised: 08/15/25

General¹

The increase in use of cell phones and personal communication devices by students during the school day has become a significant distraction in the school environment and is impeding student learning. Accordingly, subject to the limited exceptions set forth in this policy, students are not permitted to use wireless communication devices on campus during the school day

For the purposes of this policy, "wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, including, but not limited to, cell phones, tablets, gaming devices, or wearable technology. "Wireless communication device" does not include a school-issued device such as a Chromebook.

PROHIBITED USE DURING SCHOOL HOURS

Students are prohibited from using personal cell phones or similar portable wireless communication devices (tablets, MP3 players, earbuds, smart glasses, gaming devices, etc.) during the school day. This includes **class time, lunch periods, transitions between classes, and restrooms.**

School administration is responsible for the consistent and equitable enforcement of this policy. Failure to adhere to the expectations outlined herein may result in administrative review by the Superintendent or their designee and may be reflected in the principal's annual performance evaluation. The Superintendent shall be responsible for ensuring districtwide adherence to this policy and for implementing systems of accountability and support for building-level enforcement.

Unless one of the limited exceptions below applies, students may not use, display, or be in visible possession of any wireless communication devices from starting bell to ending bell.

During the school day, these devices must be:

- **Stored in an assigned locker, backpack, purse, or vehicle, or a designated location assigned by school administration;**
- **Turned off or on airplane mode; AND**
- **Out of sight.**

EXCEPTIONS

- 1 • If a student has a documented medical condition requiring device access to help manage the
- 2 student's health (approved by the principal or designee);
- 3 • If use of such a device is included in a student's Individualized Education Plan (IEP), Section
- 4 504 Plan accommodation, or individual learning plan;
- 5 • If the device is being used by a student with a disability for operation of assistive technology to
- 6 increase, maintain, or improve the student's functional capabilities;
- 7 • Wireless communication device use during the school day may only occur with explicit
- 8 administrative approval and should be limited to circumstances where use of the district-issued
- 9 Chromebook or other school-provided devices is insufficient or impractical. The district's
- 10 expectation is that students will primarily utilize Chromebooks or approved school technology
- 11 for instructional purposes. Wireless communication devices are not to be used as a substitute
- 12 unless specifically authorized by school administration for a defined educational activity.
- 13 • In the event of an emergency, students may use a wireless communication device with the
- 14 permission of a teacher or administrator.

15
16 **Before & After-School Use**

17 Student use of portable wireless communication devices is permitted only before the first instructional
18 bell and after the final dismissal bell.

19
20 **CONSEQUENCES FOR VIOLATION**

21
22 **Violations of this policy will result in:**

- 23 • *1st Offense: Phone is taken by the teacher and delivered to administration. The phone is held*
24 *until the end of the day; a parent is notified.*
- 25
- 26 • *2nd Offense: Phone is held by administration for **three (3) school days**; a parent/guardian*
27 *must retrieve the device in person.*
- 28
- 29 • *3rd Offense: Phone is held for **seven (7) school days**; a parent/guardian must retrieve the*
30 *device in person.*
- 31
- 32 • *4th Offense: Phone is held for **thirty (30) school days**; the student will **lose the privilege** to*
33 *bring any wireless device to campus for the remainder of the semester or school year.*
 - 34 i. If a student refuses to turn in the phone/device, an additional referral will be
 - 35 submitted for Defiance/Disrespect, which will follow disciplinary steps.

HEALTH SERVICES / MEDICATION POLICY

Each year students are screened for specific health problems depending on their grade. Parents/Guardians who do not want their children screened for any health concerns have the right to decline their screenings for their children.

- Vision and Hearing: All students in grades K, 2, and 4 have their vision and hearing checked. If a problem is found, you will be notified by your school nurse. If you have a concern about your child's vision or hearing, please notify your school nurse.
- Other health screenings may be offered, and prior notification will be sent home with your students.

If injury or illness occurs during the school day, the parent/guardian will be notified.

