

Student Handbook

HAYWOOD MIDDLE SCHOOL



Haywood Middle School

1201 Haralson Street, Brownsville, Tennessee 38012

731-772-3265



Haywood Middle School Expectations

Preparation

Respect

Integrity

Dedication

Engagement

Show your Tomcat P.R.I.D.E.

JULY 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
					1	2	Jul 04 Independence Day
							Jul 07 7 th Grade Registration
3	4	5	6	7	8	9	Jul 28 Make up Registration
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

AUGUST 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
	1	2	3	4	5	6	Aug 04 Open House
							Aug 05 7 th Grade Orientation
7	8	9	10	11	12	13	Aug 08 1 st Full Day
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

SEPTEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
				1	2	3	Sep 02 Progress Reports
							Sep 05 No School
4	5	6	7	8	9	10	Sep 29 1 st 9 Weeks Ends/PT Conference
							Sep 30 No School
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

OCTOBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
						1	Oct 3-7 Fall Break
							Oct 12 Report Cards
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

NOVEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
		1	2	3	4	5	Nov 8 No School
							Nov 11 Progress Reports
6	7	8	9	10	11	12	Nov 21 Thanksgiving Break Begins
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30				

DECEMBER 2022

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
				1	2	3	Dec 16 2 nd 9 Weeks Ends/Winter Break Begins
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	

JANUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
1	2	3	4	5	6	7	Jan 01 New Year's Day
							Jan 02 New Year's Day Holiday
8	9	10	11	12	13	14	Jan 04 Students Return
							Jan 06 Report Cards
15	16	17	18	19	20	21	Jan 16 M L King Day
22	23	24	25	26	27	28	
29	30	31					

FEBRUARY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
			1	2	3	4	Feb 08 Progress Report
							Feb 14 Valentine's Day
5	6	7	8	9	10	11	Feb 20 Presidents' Day
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28					

MARCH 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
			1	2	3	4	Mar 09 3 rd 9 Weeks End/PT Conference
							Mar 10 No School
5	6	7	8	9	10	11	Mar 13 Spring Breaks Begins
							Mar 22 Report Cards
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

APRIL 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
						1	Apr 07 Good Friday
							Apr 19 Progress Reports
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

MAY 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
	1	2	3	4	5	6	May 21 HMS Promotion Ceremony
							May 26 Pickup Report Cards
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

JUNE 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat	NOTES:
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29	30		

Haywood County Board of Education

Monitoring: Review: Annually, in December	Descriptor Term: Grading System	Descriptor Code: 4.600	Issued Date: 08/10/17
		Rescinds: 4.600	Issued: 10/12/06

The director of schools shall develop an administrative procedure to establish a system of grading and assessment for evaluating and recording student progress and to measure student performance in conjunction with board-adopted content standards for grades K-8.¹ The grading/assessment system shall follow all applicable statutes and rules and regulations of the State Board of Education. The grading/assessment system shall be uniform district-wide at comparable grade levels, except that the director of schools shall have the authority to establish and operate ungraded and/or unstructured classes in grades K-3 according to state rules and regulations.²

The director of schools shall submit a copy of the grading, reporting and assessment systems to the board before the system is implemented.³ These guidelines shall be communicated annually to students and parents/guardians.¹

Conduct grades are based on behavior and shall not be deducted from scholastic grades.

GRADING SYSTEM: GRADES NINE - TWELVE (9-12)¹

Schools teaching grades nine through twelve shall use the uniform grading system established by the State Board of Education. Using the uniform grading system, students' grades shall be reported for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation.

Subject-area grades shall be expressed by the following letters with their corresponding percentage range:

- A ~~(93-100)~~ (90-100)
- B ~~(85-92)~~ (80-89)
- C ~~(75-84)~~ (70-79)
- D ~~(70-74)~~ (60-69)
- F ~~(60-69)~~ (0-59)

This grading system shall be uniform throughout the school system for each grade.

Advanced coursework grades will be weighted with additional percentage points to calculate the semester average. Depending on the course taken, the following percentage points will be assigned:

- Honors Courses – three (3) percentage points;
- Local and Statewide Dual Credit, Capstone Industry Certification Aligned, and Dual Enrollment Courses – four (4) percentage points; and

- Advanced Placement, Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses – five (5) percentage points.

LOTTERY SCHOLARSHIPS⁴

Each school counselor shall provide incoming freshman with information on college core courses required for lottery scholarships as well as necessary criteria (grade point average, ACT, and SAT score, etc.) that must be met in order to receive a scholarship.

