

# Student Handbook

## Haywood High School

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2022 - 2023

Haywood High School  
1175 East College Street • Brownsville, Tennessee 38012  
731-772-1845

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# THE VISION, VALUES, AND MISSION OF HAYWOOD HIGH SCHOOL

## Our Vision

Our vision at Haywood High School 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.

## 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 High School, 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 Equity Commitment

**Haywood County Schools must commit to knowing every student by name, strength, and need so that they graduate for the future they choose.** To do this requires knowing our students and their families deeply, honoring their cultures and identities, ensuring materials and instruction are culturally relevant, and being willing to engage with students, families, and the community. We must act -- daily, bravely -- in **Haywood County Schools to constantly ensure that every adult and child in our community is safe, seen, respected, and valued.**

## **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 to build and maintain creditable academic records.

### **Requirements for Admission**

A student may be admitted to Haywood High 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.

### **Grading System**

The grading system is based on two semesters with two nine-week grading periods in each semester. For high school students, the final grade is the semester average. 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 progress reports and report cards are received. In compliance with State of Tennessee Department of Education Policy 4.600 (Grading System), the grading scale at Haywood High School is as follows:

A = 90 - 100

B = 80 - 89

C = 70 - 79

D = 60 - 69

F = 0 - 59

Students must maintain an average of 60 in order to receive credit in a course. A Haywood High School student will be awarded a grade of "I" for incomplete final grades. This means that the existing grades may be satisfactory, but the semester grade is affected because of a failure to complete all the required work. For example, a student may not have taken a final exam/EOC test 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 high school students' permanent records. All Grade-Point-Averages (GPA) are based on a 4.0 system with the exception of the weighted percentile GPA utilized to determine the top ten graduating seniors.

High School students receive an "I" for incomplete nine-week or semester grades. This means that the existing grades may be satisfactory, but the semester or nine-week grade is withheld because of a failure to complete required work. The "I" (incomplete) must be removed within one month (30 days) or it will be changed to a grade of "F."

## Requirements for High School 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 **12** credits.
- ◆ To be classified as a senior, a student must have earned at least **20** 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**. 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 limited exclusively to those students who have met all requirements for graduation.***

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 State Honors/Distinction
4. An Alternate Academic Diploma.

## **Minimum Requirements for a Tennessee High School Diploma**

The State of Tennessee has established minimum requirements for earning a high school diploma. **Students must meet additional requirements which are listed below.** 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 <sup>1</sup>	4.0 credits	
Science <sup>1</sup>	3.0 credits	
Social Studies	3.0 credits	(World History, US History, Economics, US Government <sup>2</sup> )
Personal Finance <sup>3</sup>	0.5 credit	
Wellness <sup>4</sup> and P.E. <sup>5</sup>	1.5 credits	
Foreign Language <sup>6</sup>	2.0 credits	
Fine Arts <sup>6</sup>	1.0 credit	
Elective Focus	<u>3.0 credits</u>	(with waiver, 6 focused elective credits)
<b>TOTAL</b>	<b>22.0 credits</b>	

### **Additional Requirements Beginning with the Class of 2021<sup>7</sup>**

Fine Arts	2.0 credits	(1 unit more than previously required)
Computer Technology	1.0 credit	(taken during the freshman year)
Jobs for Tennessee		
Graduates	1.0 credit	(taken during junior or senior year)
ACT Prep	1.0 credit	(taken during junior year)
Elective Focus	<u>5.0 credits</u>	(2 units more than previously required)
<b>Total</b>	<b>28.0 credits</b>	

#### **Notes:**

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

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

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



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

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

<sup>6</sup>In 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.

<sup>7</sup>The Principal can waive additional requirements to expand elective focus opportunities.

## **Graduation with Honors /**

### **Determination of Valedictorian and Salutatorian**

To receive a Diploma with Honors, a student 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 -- 22; Science Reasoning -- 23.

Beginning with the graduating class of 2017, the Valedictorian and Salutatorian will be determined by a 100-point weighted percent 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. Beginning with the class of 2021, the Valedictorian and Salutatorian must be READY Graduates

### **Requirements for Ready Graduate Recognition**

For students to be considered Ready Graduates, they must meet at least one of the following four Ready Graduate criteria:

1. Score 21 or higher on the ACT (or 1060 or higher on the SAT); or
2. Complete 4 EPSOs; or
3. Complete 2 EPSOs and earn an industry credential; or
4. Complete 2 EPSOs and earn a score of military readiness on the ASVAB AFQT.