MEDICATION AT SCHOOL

If your child has any prescription medication they need to take during school hours, parents/students are required to notify your school nurse and work with your prescribing doctor to get the appropriate forms and documentation submitted to your child's school. Parents will need to sign the completed ISMO after they take it to their child's primary care provider to have the orders filled out that the student needs during the day. If your student is in elementary school, parents are required to physically bring the medication to school. If your student is in middle or high school, parents are able to send their student to school with their medication. For accountability purposes, School Nurses will ensure the proper documentation is on file, the correct number of pills are in the bottle and dosage prescribed by the doctor is followed. Under no circumstances should a teacher suggest that a child need medication for any reason. This is the job of the pediatrician!

OVER THE COUNTER MEDICATION

HCS School Nurses will no longer have over-the-counter medication in stock for students. If you wish for your student to take over-the-counter medication (Benadryl, Ibuprofen, Midol, etc.) parents must fill out an Over-the-Counter permission form and provide desired over-the-counter medication to the nurse's office. These forms can be obtained from the school nurse.

FEVER POLICY: Children should be kept at home any time they are running a fever. A child should be fever free for 24 hours without the aid of medication before attending school.

LICE POLICY: The parent or guardian will be notified as soon as a child is found to have head lice. **Before returning to class, the parent must provide evidence (box top) to the school nurse that treatment was taken.**

IMMUNIZATIONS

Vaccination is currently the leading public health prevention strategy.

Vaccinations can help schools safely provide in-person learning as well as extracurricular activities and sports. For more information on the benefits of vaccination visit the [CDC vaccination website](https://www.cdc.gov/vaccination).

CHILDHOOD IMMUNIZATIONS

The Tennessee Department of Health has requirements for all students attending public schools. All students entering a Tennessee school for the very first time must provide the school with an immunization certificate at the time of registration. All students' immunization certificates should be on file at their school. If a student receives additional immunizations after they have registered, please request an updated immunizations certificate before leaving the doctor's office and bring it to the school.

HOMEWORK / MAKE-UP WORK

Homework is a part of our school program. The amount and frequency of homework varies from grade to grade. Excused absences (those meeting State attendance rules) shall entitle students to make up work they missed. **Students shall have no more than five school days to complete these assignments for one day's absence upon the child's return to school.** Each additional day's absence shall add one day to the length of time given for make-up work. Keep in mind assignments often build upon one another, so you are highly encouraged to complete make up work as soon as possible. Requesting make-up work becomes the student's and parent's responsibility. We request you give the teacher a day's notice when requesting make-up work. Please note that make-up work does not replace classroom instruction.

It is important that all students have equal access to whole group instruction. Students in 3-5 who miss Tier I classroom instruction due to receiving services (outside the classroom) will be provided the work either through a video recording or study guide. Please make sure your child takes advantage of this opportunity by providing a quiet, workspace for him/her at home to review the material(s).

INCLEMENT WEATHER

In the event of a two hour delay to the start of school, school will begin at 10:45 AM. Students enter the building at 10:20 AM. Buses will run two hours later than their normal arrival. **Breakfast is not served, so please make sure your child eats at home.** In the event school is dismissed early for any reason, our schedule classifies us a Tier 3 school which means our dismissal is approximately 1 ½ hours after the announced dismissal time.

LUNCH AND BREAKFAST PROGRAMS

HES is a CEP (Community Eligibility Provision) school. All students, regardless of their socioeconomic status, receive free breakfast and lunch. A la carte items must be purchased. A la carte items will still require payment. Money may be deposited into your child's account for a la carte items in the cafeteria before 8:45 AM. The cafeteria will not accept cash deposits exceeding \$20 from students.

All menus are posted on the [Titan website](#).

ONLINE MEAL ACCOUNT PAYMENTS



The [Titan Family Portal](#) offers parents and staff a convenient, easy, and secure way to deposit money into your child's account using your bank account or credit card. You can also review purchases on your children(s) accounts, view menus, transfer balances, submit a free & reduced application, and view the status of your free & reduced application. There is a fee of \$2.60 to make a payment on your child's account. All other features are free.

For more information see the [Titan Parent FAQ](#).

