

TABLE OF CONTENTS

NOTE FROM THE PRINCIPAL	4
WE VALUE, OUR MISSION, OUR VISION	5
HAYWOOD COUNTY SCHOOLS HEALTH SCREENINGS	6
ACADEMIC PROGRAM	8
Requirements for Admission	8
Curriculum.....	8
Promotion Policy	8
English Language Learner	9
Prodigy	9
Grading System	9
Honor Roll	10
Semester Averages.....	10
Report Cards and Progress Reports	11
Top Ten Students.....	11
Awards	11
Summer School.....	12
Textbooks.....	12
The Leader in Me - 7 Habits.....	13
RULES AND REGULATIONS	14
Students' Rights and Responsibilities	14
Goals.....	15
Student Internet Privileges	15
Acceptable Student Behavior	16
Bullying / Intimidation	16
HCS Code of Conduct (Discipline Structure).....	17
Corporal Punishment.....	18
Saturday School.....	18
Care of School Property	18
School Debts.....	19
Dress Code	19
State Law Regulating Students' Driver's Licenses	23
ATTENDANCE POLICIES AND PROCEDURES	24
Excused and Unexcused Absences.....	24
Make-Up Work	24
Excessive Absences	25
School Trips and Activities	25
Leaving School During the Day.....	25
Campus Visitors.....	26
Providing Address and Phone Number	26
Arrival at School.....	26
Tardy Policy	27
Compulsory Attendance Law	27

STUDENT SERVICES	27
The Campus Café	27
Community Eligibility Provision	28
Homebound Educational Services	29
Student Insurance	29
Lost and Found	29
Medication at School	29
STUDENTS ACTIVITIES	30
Student Activities	30
Sports	30
Tomcat Fans - Behavior	30
Cheerleaders	30
Yearbook	31
Student Council	31
Beta Club	31
Dances	31
Haywood Extended Learning Program	32
Haywood County School-Wide Parental Involvement Policy	34
HCS School Calendar	40
HCS Marking Periods 2017-2018	41
HCS District Assessment Calendar	42
Tomcat Assessment Calendar	43
Non-Discrimination/Complaints/Grievances	44

NOTE FROM THE PRINCIPAL

Dear Students, Parents, and Guardians,

I am excited to welcome you to Haywood Middle School for the 2018-2019 school year. We are committed to providing an excellent education for our students. This handbook is provided to you, our families and students, as a reminder of school policies and procedures, as well as general information about our school.

We ask that you read carefully and discuss the information in this handbook along with any other information provided to you from teachers. Communication is the key for all of us to work at creating the best learning environment for ALL of our students.

We appreciate your continued support in your child's education. Haywood Middle School is a Leader in Me school. I ask that you support the 7 Habits of Highly Effective People, to foster a great, positive learning environment. Our students, faculty, and staff will practice these habits daily in their academic and professional lives.

If at anytime you have questions or concerns, please reach out to us at Haywood Middle School.

Sincerely,

Mrs. Michelle Tillman
Principal, Haywood Middle School

WE VALUE

- An environment of high expectations where all decisions are student-centered.
- Passionate, caring, and focused employees who model leadership from where they serve.
- Effective partnerships with family and community.
- A respectful, safe, and supportive learning environment.
- An environment where all students, staff, and school board members continuously learn and grow.
- Honesty, integrity, and accountability for all.

OUR MISSION

The mission of Haywood County Schools, in partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with the knowledge and skills needed to pursue post-secondary opportunities.

OUR VISION

Our vision of Haywood County Schools is that all students, under the guidance of a passionate and qualified staff, will be equipped with the academic and social skills needed to be successful and productive citizens.

**NOTICE TO PARENTS REGARDING
HAYWOOD COUNTY SCHOOL SYSTEM'S
MASS HEALTH SCREENINGS**

The Haywood County School System will be conducting mass health screenings throughout the year. The school system recognizes the importance of individual health screenings to address and identify health and wellness issues that our children may face. The purpose of the health screening program is to maintain wellness among our students and staff and remove any barriers to learning / educating. These screenings will provide required information to the State Coordinated School Health Program, specifically grades K, 2, 4, 6, 8, and High School Wellness classes.

If your child is in one of the above listed grades or class and you do not wish for your child to participate in any of the following other than the required screenings, please send a handwritten, signed letter to the school stating your wishes.

Screenings

Vision (Required)

Hearing (Required)

Blood Pressure

Height

Weight

Scoliosis (6th grade only)

If you have any questions, please feel free to contact Cindy Smith, School Health Coordinator at 731-772-9613 or e-mail cindy.smith@hcsk12.net.



NOTICE TO PARENTS REGARDING MENINGITIS VACCINE

The State of Tennessee passed a law (TCA 49-6-5005) that instructed all schools to inform parents about meningitis. Meningococcal disease is a serious bacterial illness. It is the leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Anyone can get meningococcal disease. But it is most common in infants less than one year old, and teenagers 15-19 have an increased risk of getting meningococcal disease.

The early stages of signs and symptoms can be similar to many other common illnesses, such as the flu. Early symptoms can include fever, headaches, nausea (feeling sick), vomiting, and general tiredness. Other complaints are severe stiffness in neck, joint pain, drowsiness (difficult to wake), difficulty looking at bright lights, and confusion.

A vaccine is recommended, NOT required, for children and adolescents 11 through 18 years of age. However, if you have teenagers entering college, it could be a requirement at that particular institution.

This notice is not meant to alarm any parent, but only to inform you of this disease and give you information about it and about the vaccine availability. If you have any questions, please contact Julie Taylor, RN, BSN, or Deborah Woods, RN, Haywood County School Nurse, at the Haywood County Board of Education office, Monday through Friday, 8:00 a.m. to 3:00 p.m. The telephone number at the Board of Education is 731-772-9613.

ACADEMIC PROGRAM

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

REQUIREMENTS FOR ADMISSION

A student may be admitted to Haywood Middle School in one of several ways:

1. By transfer of academic records from another accredited school
2. By examination from a non-accredited school

NOTE: Non-resident students will not be accepted for admission if they are under suspension or expulsion from any other school.

