

Haywood High School

Student Handbook 2015-2016

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THE VISION, BELIEFS, AND MISSION OF HAYWOOD HIGH SCHOOL

Our Vision

Our vision is for Haywood High School to be a school of excellence, providing all students with the knowledge and skills to be successful in life.

Our Beliefs

- ◆ The primary focus of decision-making at Haywood High School is the learning needs of all students.
- ◆ Teachers use a variety of instructional strategies to provide the skills and essential knowledge that help all students see a relationship between their education and their lives.
- ◆ Administrators, faculty, and students use a variety of assessments to measure and improve the achievement of all students.
- ◆ The community, parents, teachers, students, and administrators share the responsibility of making decisions that enable all students to become productive citizens.
- ◆ All teachers and all students follow policies and procedures stated in their handbooks.
- ◆ A variety of resources and support is offered to help all students to be successful academically.
- ◆ The building of positive relationships is an important focus of our school.
- ◆ A safe and physically comfortable facility is necessary to promote responsible teaching and to achieve learning among all students.

Our Mission

The mission of Haywood High School is to assist all students in acquiring the knowledge, skills, and character necessary to be successful, reliable, productive citizens.

INTRODUCTION

This handbook will serve as a guide throughout the year. It contains the basic rules and regulations governing academic programs, discipline, attendance, student services, and extracurricular activities at Haywood High School.

You should become familiar with the contents of the handbook, and you should make notes about any announced changes in or additions to this material.

This year will hold many opportunities for you. Determine now what you want to achieve this year, and work every day to reach your goals.

ACADEMIC PROGRAM

Haywood High School offers a comprehensive academic program designed to meet the individual needs of students. The curriculum is approved by the State Department of Education and accredited by AdvancED.

Students should become familiar with the academic options available to them and should strive during their high school years to build and maintain creditable academic records.

Grading System

The grading system is based on two semesters with two nine-week grading periods in each semester. Each nine weeks, the student's progress is reported to his or her parents or guardians. Parents/guardians and students should discuss grades each time report cards are received. In compliance with State of Tennessee Rule 0520-1-30.05 (Curriculum), the grading scale at Haywood High School is as follows:

A = 93 - 100

B = 85 - 92

C = 75 - 84

D = 70 - 74

F = 0 - 69

Students must maintain an average of 70 in order to receive credit in a course. A student will be awarded a grade of "0" for incomplete semester grades until the missing work is completed. This means that the existing grades may be satisfactory, but the semester grade is withheld because of a

failure to complete all the required work. For example, a student may not have taken a semester exam or completed all required work due to a long illness.

It is the student's responsibility to make arrangements with the teacher to complete the work.

Only semester averages are recorded on students' permanent records. Beginning with the Class of 2017, all Grade-Point-Averages (GPA) are based on a 4.0 system with the exception of the percentile GPA utilized to determine the top ten graduating seniors.

Rule 0520-1-30.50 states that weighting of honors courses may be done in the following ways: Honors courses and courses leading to National Industry Certification may include the addition of 3 percentage points to the grades used to calculate the semester average. Additionally, Advanced Placement (AP) courses will receive the addition of 5 percentage points to the grades used to calculate the semester average. (See the HHS Course Description publication for more information about courses meeting these criteria.)

Requirements for Graduation

To meet the minimum requirements for graduation from Haywood High School, a student shall have completed four years of an academic program listed below for grades 9-12. Students must declare an elective focus when they register for classes at the end of their freshman year.

- ◆ To be classified as a sophomore, a student must have earned at least 6 credits.
- ◆ To be classified as a junior, a student must have earned at least 10 credits.
- ◆ To be classified as a senior, a student must have earned at least 16 credits.

The State Department of Education requires that students remain in school for 6.5 hours each day. The length of the school year is 180 days. To meet graduation requirements, a student must have an approved record in attendance, conduct, and academics. An approved attendance record is acquired by being absent **no more than six days in one semester**. A student with an approved conduct record must have met any Saturday School sessions assigned as punishment for minor infractions of the rules. Haywood County School Board minutes state:

High school diplomas shall be granted only to pupils who have met all requirements for graduation; *graduation exercises shall be lim-*

ited exclusively to those students who have met all requirements for graduation.

A senior who has not met all Saturday School sessions assigned for discipline will not have an approved record as outlined above and will not participate in the graduation ceremony.

An approved academic record consists of having successfully completed the diploma requirements listed on the following pages of this handbook. Haywood High School offers the following diplomas:

1. a Regular High School Diploma
2. a Diploma of Specialized Education
3. a Regular High School Diploma with Honors/Distinction
4. a Distinguished Scholar Diploma
5. a Distinguished Scholar Diploma with Honors/Distinction.

Students must participate in the Distinguished Scholar curriculum in order to be listed among the Top Ten students at graduation.

2015-2016 Minimum Requirements for a Tennessee High School Diploma

The State of Tennessee has established minimum requirements for earning a high school diploma. Students may decide to participate in the Distinguished Scholar Program which surpasses the minimum State requirements. These courses of study are outlined below.

Minimum Requirements for a Regular High School Diploma

English	4.0 credits	(English I, II, III, and IV)
Math ¹	4.0 credits	
Science ¹	3.0 credits	
Social Studies	3.0 credits	(World History, US History, Economics, US Government ²)
Personal Finance ³	0.5 credit	
Wellness ⁴ and P.E. ⁵	1.5 credits	
Foreign Language ⁶	2.0 credits	
Fine Arts ⁶	1.0 credit	
Elective Focus	<u>3.0 credits</u>	(with waiver, 6 focused elective credits)
TOTAL	22.0 credits	

Minimum Requirements for a Haywood High School
Distinguished Scholar Diploma⁷

Honors English	4.0 credits	(Honors English I, II, III, and IV)
Honors Math ¹	4.0 credits	
Honors Science ¹	4.0 credits	(Honors Physical Science, Biology I, Chemistry I, plus Physics, Biology II, or Chemistry II)
Honors Social Studies	3.0 credits	(Honors World History, US History, plus Economics, US Government ²)
Computer Applications	1.0 credit	
Personal Finance ³	0.5 credit	
Wellness ⁴ and P.E. ⁵	1.5 credits	
Foreign Language ⁶	2.0 credits	
Fine Arts ⁶	2.0 credits	
Elective Focus	<u>3.0 credits</u>	(with waiver, 6 focused elective credits)
Total	25.0 credits	

Notes:

¹The content of the math and science courses of study will be determined at individual registration conferences.

²Students may meet the American Government requirement if they complete 3 years of AFJROTC.

³Students may meet the Personal Finance requirement if they complete 4 years of AFJROTC.

⁴Students may meet the Lifetime Wellness requirement if they complete 2 years of AFJROTC.

⁵The Physical Education requirement may be met by substituting a documented and equivalent time of physical activity in marching band, AFJROTC, cheerleading, or interscholastic athletics.

⁶In exceptional circumstances, schools may waive the foreign language and fine arts requirement for a student who is not planning to attend the university in order to expand and enhance the student's elective focus.

⁷To receive a Distinguished Scholar Diploma, students must also meet the community service hours required for the Tennessee Scholar designation (i.e., 80 hours in four years).

Honors and Distinguished Scholar Diplomas

To receive a Distinguished Scholar Diploma, students must meet the curriculum requirements for the Distinguished Scholar program, maintain a GPA of 3.0 or higher, and complete 80 hours of community service during their four years in high school. Freshmen may begin to document their community service projects during the summer before their ninth-grade year.

To receive a Regular Diploma with Honors or a Distinguished Scholar Diploma with Honors, students must maintain a 3.0 GPA **and** meet ACT College Readiness Benchmark in all four categories. Benchmark scores are as follows: English -- 18; Math -- 22; Reading -- 21; Science Reasoning -- 24.

Beginning with the graduating class of 2017, the Valedictorian and Salutatorian will be determined by a 100-point GPA to the hundredths place as opposed to the 4.0 GPA. In the unlikely event of a tie on the percentile scale, the Valedictorian and Salutatorian will be determined based on the composite ACT score plus the percentile GPA.

Requirements for Tennessee Scholars

Haywood High School offers students the opportunity to become Tennessee Scholars. The Tennessee Scholars initiative is a business-led rewards and incentives campaign that encourages students to take a more challenging course of study in high school. The Tennessee Scholars initiative is endorsed by the Tennessee Department of Education, Tennessee Chamber of Commerce and Industry, Tennessee Business Roundtable, and many other education coalitions around the state.

Tennessee Scholars are high school students who have completed the Tennessee Scholars Course of Study, a specific sequence of academic courses in math, science, language arts, and social studies. The Tennessee Scholars initiative is based on the data that proves that larger percentages of students who complete a more rigorous course of study in high school are more successful in college and the workforce.

As Tennessee Scholars, students are recognized by teachers, parents, and community leaders as students who accept challenges and set high goals for success. After graduating as Tennessee Scholars, students are better prepared to enter the workforce or to attend a college, university, or trade school. They have more choices available to them. Employers prefer to hire individuals with strong academic backgrounds and sound decision-making and critical-thinking skills to fill good, well-paying jobs.