PARENT/ TEACHER CONFERENCES

Parent conferences are welcome at any time. Please communicate with the teacher in a manner that is convenient for you to schedule a day and time all parties are available. You may choose to send a note, email, call the office to set an appointment, and/or schedule through an administrator. **Please remember that teachers need to be with the students when the school day begins and during dismissal. (This includes teachers who are on morning or afternoon duty.)** They are not available for conferences at these times of day. We will conduct scheduled student-led conferences each semester.

REGISTRATION AND EMERGENCY FORMS

Occasionally it may be necessary to contact a parent quickly due to an emergency situation. The school office must have a telephone number where parents can be reached during the school day, even if that number is unlisted. Emergency information is kept on file in the office. **It is the responsibility of the parent to provide us with accurate and up-to-date information in case of any emergency.** We ask parents to provide two emergency numbers other than the parents. School registration information needs to include the following information:

- All contact and emergency numbers need to be completed. Information must be updated when it changes.
- Complete the information concerning persons allowed to pick your child for any reason.
- Information concerning persons not allowed to pick up your child when applicable.
- Copies of any custody papers and restraining order which may affect the dismissal of your child must be uploaded during registration and/or supplied to the school office.
- Medical conditions we need to know in case of an emergency.

When any of the above information changes, notify the school so you can be contacted in case of an emergency.

SAFETY AND SECURITY

Surveillance cameras are located throughout our campus. We also use a secured entry system which will require all visitors to request entry. All exterior doors will remain closed and locked at all times for the safety and security of

your students. Staff and students have been instructed not to open doors for visitors. Please refrain from asking a student to open an outside door.

SCHOOL DAY

Our school hours are 8:45 AM to 3:45 PM. With the exception of children in the Child Care program, students may not enter the building until 8:20 AM as no one is on duty to supervise students until this time. Students arriving before 8:20 AM must remain on the bus with the driver or in their cars until entry time. **For safety, car riders are to be dropped off ONLY in the back of the building with the on-duty teacher.** For morning arrival only, parking near the playground should be avoided whenever possible. If you choose to park there, your vehicle must not obstruct traffic, and you must accompany your child to the entrance for safety, as they will be traveling against the established flow of traffic. This practice is discouraged.

Students are tardy after 8:45 AM. Tardy students must be accompanied to the front door by a parent to obtain a tardy slip before entering the building. Three tardies or early dismissals will be treated as one absence for report card purposes and awarding perfect attendance. All early dismissals will be recorded as an absence on report cards and for awarding perfect attendance when the accumulated times exceed one-half day (3 ½ hours). Late arrivals or early dismissals will hinder a student's completion of the school day and thus, impact achievement. To ensure all students have equal access to instructional time, we strongly discourage early dismissals. However, if an early dismissal is necessary, it must occur before 3:00 p.m. Families with excessive attendance concerns, including frequent tardies or early dismissals, may be asked to meet with the Truancy Specialist and school administration.

If there is an unexpected change to your child's dismissal arrangements, please contact the school office as soon as possible so we can ensure a safe and smooth dismissal process. Dismissal begins at 3:40PM. If you change the way your child will return home a note indicating the change and days effective must be sent to the teacher.

are for the safety of every child at Hixson, and we appreciate your cooperation.

SCHOOL-WIDE DISCIPLINE PLAN

Students are expected to behave appropriately while at school. To ensure appropriate behavior the staff at Hixson Elementary uses positive disciplinary measures to recognize and reinforce responsible and considerate student behavior. Weekly and monthly incentives will be given to students who make good choices and who work hard. We will not allow any student to stop the teacher from teaching or prevent other students from learning. Hixson Elementary behavior expectations are as follows:

The Wildcat Way

Be respectful,

Be responsible,

Be willing,

Be wonderful!

Disciplinary actions will be taken if a student does not meet the behavior expectations of the school. Such actions may include a warning, exclusion from class activities, parent/student conference, counseling, community/school service, extension of the school day, referral to administration, denial from attending school field trips, or suspension in or out of school.

Further types of discipline may be used upon agreement between the parent and the administration. It is our commitment to involve parents in solving problems of repetitive, disruptive, or dangerous types of student behavior. The Hamilton County Code of Acceptable Behavior can be found on the HCS website [here](#).