(Note: A student can be "counted" only once.)

## Dropping or Adding Courses

Course selection should be made with careful consideration. Students and parents should be familiar with requirements for graduation and requirements for college entrance. The following rules and deadlines shall apply regarding a student-initiated request to drop or add an elective course. A request to drop an elective course does not constitute approval to drop that course. Only an elective course can be considered for dropping or adding. **Required courses cannot be dropped.** No request to add a course will be considered after the tenth day of class for that course. **Once the course selection process is complete, student- and/or parent-initiated requests to drop an AP/Dual Enrollment course will be considered only if the student is found to be academically misplaced.** Paperwork requesting a change of courses must be filed with a guidance counselor before the tenth day of the semester.

## End-of-Course Tests

Students will take End-of-Course Tests in English I and II, Algebra I and II, Geometry, U.S. History, and Biology I. The End-of-Course Tests will count a percentage 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 percentage of the grade represented by the End-of-Course score. **If the absence is unexcused, the score will be a zero (0) for the percentage of the grade represented by the End-of-Course score.** End-of-Course tests are administered in December and April. 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. EOC tests must be made up within the testing window. Exams must be made up within two weeks of administration.

## Exemptions from Exams

All students in grades 9 through 12 must take final exams in all classes in which they are enrolled. Students may be exempt from exams in semester courses if they have a B or better average, have no more than three excused absences, and have no more than 5 tardies in that course for the semester.

***If a student is failing a course, he/she must take the final exam.*** Students may choose to take a final exam in a course in an effort to improve the

grade in that course.

Students who have debts, who have discipline records for Level II, III, or IV offenses, or who have been assigned to ISS or 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 and if they have submitted a parent letter before first block which gives the parent's permission for the student to leave campus..

### **Credit Recovery**

Students who failed a course with a minimum grade of 50 are eligible for the credit recovery program. Students who meet these criteria will be notified by the HHS Administration at the end of each semester. If a student believes that he or she is eligible for credit recovery and has not been contacted, that student should contact a counselor about participating in the program.

The student's parent/guardian must give written consent for the student to enroll in the proposed credit recovery course. Parents/guardians should be informed that not all postsecondary institutions will accept credit recovery courses for credit and that the NCSS Clearinghouse will not accept credit recovery courses for credit.

Students who fail a course with a grade lower than 49 must repeat the entire course.

## **RULES AND REGULATIONS**

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 as Tomcats 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.

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 <toni.eubanks@hcsk12.net>

### **Title IX Coordinator**

Mr. Tim Seymour  
1201 Haralson 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 <<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 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 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 ba-

sis 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 Student Services 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.

## **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 consequences as outlined in the Discipline Procedures adopted by the Haywood County Board of Education and reproduced elsewhere in this handbook.**

Improper use of electronic devices is defined as follows: using electronic devices in any manner that interferes with or is disruptive of the educational

process, that violates the security or integrity of educational materials or tests, or that 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.**

Students are allowed to have their cell phones as long as they are turned off or on silent and put away during instructional times in the classroom. Unauthorized use or improper storage of the device will result in the following discipline:

*Punishment --*

1. Teachers follow expectations for minor incident (for example, verbal warning, parent phone call, classroom consequence)
2. Level II Offense
  - i. 1 day ISS and hold cell phone until end of the day
  - ii. 3 days ISS and parent/guardian pick up
  - iii. 5 days ISS and parent/guardian pick up

*Disciplinary Procedures --*

Once a Level II Offense incident is turned in for a cell phone:

1. The principal will confiscate the phone from the classroom and/or teacher.
2. It will be locked in the office until the end of the day.
3. On the first offense, the student can collect the phone at the end of the day.
4. On the second (or above) offense, the parent/guardian will retrieve the cell phone at the end of the day.

## **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 environ-



ment, 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 messaging, 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.

Students can anonymously report incidents of bullying by using the **STOPIT!**® app.

# RTI<sup>2</sup>-B Behavior Expectations

## CATS

**C**ome Prepared

**A**ccountability

**T**ake Responsibility

**S**tay Respectful

### RTI<sup>2</sup>-B Overview

Response to Instruction and Intervention - Behavior (RTI<sup>2</sup>-B) is a Multi-Tiered System of Supports (MTSS) that offers a powerful, evidence-based approach for meeting the behavioral and social needs of students in Tennessee schools.