Seniors may apply for the Tennessee HOPE Scholarship by completing the Free Application for Federal Student Aid (FAFSA). The FAFSA is available at the guidance office or online at www.fafsa.ed.gov. Students shall be made aware of all applicable FAFSA deadlines and encouraged to submit applications in a timely manner.

Elementary school counselors should explain the HOPE Scholarship and its requirements to their students and impress upon them the benefits of making good grades.

LOTTERY SCHOLARSHIP DAY

Each school year, prior to scheduling courses for the following school year, schools teaching students in grades 8-11 shall conduct a lottery scholarship day for students and their parents.⁵

Legal References

1. TRR/MS 0520-01-03-.05(3), SBOE Policy 3.301
2. TCA 49-1-302(e)(2), (g)
3. TCA 49-2-203(b)(7)
4. TCA 49-4-904, 907
5. TCA 49-4-932(f)

Haywood County Schools Complaints and Grievances

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

A complaint of discrimination on the basis of a handicap should be sent to the Haywood County Schools' Coordinator of Section 504 within five (5) days of the date of the alleged discrimination. A complaint of discrimination on the basis of race, color, national origin, sex, age, or religion should be sent to the Coordinator of Title VI and Title IX within 180 days of the alleged discrimination. A complaint must be in writing on a form provided by the Haywood County Board of Education and must be signed.

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

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

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

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

Discrimination Is Against the Law

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in all programs or activities receiving Federal financial assistance. Complaints or grievances related to Title VI of the Civil Rights Act of 1964 may be reported directly to the Supervisor of Human Resources and/or the Chief 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 carryalls. 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.

Any student who refuses to put his/her phone away when asked by a teacher to do so will be charged with Defiance of Authority and will be dealt with in accordance with established disciplinary policy. (See Level II and III Offenses.)

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

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

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

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

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

Definitions

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

- ◇ Physically harming a student or damaging a student's property;
- ◇ Knowingly placing a student or students in reasonable fear of physical

harm to the student or damage to the student's property;

- ◇ Causing emotional distress to a student or students; or
- ◇ Creating a hostile educational environment.

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

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

1. 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.

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. Art Garrett
900 East Main Street, Brownsville, TN 38012 731-772-1845 -- E-mail <art.garrettr@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/contact us. cfm](http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contact_us.cfm)> for the address and phone number of the office that serves your area or call 1-800-421-3481.

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.

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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-

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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. 27

PUNISHMENT -- Level V

Expulsion or remand to Alternative School for one calendar year (may appeal to DHA in writing 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
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
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
3. School or class tardiness
4. Using forged notes or excuses
5. Disruptive classroom behaviors
6. Possession of matches, lighters, and/or fireworks
7. Failure to attend Thursday or Saturday School (3 days ISS)
8. Gambling
9. Inappropriate conduct during school assemblies

Disciplinary Procedures

⇒ The student is referred to the principal for appropriate disciplinary action. 30

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- ⇒ 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.

PUNISHMENT -- Level II

1. Thursday or Saturday School or Corporal Punishment
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.

5. Gum Chewing
6. Close Contact (petting)
7. In unauthorized areas without a pass
8. Running in halls
9. Eating / drinking in unauthorized areas
10. Mischievous actions
11. Breaking line (cafeteria, etc.)
12. Unauthorized games, radio, or tape players
13. Failure to do assignments or carry out directions

14. 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
15. Tardiness to class
16. Cheating
17. Abusive language toward students

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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

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.

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.

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.



HCS Truancy Intervention Plan

Tier I: 3 Unexcused Absences A letter from the school Social Worker making families aware of absences including the importance of attendance, Compulsory Attendance Law, and HCS Truancy Intervention Plan.

Tier II: 5 Unexcused Absences

Initial meeting with the School Attendance Review Team:

- a) The school Social Worker will attempt a minimum of 3 Personal phone calls to schedule a face to face conference with the student and the student's parent(s) and guardian(s). If after 3 documented unsuccessful attempts, the school Social Worker should attempt contacting parents through emergency contacts, home visits, etc.
- b) A letter from the school Social Worker, making families aware of absences, along with the Compulsory Attendance Law, and HCS Truancy Intervention Plan.
- c) The attendance contract will be signed at the meeting by the student, the student's parent(s) or guardian(s), and the Social Worker. Also, the Individualized Assessment will be conducted to identify areas in which support can be provided to student(s) and parent(s) to ensure consistent attendance.
 - 1) Document the date that contact became effective (Log on Truancy page in PowerSchool)
 - 2) The contract will be effective for the duration of the current semester.
 - 3) The school Social Worker will recommend services from outside entities if necessary.
- d) At least one follow-up meeting (can be done in person, video conference, or by phone) scheduled by the school Social Worker, one month following initial meeting and contractual agreement (Must be documented by the school)

- e) For students with disabilities, an IEP/504 team will review documentation from meetings to determine if the absences are a manifestation of the student's disability and, if so, are there accommodations in place to address the issue. This will be facilitated by the principal/school/social worker/special services representative.

