

HAYWOOD ACADEMIC & JUSTICE ACADEMY

**STUDENT HANDBOOK
2008-2009**



**MRS. GAIL WADE, Ed.S
Principal**

**900 East Main
Brownsville, Tennessee 38012
731-772-3991**

TABLE OF CONTENTS

MISSION STATEMENT	4
OUR VISION	4
OUR BELIEFS	4
INTRODUCTION	5-7
PHILOSOPHY	
NO CHILD LEFT BEHIND COMPLIANCE	
ACADEMIC PROGRAM	8-12
STUDENT PLACEMENT	8
FIGHTING	8
CURRICULUM	9
GRADING SYSTEM	9
REQUIREMENT FOR ACADEMY GRADUATION	10
PROMOTION POLICY/ JR HIGH STUDENTS	10
STUDENT PROGRESS	10
EARLY RELEASE FROM THE ACADEMY	10
FIGURING SEMESTER AVERAGES	11
GATEWAY TESTS AND END-OF-COURSE TESTS	11
EXEMPTIONS FROM EXAMS	11
ALGEBRA I POLICY	12
RULES AND REGULATIONS	13-27
STUDENTS' RIGHTS AND RESPONSIBILITIES	13
GOALS	14
ACCEPTABLE STUDENT BEHAVIOR	14
DISCIPLINARY STRUCTURE	15
Level I Offenses	15
Level II Offenses	15
Level III Offenses	16
Level IV Offenses	17
SUSPENSIONS	17
CORPORAL PUNISHMENT	17
AFTER SCHOOL DETENTION	18
CARE OF SCHOOL PROPERTY	18
SCHOOL DEBTS	18
STANDARD DRESS POLICY	19-20
ADDITIONAL DRESS POLICY STANDARDS	21
PHYSICAL ACTIVITY ATTIRE	21
BICYCLES AND CARS	22

STATE LAW REGULATING STUDENTS' DRIVER'S LICENSES	22
STUDENT INTERNET PRIVILEGES	22
STUDENT RESTRICTION	23
EMERGENCIES	23
STUDENT ILLNESS/HEALTH ISSUES	23
MASS HEALTH SCREENINGS	24
TELEPHONE MESSAGES/USAGE OF TELEPHONE FOR STUDENTS	25
STUDENT VISITORS	25
PARENT/GUARDIAN VISITATION AND CONFERENCES	25
STUDENT LUNCHESES	25
BREAK	25
TRANSPORTATION	26
BOOKS AND MATERIALS	26
ARRIVAL AND DISMISSAL	26
DISMISSAL AUTHORIZATION	26
STUDENT DISMISSAL	26
POLICY REGARDING SEARCHES	27
ATTENDANCE POLICIES AND PROCEDURES	28-31
ATTENDANCE/ABSENCES	28
EXCUSED AND UNEXCUSED ABSENCES	28
MAKE-UP WORK	29
EXCESSIVE ABSENCES	29
PERSONAL DAYS	29
PERFECT ATTENDANCE CREDIT	29
LEAVING SCHOOL DURING THE DAY	30
PROVIDING CHANGE OF ADDRESS/PHONE NUMBER	30
TARDY POLICY	30
TIME IN CLASS	30
COMPULSORY ATTENDANCE LAW	31
STUDENT SERVICES	32-33
THE COMPUTER LAB(S)	32
GUIDANCE SERVICES	32
HOMEBOUND EDUCATIONAL SERVICES	32
STUDENT INSURANCE	33
LOST AND FOUND	33
TESTING	34
Gateway Exams and End of Course Exams	
Writing Assessment	
2008-2009 SCHOOL CALENDAR	35
SUSPENSION LETTER	36

HAYWOOD ACADEMIC AND JUSTICE ACADEMY

MISSION STATEMENT

The mission of the Haywood Academic and Justice Academy is to help all students learn and improve their talents and capabilities so they will develop into productive and successful citizens; therefore the students will become learners for life.

OUR VISION

The vision of the Haywood Academic and Justice Academy is to provide students with the opportunity to develop skills for living and participating in a democratic society. As an educational institution we seek to foster an environment in which each student is afforded a variety of experiences. The Haywood Academic and Justice Academy seeks to challenge each student as an individual on his or her own level as a means of working toward this goal. It is our ideal that each student develop a spirit of inquiry and a respect for knowledge, and that he or she be taught to think logically, independently and creatively.

OUR BELIEFS

- All children can learn the basic skills in English, Math, Science and Social Studies.
- In a changing world it is important for children to think creatively and express themselves in an understandable manner.
- A child's education is the joint responsibility of the school, family, and the community.
- Learning together will enhance the work place of the future.
- All students should be given assistance in understanding and appreciating their own heritage, as well as others.
- All students can learn the skills and attitudes that encourage proper physical development and wellness.
- Students and adults will be considerate of others.