Tennessee Scholars are stronger candidates for certain types of financial aid and scholarships. They are also better prepared for college and are less likely to need costly remedial classes in college. Statistics show that Scholars graduates score higher on both the ACT and the SAT, and have a great-

er chance of being accepted to the college or university of their choice. Seniors who complete the requirements are honored with special recognition at graduation.

Minimum requirements for a Tennessee high school diploma are included in the following requirements for Tennessee Scholars designation.

- 4 **English** credits
- 4 **Mathematics** credits (**Algebra I** and **II**, **Geometry**, and a higher math). Bridge Math will not count toward Tennessee Scholars requirements.
- Credits in **Biology** and **Chemistry** and one other lab science. (**Physics** is strongly preferred.)
- 2 **Career-Technical** credits, **OR** 2 *additional* dual enrollment or AP credits, **OR** 2 *additional* fine arts credits
- 3.5 **Social Studies** credits
- 2 **Foreign Language** credits
- 1 **Fine Arts** credit
- 1.5 **Physical Education** credit
- Dual credit and on-line courses are acceptable.

Additional Requirements -- In addition to the courses listed above, all candidates for Tennessee Scholars status are expected to

- Complete 80 hours of community service
- Maintain an overall “C” average or above
- Maintain a 95% attendance rate each year
- Have no out-of-school suspensions.

Tennessee Scholars are expected to pass all exit exams.

Dropping or Adding Courses

Students register for classes in the spring of the previous year. ***Changes in schedules cannot be made after the first four weeks of the semester without the permission of the principal.***

End-of-Course Tests

Students will take End-of-Course Tests in English I, II, and III, Algebra I and II, Geometry, U.S. History, Biology I, and Chemistry I. The End-of-Course Tests will count 25% of the semester grade for the semester in which the test is administered.

Any student who misses the End-of-Course test because of an absence will have a state-approved make-up date. If an absence should occur on the make-up date, the End-of-Course test will be taken on the next scheduled testing date. Grades for the End-of-Course tests will be decided based upon whether the absence is excused or unexcused,. If the absence is excused, no score will be counted for the 25% part of the grade. If the absence is unexcused, the score will be a zero (0) for the 25% part of the grade. End-of-Course tests are administered in December, May, and July. A doctor's note is required for a student's absence to be excused during end-of-course tests or exams. Any other excuse will not be accepted.

Exemptions from Exams

All students in grades 9 through 12 must take mid-term exams in all classes in which they are enrolled. The only exception to this rule will be seniors who are taking half-credit courses (such as American Government and Economics) during the first semester. Seniors may be exempt from exams in these half-credit first-semester courses if they have an A or B semester average in the course. All other senior mid-term exams must be taken.

Seniors may be exempt from second-semester exams in all courses in which they have an A or B semester average. ***If a senior is failing a course, he/she must take the final exam.*** Seniors may choose to take a final exam in a course in an effort to improve the grade in that course.

Seniors who have debts, who have discipline records for Level II, III, or IV offenses, or who have been assigned to the Alternative Learning Center cannot be exempt from exams during that semester.

State-mandated tests *cannot* be exempted. Students may not check out of school during an exam period. Once the exam period is over, they are free to check out if they are not required to be at school for another exam.

Summer School

The Haywood County Board of Education policy governing Summer School is as follows:

1. Summer schools shall be organized and operated as a part of the public school program, shall be under the control and management of the Board, and shall comply with rules and regulations of the State Board of Education.
2. The summer school program, subject to annual approval by the Board, shall provide opportunities for remedial instruction at the elementary level, review and limited regular courses at the secondary level, and special programs funded by the state and/or federal grants.

3. No more than two (2) units shall be earned during any summer school session.
4. All summer school classes shall meet on school property, and the Board must approve any exceptions. The library, laboratories, and other facilities shall be made available to all students enrolled in the summer school program.
5. More than two (2) absences in any course offered during summer school will render a student ineligible to receive credit in that course unless the principal rules otherwise.
6. Two (2) tardies count as an absence. Students will be dismissed from summer school on the occurrence of the fourth tardy.

Credit Recovery

Students who meet certain criteria may be eligible to participate in a credit recovery program. Students who meet these criteria will be notified by the HHS Counseling Department.

RULES AND REGULATIONS

The school is a community, and the rules or regulations of that school are the laws of that community. Each member enjoying the rights of citizenship in the community must also accept the responsibilities of citizenship. School staff, students, and parents must all assume the responsibility for appropriate behavior in the school. The school should be seen as a symbol of opportunity where rights and responsibilities are emphasized equally and human dignity is protected.

Students must comply with all the rules and regulations of the school system. Failure to comply shall result in such punishment as may be prescribed by the teachers or principals. This authority extends to all games, public performances of athletic teams, bands, choirs, or drama students, as well as to school trips and other school activities. Students are expected to conduct themselves as ladies and gentlemen since they represent Haywood High School on and off campus at all times.

The administration and faculty of Haywood High School want the students to be happy while attending school, to get along well with others, and not to infringe on the rights of other students. If students follow the rules of the school and live up to their responsibilities as students, their years at Haywood High will be rewarding ones.

Students' Rights and Responsibilities

Each student has the right:

- To have the opportunity for a free education in the most appropriate learning environment;
- To be secure in his or her person, papers, and effects against unreasonable searches and seizures; to privacy in regard to his or her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law or by the HHS discipline code;
- To expect an appropriate setting conducive to learning;
- Not to be discriminated against on the basis of sex, color, religion, national origin, or handicap;
- To expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

- Know and adhere to reasonable rules and regulations established by the local board of education and implemented by school administrators and teachers;
- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal and written expression;
- Study diligently and maintain the best possible level of academic achievement;
- Be punctual and present in the regular school program;
- 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;
- Respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and school-sponsored activities;
- Obey the law and rules so as not to be subjected to ill effects of or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances;
- Carry only materials that are acceptable under the law and accept the consequences for the articles stored in one's locker.

Non-Discrimination Policy

The Haywood County School System does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities, and provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to handle inquiries regarding the non-discrimination policies:

Title VI Coordinator

Mrs. Toni Eubanks -- Human Resources
900 East Main Street, Brownsville, TN 38012
731-772-9613 -- E-mail <eubankst@k12tn.net>

Title IX Coordinator

Mr. Tim Seymour
1175 East College Street, Brownsville, TN 38012
731-772-1845 -- E-mail <seymour@k12tn.net>

504 Coordinator

Mr. Drayton Hawkins
2401 Anderson Avenue, Brownsville, TN 38012
731-772-3401 -- E-mail <hawkinsd@k12tn.net>

For further information on notice of non-discrimination, visit <<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Haywood County Schools Complaints and Grievances

It is the policy of the Haywood County Board of Education not to discriminate on the basis of handicap, race, color, national origin, sex, age, or religion in ANY of the programs or practices in the school system. A complaint may be filed by anyone who has a grievance regarding discrimination as set forth in one of the following statutes: (1) The Rehabilitation Act of 1973, Section 504, (2) Title VI of the Civil Rights Act of 1964, or (3) Title IX of the Educational Amendments of 1972.

A complaint of discrimination on the basis of a handicap should be sent to the Haywood County Schools' Coordinator of Section 504 within five (5) days of the date of the alleged discrimination. A complaint of discrimination on the basis of race, color, national origin, sex, age, or religion should be

sent to the Coordinator of Title VI and Title IX within 180 days of the alleged discrimination. A complaint must be in writing on a form provided by the Haywood County Board of Education and must be signed.

Upon receipt of a written complaint, the appropriate Coordinator will provide copies to the Superintendent of Schools and the Principal of the school in which the alleged discriminatory act took place. The coordinator will meet with the Complainant within five (5) days of the complaint. Following this meeting, a written response will be sent to the Superintendent and the Principal. If this action does not resolve the complaint satisfactorily, the Complainant shall have the right to forward the original written complaint, along with the written response of the appropriate Coordinator and the Complainant's reasons for dissatisfaction with that response, to the Principal of the school in which the alleged discriminatory act took place. This shall occur within five (5) days following the response of the appropriate Coordinator. Once a written complaint is received, the Principal will notify the Superintendent of Schools and the appropriate Coordinator and immediately arranged for a meeting to take place with the Complainant within five (5) days after **receiving the complaint**. Copies of the response will be sent to the Superintendent and the appropriate Coordinator.

If at this time the complaint is still not resolved or the complaint is not dropped, the complainant may forward the original written complaint, along with the written responses of the appropriate Coordinator, Principal, and the Complainant's reasons for continued dissatisfaction with those responses to the Haywood County Board of Education within twenty (20) days following the response of the Principal. The written complaint shall be made through the Superintendent of Schools and the Chairperson of the Board of Education. The Board will review the complaint and render in writing the final decision of the Haywood County Schools within fifteen (15) days after the Board's review.