8 Unexcused Absences

- a) District Truancy Designee will send a letter from the district office making families aware of absences, along with the Compulsory Attendance Law, and HCS Truancy Intervention Plan.
- b) DCS referral made by school level social worker, if warranted.
- c) Social Worker will send a copy of the 3-day, 5-day, Individualized Assessment, and call log to the District Truancy Designee.

Tier III: 10 Unexcused Absences

District Truancy Designee will contact the School Social Worker to schedule another meeting with the School Attendance Review Team if interventions under Tier II are not successful.

- a) 10-day letter mailed home. The letter explains the student is being referred to the School Attendance Review Team for a meeting in collaboration with the District Truancy Designee.
- b) The District Truancy Designee along with the School Attendance Review Team will decide if student(s) need(s) additional intervention of services placed in the home. The District Truancy Designee and School Attendance Review Team will decide if a petition /criminal summons needs to be filed with Haywood County Juvenile Court.
- c) DCS referral made by school Social Worker, if warranted
- d) Principal (if necessary), school social worker(s), special services representative/504 Coordinator (if necessary for IEP or 504), will attend School Attendance Review Team meetings to provide information on strategies used to prevent truancy.

Haywood County Board of Education

Monitoring: Review: Annually, in April	Descriptor Term: Dress Code	Descriptor Code: 6.310	Issued Date: 07/12/11
		Rescinds: 6.310	Issued: 02/08/05

- 1 Students shall dress and groom in a clean, neat and modest manner in accordance with the Standard
- 2 Dress Code adopted by the Board of Education as revised in May 2009.
- 3 More specific guidelines appropriate for each level of school (elementary, middle, junior high and senior
- 4 high) may be developed. ¹ Principals, faculty members and students shall be involved in the development
- 5 of each appropriate set of guidelines.
- 6 When a student is attired in a manner which is likely to cause disruption or interference with the operation
- 7 of the school, the principal shall take appropriate action, which may include suspension.

Legal References

1. TCA 49-1-302(2)(j); TCA 49-6-4215

Cross References

Discipline Procedures 6.313
Suspension/Expulsion/Remand 6.316



Dress Code Expectations 2022-2023

Purpose:

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

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

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

Dress Code Expectations for Students 2022-2023

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
- Sunglasses
- 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
- "Mesh" shirts, tank tops, or "cut off" tops, see through shirts (Midriffs 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.)
- 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



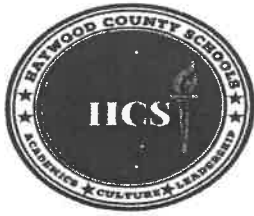
Dress Code Expectations 2022-2023

- 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 he/she is 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.

More specific guidelines appropriate for each and/or level of 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.



Haywood County Schools

2022 - 2023

Academic Calendar



Important Dates

July 29 - 30	New Teacher Inservice
August 1 - 4	Teacher Inservice
August 5	Meet and Greet
August 8	First Full Day
September 2	Progress Report
September 5	No School
September 30	1st 9-weeks ends
September 29	Parent/Teacher Conf.
September 30	PD day (No School)
October 3 - 7	Fall Break
October 14	Report Card
October 14	Homecoming
November 8	PD Day
November 11	Progress Report
November 21 - 25	Thanksgiving Break
December 16	Half Day
December 16	2nd 9-weeks ends
December 19 - 30	Winter Break
January 2 - 3	PD Day
January 4	Students Return
January 13	Report Card
January 16	Martin Luther King, Jr.
February 3	Progress Report
February 20	President's Day
March 9	Parent/Teacher Conf.
March 9	3rd 9-weeks ends
March 10	PD Day
March 13 - 17	Spring Break
March 24	Report Card
April 7	Good Friday
April 19	Progress Report
May 20	HHS Graduation
May 21	HMS Promotion
May 26	4th 9-weeks ends
May 26	Report Card/Last day
May 30 - June 23	Summer School

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Color Shade Key:

Grey: Only New Teachers attend

Purple: only School Personnel attends

Gold: School is not in session

Green: Parent/Teacher Conf.

1 pm to 5 pm

/ means 11:30 am dismissal.

Red: Last Day of School

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