TOYS

Students should not bring any toys to school unless a request is sent by the teacher. Hixson Elementary **will not** be responsible for lost or damaged electronics or toys.

SEARCHES OF STUDENTS/BACKPACKS, ETC.

Students and their possessions, backpacks, etc., may be searched by school officials if illegal articles or activities are suspected.

WEAPONS ON SCHOOL PROPERTY

It is unlawful for any student to possess or carry a weapon on the bus, school property, or any other property owned, used, or operated by any board of education or school or public educational institution.

POSSESSION OR USE OF TOBACCO

TN 39-17-1505(b) Any student who uses or possesses tobacco products on school property shall be issued a citation by a law enforcement officer or school principal who has evidence of the violation. This citation shall require the person to appear in Juvenile Court for the county in which the violation is alleged to have occurred.

The use of any tobacco product by any individual is prohibited on school property.

ZERO TOLERANCY POLICY

Hamilton County Board of Education

Monitoring: Review: Annually, in 4th Quarter	Descriptor Term: Zero Tolerance Offenses	Descriptor Code: 6.309	Issued Date: 09/15/16
		Rescinded:	Revised: 07/16/26

In order to ensure a safe and secure learning environment, the following offenses will not be tolerated, and in accordance with state law, any student in violation shall be expelled for a period of not less than one (1) calendar year:

WEAPONS & DANGEROUS INSTRUMENTS

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

Dangerous weapons for the purposes of this policy shall include but are not limited to a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.²

Violators of this section shall be subject to suspension and/or expulsion from school for a period of not less than one (1) calendar year.

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

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

DRUGS

In accordance with state law, any student who unlawfully possesses or is under the influence of any drug including any controlled substance or legend drug shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.⁴

ASSAULT

In accordance with state law, any student who commits aggravated assault or commits an assault that results in physical contact with any teacher, principal, administrator, any other employee of the school, or school resource office, shall be expelled for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this expulsion requirement on a case-by-case

1 basis.

2

3 **THREAT BY ELECTRONIC DEVICE**

4

5 In accordance with state law, any student who transmits by an electronic device a credible threat to cause
6 bodily injury or death to another student or school employee and the threat causes actual disruptive
7 activity at the school shall be expelled for a period of not less than one (1) calendar year. The Director
8 of Schools shall have the authority to modify this expulsion requirement on a case-by-case basis.

9

10 **THREATS OF MASS VIOLENCE**

11

12 In accordance with state law, any student who makes a threat of mass violence on school property or at
13 a school-related activity that a threat of assessment team deems to be credible shall be expelled for a
14 period of not less than one (1) calendar year. The Director of Schools shall have the authority to
15 modify this expulsion requirement on a case-by-case basis.⁴ The director of schools or his/her designee
16 must report any credible threat of mass violence to law enforcement.

17

18 If the threat assessment team does not determine the threat to have been credible, then the student may
19 be disciplined in accordance with the Code of Acceptable Behavior if the administration determines
20 that discipline is appropriate.

21

22 A threat of mass violence is credible if the threat causes another person to reasonably expect the
23 commission of an act of mass violence.⁵

24

25 **NOTIFICATION**

26

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

Legal References

1. TCA 39-17-1309
2. TCA 39-11-106(a)(5)(A)(B)
3. 18 U.S.C. 921
4. TCA 49-6-3401(g)
5. TCA 39-16-517(d)
6. TCA 49-6-4209; TCA 39-17-1312

Cross References

Student Discipline Procedures 6.3021

STUDENT ATTENDANCE POLICY

The Hamilton County Board of Education believes in the importance of a tradition of regular school attendance for each student. Every parent must ensure that his/her child attends school regularly for the benefit of that child and his/her classmates. This establishes the first step toward a successful academic career culminating in a high school diploma and is an essential component in

the job market. To this end, the Board sets forth the following guidelines for excused absences from school.

ATTENDANCE LAW EXPLAINED

Under Tennessee law Tennessee Code Annotated 49-6-3007c, school attendance is compulsory. This means that all children ages six (6) through seventeen (17) are required to attend school every day and on time.