In the procedure for resolving of complaints as set forth in this section, a complaint shall be considered settled if it is not carried forward to the next step within the specified time. **During** the complaint procedure, either party shall have the right to include in its representation such witnesses and counselors as **it** deems necessary.

Where the number of days is specified in this section, it is understood that the term "day" shall mean any regularly scheduled school day, Monday through Friday during the school year. After the last day of the school year, a "day" shall mean Monday through Friday excluding holidays and weekends. Day one for complaint time limits shall be the first day following the receipt of the complaint by the appropriate Coordinator.

Discrimination Is Against the Law

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. Complaints or grievances related to Title VI of the Civil Rights Act of 1964 may be reported directly to the Supervisor of Human Resources and/or the Chief Operations Officer at the Haywood County Department of Education, 900 East Main Street, Brownsville, Tennessee 38012, or at 731-772-9613. *(34 C.F.R. Part 100)*

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in all programs or activities that receive Federal financial assistance. Complaints or grievances related to Title IX of the Education Amendments of 1972 may be reported to the Athletic Director at the Haywood County Department of Education, 900 East Main Street, Brownsville, Tennessee 38012, or at 731-772-9613. *(34 C.F.R. Part 106)*

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of disability in all programs or activities that receive Federal financial assistance. Complaints or grievances related to Section 504 of the Rehabilitation Act of 1973 may be reported directly to the 504 Director at the Haywood County Department of Education, 900 East Main Street, Brownsville, Tennessee 38012, or at 731-772-9613. *(34 C.F.R. Part 104)*

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. *(28 C.F.R. Part 35)*

The Haywood County Schools Discrimination Complaint Form may be obtained at the Haywood County Department of Education, 900 East Main Street, Brownsville, Tennessee 38012, or at 731-772-9613.

Acceptable Student Behavior

Students at Haywood High School are expected to conduct themselves as ladies and gentlemen at all times. Students must respect the rights and privileges of other students as well as those of faculty and staff members. Vulgar or obscene language or gestures directed at students, faculty, or staff will not be tolerated. There will be no hugging, close physical contact, or kissing allowed between students at school. Any form of sexual harassment will not be tolerated.

Classroom behavior should be such that the classroom is a place conducive to learning. A student should do nothing in the classroom that will interfere with the learning of any other student.

Students are also expected to behave appropriately in school assemblies. Some assemblies, such as pep rallies, provide students with the opportunity to participate in an atmosphere of school spirit and support for the

cheerleaders and various athletic teams. Other assemblies are formal occasions and may involve guest speakers, visitors, parents, or other dignitaries. During such occasions, students should be on their best behavior and provide a quiet, attentive, polite audience.

Students are not to use playing cards, cell phones, MP3 players, video games, or electronic devices of any kind during instructional time. Students are subject to search of their vehicle, person, or personal belongings at any time. Confiscated items can be kept by the principal until the end of the school year. Violation of this rule will be considered a Level I offense. (Items may be released upon notification from the parent at the end of seven days.)

Cell Phones

Haywood County School Board Policy states that students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in backpacks, purses, or personal carry-alls. Such devices include, but are not limited to, wearable technology such as eye glasses, rings, or watches that have the capability to record, live stream, or interact with wireless technology; cell phones; laptops; tablets; and mp3 players. However, a teacher may grant permission for the use of these devices to assist with instruction in his/her classroom, and teachers are encouraged to integrate the devices into their course work. The principal or his/her designee may grant permission to use such a device at his/her discretion.

Unauthorized use or improper storage of a device will result in confiscation until such time as it may be released to the student's parent or guardian at the end of seven days. Students are prohibited from using electronic devices in any manner that interferes with or is disruptive of the educational process, which violates the security or integrity of educational materials or tests, or which invades the privacy of students, employees, volunteers, or visitors.

The student who possesses any such device shall assume responsibility for its use and care. At no time shall the school be responsible for preventing theft, loss, or damage to phones or other devices that are brought to school.

Any student in violation of any part of this policy will receive a mandatory Saturday School.

Any student who refuses to turn over a cell phone will be charged with Defiance of Authority and will be dealt with in accordance with established disciplinary policy. (See Level II and III Offenses.)

Student Discrimination / Harassment and Bullying / Intimidation and Cyber-Bullying

Haywood County School Board Policy 6.304 concerning bullying and/or intimidation states the following.

The Haywood County Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.

This policy shall be disseminated annually to all school staff, students, and parents. This policy shall cover employees, employees' behaviors, students and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off school property or outside of a school-sponsored activity, this policy is in effect if the conduct is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of violations of this policy.

Definitions

Bullying / Intimidation / Harassment -- An act that substantially interferes with a student's educational benefits, opportunities, or performance, and the act has the effect of:

- ◇ Physically harming a student or damaging a student's property;
- ◇ Knowingly placing a student or students in reasonable fear of physical harm to the student or damage to the student's property;
- ◇ Causing emotional distress to a student or students; or
- ◇ Creating a hostile educational environment.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying -- A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messag-

ing, e-mails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Hazing -- An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety. Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.

“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

Complaints and Investigations

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator. All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual’s need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- ◇ It places the student in reasonable fear of harm for the student’s person or property;
- ◇ It has a substantially detrimental effect on the student’s physical or mental health;
- ◇ It has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Upon the determination of a violation, the principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. Within the parameters of the federal Family Educational Rights and Privacy Act (FERPA) at 20 U.S.C.§ 1232g, a written report on the investigation will

be delivered to the parents of the complainant, parents of the accused student, and to the Director of Schools.

Response and Prevention

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation. A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension. An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

Reports

When a complaint is filed alleging a violation of this policy where there is physical harm or the threat of physical harm to a student or a student's property, the principal/designee of each middle school, junior high school, or high school shall report the findings and any disciplinary actions taken to the Director of Schools and the Chair of the Board of Education.

By July 1 of each year, the director of schools/designee shall prepare a report of all the bullying cases brought to the attention of school officials during the prior academic year. The report shall also indicate how the cases were resolved and/or the reasons they are still pending. This report shall be presented to the Board of Education at its regular July meeting, and it shall be submitted to the State Department of Education by August 1.

The Director of Schools shall develop forms and procedures to ensure compliance with the requirements of this policy and TCA 49-6-1016.

Retaliation and False Accusations

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from positive behavioral interventions up to and including suspension and expulsion.

Disciplinary Structure

I. Level I Offenses

A. Definition: Level I offenses include minor misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school.

B. Examples:

1. Minor misconduct
2. Tardies
3. Class Cutting
4. Use of cell phone during instructional time without permission
5. Using profanity or abusive language, written or verbal, toward other students.
6. Public display of affection
7. Dress Code violation

C. Disciplinary Responses for Teachers:

1. Conference with student /Verbal reprimand
2. Phone call / E-mail to parent or guardian
3. Special assignment (Refusal will result in office referral.)
4. Teacher-imposed detention (e.g., morning) (Refusal will result in office referral.)

D. Disciplinary Responses for Administrators:

1. Saturday School (4 hours)
2. School-wide Positive Behavior Intervention Strategies
3. Corporal punishment
4. Five days In-School Suspension

II Level II Offenses

A. Definition: Level II offenses include misbehavior which, because of its frequency or seriousness, tends to disrupt the learning climate of the school but which poses no real danger to other persons.

B. Examples:

1. Repeated Level I offenses
2. Leaving campus
3. Skipping school
4. Defiance of school personnel
5. Profanity toward school personnel
6. Indecent materials / Possession of obscene literature or pornography (Obscene tapes, DVDs, CDs, and music are considered pornography.)
7. Flammable or incendiary materials
8. Failure to attend detention or Saturday School
9. Posting or distributing unauthorized materials
10. Misconduct (failure to comply, gambling, etc.)
11. Possession of stolen property
12. Tobacco possession and electronic cigarettes
13. Cheating, plagiarism, or forgery
14. Altering school records

C. Disciplinary Responses for Teachers:

1. Disciplinary referral to administration. Note: In the cases of continuation of Level I misbehavior, the teacher should be prepared to provide documentation of disciplinary efforts made in accordance with the teacher responses listed above, including date, brief description, and result.

D. Disciplinary Responses for Administrators:

1. Saturday School or detention
2. School-wide Positive Behavior Intervention Strategies
3. Corporal punishment
4. Five to fifteen days in-School Suspension

III. Level III Offenses

A. Definition: Level III offenses include misbehavior that has major consequences relative to the operation of the school and/or endangers the health and safety of personnel.