RTI<sup>2</sup>-B is a promising framework for prevention and intervention within an integrated, three-tiered approach. Each tier of the framework involves careful reflection on the needs of students, the design of interventions matching those needs, and the collection of data to evaluate progress (individually for students and collectively as a school). All of these efforts require a shared school-wide commitment to teach and reinforce positive behavior. It also involves adopting an optimistic view that all students can learn appropriate behavior if sufficient and supportive opportunities to learn are provided. When using positive behavior supports in all three tiers (e.g., focusing on teaching students the behaviors we want to see, as opposed to punishing the behaviors we don't want to see, and developing relationships between students and school staff), schools create a culture where all students and teachers are respected and included in their community. Furthermore, student and staff contributions to the school create a positive and proactive way to acknowledge, engage, and respect all stakeholders.

The purpose of RTI<sup>2</sup>-B is to empower educators to equip all students with the opportunity to meet high expectations regarding behavior and the support to reach every student. Also, students, families, and educators can work together to develop and contribute to a shared school vision. Tennessee Behavior Supports Project can help schools meet that goal. Within the multi-tiered framework of RTI<sup>2</sup>-B, each tier increases the intensity of intervention and supports so students can be best supported within their school.

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# The 5 Musts

- 1. ID must be worn.**
- 2. Dress Code**
- 3. Cell phone away during instructional time**
- 4. Hall Pass**
- 5. Appropriate language**



## CatCoin\$ Incentive



### 1 Coin:

- 1) Snack (chips, bag of candy)
  - 2) Pens / pencils
  - 3) Tomcat lanyard
- Etc.

### 2 Coins:

- 1) Snack and a drink
- 2) Chips and cheese
- 3) Any two one-coin items

### 5 Coins:

- 1) Game ticket
- 2) Any five one-coin items

### 8 Coins:

- 1) \$5 Food / Apple gift card

### 10 Coins:

- 1) VIP Game / School Activity Ticket  
(ticket to game or school activity, concession stand items)

### 15 Coins:

- 1) HHS t-shirt
- 2) Pizza party and free TCT time

**Highest number of tickets each semester wins Air pods.**

**Second-highest number of tickets each semester wins \$100 gift card.**

# Overall Culture

EXPECTATIONS	Classroom	Hallway, Cafeteria, Restroom	Assemblies	Arrival / Departure	Emergency Drills
<b>C</b> Come prepared	Be on time. Be in appropriate area. Actively participate.	Keep moving when instructed by bell or staff. Keep all areas neat and clean. Go, flush, wash, and leave.	Sit where instructed. Listen attentively to speakers.	Report to instructed area promptly.	Report to and remain in assigned area. Respond appropriately.
<b>A</b> Accountability	Strive to meet your goals.	Be kind. Be polite. Help others if needed. Help keep our campus clean.	Be open-minded to new ideas. Show school spirit.	Be kind. Be polite. Greet others in a positive manner.	Be helpful. Be cooperative. Remain calm.
<b>T</b> Take responsibility	Be prepared. Remember the 5 Musts. Own your choices.	Move at an appropriate pace. Immediately report unsafe situations to teacher / staff. Own your choices.	Immediately report unsafe situations to teacher / staff. Own your choices.	Drive / leave building promptly. Own your choices.	Know procedures of designated drills. Own your choices.
<b>S</b> Stay respectful	Follow class/school expectations and procedures. Respect class/school property.	Be mindful of personal space. Use an indoor voice. Respect class/school property.	Applaud appropriately.	Remove hats and display ID upon entering the building. Refrain from distracting bus driver. Respect class/school property.	Remain focused on activity. Practice active listening skills. Follow adult directions.

# Classroom Culture

EXPECTA- TIONS	Electronic Devices	Expectations	Tardies	Hall Passes	Dress Code
<b>C</b>  <b>Come prepared</b>	Phone on silent.  Earbuds out of ear(s).	Be prepared.  Complete homework.  Have Chromebook.	Be on time to class.	Use restroom between classes.	Come dressed according to the school board policy.
<b>A</b>  <b>Accountability</b>	Follow policy and give up cell phone when asked.	Use appropriate websites for instruction.  Participate in classroom instruction.	Be aware of tardy policy.  Report to tardy station if you are late.	Keep up with hall passes.  Sign out before leaving class, and sign in when returning.	Dress appropriately for success.
<b>T</b>  <b>Take responsibility</b>	Put cell phone away.	Complete assignments.  Have a positive attitude.	Keep moving in the hallway.	Use hall passes responsibly.  Get Admin approval if there is a need to visit another teacher's room.	Remove hats and hoods upon entering the building.
<b>S</b>  <b>Stay respectful</b>	Follow teacher's expectation on first instruction.	Use appropriate language in class.	Keep to the right side of the hallway.	Ask only in an emergency.  Ask after the first 20 minutes and before the last 20 minutes of class.	Report to the office if asked to change.