CURRICULUM

Students will attend 5 classes each day. Each student will take four academic core courses, which include English/language arts, math, science, social studies. Each core class counts as one credit. All 6th grade students will take 2 quarters of P.E. Students must earn 5 credits to be promoted. Students who do not meet the requirements will be retained in the current grade and will be given the opportunity to attend a summer program in Haywood County if one is provided. The courses offered are listed below:

English	(1.0)
Math	(1.0)
Science	(1.0)
Social Studies	(1.0)
Computer	(.25)
Physical Ed.	(.25)
Music	(.25)
Art	(.25)
Band	(1.0)

PROMOTION POLICY

To be promoted, students must earn 5 credits (see Board Policy 4.6031). Students who do not meet the requirements will be retained in the current grade. Students may attend summer school if s/he has failed no more than 2 courses.

ENGLISH LANGUAGE LEARNER

Students who meet state qualifications will take this class. ESL teaches English needed for life as well as academics to all levels of English Language Learners.

PRODIGY

The Prodigy Program is designed for intellectually gifted students in Haywood County. An intellectually gifted student is defined as “having intellectual abilities and potential for achievement so outstanding that special provisions are required to meet the child’s educational need”. A child will qualify as intellectually gifted if that student has met the State of Tennessee criteria. This program offers enrichment opportunities to the student as well as independent study, supplemental learning materials, classroom contracts, and sometimes multi-age grouping.

GRADING SYSTEM

The grading system is based on two semesters with three six-weeks grading periods in each semester. Each six-weeks, the student’s progress is reported to his or her parents. Parents and students should discuss grades each time report cards are received. In compliance with the State of Tennessee Rule 0520-1-3-.05 (Curriculum), the grading scale at Haywood Middle School is as follows:

- A = 93 - 100
- B = 85 - 92
- C = 75 - 84
- D = 70 - 74
- F = 0 - 69

A student will be awarded an ‘I’ for incomplete 9-week or semester grades. This means that the existing grades may be satisfactory, but the semester grade is withheld because of a failure to complete required work. The ‘I’/ incomplete must be removed with one month (30 days) or it will be changed to a grade of ‘F’. **It is the student’s responsibility to make arrangements with the teacher to complete the work.** Only semester and yearly averages are recorded on students’ permanent records.

HONOR ROLL

The following requirements must be met for students to be listed on the honor rolls:

- Principal's Honor Roll—All 'A's and 'S's
- Tomcat Honor Roll—All 'A's and 'B's and 'S's

SEMESTER AVERAGES

The two semester averages will be averaged together to determine the final average.

1st Semester Average

The semester exam will count as 15% of the semester average. The average of the two nine- weeks grades for that semester will count 85%.

EXAMPLE:

First nine-weeks average -80
Second nine-weeks average -90
Semester Exam -90

Step One: Average the two nine-weeks grades

$$80+90=170$$
$$170/2=85$$

Step Two: Multiply the nine-weeks average by .85.

$$85 \times .85=72.25$$

Step Three: Multiply the semester exam grade by .15.

$$90 \times .15=13.5$$

Step Four: Add the values calculated in steps two and three.

$72.25+13.5=85.75$ (This value rounds up to 86 which will be the semester average).

2nd Semester Average

The average of the two nine- weeks grades for that semester will count as 65% of the second semester average. The semester exam will count as 15% of the second semester average. The TCAP score will count as 20% of the second semester average. If a student takes Algebra I, the EOC score will count as 25% of the second semester average instead of TCAP (20%).

EXAMPLE:

Third nine-weeks average -80
Fourth nine-weeks average -90
Semester Exam -90
TCAP or EOC score -79

Note: EOC score takes the place of the TCAP score and counts as 25% of the second semester average.

Step One: Average the two nine-weeks grades

$$80+90=170$$

$$170/2=85$$

Step Two: Multiply the nine-weeks average by .65.
 $85 \times .65=55.2$

Step Three: Multiply the semester exam grade by .15.
 $90 \times .15=13.5$

Step Four: Multiply the TCAP grade by .20.
 $79 \times .20= 15.8$

Step Five: Add the values calculated in steps two and four.
 $55.25+13.5+ 15.8= 84.55$ (This value rounds up to 85 which will be the semester average).

REPORT CARDS and PROGRESS REPORTS

Report cards are printed for students each nine-weeks. Report cards must be returned to the teacher with a parent or guardian signature. Second report cards will be issued to parents or guardians. Report cards and progress reports will be distributed according the HCS schedule.

Top Ten Students

The top ten eighth grade students will be recognized during the Promotion Ceremony at the end of the year. The top ten students will be the ones with the highest cumulative grade point averages at the end of the 8th grade. They also must have taken the highest academic classes, which would include Algebra I in 8th grade. The top ten students must have been enrolled at least three semesters at Haywood Middle School.

Awards

Awards are designed to recognize 6th, 7th and 8th grade achievements throughout the school year. Awards are based upon specified criteria in academic and non-academic areas. Recognitions range from perfect attendance, highest GPA in core courses, yearly first honor roll, President's Award for Academic Excellence, Top Ten, etc. There will be an 8th grade awards program and Promotion Ceremony. All parents, guardians, relatives, and well-wishers are invited to attend. **Students must attend school the day of the eighth grade promotion ceremony.** Awards for 6th and 7th grade students will be given during the annual awards program during the school day.



Summer School

Summer school is offered to students who need one or two credits to be promoted to the next grade. Students attending summer school must be present and punctual each day. Two (2) absences in any course offered during summer school renders a student ineligible to receive credit in that course unless the principal rules otherwise (see Board Policy 4.204). Appropriate behavior must be maintained throughout the summer term. All rules and regulations for summer school are the same as required for the regular school day.



Summer school classes are tentative based upon number of students enrolled. Students do not have a choice in which classes they may take. They are placed based upon availability and classes failed. Summer classes are from 8 AM - 3 PM. Transportation will not be provided during summer school.

Textbooks

All basic texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. The parent of the student is financially responsible for all lost and damaged books. The cost will be determined by the book's replacement price and the condition of the book when issued.



THE LEADER IN ME

7 HABITS



RIGHTS AND RESPONSIBILITIES

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 Middle School on and off campus at all times.