By the beginning of each school year, the principal or head of school shall give written notice to the parent, guardian, or person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having control of the student must monitor the student's school attendance and require the student to attend school. The written notice must inform the parent, guardian, or other person having control of a student that a student who accumulates five (5) days of unexcused absences during the school year is subject to the LEA's progressive truancy interventions and that continued unexcused absences may result in a referral to juvenile court. The five (5) days of unexcused absences may not be five (5) consecutive days of unexcused absences.

TRUANCY

A student who is absent five (5) days without adequate excuse shall be reported to the Director of Schools, Attendance Supervisor or his/her designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's absences or request an attendance hearing. Then, the Director of Schools shall implement the progressive truancy plan described below prior to referral to juvenile court.

- Tier One
 - Tier One of the Progressive Truancy Plan shall apply to all students within the district and include schoolwide prevention-oriented supports to assist with satisfactory attendance. These supports shall include, but are not limited to:
 1. Parents and students will be notified of attendance expectations and the Truancy Plan in the Student Handbook;

2. At three (3) unexcused absences, parents and students will be made aware of the number of absences and that five (5) unexcused absences will begin Tier Two.

- Tier Two

- Tier Two of the progressive truancy plan shall be implemented after the accumulation of five (5) unexcused absences but before referral to a juvenile court. Tier Two includes:

1. A conference with the student and parent, guardian, or other person having control of the student;
2. A resulting attendance contract, to be signed by the student, parent/guardian, and the attendance supervisor/designee. The contract shall include:
 - a. A specific description of the school's attendance expectations for the student;
 - b. The period for which the contract is effective; and
 - c. Penalties for additional absences and alleged school offenses, including additional disciplinary action and potential referral to juvenile court.
3. Regularly scheduled follow-up meetings to discuss the student's progress; and
4. A school employee shall conduct an individualized assessment detailing reasons the student has been absent from school. This employee may refer the student to counseling, community-based services, or other services to address the student's attendance problems.

- Tier Three

- Tier Three shall be implemented if the interventions under Tier Two are unsuccessful.

- Tier Three may consist of one or more of the following:

1. A conference at the school with the attendance committee.
2. Review and update of the attendance contract.
3. School-based and community resources are provided, as needed.

4. Courses on Saturday or outside of school hours designed to improve attendance and behavior (i.e., Attendance Improvement Workshop).

If any tier of progressive truancy intervention is unsuccessful, and the school can document that the student's parent or guardian is unwilling to cooperate with the truancy intervention requirements outlined in the plan, the director of schools/designee may report the student's absences to the juvenile judge without first having to implement subsequent intervention tiers, if any.

Hamilton County Department of Education Board Policy (6.200)

The following are legal reasons for excusing a student from attending school:

- *PERSONAL ILLNESS*- Students are excused who are sick and whose attendance would be detrimental to their health and the health of other students. (A physician's statement may be required.)
- *DEATH*- Students may be excused for three days in the event of a death in their immediate family including mother, father, step-parent, sibling, or grandparent. (Extenuating circumstances may require a longer period of excused absence.)
- *FAMILY ILLNESS*-Students having an illness in the family which requires them to give temporary help will be excused from attendance after receipt of a physician's statement concerning the necessity of the student's assistance.
- *RELIGIOUS HOLIDAY*-Students shall be excused on special or recognized religious holidays regularly observed by that particular faith. Prior approval is required.
- *PERSONAL*-Students who are absent for a good cause (doctor or dental appointment that cannot be scheduled outside of school hours, court appearances, etc.) may be excused upon proof of appointment. Prior approval is required.
- *APPROVED SCHOOL-SPONSORED ACTIVITIES*- Students shall be marked present when participating in a school-sponsored activity away from the building. Urge parents to notify you in writing in advance of early dismissals. All students must be signed out in the office. The office will call for the student. If the parent comes to the room, politely remind them of the school policy and notify the office.