# **Haywood County Board of Education**

## **Code of Conduct**

The following code sets forth policies prohibiting certain types of student conduct that constitute serious misconduct which interferes with the educational process for other students and/or a school's educational staff. Violation of any one of them may result in the following punishment(s) as determined by the applicability of federal law, state law, and the discipline code(s) of the Haywood County Board of Education: parent-teacher-administrator conference, detention, corporal punishment, in-school suspension, out-of-school suspension, a hearing before the Haywood County Disciplinary Hearing Authority or Discipline Hearing Officer which could result in suspension, remandment, and/or expulsion of a student for up to a calendar year, and/or notification of the proper law enforcement.

### **POLICY 1: DISRUPTION OF SCHOOL**

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or any other conduct cause the disruption, interference, or obstruction of school for any unwarranted reason.

### **POLICY 2: DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY**

A student shall not cause or attempt to cause damage to school property and/or steal or attempt to steal school property.

NOTE: Parents or guardians may be held liable for damage to school property by their children for face value of the replacement of the damaged or stolen property.

### **POLICY 3: DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY**

A student shall not cause or attempt to cause damage to private property and/or steal and/or attempt to steal private property either on the school grounds or during a school activity, function, or school-sponsored event off school grounds.

### **POLICY 4: BATTERY OF A SCHOOL EMPLOYEE**

A student shall not cause or attempt to cause physical injury or behave in such a way as could reasonably cause physical injury and/or harm to a school employee. A student shall not cause or attempt to cause assault on a school employee with vulgar, obscene, or threatening language.

## **POLICY 5: PHYSICAL ASSAULT OF A STUDENT OR OTHER PERSON**

A student shall not engage in any physical assault which does bodily injury to any person:

- a) on the school grounds;
- b) at a school activity, function, or event, either on or off school property; and
- c) upon any school and/or school-system-provided transportation to school and/or a school-sponsored activity.

## **POLICY 6: WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, transmit, use, or attempt to use firearms or any object which could be considered a weapon in relation to causing harm and/or injury to another. This also applies to school supplies such as pencils, compasses, scissors, combination locks, etc., or any other item which is used by a student in the attempt to inflict injury and/or harm upon another individual.

## **POLICY 7: ALCOHOL AND DRUGS**

A student shall not possess, use, transmit, or be under the influence of any narcotic drug (unless prescribed by a physician and brought to school and reported to school authorities according to school district policy), hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, and/or intoxicant of any kind:

- a) on the school grounds;
- b) at a school activity, function, or event, either on or off school property;
- c) on a school bus and/or transportation provided by the school system and/or individual school(s) to a school or a school-sponsored activity;
- d) in any manner which may constitute a threat to the orderly process or processes of the school, school environment, or school-sponsored activity.

## **POLICY 8: USE OF TOBACCO OR TOBACCO PRODUCTS**

A student shall not possess, handle, transmit, sell, give, use, smoke, or attempt to smoke tobacco and/or tobacco products in any form on the school grounds and/or school system provided transportation, at a school activity, function, and/or event either on or off school property. T.C.A. (39-17-1505) also requires school officials to sign a warrant with the local juvenile authorities against any student under the age of eighteen (18) who has been deter-

mined to be in possession of and/or using tobacco products on school property, school transportation, and/or at a school event.

### **POLICY 9: HARASSMENT**

The Haywood County School System is committed to maintaining a learning environment that is free from sexual harassment and sexual violence, where all employees and students can work and study together comfortably and productively. The Haywood County School System prohibits any form of sexual, physical, and/or verbal harassment, abuse, and/or violence.

### **POLICY 10: DRESS CODE**

The Haywood County School System believes that a proper dress code is essential to contributing to the overall safety and effectiveness of an educational learning environment. Students are expected to comply with dress codes established by the Haywood County Board of Education.

### **POLICY 11: CONDUCT AND LANGUAGE**

Students of the Haywood County School System should not engage in immoral or disreputable conduct and/or the use of vulgar or profane language.