The administration and faculty of Haywood Middle 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 Jr. 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;
- ⇒ To expect that the school will be a safe place with no fear of bodily harm. Parents will be provided written notification that if their child should become the victim of a violent crime at school, he/she will have the right to transfer to another school within the district.
- ⇒ To expect an appropriate environment 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 which are acceptable under the law and accept the consequences for the articles stored in one's locker.

Goals

The goals of the disciplinary structure at Haywood Middle School are as follows:

1. To reduce the number of students appearing before the Disciplinary Hearing Authority
2. To reduce the number of students in Alternative Learning Center
3. To reduce the number of referrals from classroom teachers to the main office
4. To increase parental involvement in solving students' problems.

Student Internet Policy

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 the *Novell NetWare Login* screen to reappear 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.

Acceptable Student Behavior

Students at Haywood Middle 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 or faculty/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 which 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 may possess personal communication devices, such as cell phones, laptops, tablets, mp3 players and cameras, while on school property. However, the personal communication device must be in the off mode and must be kept in a backpack, purse, or similar carry all and may not be used during school hours. A student in violation of any part of this policy is subject to disciplinary action. See school board policy 6.312 for more information.

Bullying / Intimidation

The Haywood County School Board Policy concerning bullying and/or intimidation states:

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following de-boarding.

Bullying/harassment through any electronic means, such as personal communication devices, social media websites, or any other electronic devices will not be tolerated.



HCS CODE OF CONDUCT

Level 1	HHS & HMS: 5 day I.S.S.	
The following interventions may be in lieu of a suspension: Corporal punishment, School Wide Positive Behavior Intervention Strategies, Detention and Saturday School.		
Tardies Class cutting Profanity toward student	Dress code violation Use of cell phones during school hours w/o permission	Public display of affection Minor misconduct
Level 2	HHS & HMS: 5-15 day I.S.S.	
The following interventions may be in lieu of a suspension: Corporal punishment, School Wide Positive Behavior Intervention Strategies, Detention and Saturday School.		
Repeated Level 1 offenses Leaving campus/skipping school Defiance of school personnel Failure to attend detention and/or Saturday school Possession of stolen property	Indecent materials/ behaviors Profanity toward school personnel Matches/lighters/fireworks Posting/distributing unauthorized materials	Altering school records Misconduct (failure to comply, gambling, etc.) Cheating/plagiarism/forgery Tobacco possession/electronic cigarettes
Level 3	HHS & HMS: 30 day ALC	
Students will be suspended for the following conduct.		
Repeated Level 2 offenses Repeated, documented defiance of school personnel	Improper internet/computer use/pornography (any form) Trespassing/loitering	OTC/prescription medication possession*
Level 4	HHS & HMS: 60 - 180 day ALC	
Students will be suspended for the following conduct.		
Repeated Level 3 offenses Bomb threat Viewing/sending/forwarding explicit material on school property Bullying/harassment/intimidation (cyber) Assault on student (minor injury)	Possession drug paraphernalia Alcohol possession/use Under the influence of an unauthorized substance on school grounds or at a school activity Threats against student/discrimination Gang activity at school	Theft Sexual harassment Vandalism (ex. school property, other's personal items) Disruptive behavior/potentially dangerous activity Immoral/ Disreputable conduct (i.e. sexual intercourse)
Level 5	HHS & HMS: 180 day ALC - Expulsion	
Students will be suspended for the following conduct. These students will NOT be allowed back into Haywood County Schools unless approved by HCS administration. Disciplinary Hearing required.		
Repeated Level 4 offenses 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	Repeated, documented sexual misconduct Unlawful possession, use, distribution, or sell of any narcotic, tobacco, stimulant drug, marijuana, or alcoholic beverage	Violent Fighting/ Assault (serious injury/weapon) Unlawful possession of a dangerous weapon on a school bus, on school property, or at any school event
Parents may request a Disciplinary Hearing on any suspension greater than 10 days. You must make your request known in writing or in person.		

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 an alternative to short-term suspension for some offenses. Students assigned to Saturday School must report to detention from 8:00 a.m. until 12:00 noon. Saturday School is designed to be a study hall. No talking is allowed, school work is to be done at all times and students must dress according to the HCS Dress Code Policy.

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.
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 which 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. Checks will not be accepted for debt clearance.**

Report cards and/or progress reports 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)).

Haywood County School District Standard Dress Code Policy

Purpose:

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.

General Information:

- ⇒ Beginning the first day of school, students in grades Pre-K — 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.
- ⇒ Pants or shorts with drawstrings are 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 black, brown, or khaki belt must be visible and must be worn if the garment has belt loops.

In addition to the dress code, Haywood Middle School students will abide by the following rules:

- ⇒ **No hooded or pull-over jackets.**
- ⇒ **No oversized coats or overcoats will be worn inside the building.**
- ⇒ **All clothing must be sized to fit and no see-through clothing will be allowed.**
- ⇒ **All clothing must be free of holes and rips.**
- ⇒ **Head-rags, do-rags, and skullcaps are not permitted.**
- ⇒ **Gloves and scarves may not be worn inside the building.**
- ⇒ Exposed body piercing (including tongue rings and tattoos) will not be permitted.
- ⇒ Painting, spraying, or marking of the face, hair, or other exposed body parts is not permitted unless specifically stated as acceptable on school spirit days (i.e., Homecoming week).
- ⇒ Earrings (studs, loops, and hoops) may be worn in the ear only.
- ⇒ No caps, hats, bandannas, scarves, sunglasses, belt chains, towels worn in pockets, sheer head bands, do-rags, or wallet chains will be permitted inside the building..
- ⇒ Shoelaces should be single color (same color) per shoe. They must be laced, tied, strapped, etc.
- ⇒ No cleavage should be showing at any time. Repeated failure to comply with the dress code will result in disciplinary action.
- ⇒ Skulls/crossbones are not to be worn or displayed on personal items inside the school.
- ⇒ Belt buckles should be no larger than an ID card. Flashing belt buckles are not allowed.
- ⇒ 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