B. Examples:

1. Repeated Level II offenses
2. Repeated defiance of school personnel
3. Trespassing or loitering
4. Improper use of technology
5. Pornography
6. Over-the-counter or prescription medication possession

C. Disciplinary Responses for Administrators:

A minimum of thirty (30) days at the Alternative Learning Center

IV. Level IV Offenses

A. Definition: Level IV offenses include misbehavior that is not only immoral and offensive, but illegal.

B. Examples:

1. Repeated Level III offenses
2. Theft
3. Vandalism of school property or others' possessions
4. Possession of drug paraphernalia
5. Being under the influence of an unauthorized substance on school grounds or at a school activity
6. Alcohol possession or use
7. Sexual harassment
8. Bully, harassment, and intimidation including cyber bullying
9. Viewing, sending, or forwarding explicit material while on school property
10. Perpetrating a bomb threat
11. Disruptive behavior or potentially dangerous activity
12. Gang activity at school
13. Assault on a student with minor injury
14. Immoral or disreputable conduct, that is, sexual intercourse
15. Threats against students and discrimination

C. Disciplinary Responses for Administrators:

Students will be suspended for between 60 and 180 days at the Alternative Learning Center.

V. Level V Offenses

A. Definition: Level V offenses include behaviors the like of which renders a student inadmissible to school property. Sometimes referred to as “zero tolerance” offenses, these behaviors are not acceptable and result in dismissal from school for an extended period of time up to expulsion.

B. Examples:

1. Violent fighting and assault that may involve serious injury or use of a weapon
2. Unlawful possession, use, distribution, or sale of any narcotic, tobacco, stimulant drug, marijuana, or alcoholic beverage
3. Unlawful possession of a dangerous weapon on a school bus, on school property, or at a school event
4. Committing battery or aggravated assault on any adult staff member while on a school bus, school property, or while attending any school event or activity
5. Repeated sexual misconduct

C. Disciplinary Responses for Administrators:

Students will be suspended for 180 days at the ALC or expelled. These students will not be allowed back into Haywood County Schools unless approved by Haywood County Schools’ administration.

Suspension / Expulsion Policy and Disciplinary Hearing Authority

I. Short-Term, In-School or Out-of-School Suspensions

(Ten days or less -- Level II Offenses)

- A. The student should be brought to the school office and into the presence of the principal.

- B. The principal, teacher, or other person who is charging the student with the misconduct, as defined in the Disciplinary Structure, should confront the student with the charge and, if he/she denies it, should explain or submit any evidence supporting the charge.
- C. Upon the suspension of a student, the principal should immediately notify, in writing, the student's parents or guardians and the superintendent of his action, as required by the Board of Education. The notice should include the length of time of the suspension and the reason for the suspension. The notice should also inform the parents/guardians of the student's right to appeal the decision and have the same reviewed by an independent hearing authority. Under the present mode of operation in the Haywood County School System, this is the Disciplinary Hearing Authority.
- D. If the parents/guardians and student appeal the action of the principal regarding the suspension, then the Disciplinary Hearing Authority shall listen to the evidence on both sides and, based upon the facts developed, render a decision either concurring with the action of the principal or reversing his action. If the Disciplinary Hearing Authority on appeal concurs with the principal's action of suspension, the Disciplinary Hearing Authority shall then advise, in writing, the student and his/her parents or guardians of such action.
- E. Students who are attending Alternative School shall not return to the high school campus for any reason (including school-sponsored activities).
- F. When a student is assigned to Alternative School or Out-of-School Suspension, a conference with the student's parents or legal guardians will be required before the student is allowed to return to regular classes.
- G. Students who receive Out-of-School Suspension will have three days to complete make-up work/assignments upon returning to school.

II. Long-Term Suspensions

(More than ten days -- Level II-V Offenses)

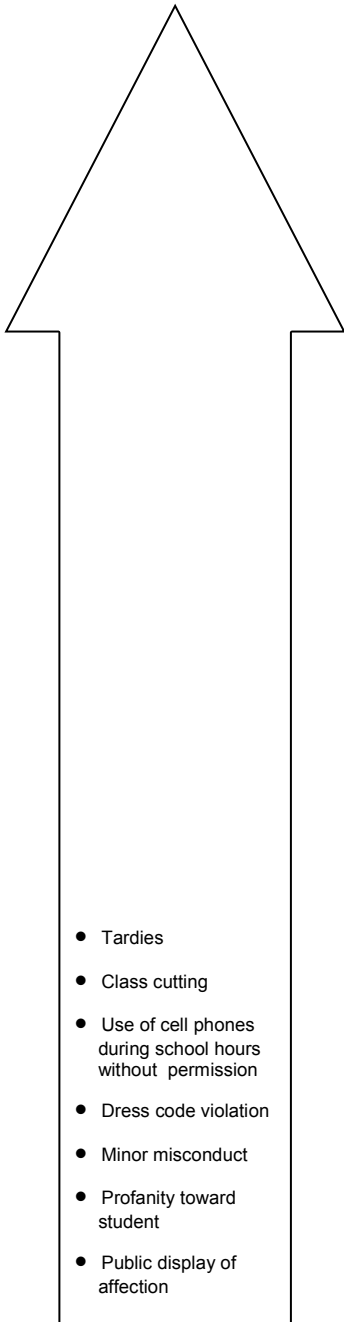
- A. If the principal determines an offense has been committed which, in the judgment of the principal, would justify a suspension for more than ten days, he shall immediately refer the case by way of the superintendent to the Disciplinary Hearing Authority. The principal and the chairman of the DHA shall determine the attendance status of an accused student between the time of the offense and his/her hearing. The Disciplinary Hearing Authority shall cause to be issued a written notice to the parents, student, and principal of the

time and place of the hearing, which said notice shall be in writing and contain a statement of the specific charges and grounds which, if proven, would justify long-term suspension under the regulations of the Board of Education. The notice shall inform the student and his/her parents or guardians of their right to be represented by an attorney or a parent-appointed representative at the hearing and of their right to confront and cross-examine adverse witnesses and their right to testify and present evidence on their behalf.

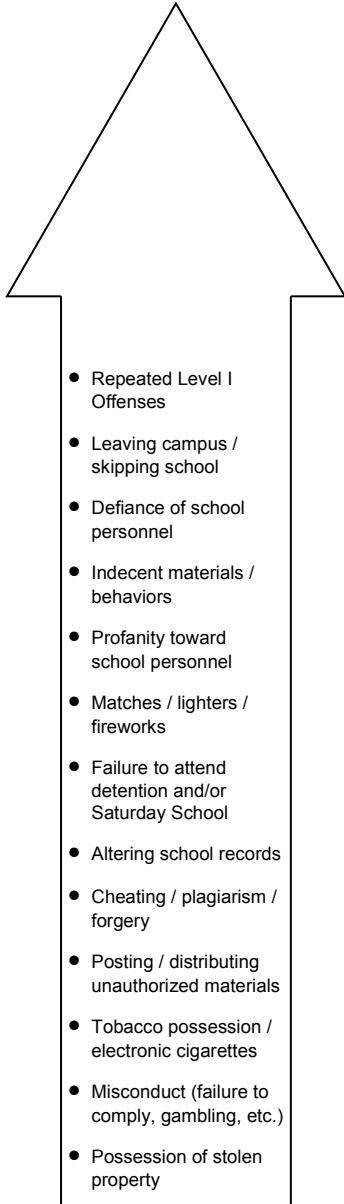
- B. The hearing before the Disciplinary Hearing Authority shall be limited to the charges contained in the notice to the student and his/her parents or guardians, and the student shall not be suspended or expelled unless the DHA finds the student guilty of the charges; provided, however, the DHA may consider prior misconduct of the student in determining whether or not the student will be suspended and/or expelled if a student has been informed in the notice that such prior misconduct may be used against him/her. Prior to the hearing, the student and his/her attorney or parent-appointed representative shall have the right to examine and copy any relevant records, which may be used against the student at the hearing.
- C. At the hearing before the DHA, the student shall have the right to be represented by an attorney or parent-appointed representative, the right to confront and cross examine adverse witnesses, and the right to testify and present witnesses and evidence in his/her own behalf.
- D. After the hearing, the DHA may dismiss the charges against the student if it does not find sufficient evidence to support the same or, upon finding the student guilty of the charges, may permit him/her to remain in school upon such conditions as it deems reasonable, may assign the student to an alternative program, or may suspend the student for a specified period of time.
- E. Students should understand that fighting will not be tolerated at Haywood High School. Students involved in fighting will be suspended with the option of attending Alternative School pending a hearing with the Disciplinary Hearing Authority. They will also be subject to losing their driving privileges for a minimum of six weeks. At the principal's discretion, juniors and seniors who participate in fighting or assaulting another student will not be allowed to participate in graduation ceremonies. The fact that a fight began off campus will have no bearing on disciplinary actions or procedures when follow-up activities (fights) take place on campus during school hours or during school functions. There is absolutely no place at Haywood High School for acts of violence, and such acts will not be tolerated.