### **POLICY 12: REPEATED VIOLATIONS**

A student shall comply with the directions of principals, assistant principals, teachers, student teachers, educational assistants, and/or any other school employee during any period of time when he/she is properly under the authority of school personnel. A student shall not willfully and/or persistently violate the policies, rules, and procedures of the school and/or school system.

### **POLICY 13: INCITING BEHAVIOR**

Students of Haywood County Schools should not advise, counsel, and/or incite other students or groups of students to engage in any of the above acts as it creates a danger to the personal safety or property of others and/or contributes to the disruption of the school environment.

### **POLICY 14: ANY OTHER CONDUCT**

No student shall violate any other law, rule, policy, or procedure related to maintaining a safe, secure, and orderly school environment as prescribed by federal law and mandate, the Code of the State of Tennessee, and/or policies and codes of the Haywood County School System.

# HAYWOOD COUNTY BOARD OF EDUCATION

## DISCIPLINARY STRUCTURE -- Grades 6 - 12

### OFFENSE -- Level V

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These actions are so serious that they usually require administrative actions which result in immediate removal of the student from the school, the intervention of law enforcement, and/or action by the Board.

If a student's action poses a threat to the safety of others in the school, a teacher, principal, school employee, or school bus driver may use reasonable force when necessary to prevent bodily harm or death to another person.

1. Possession, sale, use, and/or transfer of alcohol or other controlled substances, including drug paraphernalia and any item(s) or material(s) referred to and/or represented to be a controlled substance.
2. Weapons (possession, use, and/or transfer). Dangerous weapons for the purposes of this policy shall include, but are not limited to, any firearm (guns, pistols, rifles, shotguns, etc.), or any other item used as a dangerous weapon.
3. Battery upon any teacher, principal, administrator, any other employee or school resource officer
4. Death Threat (Hit List)
5. Extortion
6. Aggravated assault
7. Arson

### ***Disciplinary Procedures***

- ⇒ The principal confers with appropriate staff members and with student.
- ⇒ The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- ⇒ The parent(s) / guardian(s) are notified.
- ⇒ Law enforcement officials are contacted.
- ⇒ The incident is reported, and recommendations are made to the Director of Schools.
- ⇒ The student is given a hearing before the Disciplinary Hearing Authority.

## **PUNISHMENT -- Level V**

Expulsion or remand to Alternative School for one calendar year (required DHA hearing within 5 days) and reporting to proper authorities for controlled substances and guns as defined by federal law.

All other Level V offenses -- expulsion or remand to Alternative School for up to one calendar year. Other hearing authority or Board action which results in appropriate placement.

## **OFFENSE -- Level IV**

This level of misbehavior includes acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These offenses include misbehavior that is not only immoral, but illegal.

1. Continuation of unmodified Level I, Level II, and Level III behaviors
2. Bomb Threat
3. Sale and distribution of drugs, drug paraphernalia, and/or alcohol
4. Being under the influence of an unauthorized substance on school grounds or at a school activity
5. Vandalism
6. Immoral or disreputable conduct, that is, sexual intercourse
7. Threats, harassment (physical or verbal), and/or abusive language to others
8. Victimization of any student (Harassment (Sexual, Racial, Ethnic, Religious), Bullying, Cyber-bullying, and/or Hazing)
9. Assault and/or battery of any student on school property
10. Breaking into and/or illegally entering school property
11. Use of any object(s) not referred to in Level V that create(s) an unsafe environment
12. Engaging in conduct, contact, verbal expression, and/or gestures of a sexual nature
13. Fighting or attempting to incite a fight
14. Theft
15. Displaying gang signs or symbols or participating in any action sanctioned by a group that disrupts the school environment, destroys or defaces school property, or that threatens, harasses, causes, or could cause bodily harm to any student or employee.

### ***Disciplinary Procedures***

- ⇒ The principal confers with appropriate staff members and with the student.
- ⇒ The principal hears the accusations and allows the student the opportunity to explain his/her conduct.
- ⇒ The parent(s) / guardian(s) are notified.
- ⇒ Law enforcement officials are contacted.
- ⇒ The incident is reported, and recommendations are made to the Director of Schools.
- ⇒ The student is given a hearing before the disciplinary hearing authority.

### **PUNISHMENT -- Level IV**

Remand to Alternative School for 60 - 180 days (may appeal to DHA in writing within 5 days).