HCS Standard Dress Code Policy — Girls	COLORS	HCS Standard Dress Code Policy — Boys	COLORS
<p>A. TOPS — cannot be altered by elastic bands, clips, knots, or other means</p> <ul style="list-style-type: none"> ◆ ◆ Standard golf shirt, long or short sleeve ◆ ◆ Standard Oxford style, long or short sleeve ◆ ◆ Blouse (must have collar that buttons to the neck) ◆ ◆ Standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	<p>All Shirts</p> <p>Pre-K –5 White, Light Pink, Navy, Royal Purple</p> <p><u>6-12</u> White, Navy, Royal Purple</p> <p>White</p>	<p>A. TOPS — cannot be altered by elastic bands, clips, knots, or other means</p> <ul style="list-style-type: none"> ◆ ◆ Standard golf shirt, long or short sleeve (must be tucked in) ◆ ◆ Standard Oxford style, long or short sleeve (must be tucked in) ◆ ◆ Standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	<p>All Shirts</p> <p>Pre-K –5 White, Light Pink, Navy, Royal Purple</p> <p><u>6-12</u> White, Navy, Royal Purple</p> <p>White</p>

HCS Standard Dress Code Policy — Girls	COLORS	HCS Standard Dress Code Policy — Boys	COLORS
<p>D. OPTIONAL ATTIRE</p> <ul style="list-style-type: none"> ◆ Crewneck/v-neck sweater (must be worn with a uniform top) ◆ Standard cardigan or vest (must be worn with a uniform top) ◆ Jacket (light) — must be unzipped ◆ No hooded jackets/ sweaters will be allowed above 2nd grade. 	<p>Pre-K –5 White, Light Pink, Navy, Royal Purple</p> <p>6-12 White, Navy, Royal Purple</p> <p>Light jackets may also include black</p>	<p>D. OPTIONAL ATTIRE</p> <ul style="list-style-type: none"> ◆ Crewneck/v-neck sweater (must be worn with a uniform top) ◆ Standard cardigan or vest (must be worn with a uniform top) ◆ Jacket (light) — must be unzipped ◆ No hooded jackets/ sweaters will be allowed above 2nd grade. 	<p>Pre-K –5 White, Light Pink, Navy, Royal Purple</p> <p>6-12 White, Navy, Royal Purple</p> <p>Light jackets may also include black</p>
<p>E. At the principal's discretion with district office approval:</p> <ul style="list-style-type: none"> ◆ Students may wear school t-shirts and/or uniform shirts along with denim (School Spirit Day). ◆ Organizations may wear uniforms for induction programs. ◆ Sports teams may wear approved uniforms on game days. ◆ Students may dress out of standard dress code for certain programs. 			

State Law Regulating Students' Driver's Licenses

1. State law requires that students 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.

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 which 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.)

Upon returning to school after being absent, the student must present a written excuse signed by a parent or guardian stating the reason for the absence. The parent or guardian may appear in person to readmit the student, but must present a written statement. Student who return without a written excuse from a parent will be charged with an unexcused absence which must be cleared the following day by submission of a written excuse from a parent or guardian. If a student is absent for a full day, on which there is a night activity, the student will not be allowed to participate.

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 accumulates three unexcused absences in one semester, a parent will be notified and asked to come to the school for a conference with the school principal. Failure to appear for the conference will mean that the student will not be allowed to return to class until a conference is held. The attendance supervisor will be notified after a student has accumulated five unexcused absences in one semester. After the sixth unexcused absence, the student must appear before the Attendance Hearing Board. Legal action can be taken against parents if their children do not follow Haywood County Board of Education Policy.

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 this, they must receive the permission slip from the teacher to take home and the permission slip must be returned with a parent signature. These students are not counted absent from school. When students are excused for a school sponsored activity but circumstances arise that make it possible to meet one or more classes, the students are expected to meet those classes. Students may be charged for participation in non-required field trips.

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.
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.
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.

Campus Visitors

No pupil shall bring a visitor to school. All persons other than enrolled students and employees of the school system are required to have a visitor pass while in the school building. These passes are required upon entrance to the facility and are available with permission from the principal in the school office. Visitors must sign in and out in the office. Parents who need conferences with teachers should call and set up appointments during the daily planning times.

The following procedure will be observed with regard to dismissal of students:

- ⇒ No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent.
 - ⇒ No student will be sent from the school during school hours to perform an errand or act as a messenger.
 - ⇒ When dental and medical appointments cannot be scheduled outside school hours, parents must call for the student in person.
 - ⇒ 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.
- ⇒ 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.

Arrival at School

All students arriving at school prior to 7:45 a.m. will go to the cafeteria area or the gym immediately. Car riders and Meadow Street walkers are to enter the building at the north breezeway by the gym. Ripley Highway walkers are to enter the building at the southeast breezeway by the gym. Bus riders are to enter the southeast gym door (bus entrance).

Students are not to be in the halls or locker area before 7:50 AM. At the tardy bell, students must be in their homerooms or they will be marked 'tardy'. Students are given three minutes between classes and are expected to report to each class on time. Students should be in their classrooms when the tardy bell sounds.



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 office for an admit slip to class. Excessive tardies will result in disciplinary action. 'Excessive tardies' and 'disciplinary action' will be determined by administration.

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.

STUDENT SERVICES

Haywood Middle High School offers many services designed to enhance students' learning experiences. Students should become familiar with the rules and procedures involved in using these services.

The Campus Café

The Campus Café is open to all students for breakfast and lunch. Extra items may be occasionally purchased, such as two cartons of milk or two servings of French fries.

Students must remain on campus for lunch, but may bring their own lunches if they so desire. Food may not be ordered from local restaurants and delivered on campus.

Students are to stay in the cafeteria and remain seated throughout their lunch period. Appropriate behavior during this time is expected and required from all students. Students must receive prior approval from cafeteria monitors in order to leave the cafeteria during the lunch period. Students are required to clean their tables after they have finished eating. A student who fails to clean his/her table may be required to do extra work in the cafeteria.

Parents who desire to eat lunch with their child may do so by making prior arrangements through the office. A quiet room will be provided for the parent and child.

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 afterschool 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.