- F. Students who are attending Alternative School shall not return to the high school campus for any reason (including school-sponsored activities) until the suspension is over.
- G. When a student attends Alternative School, a conference with the student's parents or legal guardians and a high school guidance counselor will be required before the student is allowed to return to regular classes.
- H. Tennessee state law (TCA 49-6-3401. Suspension of Students -- Expulsion of Students) states that "(a) Any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension include, but are not limited to:
1. Willful and persistent violation of the rules of the school or truancy.
 2. Immoral or disreputable conduct or vulgar or profane language;
 3. Violence or threatened violence against the person or any personnel attending or assigned to any public school;
 4. Inciting, advising or counseling of others to engage in any of the acts hereinbefore enumerated;
 5. Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 6. Marking, defacing or destroying school property;
 7. Possession of a pistol, gun or firearm on school property;
 8. Possession of a knife, etc., as defined in § 53-10-101;
 9. Assaulting a principal or teacher with vulgar, obscene, or threatening language;
 10. Unlawful use or possession of barbitol or legend drugs, as defined in § 53-10-101;
 11. Any other conduct prejudicial to good order or discipline in any public school; and
 12. Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process."

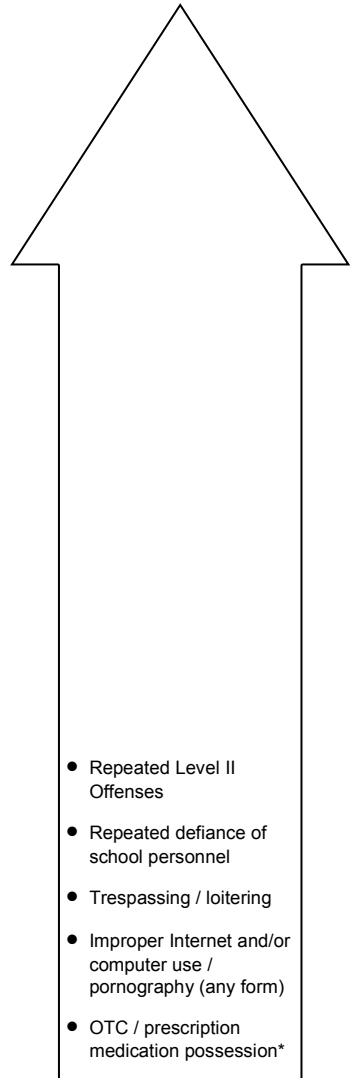
5 Days ISS



5-15 Days ISS



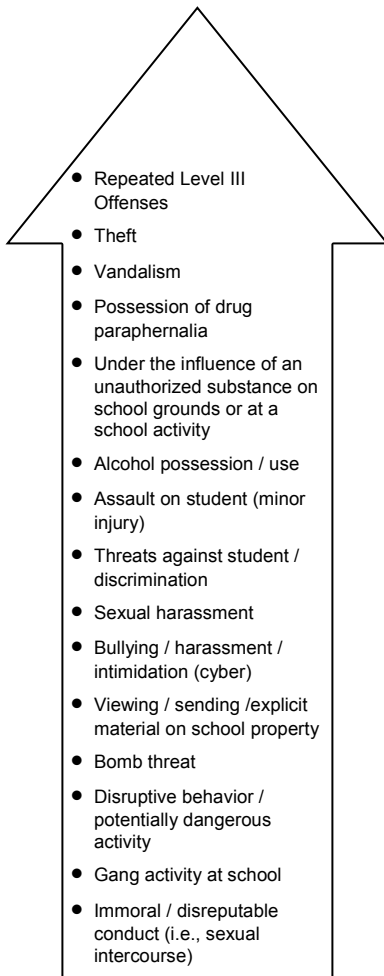
30 Days ALC



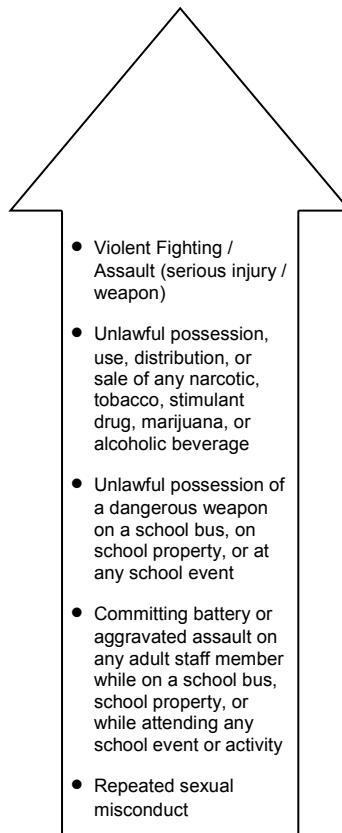
Haywood County Schools Five-Step Discipline Model

2015-2016

60-180 Days ALC



180 Days ALC - Expulsion



Corporal Punishment

The Haywood County Board of Education does not prohibit corporal punishment in the schools. When corporal punishment is administered, it shall be done privately and in a humane manner by the teacher in the presence of an administrator or by a principal in the presence of another member of the faculty.

Saturday School

Saturday School is a disciplinary option for some offenses. Students assigned to Saturday School must report to detention from 8:00 AM until 12:00 noon. Assigning a student to Saturday School for disciplinary reasons does not result in the deduction of points from the student's nine-weeks average.

Saturday School is designed to be a study hall. No talking is allowed, and schoolwork is to be done at all times.

Care of School Property

All students are expected to abide by the following school rules regarding the care of school property.

1. Lockers should be kept clean and neat. No food is to be kept in lockers overnight. Lockers are checked periodically for cleanliness. A student should not give his or her lock combination to any other student. Students will be held financially responsible for damage done to their lockers; therefore, students are advised NOT to share their lockers with other students.
2. Students should not make marks or carve on desks or tables.
3. Textbooks should be kept clean and free of pencil or pen marks. A student who loses or severely damages a textbook or library book must pay for that book.
4. Students should take care to use the walkways provided and stay off the grass whenever possible.
5. All waste material should be properly disposed of by being placed in the wastebaskets that are located throughout the school. Floors should be kept free of paper.

6. Care should be exercised in using computers, gym equipment, laboratory equipment, and all other school equipment.
7. Food is restricted to the cafeteria during breakfast and lunch. Students should never bring food down the halls, into the library, or into a classroom. This rule includes birthday celebrations. Food may not be ordered from local restaurants and delivered on campus.
8. Students are responsible for their lockers, textbooks issued to them, and for class materials and equipment. Students will be required to pay for lost and/or damaged items. Items not paid for will result in that student's being placed on the debt list.

School Debts

All debts should be cleared as soon as possible after the debt is incurred. A debt list will be posted several days before exams are scheduled to begin.

All school debts are to be paid before the posting of the student's grades on his/her permanent record. A school debt that is not paid will be carried over to the next school year. No school records will be transferred until all debts are paid. All school debts must be cleared before any exams may be exempted. Checks will not be accepted for debt clearance.

Final report cards will not be issued to students who owe school debts. Tennessee State Law states that "Local education agencies are authorized to withhold all grade cards, diplomas, certificates of progress or transcripts of a student who has taken [school] property ... or has incurred a debt to a school, until such student makes restitution in full" (TCA 49-1-302(a)(14)). Summer School enrollment for students on the debt list is prohibited.

Haywood County School District Standard Dress Code Policy

The School Board recognizes its obligation to provide schools where the health, safety, and welfare of the students who attend those schools are given paramount consideration and where a positive learning environment must be maintained.

The Board is aware of its obligation to make every effort to minimize the opportunities for student distraction and/or disruption in the schools.

The Board recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment

- ⇒ Beginning the first day of school, student in grades Pre-K through 12 will be required to comply with the school standard dress code policy.
- ⇒ A district logo is not required to appear on clothing, but is permitted.
- ⇒ All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
- ⇒ All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.
- ⇒ All standard dress code pieces must be appropriately sized for the student; that is, they must be no more than one regular size smaller or larger than the student actually measures. Extra wide, extra full, extra long, and baggy or saggy pants are NOT acceptable. No skin-tight pants are allowed. All pants and shorts must be worn waist high.
- ⇒ Manufacturer or store logos that appear on clothing may be no larger than a student ID card.
- ⇒ Students will be exempted from the standard dress code policy on picture days.
- ⇒ Striped shirts, blouses, and/or slacks (plain or corduroy) are not permitted.
- ⇒ Jeggings are not permitted.
- ⇒ Oversized coats and large overcoats cannot be worn during school hours, and trench coats are not permitted on campus.
- ⇒ All male students must wear shirts tucked neatly into the waists of their pants.
- ⇒ For males, a belt must be visible and must be worn if the garment has belt loops.

For all situations not covered by the above items, the principal's discretion will be used to determine if the attire is not conducive to a sound educational program or detrimental to the safety of students.

1. Young men may not wear earrings.
2. No Mohawk-style haircuts are allowed.
3. No unnatural coloring of hair is allowed.
4. Belts may be black, brown, or khaki.
5. Belt buckles may be no larger than a student ID card.
6. No athletic-style pants are permitted (e.g., yoga pants, sweat pants, basketball shorts).
7. Girls may not wear leggings or jeggings as pants.
8. Jackets may be navy, black, purple, or white.
9. No pullover jackets are allowed.
10. No head coverings (e.g., caps, scarves, snoods, head wraps) are allowed.
11. Beards are not permitted.
12. No facial piercings are allowed (including eyebrow and nose piercings.)