Other hearing authority or Board action which results in appropriate placement.

### **OFFENSE -- Level III**

This level includes acts directly against person or property but whose consequences do not seriously endanger the health or safety of others in the school.

1. Continuation of unmodified Level I and II behaviors
2. Pornography / Improper Intent / Improper Computer Use
3. Trespassing / Loitering
4. Destroying or defacing school property / Vandalism\*
5. Stealing under \$500
6. Threats to others  
(for example, indirect involvement in an argument leading to fighting or attempting to incite a fight)
7. Insubordination (failure to follow a direct instruction of a school official)
8. Use, possession, and/or being under the influence of tobacco products and e-cigarettes
9. Lying (Malicious) / Falsifying Documents
10. Leaving campus (unauthorized)

11. Profanity towards school personnel  
(for example, racial slurs expressed to others)
12. Indecent exposure

\*Parents are financially responsible for willful defacing or destruction of school property. A plan of restitution must be agreed on.

### ***Disciplinary Procedures***

- ⇒ The student is referred to the principal for appropriate disciplinary action.
- ⇒ The principal meets with the student and the teacher.
- ⇒ The principal hears the accusation and allows the student the opportunity to explain his/her conduct.
- ⇒ The principal takes appropriate disciplinary action.
- ⇒ The principal may refer incident to the Director of Schools and make recommendations for consequences.
- ⇒ The record of offense and disciplinary action shall be maintained by the principal.

### **PUNISHMENT -- Level III**

First -- 10 days ISS with parent-teacher conference

Second -- 15 days ISS

Third -- 30 days of alternative placement

### **OFFENSE -- Level II**

This level includes misbehavior whose frequency or seriousness tends to disrupt the learning of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.

1. Continuation of unmodified Level I behaviors
2. Defiance of school personnel  
(for example, skipping class)
3. School or class tardiness
4. Using forged notes or excuses
5. Disruptive classroom behaviors
6. Possession of matches, lighters, and/or fireworks

7. Gambling
8. Inappropriate conduct during school assemblies

### ***Disciplinary Procedures***

- ⇒ The student is referred to the principal for appropriate disciplinary action.
- ⇒ The principal meets with the student and teacher.
- ⇒ The principal hears the accusations made by the teacher and allows the students the opportunity to explain his/her conduct.
- ⇒ The principal takes appropriate disciplinary action and notifies the teacher of the action.
- ⇒ The record of offense and disciplinary action shall be maintained by the principal.
- ⇒ Third offense and above will require a meeting between the student, parent(s)/guardian(s), and principal or designee.

### **PUNISHMENT -- Level II**

1. First Offense = 1 day in ISS
2. 3 Days ISS
3. 5 Days ISS
4. Refer to Level III disciplinary options.

### **OFFENSE -- Level I**

This level includes minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.

1. Gum Chewing
2. Close Contact (petting)
3. In unauthorized areas without a pass
4. Running in halls
5. Eating / drinking in unauthorized areas
6. Mischievous actions
7. Breaking line (cafeteria, etc.)
8. Unauthorized games, radio, or tape players



9. Failure to do assignments or carry out directions
10. Wearing, while on the grounds of public school during the regular day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment
11. Tardiness to class
12. Cheating
13. Abusive language toward students
14. Use of electronic devices when not permitted
15. Public displays of affection
16. Parking violations

### ***Disciplinary Procedures***

- ⇒ Staff member intervenes immediately.
- ⇒ Staff member determines what offense was committed and its severity.
- ⇒ Staff member determines who committed the offense and if he/she understands the nature of the offense.
- ⇒ Staff member employs appropriate disciplinary actions.
- ⇒ The record of the offense and disciplinary action shall be maintained by the staff.

### **PUNISHMENT -- Level I**

1. Verbal warning with documentation
2. Phone call to parent(s) / guardian(s) with documentation
3. Before school, after school, or lunch detention
4. Parent-teacher conference with counselor and documentation
5. Office referral



## Suspension

A principal may suspend a student from attendance in a specific class or school-related activity without suspending the student from attendance at school. Based on the severity of the offense, a principal may suspend a student from attendance at school and all school activities.

1. Violence or threatened violence against the person of any personnel attending or assigned to any school;
  - e.g., arguments that could lead to fighting or attempting to incite a fight.