Healthier Changes in the School Cafeteria

The school cafeteria is meeting the new 2012 federal nutrition standards for school meals and ensuring that meals are healthy and well-balanced, while providing students all the nutrition they need to succeed at school. Lunch options will consist of five meal components, (milk, fruits and vegetables, proteins and whole grains) of which the student can pick a minimum of three. *One of the choices must be a fruit or a vegetable.* School lunches additionally meet standards requiring:

- Strict limits on saturated fat and portion size

- Age-appropriate calorie limits

- Larger servings of vegetables and fruits

- A wider variety of vegetables, including dark green and red/orange vegetables and legumes

- Fat-free or 1% milk (flavored milk is fat-free)

- More whole grains

- And less sodium

Menus and Offerings

Breakfast and Lunch menus are posted on the website at www.haywoodschools.com and in the cafeteria. Times of meal services vary. Additional items may also be sold in the cafeteria. Pricing of these items are posted within the cafeteria.

Special Dietary Needs and Food Allergies

The cafeteria can accommodate most students with special dietary needs and food allergies. Students must provide written medical documentation from a physician in order to provide for this accommodation. This documentation must include, but is not limited to, a statement of the allergy, what dietary changes from the school meal are necessary and what specific foods must be omitted or substituted. This documentation must be provided to the cafeteria manager as well as the school nurse. The cafeteria is unable to substitute any item for milk according to USDA Final Rule Fluid Milk Substitutions in the School Nutrition Program (CDFR 73-52903). Water and cups are provided to any student who asks, as well as bottled water and 100% juice are sold ala-carte daily.

If you have any additional concerns or questions, please contact the cafeteria manager at your school or the School Nutrition Director at the Board of Education office, by calling 772-9163 ext. 2490.

Homebound Educational Services

Incapacitated students or pregnant students may receive homebound educational services when physically unable to attend school in person. A student's first step to securing a homebound teacher is to talk to a guidance counselor. The Guidance Department coordinates all activities and assignments for homebound students.

The State of Tennessee has a homebound and pregnancy policy which provides a teacher for homebound students for six weeks in case of pregnancy, or for any student whose illness lasts for more than ten days.

The Guidance Counselor, the classroom teachers, and the homebound teacher coordinate day-to-day work and classroom activities for each homebound student. The homebound teacher is responsible for providing instruction to the student in each course in which the student is enrolled. The homebound teacher meets with the student for two ninety-minute sessions per week to give instruction on materials and lessons sent from the regular classroom teacher. The homebound teacher returns the work done by the homebound student to the regular classroom teacher. If a homebound student is not receiving proper instruction, that student should inform the Guidance Department of the problem.

A homebound student is expected to complete each assignment on the same time schedule as the regular class. Failure to do so will result in a grade of zero for each assignment not completed on time.

Student Insurance

The Haywood County Board of Education provides coverage for students injured during participation in sports or cheerleading. This insurance will not cover accidents which occur during the regular school day. If a student is hurt at school, he/she should have his/her teacher file an accident report immediately.

Lost and Found

Lost and found articles should be placed in the bin in the back of the cafeteria. Students may pick up these articles during their lunch period or after school. Lost and found articles will be sent to a charitable organization if not picked up in a timely manner (month).

Medication at School

State law prohibits the dispensing of medication at school unless a medical form completed by a physician has been placed on file at the school. This includes all prescription medicines and non-prescription medicines such as Tylenol and cough syrup. The medical forms are available in the main office.

Student Activities

Students may participate in extracurricular activities if they meet the requirements. Since the primary purpose of the school is to provide the students with an education, students must maintain a satisfactory academic and behavioral record in order to be able to participate in any extracurricular activity or sport. No student will be denied the right to participate in any activity, academic or athletic, because of race, color, creed, gender, religion, or national origin.

Sports

Interscholastic sports are a very important part of the school experience for many students. Students are encouraged to participate in the athletic programs at Haywood Middle School. HMS has representative teams in the following sports: basketball, football, tennis, soccer, softball, volleyball, baseball, and track.

Students who wish to participate in any of these sports must meet the standards set forth by the Tennessee Secondary Schools Athletic Association (TSSAA).

To be eligible for any sport (including cheerleading and pom pom squad), students must have been academically promoted to the next higher grade. Also, student must not be failing any subject or s/he will be ineligible to participate.

Tomcat Fans - Behavior

Students, parents, and relatives are reminded that they represent the school when they are a fan at an athletic event. We urge them to set an example for all around them by being enthusiastic and positive. Show your Tomcat spirit and pride! **Any student, parent, or other adult who uses vulgar language, exposes body parts, exposes undergarments, wears clothing with offensive wording or pictures will be escorted out of the event by an officer of the Haywood County Sheriff's Department or the Brownsville Police Department and the school administrator. Repeat offenders will be banned from all Haywood Middle School events.** This list of unacceptable behaviors is not all inclusive. The Haywood Middle School administration reserves the right to deny entry to any individual displaying inappropriate behavior or attire.

Cheerleaders and Pom Pom Squad

Cheerleaders are selected through tryouts held each spring. Cheerleaders are selected by qualified judges. Cheerleaders who are selected must complete their respective seasons unless it is deemed necessary by the school administration not to continue. Cheerleaders who leave the squad for any other reason will not be allowed to return to the squad. Cheerleaders must be passing 5 classes and have satisfactory conduct at each grading interval (progress reports & report cards) or they will be placed on probation and not allowed to cheer until academic and/or behavioral improvement is achieved.

Yearbook Staff

The yearbook staff is selected from applicants in good academic standing. Members chosen assist in all aspects of composition and delivery of the yearbook. Members must maintain a "C" average or higher and have a satisfactory conduct grade.

Student Lighthouse Team

The Student Lighthouse Team is composed of students who demonstrate leadership skills. The Student Lighthouse Team is the voice of the student body of Haywood Middle School. A Student Lighthouse member may be dismissed from the Student Lighthouse Team at the discretion of the school administration.

Beta Club

I. Membership Qualifications

A student may have no grade below a 90 in either the first or second 9 weeks of this year. No conduct grade may be below an S. The student must be involved in the standard academic program. Students assigned to alternative school or I.S.S. prior to the date of induction will not be inducted into Beta Club.