INTRODUCTION

This handbook will serve as a guide throughout the year. It contains the basic rules and regulations governing academic programs, discipline, attendance and student services. The goals we would like for the students to strive to achieve are:

- To make a commitment to create quality work and strive for excellence.
- To use a variety of learning strategies, personal skills, and time management skills to enhance learning.
- To reflect on and evaluate your learning for the purpose of improvement.
- To gather and use information effectively to gain new information and knowledge.
- To deal with disagreement and conflict caused by diversity of opinions and beliefs.
- To take responsibility for personal actions and act ethically. (Demonstrate honesty, fairness and integrity.)

PHILOSOPHY

The faculty and staff of the Haywood Academic and Justice Academy seek to educate the whole person by providing a positive atmosphere and resources for students to know wholeness within the context of a community of learners. We seek to demonstrate thoughtfulness, but firmness with the “**Tough Love**” Strategy.

NO CHILD LEFT BEHIND COMPLIANCE:PARENTAL RIGHTS AND NOTICES

To comply with the No Child Left Behind (NCLB) legislation, Haywood County School System, which is a recipient of federal funds, will adhere to the following guidelines concerning parental rights and notices. This will serve as your official notification.

Report Cards on Statewide Academic Assessment

Results of state testing will be sent home by students as soon as results are returned to the school system, published in the local newspaper, posted in the Board of Education's Central Office at 900 East Main Street in Brownsville and posted at the state web site located at www.connect-tn.org/. These reports will reflect school improvement status and adequate yearly progress.

Teacher and Paraprofessional Qualifications

The information regarding teachers' qualifications may be found at the following locations: on the state web site www.connect-tn.org/, at the school system's Central Office 900 East Main Street in Brownsville, and at the individual school's Principals Office. Paraprofessional information can be found at all of the above sites except the state web site. You may request the individual qualifications of your child's teacher(s) and any paraprofessional who works with your child from the Central Office.

Individual Achievement on State Assessment

Test results are sent to the students' schools as soon as they are returned to the school system. Upon receipt at the individual schools, they are prepared and sent home by students.

Limited English Proficiency Program

Parents of students identified as meeting the criteria for the Limited English Proficient Program will be provided with all required information at the initial placement meeting. Parents of any student identified as meeting the criteria for this program after the beginning of the school year will be notified in the same manner within the first two weeks of the child's placement.

Parent Involvement Policy

A written Parent Involvement Policy, including requirements of, No Child Left Behind, is part of the school board policy manual located at each school and the Central Office at 900 East Main Street in Brownsville. Parent Meetings are held at each school at the beginning of each school year are held for the purpose of school improvement planning which includes the Title 1 Program, curriculum, assessment, and the School-Parent Compact. Parent Teacher Conferences are scheduled in the fall and spring to discuss educational and academic assessment. Annual school surveys will be distributed in the spring to parents, students, and school staff to determine the needs for the upcoming school year.

Safe and Drug-Free Schools Programs

Texts and programs including the curriculum for Health, Science, and Physical Education are approved by the Board of Education after parental review. These programs meet the criteria for Safe and Drug-Free Schools. For any additional programs dealing with violence and drug prevention, parents may state objections in writing to withdraw a student from the program/activity.

Military Recruiter Access to Student Information

Parents of secondary school (high school) students may contact the school office to exercise their right to remove their child's name, address, and telephone number from the list of students released to a military recruiter.

Student Privacy

Information regarding student privacy policies and parent rights is available upon request from the Central Office at 900 East Main Street in Brownsville.

21st Century Community Learning Centers

Information regarding the success and effectiveness of extended learning programs is available upon request from the Staff Development Director at the Central Office at 900 East Main Street in Brownsville.

School-Wide Programs

All elementary schools in our school system are designated as School-wide Schools. This designation provides the opportunity to use federal, state, and local funding to upgrade the entire educational program. These schools are Anderson Early Childhood Center, Haywood Elementary School, East Side Elementary School, and Sunny Hill School.

ACADEMIC PROGRAM

STUDENT PLACEMENT

Students are assigned to the Academy by the Haywood County Court System, Haywood County Disciplinary Hearing Authority, or by a school principal for Zero Tolerance Offenses. Zero-tolerance acts are as follows:

Drugs, Alcohol, Weapons and Battery

In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year.

- Students who unlawfully bring or possess any narcotic, stimulant drug, marijuana, alcoholic beverage, or a dangerous weapon onto a school bus, onto school property or to any school event or activity.
Note: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent/guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.
- Any student who while on a school bus, on school property or while attending any school event or activity commits a battery on a teacher or other employee of the school.

For this purpose of this regulation, “expulsion” means removed from the pupil’s regular school or removed from school attendance altogether, as determined by the school officials. Nothing in this regulation shall be constructed to prohibit the assignment of such students to the Academy.

Fighting

Students may be “EXPELLED” for fighting. The principal will determine the severity and circumstances of a fight.

