

HCS at Home
Student & Parent Handbook
2020-2021

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Mission and Vision

Mission: Through a remote learning environment, HCS at Home will deliver effective instruction of a high-quality curriculum, maintaining supportive relationships while being accountable to each student and family.

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

Overview

Welcome to HCS at Home!

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

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

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

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

Enrolled School Handbook

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

Attendance

Student attendance must be taken daily. When students are scheduled to be in a live class session, they must arrive no later than five (5) minutes after the start time to be counted as "present" for that class. For classes not meeting in live, real-time class session on a particular day, a student's attendance may be counted by logging into the learning management system (CANVAS or Class Dojo), submitting an assignment, responding to the daily check-in task or question, or working in a small group.

By law students must attend school daily. District personnel will intervene to address habitual truancy using a *Tiered Attendance Intervention* support structure for students and their families. *School Board Policy 6.200.* The district is also providing additional guidance for attendance procedures as part of our Reentry & Continuous Learning Plan for the 2020-2021 school year. This guidance will primarily address students who are following the HCS Learning Continuum for in person learning; however, the requirements for attendance when completing remote (distance) learning activities will also be applicable to HCS at Home students.

HCS at Home will follow the regular district calendar (links to website).

Dress Code

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

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

Norms for Remote Sessions

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

- Cameras must be turned on
- Students must be signed in and ready for class on time
- Adhere to teacher guidance around being muted
    - Students may be required to be on mute during a lesson, but unmuted during

small group time or a discussion.

- Students should utilize the chat feature to ask school related questions to their teacher. The chat should not be used for communicating about non-school related matters.
- When a student logs into a Zoom meeting they must use the name they provide the teacher at the beginning of the course when attendance is taken.

School Hours & After Hours Communication

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

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

Exceptional Education & English Language Learners Services

Students receiving services through Exceptional Education and/or the English Language Learners Program will still receive their required services through the HCS at Home model. Families selecting HCS at Home with children who receive Exceptional Education services will be invited to an IEP meeting with their case manager to update the plan to reflect the HCS at Home selection. English learners will also be schedule to meet their required service hours for language support via a remote learning structure.

Families can also reference the Supporting Students with Disabilities During COVID-19: Resources for Tennessee Families website for additional guidance from the State of Tennessee on supporting children with disabilities. In addition, HCS has compiled a Q&A regarding remote learning and exceptional education services that can be found here.

Sports & Extracurriculars

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

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

Social & Emotional Supports

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

School counselors will provide office hours to meet with HCS at Home students. In addition, if a student needs more intensive support, such as those provided by school social workers or attendance specialists, etc. those services will be assigned and accessible via HCS at Home.

Class Engagement & Participation

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

Harassment & Bullying

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

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

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

or maintaining membership in any team or organization affiliated with any school or school program. *School Board Policy 6.304*

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

NOTE: This Code of Acceptable Behavior will be implemented in compliance with the requirements of applicable federal and state statutes and accompanying regulations governing the appropriate discipline of students suspected or identified as having a disability.

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

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

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

Parent Grievance Procedure

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

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

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

Hamilton High, Central High, Harrison Bay Center, and Ooltewah High.

Community Superintendent: Dr. Larrie Reynolds (423-498-7094)

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

Community Superintendent: Dr. Jason Vance (423-498-7092)

North River Learning Community: Allen Elementary, Big Ridge Elementary, Daisy Elementary, Hixson Elementary, McConnell Elementary, Middle Valley Elementary, North Hamilton County Elementary, Soddy Elementary, Hixson Middle, Loftis Middle, Soddy Daisy Middle, Hixson High, Sale Creek Middle/High School, Sequoyah High, and Soddy Daisy High.

Community Superintendent: Dr. Elaine Harper (423-498-7092)

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

Community Superintendent: Dr. Robert Sharpe (423-498-7094)

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

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

Early College & CTE Centers: STEM School Chattanooga, Collegiate High School, Sequoyah High School

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

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

Community Superintendent: Dr. Sonia Stewart (423-498-7253)

Discrimination Complaints

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

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

Additional Contacts

Chief of Schools: Dr. Neelie Parker (423-498-7111)
Exceptional Education Director: Garfield Adams (423-498-7113)
English for Speakers of Other Languages (ESOL) Director: Diego Trujillo (423-498-7132)

Glossary

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

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

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

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

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

Elementary Resources

One username, one password, for everything.

ClassLink

Classes, Lessons, Assignments, Connections

K-2

ClassDojo

3-5

canvas

HCS Blended Learning Toolkit

nearpod

zoom

KIDDOM

Flipgrid

G Suite

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

Secondary Resources

One username, one password, for everything.

ClassLink

Classes, Lessons, Assignments, Connections

canvas

HCS Blended Learning Toolkit

nearpod Flipgrid G Suite zoom

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

Family Learning Options