Identification Cards

The ID card is part of the Dress Code and must be clipped to the student's collar or worn on a lanyard so that the card is visible from the front at all times while the student is on campus. Failure to wear the ID card will result in the same penalties as any other Dress Code violation:

- ⇒ First Offense -- a \$5.00 fine and one Saturday School (If the fine is paid BEFORE the date of the assigned Saturday School, the Saturday School assignment will be dismissed. This stipulation applies to the FIRST OFFENSE ONLY.)
- ⇒ Multiple Offenses -- a \$5.00 fine and two Saturday Schools (The Saturday School assignment will be reduced to one if the fine is paid BEFORE the assigned Saturday School.)

Students who arrive at school without their ID cards may purchase a new card between 7:50 and 8:00 a.m., in the Career-Technical Building.

A student who defaces an ID card will be required to replace it. The replacement cost for a lost ID card is \$5.00 to be paid in cash. No ID fees may be charged.

Bicycles, Motorcycles, and Cars

Driving a car, bicycle, or motorcycle to school is a privilege allowed students provided they follow all school rules pertaining to driving their own vehicles. This privilege may be revoked if the rules are not followed. The following rules are made for the students' safety and protection.

1. A student who drives a car or motorcycle must have a valid Tennessee Driver's License.
2. Students must secure parking permits from the school office. The parking permit costs \$10.00 per year.
3. Students must park in assigned parking areas.
4. Students are to vacate the cars immediately upon arrival at school and not return to the cars until the close of the school day.
5. Students are to observe all city and state laws.
6. A student's driving privileges will be suspended if the student's driving conduct is not safe or is conducted in an unsatisfactory manner.
7. No vulgar, derogatory, or gang-related messages or symbols are to be displayed on vehicles.
8. Lost parking permits will be replaced at a cost of \$10.00.

Teachers as well as principals will be on duty to help enforce safety and conduct rules.

State Law Regulating Students' Driver's Licenses

1. State law requires that student who fail to make satisfactory progress toward graduation or who fail to have satisfactory attendance be reported to the Department of Safety, and that these students' driver's licenses will be revoked.
2. Satisfactory progress toward graduation and satisfactory attendance are also mandatory for obtaining a driver's license.
3. Students wishing to obtain proper documents required from the Board of Education for their driver's licenses must go to the Board of Education offices before 4:00 p.m.
4. In accordance with TCA 49-6-451, when a student between the ages of 13 and 18 engages in and is convicted of such prohibited conduct as possession, use, sale, consumption of any alcoholic beverage, wine or beer, or any controlled substance, or is involved in the possession or carrying of a weapon on school property, the student/

offender can be issued a denial or suspension of driving privileges until age 18 by the Tennessee Department of Safety, Driver Control Division.

Rules for School Bus Conduct

The following bus conduct rules are in force anytime a student is riding any Haywood County Schools' Bus.

1. For each child's safety, no one can board a bus except students assigned to that bus, school personnel, and/or law enforcement.
2. Transportation is only provided to and from the child's home/alternative address that is listed on the student information sheet provided by you and signed by the school administrator.
3. Be at the bus stop on time. On time is 10 minutes prior to the scheduled pick-up time. It is the parent's responsibility to supervise the child/children at the bus stop in the morning and afternoon.
4. Stay 10 feet away from the bus at all times except for entering or exiting. Never reach or crawl under any part of the bus. Tell the driver if any items go under the bus.
5. DO NOT cross the road until the driver signals that it is safe to do so. When exiting, students should never walk behind the bus. Students should be careful when approaching the bus stop and should walk on the left side of the road, facing oncoming traffic.
6. Wait until the bus comes to a complete stop before attempting to get on board. Before you exit the bus, remain seated until the bus comes to a complete stop and the doors open on the bus.
7. Children will have assigned seats at all times.
8. Children must observe the same level of behavior on the bus as is expected in the classroom.
9. While children are being transported, they must remain seated and facing forward. Within reason, hands, arms, legs, and feet must remain within and behind the seat at all times.
10. Children must be silent when the bus is backing up, when the bus is going over railroad tracks, during an emergency, severe weather, bus evacuations, bus accident, bus breakdown, or when told to by the driver.
11. Don't touch the emergency door, exit controls, or any other safety equipment on the bus unless directed to do so by the bus driver or assistant.

12. Do not throw anything within or out of the bus windows at any time.
13. Fighting, pushing, tripping, kicking, bullying, harassment, etc., will not be tolerated on the bus.
14. No loud or inappropriate speech, swearing or shouting in the bus or out the windows will be allowed. Rude and abusive language will not be tolerated. Always use inside voices and keep voice levels within reasonable limits.
15. All carry-ons, including backpacks, musical instruments, and school projects, must be able to fit in the child's lap. The parent/guardian must transport any items that don't meet these criteria.
16. All cell phones, electronic devices, and toys must be kept in backpacks at all times. Items will be taken and given to the school administrator if they are found outside of a child's book bag while on the bus.
17. Backpacks should remain closed while children are being transported. Pencils and all school supplies should remain in backpacks at all times. Children may read books, but homework must be done at home.
18. Glass or other breakable items, flower arrangements, and balloons/balloon bouquets are prohibited.
19. Weapons, laser pointers, explosive devices, harmful drugs, or chemicals are prohibited on the bus.
20. Live insects, reptiles, or other animals are prohibited from the bus.
21. Food, drinks, chewing gum, tobacco (any form), and alcoholic beverages are prohibited on the bus.
22. No perfumes, colognes, lotions, fingernail polish, or irritants shall be permitted on the bus.
23. Regarding kindergarten students, anyone picking up a child at a bus stop, other than the parent/guardian, must show identification and must also be listed on the student information sheet and the registration card at the child's school.
24. Parents/guardians of kindergarten children and/or children riding a special education bus due to their IEP, must be waiting at the BUS STOP in the afternoon. If no parent/guardian is clearly visible, the child will be taken back to school.
25. According to Board Policy, no child will be allowed to ride home with another child without written permission from the parent, which must be given to office personnel before 10:00 a.m., that day. (If the request is for a child who doesn't typically ride the bus, the parent must complete a Student Information for Transportation form, which is lo-

cated in the school's office.) The "rider" must have the form, with an Administrator's signature, to board a bus.

26. If a student damages any part of a bus, the student's parents may be financially responsible.

Crime Stoppers

There is an active Crime Stoppers program at Haywood High School to help deter violations of school rules.

Student Internet Privileges

A student must have an Internet contract signed by a parent or guardian in order to acquire a user ID and password for access to the school computer network. A student should *never* share his/her password with *anyone*. Furthermore, a student should *never* allow someone to use the Internet on a machine where he/she is already logged onto the network. No student should use the Internet unless *that student* has his/her own user ID and password.

Students should remember to log off after each session. This is accomplished by clicking "Start," "Shut Down," selecting "Close all programs and log on as a different user," and "Yes." This will log the student off and cause a log-in screen to appear for the next user. If students do not follow this procedure, they will be held responsible for any misuse of the Internet that occurs under their user ID and password.

Internet contracts are available in the school office.

ATTENDANCE POLICIES AND PROCEDURES

Students are expected to be present for school each day that school is in session. Attendance is an important part of the high school experience. Studies have shown a high correlation among attendance, personal reliability, and grades. It is the student's responsibility and the parent's or guardian's responsibility to see that each student is present. The following policies regarding attendance are approved by the Haywood County Board of Education.

Excused and Unexcused Absences

Excuses may be granted for personal illness, illness in the immediate family that requires temporary help from the student, death in the immediate family, some religious holidays, and some county health office visits. Each visit to a doctor's office resulting in the student's being absent from classes requires a note from the doctor's office or health office establishing the time and date for such absence. Students meeting appointments with doctors and/or the health office must return to school after their appointments if possible.

Excuses are not granted for students' minor illnesses or for those of family or friends. Excuses are also not granted for youth encampments or other situations not beyond the student's control. (For example, a court appearance for speeding is not beyond the student's control.)

Before returning to class after being absent, the student must present a written excuse signed by a parent or guardian stating the reason for the absence. Written excuses must include the following information: ***student's name, grade, date(s) of absence, reason for absence, parent's or guardian's signature, home phone number, work phone number, date the student is returning to school.*** The parent or guardian may appear in person to re-admit the student. Even if the student signs out during the day, he/she must obtain an excuse in the office before returning to classes he/she missed when he/she signed out.

Excused absences are noted on green admit slips; unexcused absences are noted on pink admit slips. Unexcused absences will result in a three-point deduction for the nine-weeks average for each unexcused absence.

Students who return from absences without written excuses from a parent or guardian will be issued an unexcused absence, which must be cleared *the following day* by submission of a written excuse from a parent or guardian.