CURRICULUM

Haywood Academy offers courses in four areas: English/Language Arts, Math, Science and Social Studies. Each core class counts as one credit. The curriculum is approved by the State Department of Education. Physical Activity Classes will be offered and are mandatory. (90 minutes a week-no credit has been approved for this class).

Students will attend Reconnecting Youth Classes on a voluntary basis. The student will not receive any credit in these classes but the student must maintain satisfactory progress to remain in the classes.

Students assigned to the Academy during any grading period may lose credits (Carnegie credits) due to the limited curriculum offerings.

GRADING SYSTEM

The grading system is based on two semesters with three six-weeks grading periods in each semester. Each six weeks, the student's progress is reported to his or her parents/guardians. Parents/guardians and students should discuss grades each time report cards are received. The grading scale at the Academy is as follows:

A = 93 - 100

B = 85 - 92

C = 75 - 84

D = 70 - 74

F = 0 - 69

First semester grades cannot offset second semester failures. Second semester grades can pull up first semester grades providing the numerical average of the two semesters is passing according to the above program standards.

A student will receive an "I" for incomplete semester grades. This means that the existing grades may be satisfactory, but the semester grade is withheld because of a failure to complete all required work. For example, a student may not have taken a semester exam or completed all required work due to a long illness. The incomplete semester grade must be removed within one month (30 days) or it will be changed to a grade of "F".

It is the student's responsibility to make arrangements with the teacher to complete the work. **Note: Refer to the paragraph entitled "Make-up Work" in the attendance section of this handbook for rules governing make-up of daily grades.**

Only semester and yearly averages are recorded on students' permanent records.

REQUIREMENTS FOR ACADEMY GRADUATION

To meet the minimum requirements for graduation from the Academy, a student must meet all the requirements for the completion of four years of an academic program for grades 9 – 12 from Haywood High School. Also to meet graduation requirements, a student must pass Gateway Exams in Algebra I, Biology I, and English II, and 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. The Academy offers the following diplomas- a Regular High School Diploma and a diploma of Specialized Education.

PROMOTION POLICY/JR. HIGH STUDENTS

To be promoted, students must pass all classes offered in the Academy Curriculum.

STUDENT PROGRESS

Students in the Academy will receive a progress report every three weeks on a Friday. This Progress report is to be taken home and signed by the student and parent or guardian and returned to the Academy the following Monday. The marks on the progress report will be either a “S” for Satisfactory or “U” for Unsatisfactory. The progress report will measure the following areas:

- Attendance
- Attitude
- Being on time
- Cooperation
- Conduct
- Effort
- Grades

EARLY RELEASE FROM THE ACADEMY

- Early release for any Zero Tolerance offense must have the approval of the Director of Schools.

FIGURING SEMESTER AVERAGES

In figuring the semester average, the semester exam counts 15%, and average of the three six-weeks grades for that semester counts 85%. Starting with the 2002-2003 school year, the Gateway/End-of-Course Tests will count 15% of the semester grade and will be administered in lieu of an exam in the designated courses.

GATEWAY TESTS AND END-OF-COURSE TESTS

The Gateway and End-of-Course Tests will count 15% of the semester grade for the semester in which the test is administered. The numerical grade will be derived from the number of correct answers given by each individual student. The state recommended conversion table will be used in each course to determine letter grades of A, B, C, D, and F. The letter grades will then translate to the highest achievable numeric grade in that grade range for that course.

Any student who misses the Gateway/End-of-Course Tests because of an absence will have a state-approved make-up date. If an absence should occur on the make-up date, the Gateway Tests will be taken on the next scheduled testing date. Grades for 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 15% part of the grade. If the absence is unexcused, the score will be an F for the 15% of the grade.

Students who do not meet the state-mandated scores on the Gateway Tests will be required to participate in an intervention program provided by the Academy.

EXEMPTIONS FROM EXAMS

All students must take mid-term exams in all classes in which they are enrolled. The ONLY Exceptions to this rule are as follows:

- All students who have perfect attendance in ALL classes for first semester or second semester may be exempt from one semester exam.
- Students may be exempt from one exam in a course in which they have an “A” average for the first semester or second semester.

All school debts must be cleared before a student can exempt an exam. Gateway Test and End-of-Course Tests cannot be exempted.

ALGEBRA I POLICY

Students who are failing Algebra I at the end of first semester will be placed back in a first-semester Algebra I class in January. This placement will help students master the material which will be covered on the Algebra I Gateway Test and will be necessary for success in other math classes. Therefore, some students will not finish their Algebra I credit in two semesters.

Students who take Algebra I in eighth grade must have a final average of a B or above to get a high school credit for the course. The Algebra I Gateway Test will be administered to students taking Algebra I in May. The Gateway Test will count 15% of the semester grade for the semester in which the test is administered. (See Gateway Test and End of Course Test p.11).