STUDENT TRANSFERS / WITHDRAWALS

When withdrawing a student, please notify the office four days in advance. Library books and textbooks must be returned before leaving. All school charges must be paid on or before the student's last day. The parent must complete a School Withdrawal Form and sign a release of records in order for information to be sent to the child's new school. Please complete the withdrawal form in a timely manner.

DISTRICT AND SCHOOL COMMUNICATION SYSTEM

Hamilton County Schools utilize a district-wide communication system. This system allows principals and district administrators to schedule and send personalized voice messages to parents and families with one recorded phone call. More importantly, we are able to reach families at a moment's notice should an emergency arise. For messages to reach your family, we must have a current, working phone number on file. We do not want you to miss important information or emergency notices. If you change your phone number, **immediately notify your child's teacher and the office of your new number.** Stay connected!

STAY CONNECTED.
All In One Place!



ParentSquare

— The **New** Way We Communicate —

Our school is using ParentSquare as our
OFFICIAL COMMUNICATION PLATFORM
TO KEEP YOU INFORMED AND INVOLVED.



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Get school and classroom updates, all in one app.



EVENTS & CALENDARS

Stay up to date on important dates and happenings.



FORMS & PERMISSIONS

Easily complete and submit forms digitally.



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Instant alerts so you never miss what matters.



DOWNLOAD THE APP!

Search "ParentSquare" in the App Store or Google Play.

SCAN TO REGISTER & LEARN MORE!



Or visit: www.parentsquare.com

Thank you for being an important part of your child's education!

TRANSPORTATION

BUSES

Bus transportation is a privilege and not a right. For a safe and enjoyable ride to and from school, children should be reminded frequently about good behavior on the bus. Bus Discipline Guidelines will be given to ALL students which parents and students will be required to sign. This sheet outlines all the rules, regulations, and disciplinary actions that may be taken with regards to bus behavior. The bus driver completes bus referrals for unacceptable behavior and gives these to administration. A copy of the referral is sent to the parent via the student, and the Director of Transportation. Administration has the authority to determine disciplinary actions that will be taken based on the number of past referrals and the severity of the infraction. For any safety or driving concerns regarding, please contact 423-498-5555.

CAR RIDERS

Students who are transported by car must be dropped off and picked up in the designated car rider line located at the rear of the building. Parents/guardians are required to remain in their vehicles while in the car rider line. Each car rider family will be issued an official Hixson Elementary car tag displaying a unique identification number. The car tag must be clearly visible during afternoon dismissal. Families are encouraged to help their child learn his or her assigned number to facilitate an efficient dismissal process.

For the safety and security of all students, children will only be released to vehicles displaying an authorized Hixson Elementary car tag. Additional information regarding car tag procedures will be provided when tags are distributed. Families with special circumstances should contact the school administration to discuss alternative arrangements.

To promote a safe and efficient dismissal process, school staff will not open or close vehicle doors. Students should be able to independently enter the vehicle, open and close the door, and fasten their seatbelt promptly. If a student is not present when his or her number is called, the driver will be asked to proceed through the line and re-enter the queue to maintain traffic flow for all families.

WALKERS

Students who reside in the Chase Meadows or Towne Hills neighborhoods may walk to and from school as part of our arrival and dismissal procedures. This option is available only to students whose primary residence is within one of these designated neighborhoods. To ensure student safety and maintain efficient traffic flow, families may not park on or near school property, along adjoining roadways, or within neighboring communities for the purpose of having students walk between a vehicle and the school during dismissal. Families who do not reside in these designated neighborhoods must follow the school's established car rider, bus rider, or other approved transportation procedures.