Any student who is absent for a full day shall not participate in any school activity that day or night.

Any student who does not present a green slip for an excused absence will automatically receive an unexcused absence. Forging an excuse will be considered willful disregard of school rules and will be considered a Level II offense.

Any student who arrives at school after 8:00 a.m., must sign in in the school's Main Office.

Make-Up Work

It is the responsibility of the student to make up all class work, class assignments, or tests missed during any excused absence. Students are responsible for assignments announced prior to an absence. ***Work not made up within two school days of an absence will result in a grade of zero for that assignment.*** Students have only 20 school days to make up a semester exam. Cases with extenuating circumstances such as hospitalization must be reviewed on an individual basis.

Excessive Absences

When a student has missed three days in any one semester, the student and the student's parents or guardians will be notified. A conference with the student's parents or guardians will be required after a student has missed three days in any one semester. Therefore, it is suggested that parents/guardians plan to accompany their children to school to check in after the third absence in any one semester. If a student has medical problems that may require excessive absences, documentation of such problems may be presented to school officials during this attendance conference. Any future absences will require a doctor's excuse. If a doctor's excuse is not presented, the absence will be unexcused and will result in a 3-point deduction from the student's nine-weeks grades.

The attendance supervisor will be notified upon the student's sixth absence in any one semester. After the sixth absence in a semester, the student must appear before the Attendance Hearing Board.

A student with more than six absences (excused or unexcused) in any one semester may not receive credit in the courses in which he/she is enrolled for that semester. Cases with extenuating circumstances will be reviewed on an individual basis by the Attendance Hearing Board.

Personal Days

Students at Haywood High School are allowed to take two personal days during the year, which are counted as excused absences from school. A parent or guardian of the student must come to the main office of the school in person to request the personal day for the student two days prior to the personal day. After the principal has approved the day, the student must take a personal day slip around to be signed by all of that student's teachers. The slip must then be returned to the school office. Personal days may not be approved five days prior to or during semester exams. Students who have missed six days in the semester may not take a personal day. Students who have been placed in Alternative School, Out-of-School Suspension, or In-School Suspension will also not be allowed to take personal days. Rare exceptions (such as absences due to hospitalization) may occur and will be reviewed on an individual basis. *No personal days will be allowed after April 30 unless approved by the principal.*

School Trips and Activities

On occasion, students are excused for a day for a school trip or other school-related activity. Before students are excused for a school trip or activity, they must receive a "Necessary Arrangements" slip from the teacher sponsoring the trip or activity, and have this slip signed by all teachers whose classes they will miss during the activity. To be able to participate in off-campus activities, students must also obtain written permission from their parents/guardians. Students who are excused for school trips and activities are not counted absent from school. When students are excused for a school-sponsored activity but circumstances arise that make it possible for them to meet one or more classes, the students are expected to meet those classes.

When school trips extend beyond regular school hours, parents are provided with an estimated time for students to return to the campus. It is the parent's responsibility to make arrangements for his or her child's transportation home from school. It is also the parent's responsibility to be on time when picking up a student after a school trip.

To be eligible to participate in school trips and activities, a student must (a) maintain an acceptable attendance record, (b) maintain passing grades in all classes, and (c) have no disciplinary record for Level II, III, or IV offenses. The principal must approve exceptions to this rule, in writing, prior to the event. ***Students who are in ISS at the time of a trip will not be allowed to participate in the trip.*** *Students who are on the Debt List will not be allowed to participate in optional field trips.*

Days Allowed for Visits to Colleges

Juniors and seniors may count college visits as school activities provided that those visits are coordinated through the Guidance Department and that proof of the visit is on file in the student's permanent record. *No college days will be allowed after April 30 unless approved by the principal.*

Students are allowed a total of two College Visit Days, which may be taken during the junior and/or senior year.

Leaving School During the Day

The following procedure will be observed regarding dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent.

Students cannot sign themselves out of school early, even if they are 18 years old. Contact must be made with a student's parent or guardian before the student will be allowed to leave campus.

2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parents must send a written request for dismissal or call for the student in person.

Students who drive and need to leave during the day for a scheduled appointment must bring a signed note from a parent/guardian. This note must include a phone number at which the parent/guardian may be reached, and the note must be brought to the attendance secretary before Homeroom/ICE on the day of the appointment.

4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record. *Photo ID must be provided by any adult who is signing a student out of school.*
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b. The person seeking custody gives the school official reasonable advance notice of his intent to take custody of the child at school.

Providing Address and Phone Number

Students must provide correct and current addresses and phone numbers. If a student's address or phone number changes during the year, it is the student's responsibility to notify the school secretary and/or the student's homeroom teacher so that school records may be kept up-to-date.

Arrival at School

All students arriving at school prior to 7:50 a.m., will go to the cafeteria area or the gym immediately. Students are not permitted to stay in their cars or in the parking lot. Students are to exit their cars immediately upon arriving at school and are not allowed to return to their cars until 3:00 p.m., without approval from the principal or assistant principal.

At 7:50 a.m., a tone will sound notifying students that they may go to their classrooms. Students are not to be in the halls or locker areas before 7:50 a.m.

Tardy Policy

A student is tardy to school if he/she arrives at school after 8:00 a.m. If a student arrives at school after 8:00 a.m., he/she should sign in at the attendance office for an admit slip to class. Three tardies in one nine-weeks grading period will be considered a Level I Offense and will be treated the same as tardies to class. In order for a student to be on time to school, the student must be seated in class at 8:00 a.m.

Students are given five minutes between classes and are expected to report to each class on time. Students should be in their seats when the late tone sounds. If a student is tardy three times in any nine-weeks period, the teacher will write a Level I Discipline Referral.

Time in ICE (Homeroom) and Class

Students are to remain in all classes for the entire class period. Teachers are not allowed to impose upon other teachers' instructional time by keeping students out of another teacher's class.

Compulsory Attendance Law

The following rules governing compulsory attendance are from the State Department of Education.

As of July 1, 1992, the Education Improvement Act changes the compulsory attendance ages from seven through sixteen, inclusive, to seven through seventeen, inclusive. This means that a child must attend school until his/her eighteenth birthday unless:

1. he/she receives a diploma or other certificate of completion of high school;
2. he/she is enrolled in a course of instruction leading to a GED; or
3. he/she is enrolled in a home school and has reached his/her seventeenth birthday.

This provision now coordinates with the driver's license law, which requires the suspension of the license of any child younger than eighteen who is not attending school.

Withdrawal from School

Any student wishing to withdraw from school for any reason should go with his/her parent or guardian to the main office and obtain a "Request for Withdrawal" form. The student must obtain permission from the main office and from the guidance office to withdraw from school. Before withdrawing, the student should turn in all textbooks, locks, and equipment, clear all library books and fines, and obtain clearance from the physical education department. Transfer of credit to another school depends on a student's record being cleared before the student leaves Haywood High. All items owned by the school and lost by a student must be paid for by the student concerned, or the school record will not be forwarded.

Married Students

Students are discouraged from marriage while they are enrolled at Haywood High School. Students who contemplate marriage should report their plans to a guidance counselor. The counselor will endeavor to work out a plan whereby the student contemplating marriage may continue in school as long as the married student's conduct is in line with that required of other, unmarried students. Any problem that arises shall be reviewed on an individual basis by the principals, guidance counselors, parents, and any other proper agency.

HAYWOOD EXTENDED LEARNING PROGRAM (HELP)

Mission

The Haywood Extended Learning Program strives to provide challenging before- and after-school programming that will meet the academic, recreational, cultural, social, and safety needs of the students of Haywood County.

Introduction

This Haywood Extended Learning Program (HELP) information will serve as a guide for parents and students throughout the HELP school year. It contains the basic information governing the programs, discipline, attendance, field trips, and procedures for dismissal.

Application Process

There is a before- and after-school application for students. Teachers refer students for the tutorial and homework assistance programs. The number of students who attend will be limited due to state-mandated teacher-to-student ratios. Therefore, we will serve those students who are most in need first, and then, if openings are available, we will serve other students. If needed, a waiting list will be established. After-school enrichment applications will also be taken using the same criteria. Enrichment classes will be offered on a first come, first served basis. Information regarding these programs will be advertised throughout the community on the Haywood County Schools web site and through information provided by the HELP program. The enrichment programs will be offered on an eight-week schedule and will change each eight weeks.

Arrival and Dismissal

Before-School Program: Students are to arrive at school at 7:00. Breakfast will be served according to the school schedule for before-school students. Students will remain in the homework and tutorial program until 7:45, and then return to their homerooms or be taken to breakfast. No student will be admitted to the before-school program after 7:15.

After-School Program: Students will follow the dismissal plan formed by their school for the after-school program. At 3:00, healthful snacks will be provided, and the students will be dismissed from the cafeteria to their classes. At 5:15, students will be dismissed with the approval of their teachers.