RULES AND REGULATIONS

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

Students must comply with all the rules and regulations of the Academy. Failure to comply shall result in such punishment as may be prescribed by the teachers or principal. The principal and teachers of the Academy want the students to get along well with others and not to infringe on the rights of other **students**.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Each student has the right to:

- Have the opportunity for a free education in the most appropriate learning environment.
- 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.
- Expect that the school will be a safe place with no fear or bodily harm.
- Expect an appropriate environment conducive to learning.
- Not to be discriminated against on the basis of sex, color, religion, national origin, or handicap.
- 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 the principal 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.
- 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 the principal and teachers in maintaining discipline in the school.
- Obey the law and rules so as not to be subjected to ill effects of or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
- Carry only materials which are acceptable under the law and accept the consequences for any unapproved materials.

GOALS

The primary goals of the Academy are as follows:

- To serve as a disciplinary school for students in grades 7 – 12.
- To serve as a learning alternative for students who have had difficulty adjusting to the regular school environment due to disciplinary reasons.
- To provide the students with a Last chance to modify their behavior and to return to their regular school.

ACCEPTABLE STUDENT BEHAVIOR

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

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

DISCIPLINARY STRUCTURE

Level I Offenses

Definition: Level 1 offenses include minor misbehavior, which impedes orderly classroom procedures or interferes with the orderly operation of the school.

Examples:

Minor classroom disturbances

Classroom tardiness

Non-defiant failure to do assignments or carry out directions

Disciplinary Responses:

Verbal reprimand

Special assignments

Counseling

Withdrawal of privileges

After School Detention

Corporal punishment

Parental involvement

Level II Offenses

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

Examples:

Continuation of Level 1 misbehavior

Smoking or possession of smoking paraphernalia or tobacco products

Damaging school property

Cutting class

Skipping school

Using profanity or abusive language, written or verbal

Fighting (simple)

Gambling

Disrespect to adult staff members

Willful disregard for school rules and/or policies

Possession of obscene literature or pornography (obscene tapes are considered pornography)

Forging an excuse

Possession of a beeper, MP3, electronic devices, radio, tape player, compact disc player, video game, or artificial noise maker are not permitted. Students are subject to search of their vehicle, person or personal belongings at any time. Confiscated items will be kept by the principal until the end of a student's release time or can be picked up by the parent/guardian.

Disciplinary Responses:

Withdrawal of privileges
 Special assignments
 Restitution of property and/or damages
 After School Detention
 Corporal punishment
 Refer student/case for legal action through the court system

Level III Offenses

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

Examples:

Willful and persistent violation of school rules

NOTE: The third time in any one six weeks that a student is sent to the office for a Level II or greater offense will cause that student to be classified as a willful and persistent violator of school rules.

Immoral or disreputable conduct
 Violence or threatened violence

NOTE: Tennessee law requires that acts of assault and battery that endangers the life, health, or safety committed by a student on school property shall be reported to the appropriate law enforcement agency.

Assaulting a principal, teacher, or other persons with vulgar, obscene, or threatening language
 Possession of drug paraphernalia

Theft or burglary

Open, blatant defiance of school authority

Altering school records (I.e., report cards)

Damaging another person's property

Students who are under the influence of any narcotic drug, marijuana, alcoholic beverage, or intoxicant of any kind on school grounds.

NOTE: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency. If any student is suspected of being under the influence of drugs or alcohol, a parent or guardian will be contacted for permission to administer a drug test off campus. Testing will be conducted by trained juvenile authorities.

Any dangerous weapon, fireworks, explosives or incendiary materials.

Instigating of "boosting" a fight or argument between other students.

Disciplinary Responses:

Suspend the student for a specified period of time
 Impose other reasonable disciplinary measures.
 Refer to Juvenile Court

Level IV Offenses

FIGHTING

Students may be suspended for the remainder of their assigned time for fighting. All fights that take place on school property must be referred to the principal. The principal will determine the severity and circumstances of a fight and decide whether or not to suspend the student.

SUSPENSIONS

If it becomes necessary to suspend a student from the Academy due to misbehavior or the breaking of rules, the student will **receive zeroes in each class for every day the student is suspended.**

The student should be brought to the school office and into the presence of the principal. The principal, teacher, or other person who is charging the student with the misconduct, as defined in the Disciplinary Structure, should confront the student with the charge and, if he/she denies it, should explain or submit any evidence supporting the charge.

Upon the suspension of a student, the principal should immediately notify, in writing, the student's parents or guardians and the superintendent of his action, as required by the Board of Education. The notice should include the length of time of the suspension and the reason for the suspension. The notice should also inform the parents/guardians of the student's right to appeal the decision by the Disciplinary Hearing Board.

Students who are suspended shall not return to the Academy until the suspension is over.

When a student returns after suspension, a conference with the student's parents or legal guardians will be required before the student is allowed to return to regular classes.

In the case of a Special Education Student, all Suspensions/Expulsions will be determined by an I.E.P. Team.

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 the principal.