II. Probation

A student on probation may not participate in any Beta Club activities for the following six weeks. A student may be placed on probation for the following reasons.

- ⇒ Failing to maintain a 90 average or having a grade below a B for any 9 week grading period. Grades will be checked each 9 weeks.
- ⇒ Receiving an 'N' in conduct for any 9 week grading period. Conduct will be checked each 9 weeks.

III. Dismissal

Beta Club members will be dismissed for the following reasons:

- ⇒ Failing to maintain 90 average or having a grade below a B in any subject in successive reporting periods.
- ⇒ Copying someone else's work. (Homework included)
- ⇒ Letting someone copy his/her work. (Homework included)
- ⇒ Securing and/or using a key to or a copy of a test or exam.
- ⇒ Cheating on a test or exam. (The final decision about whether cheating has occurred will be determined by the teacher present at the time of the offense.)
- ⇒ Making a second N in conduct in successive reporting periods.
- ⇒ Making a U in conduct.
- ⇒ Receiving in-school or out-of-school suspension (alternative school).
- ⇒ Receiving disciplinary action from the principal who deems the conduct because of its nature to be sufficient for dismissal.

Middle School Dances

Middle School Dances serve as a reward to students who maintain appropriate behavior during school, on the bus, and at athletic or school sponsored events. Students may be excluded from school dances as deemed necessary by the principal or assistant principal.

Haywood Extended Learning Program (H.E.L.P.)

Mission Statement

The H.E.L.P. 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 H.E.L.P. information will serve as a guide for parents and students throughout the H.E.L.P. school year. It contains the basic information governing the programs, discipline, attendance, field trips, and procedures for dismissal.

General Information

Application Process:

There is a before and after-school application for students. Students are referred by teachers 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 H.E.L.P. Program. The enrichment programs will be offered on an eight weeks 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 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, healthy snacks will be provided, and the students will be dismissed from the cafeteria to their classes. At 5:15 the students will be dismissed with the approval of their teachers. Proper identification of adults will be needed to pick up students. 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 a 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 and Haywood County Board of Education bus policies. 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 after-school 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 received CPR certification.

Emergency Response Plan

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

Inclement Weather

When schools are closed due to inclement weather, the before and after-school programs will not meet.

Attendance

If a student misses 4 consecutive days of the AAA program, he/she will be removed from the program and 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.

Grievance Policy

Parent input concerning the program is important. Feel free to share your comments with the program coordinator Ms. Catherine Lester. All questions concerning policies and procedures should be addressed to the program coordinator at (731) 772-1233.

*Cedric Bunch,
Coordinator, Haywood Extended Learning Program*





Haywood County Schools School-Wide Parental Involvement Policy

Standard 1: Welcoming All Families

Families are active participants in the life of the school, and feel welcomed, valued, and connected to others, to school staff, and to what students are learning and doing in class and school.

Haywood County Schools recognizes and believes in the importance of building positive relationships, communication and collaboration between the home and the school. Our goal is to build a successful and productive learning environment for all students. Each school will provide opportunities throughout the school year for parents (families), students, and school staff to establish, connects, and build strong academic relationships. Parents/guardians are encouraged to take an active role in our students' education by serving as partners with the school and other stakeholders through parenting, communicating, learning at home, volunteering, collaborating with the community, and being active partners in decision making. Additionally, parent, student, teacher, and administrative responsibilities are outlined in the Parent Compact.

Standard 2: Communicating

Families and school staff engage in regular, meaningful communication about student learning.

Haywood County Schools define Parental Involvement as the participation of parents in ongoing, appropriate, and meaningful communication involving student academic learning, behavior, and additional school events.

- We believe that parents (families) play an integral role in assisting their child's learning.
- We encourage parents (families) to be actively involved in their child's education at school and at home.
- We believe that parents (families) are full partners in their child's education and should be a significant part of decision making in the education of their child. Parents (families) are encouraged to serve on advisory committees and school organizations to assist in the education of their child.
- Newsletters
- Messenger call system
- Title 1 Parent Surveys
- Annual Title 1 Meeting

Each school in our system utilizes various means of communication with parents/guardians. Some methods include, but are not limited to:

Newsletters

- Messenger call system
- Title 1 Parent Surveys
- Annual Title 1 Meeting
- Open House
- Parent-Teacher Conferences
- Interim grade reporting (middle of the grading period)
- Report cards every six weeks
- Phone calls home (positive/negative)
- School website
- Local news media (radio and newspaper)
- School Newsletters

Standard 3: Supporting Student Success

Families and school staff continuously work together to support students' learning and healthy development both at home and at school, and have regular opportunities to strengthen their knowledge and skills effectively.

Haywood County Schools will increase and maintain strong parental involvement to continue an effective partnership among the stakeholders involved to improve student academic achievement through the following items:

Distributing quarterly newsletters to faculty, parents, and students.

Providing parents daily access to the Parent Resource Centers.

Providing parents with parental resources such as websites, text messages, parent organizations, flyers, and parent literature.

Providing ELL parent's bilingual translation when necessary.

Haywood County Schools will, with the assistance of the district, assist parents of children served by the school in understanding the following topics by:

Providing parents with requirements and expectations of district academic content standards.

Providing Tennessee graduation requirements for parents and students.

- Providing parents with requirements and expectations of district academic content standards.
- Providing Tennessee graduation requirements for parents and students.
- Providing parents with state and local academic assessments including alternate assessments for students.
- Providing parents with documentation of the requirements of Title 1.
- Providing parents with strategies to monitor their child's progress and how to work with their student's teacher.

Haywood County Schools, with the assistance of the district, will foster parental involvement by providing materials and training to help parents work with their child in order to improve academic achievement in areas identified on state assessment results and annual parent surveys.

Haywood County Schools, with the assistance of the district and parents, will train its teachers, student services personnel, principals, and other staff in how to build and maintain positive relationships with parents, communicate, collaborate, and work with parents as equal partners. Haywood County Schools, with the assistance of parents, will coordinate and integrate parental involvement programs and activities with English Language Learners Program, Migrant Education Program, and Special Education.