INFORMATION FOR CONTACTING CHILD ADVOCACY GROUPS AND THE TENNESSEE DEPARTMENT OF EDUCATION FOR STUDENT RIGHTS AND SERVICES INFORMATION

Answers to many questions and much helpful information may be obtained from:

- The State Department of Education by calling 1-888-212-3162 or visiting <http://www.state.tn/us/education/speced/index.htm>. Legal Services Division/Division of Special Education, Tennessee Dept. of Education, 710 James Robertson Parkway, Andrew Johnson Tower, 5th Floor, Nashville, TN 37243-0380, 615-741-2851, Fax: 615-253-5567 or 615-532-9412. East Tennessee Resource Center, 2763 Island Home Blvd., Knoxville, TN 37290, Phone 865-594-5691, Fax 865-594-8909.
- Child Advocacy Group Contact Information: In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee. Contact: The ARC of Tennessee on the internet - <http://www.tharctn.org/> or by mail - 44 Vantage Way, Ste. 550, Nashville, TN 37228. Phone (615) 248-5878; toll free (800) 835-7077; fax (615) 248-5879; email pcooper@thearctn.org.
- Support and Training for Exceptional Parents (STEP) is on the internet at <http://www.tnstep.org/> or by mail - 712 Professional Plaza, Greeneville, TN 37745.

- Tennessee Protection and Advocacy (TP&A) is on the internet at <http://www.tpainc.org/> or by mail - 416 21st Avenue South, Nashville, TN 37212; phone (800) 287-9636 or (615) 298-1080; TTY (615) 298-2471; fax (615) 298-2046.
- For a more extensive list visit the Tennessee Disability Services, Disability Pathfinder Database:
<http://www.mingus.kc.vanderbilt.edu/dir/dbsearch.asp>. On the web page, select your "county" and the "service" you desire from the drop-down lists and click "Submit."

This information is provided as a service to individuals seeking additional avenues for help and information. The Department of Education does not intend this as an endorsement or recommendation for any individual, organization, or service represented on this page.

ADVOCACY (HCS)

PURPOSE

District Advocates are here to support students and families through the difficulty of navigating any student-related incident where school-level mediations have been unsuccessful and/or additional assistance is needed.

DESIRED OUTCOME

It is our desire for students and families to feel heard and supported throughout this process. The goal is to resolve the issue and restore the student back to his/her community.

- Hixson Administration serves as First Responders for Conflict Issues.
- If the conflict can't be resolved, a **neutral** person, and Advocate from the Central Office should be requested to assist.
- Advocates serve as a **neutral** party to listen, review information, and mediate a solution providing closure.
- Advocates and families will work together to develop a resolution that enables students to be successfully restored to their enrolled school and fosters a community in which students thrive.
- The goal is to resolve the issue and restore the student back to his/her school community.

STUDENT DISCRIMINATION/HARASSMENT/HAZING AND BULLYING/INTIMIDATION

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.