AFTER SCHOOL DETENTION

After School Detention is an alternative to short-term suspension for some offenses. Students assigned to **AFTER SCHOOL DETENTION** must report to detention in the Library for the designated amount of time assigned by the principal. **Assigning a student to After School Detention for disciplinary reasons does not result in the deduction of points from the student's six weeks average.** This time is designed to be a study hall. No talking is allowed, and schoolwork is done at all times.

CARE OF SCHOOL PROPERTY

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

- 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.
- All waste material should be properly disposed of by being placed in the wastebaskets, which are located throughout the school. Floors should be kept free of paper. All classrooms will be swept on a daily basis.
- Care should be exercised in using computers, TVs VCRs DVDs, and all other school equipment.
- **Chewing gum is not permitted at school.** It is the teacher's responsibility to see that this rule is enforced. **Those students caught chewing gum will be required to attend After School Detention.**
- Students should not make marks or carve on desks or tables.
- Food is restricted to the library/student work area during breakfast, break, and lunch. Students should not eat at times other than these during the school day. Food may not be ordered from local restaurants and delivered on campus.
- Students are responsible for class materials and equipment issued to them. Students will be required to pay for lost and/or damaged items and equipment. Items/Equipment not paid for will result in that student being placed on a 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 the end of the six weeks. 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. All school debts must be cleared before the end of the six weeks, all six week grades will risk becoming zeroes. Checks will not be accepted for debts clearance.**

Standard Dress Policy for All Haywood County Schools Effective August 1, 2008

Haywood County School System recognizes and understands that there is a strong correlation between appropriate attire and a positive learning environment. To help create not only the best learning environment, but also the safest, the following expectations for student dress have been established.

All students will comply with the Student Dress Code in the Student Handbook. Students who fail to wear the proper apparel will be required to wear an alternate uniform provided by the school. In addition, their parents will be notified and receive a warning by letter for the first offense. Students who fail to wear the proper apparel correctly will receive disciplinary action (e.g., Thursday School, ISS) as applicable.

The basic dress must be solid khaki, navy, or black pants, shorts, or skirts. Denim is not allowed. Shirts and blouses must have a collar and be solid white, light pink, light blue, gray, purple, or a combination of purple and white.

All clothing must be free of holes and rips. No see-through clothing will be allowed, and all clothing must be sized to fit. Denim is not allowed.

A. Shirts, Blouses, Sweaters

- Shirts and blouses must have a collar – either a polo shirt or a dress shirt with a collar.
- Boys' shirts must be tucked in. Over-blousing of shirts is not allowed.
- Shirts, blouses, and sweaters may have one small design or logo that can be covered with a student I. D. card.
- Vests, cardigan style sweaters, crew-neck sweaters, and sweatshirts must be (1) waist length, (2) worn over a collared shirt, and (3) one of the approved school colors with no writing or logo larger than the student I. D. card.
- Hoodies are permitted but hoods may not be pulled over the head indoors.

B. Pants, Shorts, Skirts

- Pants/shorts/skirts must be worn at the waist.
- A belt must be visible and must be worn if the garment has belt loops. (Boys)
- Belt buckles must be no larger than a student I. D. card. (Boys/Girls)
- Sagging, bagging, or skin-tight fit is not allowed.
- Pant legs will not touch the floor and will not be frayed or cut.
- Writing, studs, or design other than one small brand logo no larger than a student I. D. card are not allowed.
- Shorts must be knee length.
- Skirts must be knee length or longer.

C. Footwear

- Footwear is required and must be safe and appropriate for indoor and outdoor activity.
- Footwear must be laced, tied, strapped, or hooked if applicable.
- Spiked heels, bedroom slippers, or house-shoes are not permitted.

D. Clothing and accessories such as backpacks, jewelry, tattoos, brands, and notebooks must not:

- Contain racial or ethnic slurs or symbols.
- Suggest gang affiliations.
- Be vulgar, obscene, subversive, disruptive of the school environment, or derogatory to any individual.
- Contain sexually suggestive language or images.
- Contain promotions of products that students may not legally buy, such as alcohol, tobacco, illegal drugs, controlled substances, weapons, or weapon products.

E. The following are not allowed:

- Large, long, and/or heavy chains.
- Studded, spiked, or chained accessories.
- Sunglasses, except for health purposes (A prescription will be required.).
- Facial jewelry (e.g., tongue ring, eyebrow piercing, etc.), designer lenses, grills.
- Head apparel, hair rollers, hair picks and/or combs worn in the hair.
- Excessive make-up/facial drawing.
- Distracting or unusual hairstyle and/or color.
- Oversized coats, overcoats, and trench coats.

F. Extracurricular activity uniforms may not be worn during the school day.**G. ROTC uniforms and Career-Technical student organization uniforms may be worn on designated days approved by the principal.**

The principal may allow exceptions for school-wide programs or special classroom activities.