Adults who are picking up children will need proper identification. Bus transportation will also be provided, if needed. Students using bus transportation will be expected to follow all rules and regulations set forth by the Haywood County Board of Education. A staff person will be assigned to be present in the dismissal area at the designated time. This staff member will have a checklist of students who will be riding the bus.

Discipline

The students will follow the school-wide discipline plan of their respective schools. If a problem occurs, the teacher will complete a discipline report form and submit it to the Site Coordinator. Parents will be notified about each incident. After three written notifications, the student will be suspended for a period of six weeks from the program. There is a form that will be sent home for parent signature regarding discipline procedures.

Illness

We do not give any medication at school without a signed “Physician’s Order and Parental Consent Form.” If a student becomes ill, we will call the parent or designated emergency person to arrange transportation home. All site coordinators have been trained and have received CPR certification.

Emergency Response Plan

Students will follow the emergency school response plan of their respective schools.

Attendance

If a student misses four consecutive days of the HELP program, he/she will be placed on a waiting list to return to the program.

Field Trips

Field trips will enhance the after-school program. Transportation will be arranged with the knowledge and consent of parents and will follow transportation rules for field trips. A field trip parent information sheet will be provided, and a permission sheet must be signed.

STUDENT SERVICES

Meals -- Community Eligibility Provision

Section 104a of the Healthy, Hunger-Free Kids Act 2010 provides an alternative to household applications for free and reduced-price meals. Community Eligibility Provision allows schools with high numbers of low-income children to serve free breakfast and lunch to all students without collecting school meal applications. All students in Haywood County Schools, regardless of household income, are eligible to receive breakfast, lunch, and after-school snacks at no cost.

In order to ensure that students continue to have access to the level of educational resources received at school, a Household Information Survey is requested for completion annually. This is not a free and reduced-price meal application. The economic information from the survey provides the school district with the necessary data for various federal reports. All information provided is private and confidential.

The School Library

The Haywood High School Library is open from 7:50 a.m. until 3:00 p.m., and until 5:00 p.m. during the After-school Program. It features nonfiction and reference books, digital resources for research, a large YA fiction section, a computer lab, and laptop carts.

The library catalog can be searched from anywhere. There is an icon on the desktops of school computers. Away from school, students can click on "School Libraries" on the HCS homepage (www.haywoodschoools.com), and follow the link to display the HHS catalog. Students can request and rate books online. See the librarian for details.

Books are checked out for two weeks. All students may check out up to five books at a time. Return books in the basket on the counter in the library. If books are placed anywhere else, they will not get checked in. There are no fines for overdue books, but students must pay for lost or damaged items. Students will receive overdue notices through their homerooms, and report cards and diplomas may be held until the item is returned or paid for.

Bookstore

The library maintains a "bookstore" for students' convenience, selling school supplies such as pencils, paper, index cards, folders, spiral notebooks, and poster boards.

The Computer Labs

Several computer labs and laptop carts are available throughout the school and in the library. Students will use these labs along with a scheduled class. Students must have Internet Acceptable Use forms on file in order to have access to the Internet. (See “Student Internet Privileges” in the *Rules and Regulations* section of this handbook.) Accessing, or attempting to access, websites blocked by the HCS filters will result in disciplinary action. Also see “School Internet Policies” on the HCS website.

The following computer rules apply to all users:

1. Use computers only for school assignments, following directions. Ask for help.
2. No food or liquid should be near computers.
3. Do not change ANY settings or download anything. Do NOT plug a phone or device into the computers.
4. Save work to a flash drive or send it to a cloud. Computers are re-imaged regularly, and anything saved to a particular computer may not be there later.
5. Ask permission before printing anything, and try to print sparingly.
6. Log off when finished. Do not share your passwords.
7. Immediately report anything wrong.

2015-2016 ASSESSMENT CALENDAR FOR HAYWOOD HIGH SCHOOL

Name of Assessment	Purpose of Assessment	Date(s) of Assessment	Parent Notification
PSAT (11th Grade)	The PSAT is a standardized test that provides practice for the SAT. It measures critical reading skills, math problem solving skills, and writing skills. The SAT is an admission test that may or may not be used as part of the college admissions process.	October 14, 2015	Fall -- reports by individual schools
PLAN (10th Grade)	The PLAN test is a practice ACT that measures academic progress in high school. It covers English, Mathematics, Reading, and Science. PLAN provides an estimated ACT score.	October 13, 2015	Fall -- reports by individual schools
TNReady: RLA and Math (for REACH only)	TNReady has been developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills. It will be used to assess reading, writing, and math in grades 3-11.	Part I: November 2-20 Part II: November 30- December 18	Fall -- reports by individual schools
U.S. History (for REACH only)	U.S. History assessments are used to assess grade-level standards.	Part I: November 2-20 Part II: November 30- December 18	Fall -- reports by individual schools
Science (for REACH only)	Science assessments are used to assess grade-level standards.	November 30- December 18	Fall -- reports by individual schools

**2015-2016 ASSESSMENT CALENDAR FOR
HAYWOOD HIGH SCHOOL (Continued)**

Name of Assessment	Purpose of Assessment	Date(s) of Assessment	Parent Notification
TNReady: RLA and Math (3-8, High School, REACH)	TNReady has been developed by Tennessee educators to better assess student knowledge, as well as critical thinking and problem-solving skills. It will be used to assess reading, writing, and math in grades 3-11.	Part I: February 8 - March 4 Part II: April 18 - May 13	Spring -- reports by individual schools
Social Studies / U.S. History (3-8, High School, REACH)	Social Studies and U.S. History assessments are used to assess grade-level standards.	Part I; February 8 - March 4 Part II: April 18 - May 13	Spring -- reports by individual schools
Science (3-8, High School, REACH)	Science assessments are used to assess grade-level standards	April 25 - May 10	Spring -- reports by individual schools
ACT (11th Grade)	The ACT is a national college admissions exam that consists of English, mathematics, reading, and science. ACT is an admissions test that may or may not be used by colleges as part of the admission process.	April 18, 2016 (Make-ups -- May 3)	Spring -- reports by individual schools
NCSC Assessment	Alternate test for students with disabilities (portfolio TCAP Alt.)	TBD	Spring -- reports by individual schools

Haywood County Schools 2015-2016 Calendar

July 27-31	Faculty / Staff In-Service
August 3.....	First Day of Classes (½ Day)
September 3	Progress Reports
September 7	Labor Day Holiday
September 28	Parent / Teacher Conferences (10:00 a.m. - 6:00 p.m.)
October 6	End of First Nine Weeks Grading Period
October 13	Report Cards Issued
October 19-23.....	Fall Break
October 26.....	Professional Development Day (Students do not attend.)
November 12	Progress Reports
November 25-27	Thanksgiving Break
December 18	End of Second Nine Weeks / End of First Semester (½ Day)
December 21-31	Christmas Break
January 1	New Year's Day Holiday
January 4	Professional Development Day (Students do not attend.)
January 5	Students Resume Classes
January 12	Report Cards Issued
January 18	Martin Luther King Day
February 4	Progress Reports
February 12	Parent / Teacher Conferences (10:00 a.m. - 6:00 p.m.)
February 15	Presidents' Day
March 9.....	End of Third Nine Weeks
March 16.....	Report Cards Issued
March 21-25.....	Spring Break
March 28.....	Holiday
April 19.....	Progress Reports
May 18	Professional Development Day (Students do not attend.)
May 19	End of Fourth Nine Weeks / End of Second Semester (½ Day) Students pick up final Report Card.

HAYWOOD HIGH SCHOOL

BELL SCHEDULE

2015-2016

Regular Schedule

7:50	--	8:00	Move to ICE
8:00	--	8:45	ICE
8:45	--	8:50	Move to 1A / 1B
8:50	--	10:10	1A / 1B
10:10	--	10:15	Move to 2A / 2B
10:15	--	11:35	2A / 2B
11:35	--	11:40	Move to 3A / 3B
11:35	--	1:35	3A / 3B and Lunch
			1st Lunch Shift -- 11:35 to 12:05
			2nd Lunch Shift -- 12:05 to 12:35
			3rd Lunch Shift -- 12:35 to 1:05
1:35	--	1:40	Move to 4A / 4B
1:40	--	3:00	4A / 4B

Pep Rally / Afternoon Assembly Schedule

7:50	--	8:00	Move to ICE
8:00	--	8:45	ICE
8:45	--	8:50	Move to 1A / 1B
8:50	--	10:05	1A / 1B
10:05	--	10:10	Move to 2A / 2B
10:10	--	11:25	2A / 2B
11:25	--	11:30	Move to 3A / 3B
11:25	--	1:15	3A / 3B and Lunch
			1st Lunch Shift -- 11:25 to 11:55
			2nd Lunch Shift -- 11:55 to 12:25
			3rd Lunch Shift -- 12:25 to 12:55
1:15	--	1:20	Move to 4A / 4B
1:20	--	2:35	4A / 4B
2:35	--	2:40	Move to Gym
2:40	--	3:00	Pep Rally