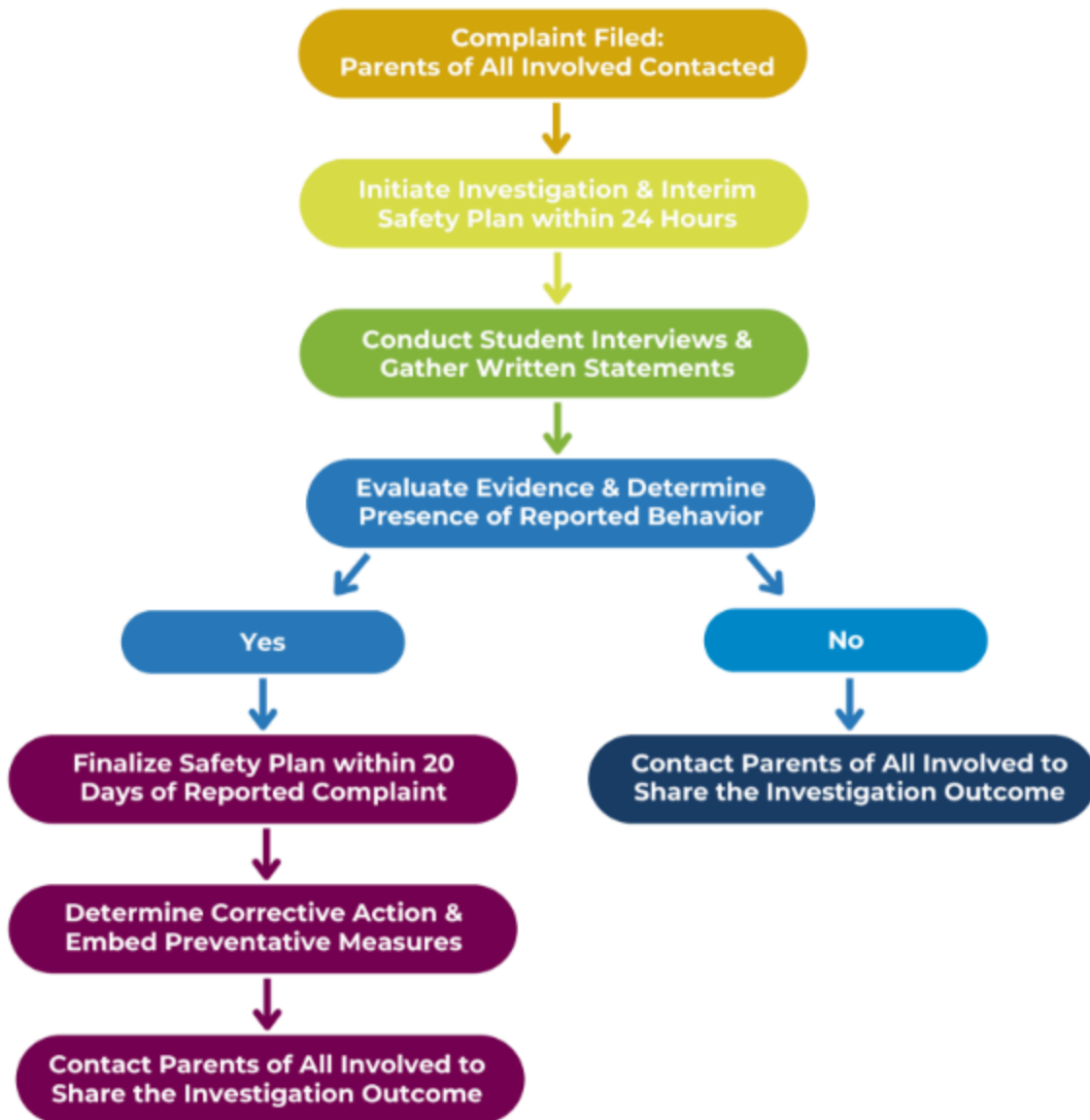
Electronic technology includes devices and equipment such as cell phones, computers, and tablets, as well as communication tools including social media sites, text messages, chat, and websites. Examples may include inappropriate text messages or emails, rumors sent by email or posted on social network 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 Administration. The willful filing of a false report will itself be considered harassment and/or bullying and will be treated as such.

BULLYING & HARASSMENT INVESTIGATION FLOW CHART



**The willful filing of a false report will itself be considered an incident and will be treated as such.*

***Upon investigation completion, all parties have the right to submit a Disagreement Resolution Form should they believe district intervention is needed.*

SUSPECTED CHILD ABUSE REPORTING

The Hamilton County Department of Education recognizes that both state law and Board policy require all school system employees to report suspected child abuse immediately to the appropriate authorities.

THE DUTY TO REPORT

A person has the duty to report suspected child abuse when the following occur:

- The person has knowledge of (or is called upon to render aid to) any child who is suffering from (or has suffered from) any wound, injury, disability, or other physical or mental condition; and
- The physical or mental condition is of such a nature that it reasonably appears to have been caused by brutality, abuse, or neglect; or
- The person has reason to suspect that the child is a victim of sexual abuse regardless of whether the child has suffered a physical injury from the suspected sexual abuse.

Hamilton County Schools Responsible Use Policy

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

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

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

I. ACCESS:

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

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

I. PRIVACY:

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

III. COPYRIGHT:

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

IV. ELECTRONIC COMMUNICATION:

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

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

V. INTERNET:

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

VI. INTERNET FILTERING:

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

VII. INTERNET SAFETY MEASURES:

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

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

VIII. LIABILITY:

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

Hamilton County Schools Responsible Use Agreement

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

Student/Parent Section Only:

Student's Name (Please Print)

Location

Student's Signature

Date

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

Parent/Guardian Signature

Date

Employee Section Only:

Employee's Name (Please Print)

Location

Employee's Signature

Date