Additional Dress Policy Standards for Students Who Attend the Justice Academy:

The Academy staff recognizes that students must be aware of the importance of acceptable standards of personal appearance. We also recognize that students are more productive when their appearance is “neat and conservative” as opposed to “sloppy and extreme.” To ensure a safe and orderly environment that promotes learning, these additional standards are for students who attend the Justice Academy:

- Standard white T-shirts may be worn under shirts.
- Exposed body piercing will not be permitted.
- For Girls Only: Earrings (studs, loops, and hoops) may be worn in the ear only.
- Boys are not allowed to wear earrings.
- Boys’ hair should be neatly trimmed. Boys must be clean-shaven each day. Mustaches may be worn but they must be neatly trimmed.
- Hairstyles that are associated with a cult or a gang will not be permitted.
- Hair must not obstruct a student’s vision and it should be well groomed.
- If belts are worn, they must be properly buckled at all times.
- Glove(s), are not to be worn once inside the building.
- Girls can not carry any type of purse after check-in. Their purse can be left in the coat room.

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

It is virtually impossible to cover every detail on the subject of appearance and grooming. The Academy staff is attempting to eliminate as much confusion as possible, so that the student’s attention is focused on educational matters. One simple rule to remember for the student is this: if you have a question as to whether something is inappropriate to wear to school or not, it’s best not to wear it.

PHYSICAL ACTIVITY ATTIRE

Students will be required to furnish their clothes for their Physical Activity Classes which exemplify acceptable standards of personal appearance. Their clothes must be approved by the teacher and principal. (Please refer to Dress Code Section).

BICYCLES 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:

- A student who drives a car must have a valid Tennessee Driver's License.
- Students are to vacate the cars immediately upon arrival at school and are not to return to the cars until the close of the school day.
- Students are to observe all city and state laws.
- A student's driving privileges will be suspended if the student's driving conduct is not safe or is conducted in an unsatisfactory manner.
- No vulgar, derogatory, or gang-related messages or symbols are to be displayed on vehicles.
- Students must park in designated parking areas.

STATE LAW REGULATING STUDENTS' DRIVER'S LICENSES

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.

Satisfactory progress toward graduation and satisfactory attendance are also mandatory for obtaining a driver's license.

Students wishing to obtain proper documents required from the Board of Education for their driver's license must go to the Board of Education office before 4:00 p.m.

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 the Novell NetWare Login screen to reappear for the next user. If students do not follow this procedure, they will be held responsible for any misuse of the Internet that occurs under their user ID and password.

Internet contracts are available in the school office.

STUDENT RESTRICTIONS

- **Students assigned to the Academy cannot participate in or attend any Haywood County School function or activity while assigned to the Academy School. This includes any athletic events of any Haywood County School or any other school system.**
- Students assigned to the Academy are not to arrive at the school site before **7:45 a.m.**(if a student desires to have breakfast a student must arrive at **7:45 a.m. School begins promptly at 8:00 a.m.** and they are not to be on school property after 3:00 p.m. Students assigned to the Academy can be on school property between the hours of 7:45 a.m.- 3:00 p.m. **ONLY.**

EMERGENCIES

The Academy operates on a **CLOSED CAMPUS POLICY**. No student assigned to this school will be permitted to leave unless there is an extreme emergency. The student will be permitted to leave only if the parent or guardian comes to the school to pick up the student. The parent or guardian **MUST** come inside the school building to checkout the student. In order to insure the safety and welfare of all students, there will be **no exception** to this rule. The school will not release a student to anyone but a parent, guardian, parole officer or social worker.

STUDENT ILLNESS/HEALTH ISSUES

The Academy follows a standard policy concerning student illness (es) that occurs while attending the Academy. Any student running a temperature (above 98.6) does not need to be in school. The school will make every attempt to locate the parent/guardian to come and pick up the sick child. It is of utmost importance that the school has current telephone numbers of home and work; and a correct home address. A sick student will only be released to the custody of the parent or guardian. The parent/guardian **MUST** come inside the building to checkout a student. If your child is complaining of being ill in the morning before school, please check the child's temperature to see if he/she has a fever. If he/she has a fever, the student should stay at home until the fever is clear.

The school generally cannot administer medicine (prescription or over the-counter drugs) to students. Please do not allow your child to bring medicine to school. This includes Aspirin and Tylenol. If there arises an extreme situation in which you need for your child to take medicine while at the Academy, please contact the principal regarding the schedule in which the medicine should be administered with a release form. The medicine must be given to the principal upon arriving at school. Parents may bring medicine to the school themselves and administer the medicine if necessary. This can only be done after consultation with the principal.

It is the responsibility of the parent/ guardian to inform the Academy Staff of any health problem. The Academy Staff needs to know in order to treat and/or deal with their child while the child attends the Academy. This report will need to be verified by medical documentation.