### Punishment

1. remainder of day OSS or designated by school administration
  2. 2 days OSS
  3. 5 days OSS
  4. Level IV offense
2. Immoral or disreputable conduct, including vulgar or profane language
    - e.g., profanity toward school personnel

### Punishment

1. 2 days OSS
2. 5 days OSS
3. Level IV offense

### *Disciplinary Procedures*

When a student is suspended, the principal shall notify the parent(s)/guardian(s) and the Director of Schools / designee of the following:

1. Student's suspension;
2. Cause for the suspension; and
3. Any conditions for readmission which may include a meeting of the parent(s)/guardian(s), student, and the principal or designee.

## **Tardy Policy**

Once the tardy bell rings, students will report to the tardy station, receive tardy slip, and report to class within 5 minutes of the stamped time on the tardy slip.

- If students do not return within 5 minutes of the time stamped, a major write-up should be turned in to the office.
  1. 5 tardies, 1 day ISS
  2. 10 tardies, 2 days ISS; admin calls home
  3. 15 tardies; 3 days ISS, admin calls home
  4. Above 15, Level III offense

## **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. Parent(s) / Guardian(s) must be notified.

## **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 High School Dress Code Expectations

Students shall dress and groom in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.

### **The following items are not acceptable school attire:**

- ◆ Bandanas, Beanies, Caps, Hats, or Toboggans of any type with exception of religious garb
  - ◇ Headbands can be no larger than two fingers in width.
- ◆ Sunglasses
- ◆ Shirts with any messaging/graphics with exception of representation of Haywood Tomcats (Designer logos may not be larger than a credit/debit card.)
- ◆ Political statements/messaging on any clothing or masks.
- ◆ Shorts, skirts, and dresses that are not at your fingertips or below with hands to sides.
- ◆ Any apparel made from spandex material
  - ◇ Includes biker shorts
- ◆ “Mesh” shirts, tank tops, or “cut off” tops, see-through shirts (Midribs must be covered at all times, including when students are seated and/or raising their hands. Also, skin and undergarments must be covered with opaque clothing from underarm to mid-thigh. Mid-thigh is defined as the midpoint between the waist and mid-knee. Cleavage is NOT allowed to be shown at any time.)
- ◆ Articles of clothing that are ripped or torn that show skin (Please note that jeans are allowed; however, jeans should not have rips or holes.)
  - ◇ No article of clothing should have rips. This includes jackets, shirts, or pants. All pants must have a clean hem.
- ◆ Clothing that promotes the use or consumption of alcohol, drugs, or sexual innuendoes conveying suggestive or inappropriate messages. Clothing which denotes possible gang affiliation/interest group is not permitted.
- ◆ Apparel worn so tight that it is distracting
- ◆ Low riding pants
- ◆ Wording across the seat of pants
- ◆ Flip flops/house shoes/slippers

- ◆ Pants that are not the appropriate size and not worn at the waist
- ◆ Pajama pants
- ◆ Tights worn as pants, yoga pants, and stretchy, form-fitting pants (However, leggings and other compression-style garments may be worn so long as opaque top garment covers the private body parts.)
- ◆ Camouflage clothing
- ◆ Oversized coats and large overcoats cannot be worn during school hours, and trench coats are not permitted on campus.

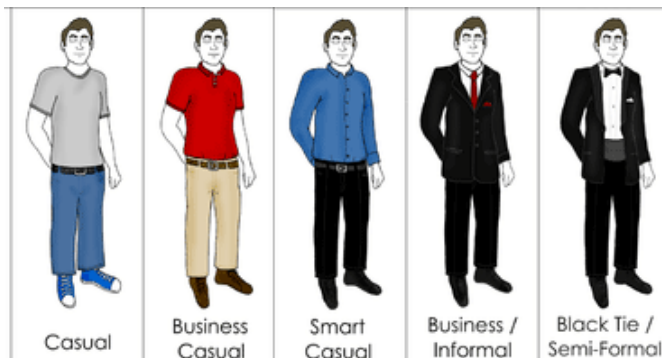
The above list is not all inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate as situations arise. If there is a question as to whether an article of clothing is appropriate for school wear, the school administration should be contacted prior to wearing.

Students who are considered to be in violation of the student dress code will be required to be in compliance immediately or be placed in in-school suspension until they are in compliance. In extreme cases of dress, makeup, jewelry, and/or hair, etc., the students may be sent home to make corrections.

All infractions will be documented on the student's discipline record and the Haywood County Schools' discipline code will be followed.