Haywood County Schools, will ensure that information related to school and parent programs, meetings, and other activities, be sent to the parents of participating children in an understandable and uniform format, including alternative formats and languages.

Standard 4: Speaking Up for Every Child

Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Haywood County Schools will hold an annual Open House/Title 1 Parent Meeting at the beginning of each year to inform parents about Title 1 and their rights under No Child Left Behind Act. The purpose of the meeting is to review:

- The participation of their child's school in Title 1;
- The legal requirements of Title 1;
- The rights of the parents to be involved in their child's education; and
- The school's School Improvement Plan.

Haywood County Schools will, in efforts advocate for every child, provide families with:

- Materials in their home language
- Extended hours for tutoring and scheduling meetings
- Maintain a parent advisory committee to facilitate equitable decision-making
- Provide a parent resource room which includes materials on parenting and involving parents in student achievement.

Standard 5: Sharing Power

Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Haywood County Schools parents/guardians are invited:

- To attend our annual Open House/Title 1 meeting at flexible times to receive and review Title 1 documentation, description of the Title 1 program, activities, and curriculum assistance available under Title 1;
- To attend parent-teacher conferences, and all Title 1 parenting meetings. Parent-teacher conferences will be held at flexible times during the year to address academic, curriculum and assessment, student expectations, and parental training;

- To be involved in an annual assessment of the effectiveness of the parental involvement program through surveys, feedback, and suggestion boxes to determine what action needs to be taken, if any, to increase parental participation;
- To receive and maintain a copy of the parental involvement policy as well as timely information about calendars, booster organizations, and annual Parent Involvement Surveys;
- To collaborate in the development and revisions of the “Parent-School-Teacher Compact” annually to ensure that the compact addresses how parents, students, teachers, and administrators will share the responsibility for improved student achievement and high academic success.
- To participate in decisions relating to the education of your student by attending scheduled IEP Team meetings, teacher requested parent conferences, and conferences requested by administration; and,
- To participate and support extra-curricular school extra-curricular school activities as volunteers, support to faculty and staff, and students.

Standard 6: Collaborating with Community
Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Haywood County Schools will collaborate with the community stakeholders to support academic achievement through the following activities:

- By providing necessary literacy training for parents from Title I, Part A funds, and to work jointly with local district parental training programs;

- By ensuring that expenses associated with parental involvement activities are reasonable, including parent handouts and literature,; and to enable parents to participate in school-related meetings and training sessions;
- By encouraging and training parents to engage the involvement of non-participating parents from the community;
- By maximizing parental involvement and participation in their child's education, by attending school meetings at flexible times, or contact home, to work directly with students and parents who are unable to attend those conferences at school;
- By maintaining, promoting and implementing model approaches to improve and increase parental involvement;
- By developing appropriate roles and establishing support of community-based organizations and businesses in parental involvement activities; and,
- By providing other reasonable support for parental involvement activities under ESEA section 1118 as parents may request.

Haywood County Schools

2018 -2019

School Calendar



Teacher Work Days *(Students do not attend)	
*New Teacher Orientation	July 27
*Teacher Inservice Days	July 30, 31, Aug. 1, 2, 3, 31,
*Professional Development	Oct. 5, Jan. 4, 7, Feb. 15,

SCHOOL DISMISSAL DAYS	
Labor Day	Sept. 3
Fall Break	Oct. 8 - 12
Thanksgiving Break	Nov. 19 - 23
Winter Break	Dec. 21 - Jan. 3
Martin Luther King Day	Jan. 21
President's Day	Feb. 18
Spring Break	Mar. 25-29
Good Friday	April. 19
Last Day of School	May 24

Abbreviated Student Days	
Dismissal at 11:30 am	
Aug. 3, Aug. 30, Feb. 14	
Haywood High Graduation	
May 18, 2019	

Parent/Teacher Conference	
1 - 6 pm	
August 30th	
February 14th	

The mission of Haywood County Schools, in partnership with families and community, is to ensure an engaging, respectful, and safe environment where all students are empowered with the knowledge and skills needed to pursue post-secondary opportunities.

July						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Marking Periods							
1st 9 Weeks - Aug. 3 - Oct. 4 (43 days)				2nd 9 Weeks - Oct. 15 - Dec. 20 (44 days)			
3rd 9 Weeks - Jan. 7 - Mar. 15 (46 days)				4th 9 Weeks - Mar. 18 - May 24 (44 days)			
Progress and Report Cards							
Aug. 30 Progress Report	Oct. 17 Report Card	Nov. 16 Progress Report	Jan. 9 Report Card	Feb. 14 Progress Report	Mar. 20 Report Card	Apr 26 Progress Report	May 24 Report Cards

Haywood County Schools Marking Periods 2018-2019

Quarter 1

August 30
August 30

Progress Reports
Parent/Teacher Conference
1:00 pm – 6:00 pm
End 1st Nine Weeks
Report Cards Issued

October 4
October 17

Quarter 2

November 16
December 20

Progress Reports
End 2nd Nine Weeks
End 1st Semester
Report Cards Issued

January 9

Quarter 3

February 14
February 14

Progress Reports
Parent Teacher Conference
1:00 pm – 6:00 pm
End 3rd Nine Weeks
Report Cards Issued

March 15
March 20

Quarter 4

April 26
May 24

Progress Reports
End 4th Nine Weeks
End 2nd Semester
Students Pick Up Final Report
Card