Haywood County School System's Mass Health Screenings

The Haywood County School System will be conducting mass health screenings throughout the year. The school system recognizes the importance of individual health screenings to address and identify health and wellness issues that our children may face. The purpose of the health screening program is to maintain wellness among our students and staff and remove any barriers to learning/educating. These screenings will provide required information to the State Coordinated School Health Program, specifically grades PreK, K, 2, 4, 6, 8 and High School Wellness Class. The PreK students will not participate in the blood pressure, height or weight screenings.

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

*Vision

*Hearing

Blood Pressure

Height

Weight

Scoliosis (6th grade only)

* Required

If you have any questions, please feel free to contact Sharon Thornton, School Health Coordinator at 772-9613 or e-mail: thorntons@k12tn.net

TELEPHONE MESSAGES AND USAGE OF TELEPHONE FOR STUDENTS

Telephone messages will **NOT** be delivered to students in class except in cases of **EXTREME EMERGENCIES**. The emergency status will be determined by the principal. Students are **NOT** allowed the use of a telephone except for emergencies. **A student must have permission from the principal to use the telephone.**

STUDENT VISITORS

Visitors are not allowed on the school campus. Students are **NEVER** to invite or bring anyone to school to spend the day or any part of the day. This rule is made for the safety and well being of all students.

PARENT/GUARDIAN VISITATION AND CONFERENCES

Parent/guardians or other adult visitors should **NEVER** go to a teacher's room for unscheduled visits. Arrangements for conferences should be prearranged with school staff. It is very important that parents/guardians keep abreast of their child's progress at the Academy; therefore, the teachers and the principal will encourage parent meetings on a regular basis. An important part of the Academy's program involves parent participation.

STUDENT LUNCHESES

Students assigned to the Academy will eat meals daily at the Academy. There is a cafeteria service for the Academy that will provide Breakfast, and Lunch. The students are responsible for **cleaning-up** after themselves daily after each meal. Students **may not** bring any food or beverages in the Academy.

BREAKS

The daily schedule of the Academy will be structured so as to allow the students to have a break in the morning. The purpose of the break is to allow the students time to stretch, go to the restroom, or get a drink of water. If there is constant inappropriate behavior during class, break, lunch or changing of classes, breaks can be eliminated for a designated period of time at the principal's discretion.

TRANSPORTATION

A student assigned to the Academy is not allowed to ride Haywood County school buses to or from school under any circumstances. There is an exception for Special Education Students who may have transportation specified in their I.E.P. Plan.

BOOKS AND MATERIALS

A student's books, paper, writing supplies and materials are the student's responsibility. **In order to teach students proper organizational skills, backpacks are required but are limited to the Students' Coat Room only.**

ARRIVAL AND DISMISSAL

In order to maintain an orderly and safe environment, **all parents or guardians must bring your student into the building in the morning.** Students **will not** be allowed to **stand** in front of the building in the morning or the afternoon. **A parent or guardian must pick up their child by 3:00 p.m. by coming into the building for dismissal.**

If your child will be **walking home**, a parent or guardian **must sign** a form documenting that your child can walk home for the school year. This form must be signed upon placement of the student.

DISMISSAL AUTHORIZATION

A parent or guardian must give permission for their student to be escorted/released from the Justice Academy in their absence. A Dismissal Authorization Form must be completed with the names and the relationship to the student, the check-out log must be signed and two (2) forms of I.D. must be presented. At least one I.D. must be a photo I.D. such as a drivers license. This form must be signed and dated by the parent or guardian.

STUDENT DISMISSAL

- Two teachers and the principal will be responsible for the dismissal process in the afternoon.
- Students are to remain in their seats in their classroom until a teacher dismisses them upon arrival of a parent or guardian.
- Teachers should assist the principal in turning off all classroom lights & copier.
- Teachers and the principal will lock all classroom doors, the front door, and the doors that separate the Justice Academy from the Alternative School.

POLICY REGARDING SEARCHES

In order to ensure the safety and well being of all students, students will enter through a metal detector each morning before the start of class and/or any other time when reasonable suspicion occurs.

Any student may be searched at any time when a reasonable amount of suspicion exists that a student may be in possession of a weapon, drugs, tobacco products, or any other item detrimental to the order and safety of the school and those who reside in it.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE/ABSENCES

Absences may be excused for medical (when accompanied by a doctor's statement) or court-related reasons (when accompanied by a note from legal or judicial authorities). Any other absences or excessive absences may result in a referral being made to the Haywood County Attendance Director.

Students are expected to be present for school each day that school is in session. **All students will walk through a metal detector daily.** Attendance is an important part of the Academy experience. Studies have shown a high correlation among attendance, personal reliability, and grades. It is the student's responsibility and the parent's and the parent/guardian's responsibility to see that each student is present

EXCUSED AND UNEXCUSED ABSENCES

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

Excuses are not granted for students' minor illnesses or for those of family or friends. Excuses are also not granted for youth encampments or other situations not beyond the student's control.

Before returning to class after being absent, the student must present a written excuse signed by a parent or guardian stating the reason for the absence. Written excuses must include the following information: **student's name, grade, date (s) of absence, reason for absence, parent's or guardian's signature, home phone number, date the student is returning to school.** The parent or guardian may appear in person to re-admit the student.