- ◆ Students will be held in ISS until appropriate, school-approved attire can be delivered to school.

More specific guidelines appropriate for each level and/or each school (elementary, middle, and senior high) may be developed. Principals, faculty members, and students shall be involved in the development of each appropriate set of guidelines.



## **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 penalties as does any other Dress Code violation.

Students who arrive at school without their ID cards may purchase a new card between 7:50 and 8:00 a.m., by contacting the staff member designated to make replacement ID cards.

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 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.

## **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 located 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

Students who return from an absence without a written excuse from a parent or guardian will be recorded as having 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.**

### Make-Up Work

***It is the responsibility of the student to make up all class work, class assignments, or tests missed during any absence.*** Students are responsible for assignments announced prior to an absence. *Students are allowed two days for each day's absence to make up work missed.*

### 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 two weeks before the trip, 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) have missed 3 or fewer unexcused days per nine weeks, (b) maintain passing grades in all classes, and (c) have no disciplinary record for Level II, III, or IV offenses. ***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 on the day of the appointment.

4. Students 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's 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 teacher's daily planning time.

### **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 and Dismissal from School**

All students arriving at school prior to 7:50 a.m., will go to the designated area of the school 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.**

When the tone for dismissal sounds at 3:00 p.m., **all** students who are not involved in organized after-school activities are to leave the building. Those leaving by car or being picked up by parents go to the front of the building. Students who ride buses go to the bus loading area at the back of the school. *Any student caught in the wrong area will be considered in violation of a Level 1 offense, and will be disciplined accordingly.*

## **Tardy Policy**

Students who are not in their appropriate, designated area at 8:00 will be marked “tardy.” A student is tardy to school if he or 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 with the appropriate office personnel for an admit slip to class.

Students are given sufficient time during the day to move from one class to the next. If they are not in class when the tardy tone sounds, they will be marked “tardy” to that class.

Excessive tardies will result in disciplinary action. “Excessive tardies” and “disciplinary action” will be determined by the 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.

## **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 County Schools. 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.

# 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**

## **The Campus Café**

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

Students must remain on campus for lunch, but they 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 shifts. 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.

## **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.

## **Healthier Changes in the School Cafeteria**

The school cafeteria is meeting the 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, 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 system web site at <[www.haywoodschool.com](http://www.haywoodschool.com)> and in the cafeteria. Times of meal services vary by school. Additional items may also be sold in the cafeteria. Pricing of these items will be posted in 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 for the school 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. The documentation must be provided to the cafeteria manager as well as to 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. Also, bottled water and 100% juice are sold *à la carte* daily.

For answers to any additional concerns or questions, please contact the cafeteria manager at the school or the School Nutrition Director at the Board of Education office (772-9613, Ext. 2490).

### **The School Library**

The Haywood High School and Haywood Middle School libraries are open from 7:50 a.m. until 3:00 p.m., and until 5:00 p.m. during the After-school Program. They feature 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](http://www.haywoodschoools.com)), and follow the link to display the HHS or HMS 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.

## **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.

## **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 (Middle School) or brought to the school office (High School). 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 (i.e., one 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 school office.

## **The American College Test (ACT)**

The American College Test (ACT) is a college entrance exam which is designed to predict a student's probability of success in college. All juniors will take the ACT during second semester. However, any student may take the ACT on any nationally scheduled test date if he or she wishes to get more practice taking the test or wants to try to improve his or her scores. Students can get more information and register online at <act.org>.

Students must pay a fee for the test, and they must provide photo ID when they register to take the test. They must also bring photo ID with them to the testing site on the day of the test. National testing dates occur in September, October, December, February, April, June, and July. Haywood High School is a national testing site, and the test is administered here on all of the dates listed below, except (possibly) July. Testing dates and registration deadlines can be found online at <act.org>. An additional fee is required for late registration.

Remember that students who maintain a GPA of 3.0 or higher and who meet all four ACT Benchmark Scores will graduate with honors. Those Benchmarks are as follows: English — 18; Math — 22; Reading — 22; Science — 23.

## **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 satisfactory academic and behavioral records 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 of Haywood High School and Haywood Middle School. HHS and HMS have 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).

## Tomcat Fans -- Behavior

Students, parents, and relatives are reminded that they represent the school when they are fans at athletic events. 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, or 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 HHS events.** This list of unacceptable behaviors is not all inclusive. The school administration reserves the right to deny entry to any individual displaying inappropriate behavior or attire.



# Notes

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