Haywood County Schools District Assessment Calendar 2018-2019

Assessment Name	Purpose of Assessment	Date(s) of Assessment	Parent Notification	Assessment Name	Purpose of Assessment	Date(s) of Assessment	Parent Notification
August/September/October/November/December				January/February/March/April/May			
AimsWebPlus (K-12)	AimsWebPlus provides multiple universal-screening, benchmarking, and progress monitoring assessment to improve students' math and reading skills	August 13-30	Reports disseminated by individual schools	National Assessment of Educational Progress (NAEP) Haywood Middle (8 th Grade) Reading, Math, Science	NAEP is the largest nationally representative and continuing assessment of what students in the United States know and can do in various subjects. It is administered by the National Center for Education Statistics (NCES) within the U.S. Department of	January 31, 2019	National Results on Nation's Report Card
PSAT (11 th Grade)	PSAT test is a standardized test that provides practice for the SAT. It measures critical reading, math, writing, and problem Solving skills	October 24	Reports disseminated by school	Education. Selected schools represent schools across Tennessee and the nation, and their participation provides an accurate picture of student performance.			
ACT Senior Retake (or first) 12 th grade	Seniors who took the ACT as Juniors have the option of retaking the ACT exam at no cost to them. The state accountability system will recognize a student's highest score on the ACT, rather than the most recent.	October 2 (Make-up-Oct. 16) Accommodations (Oct 2- Nov. 5)	Reports disseminated by school	ACCESS for ELLs (K-12)	The ACCESS test is an English Language Proficiency assessment given to students in grades K-12 who have been identified as ELLs. It is used to monitor students' progress in acquiring academic English.	February-19-April 30	2019 Spring Reports from the state
ASVAB Grades 10, 11, 12	The Armed Services Vocational Aptitude Battery is a multiple choice test administered by the	October 2 (10 th & 11 th Grades November 13 (12 th Grade)	Reports disseminated by school	AimsWebPlus Grades K-10	AimsWebPlus provides multiple universal-screening, benchmarking and progress monitoring assessment to improve students' reading and math skills	March 11-22	Reports disseminated by individual schools
	United States Military Entrance Processing Command used to determine qualification for enlistment in the United States Armed forces.			MSAA (Multi-State Alternate Assessment) ELA & Math TCAP Alternate Assessment for Social Studies & Science Grades 3-11	Alternate Assessment for students with most significant disabilities	March 18 – May 3 (Tentative)	2019 Summer reports from the state
AimsWebPlus (K-10)	AimsWebPlus provides multiple universal-screening, benchmarking, and progress monitoring assessment to improve students' reading and math skills	December 3-14	Reports disseminated by individual schools	Grade 2 Alt	Alternate assessment for students with most significant disabilities	March 18 – May 3	2019 Summer reports from the state
Fall Block TCAP EOC HHS & Reach (9-11) Online	TNReady assesses student knowledge, critical thinking and problem-solving skills in reading, writing, and math in grades 9-11. Other assessments are used to assess grade level standards	November 26 – December 14	Reports from the state – January 2019	ACT (Grade 11) and seniors who missed all other opportunities to test	The ACT test is a national college admission exam that consists for English, mathematics, reading, and science. It may or may not be used by colleges as part of the admission process	March 12 (Accommodations March 12 – April 30) Make – ups April 2	2019 Spring reports from tested school
				TCAP Grades 3-8 (ELA, Math, Paper) 6-8 Social Studies-paper) 3-4 Science Paper, 5-8 Science Online, Traditional/Block TCAP EOC HHS & Reach - Online	TNReady assesses student Knowledge, critical thinking, and problem-solving skills in reading, writing, and math, in grades 3-12. Other assessments assess grade level standards.	April 15 – May 3	2019 Summer reports from the state
				Grade 2 Optional Assessment	The optional grade 2 assessment is criterion reference. It assesses Tennessee State Standards to determine how students are progressing towards mastering the standards.	April 15– May 3	2019 Summer reports from the state

TOMCAT ASSESSMENT CALENDAR

Name of Assessment	Purpose of Assessment	Dates	Parent Notification
August			
AimsWebPlus Reading & Math Screener (Beginning) K-8	<p>AimsWebPlus Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: Foundational Skills, Reading Informational Text, and Reading: Literature, Language</p> <p>AimsWebPlus Math's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.</p>	Aug. 15-26	Fall-reports by individual schools
September			
Explore (8 th grade)	The EXPLORE test is a multiple choice test that measures academic achievement in English, math, reading, and science. The EXPLORE test is written and produced by ACT, Inc. It is a test that was developed for 8 th grade students to measure their academic achievement through middle school grades.	TBA	Fall-reports by individual schools
November/December			
AIMSWEBPLUS Reading & Math Screener (Middle) K-8	<p>AimsWebPlus Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: Foundational Skills, Reading Informational Text, Reading: Literature, and Language</p> <p>AimsWebPlus Math's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.</p>	Nov. 8-30	Fall-reports by individual schools
February			
AimsWebPlus Reading & Math Screener (End) K-8	<p>AimsWebPlus Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: Foundational Skills, Reading Informational Text, Reading: Literature, and Language</p> <p>AimsWebPlus Math's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.</p>	Feb. 27-28	Spring-reports by individual schools
March			
AimsWebPlus Reading & Math Screener (End) K-8	<p>AimsWebPlus Reading's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in four major skill areas: Foundational Skills, Reading Informational Text, Reading: Literature, and Language</p> <p>AimsWebPlus Math's research-based test items meet the highest standards for reliability and validity, giving you the actionable data you need in 32 domains.</p>	Mar. 1-16	Spring-reports by individual schools
NCSC Assessment (National Center and State Collaborative-on-line)	Alternate test for students with disabilities (portfolio-TCAP Alt).	TBD	Spring-reports by individual schools
April - May			
TNReady: RLA & Math (6-8, HMS)	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 in reading, writing, and math in grades 3 -11.	Apr.17-28	Spring-reports by individual schools
TNReady: RLA & Math (6-8, HMS)	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 in reading, writing, and math in grades 3 -11.	May 1-5	Spring-reports by individual schools

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.

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

Title VI Coordinator
Mrs. Toni Eubanks
900 East Main Street
Brownsville, TN 38012
731-772-9613 E-mail toni.eubanks@hcsk12.net

Title IX Coordinator
Mr. Tim Seymour
1175 East College Street
Brownsville, TN 38012
731-772-1845 E-mail tim.seymour@hcsk12.net

504 Coordinator
Mr. Chris Davis
900 East Main Street
Brownsville, TN 38012
731-772-9613 E-mail chris.davis@hcsk12.net

For further information on notice of non-discrimination, visit <https://wdcrobcolp01.ed.gov/cfapps/OCR/contactus.cfm> for the address and phone number of the office that serves this 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 arrange 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 week-ends. 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.

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

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.

Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability by public entities. 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.