Excused absences are noted on **YELLOW/ GOLD** admit slips; unexcused absences are noted on **RED** admit slips. **Unexcused absences will result in a three-point deduction from the six-weeks average for each unexcused absence.**

Students who return from absences without written excuses from a parent or guardian will be issued an unexcused absence, which must be cleared the following day, by submission of a written excuse from a parent or guardian. No student is to be admitted to a missed class without an excuse.

All lost **YELLOW/GOLD** excuses will automatically become unexcused absences. Forging an excuse will be considered willful disregard of school rules and will be considered a Level II offense.

MAKE-UP WORK

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

EXCESSIVE ABSENCES

When a student has missed three days in any one semester, the student and the student's parents/guardians will be notified. A conference with the student's parents/guardians will be required after a student has missed three days in one semester. Therefore, it is suggested that parents/guardians plan to accompany their children to school to check in after the third absence in any one semester. If a student has medical problems, which may require excessive absences, documentation of such problems may be presented to the principal during this conference.

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

A student with more than six absences (excused or unexcused) in any one semester will receive no credit in the courses in which he/she is enrolled for that semester. Cases with extenuating circumstances will be reviewed on an individual basis by the Attendance Hearing Board.

PERSONAL DAYS

Students who have been assigned to the Academy will not be allowed to take personal days.

PERFECT ATTENDANCE CREDIT

Students with perfect attendance in a class for a six-week grading period will have 3 points added to the six-week average for that class.

LEAVING SCHOOL DURING THE DAY

The following procedure will be observed regarding dismissal of students:

- 1. No student will leave school prior to dismissal hours, except with the approval of the principal and parent.**
- 2.** No student will be sent from the school during school hours to perform an errand or act as a messenger.
- 3.** When **dental, medical or counseling appointments** cannot be scheduled **outside school hours**, parents or guardians must **sign the student out for their appointment**; if possible bring the student back after the appointment and **sign the student back in** with a medical excuse from the doctor, etc.
- 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.
- 5.** No principal or teacher shall permit a change in the physical custody of a child at school unless:

The person seeking custody of the child presents the principal with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and the person seeking custody gives the principal reasonable advance notice of his intent to take custody of the child at school.

PROVIDING CHANGE OF ADDRESS/PHONE NUMBER

If at anytime during the student's stay at the Academy, he/she has a change in address or telephone number, it is the responsibility of the student and the parent/guardian to notify the school immediately. Please keep the school informed of any changes in student custody matters, residence, and/or phone numbers.

TARDY POLICY

All students should arrive at school promptly. A student is tardy to school if he/she arrives after 8:00 a.m. If he/she arrives after 8:00 he/she should sign in at the office. In a six week period:

- The First Tardy a student will be assigned a five (5) page written assignment.
- After the second tardy, a ten (10) page written assignment will be assigned.
- After the third tardy, the student and a conference with the parent or guardian is required at this point.

TIME IN CLASS

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

COMPULSORY ATTENDANCE LAW

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

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

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

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

STUDENT SERVICES

THE COMPUTER LAB

- Teachers may bring entire classes to the labs.
- Students are expected to take care of the equipment in the computer labs.
- No food or beverages are allowed in the computer lab at anytime.

GUIDANCE SERVICES

The principal, who is a certified guidance counselor, seeks to help students understand their abilities, interest, and the opportunities available to them. The principal aids students in preparing themselves and their education, and to contribute effectively to society.

The principal offers students counseling, assistance with career and college planning, and helps in the curriculum at the Academy. The principal is responsible for securing, administering, and processing all standardized tests required by the State Department of Education. In addition, the principal will coordinate any homebound students.

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 the principal who 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.

Day-to-day work and classroom activities for each homebound student are coordinated by the principal, the classroom teacher, and the homebound teacher. 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 principal 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 secondary accident insurance. 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 brought to the principal's office.

TESTING

Testing is one method of assessment used the Academy. Some standardized tests are required by the State of Tennessee Department of Education. Students should be familiar with the following tests and should put forth their best efforts in each testing situation.

Gateway Exams and End of Course Exams

Beginning with the Class of 2005 (entering freshmen in the fall of 2001), students will be required to pass Gateway Exams, in Algebra 1, Biology 1, and English II in order to graduate. These exams will be given at the end of the semester during which the student completes the course. Failure to pass the Gateway Exam at that time will result in a mandatory intervention program and re-testing.

Other End of Course exams may also be mandated by the State Department of Education. Scores on these exams and the Gateway Exam will count as part of a student's grade in the course.

Writing Assessment

All 8th grade and 11th grade students take the state-mandated TCAP Writing Assessment. This assessment enables students to see how their writing compares to what is expected of high school students throughout the state.

2008-2009 SCHOOL CALENDAR

August	1&4	Teacher Inservice
August	5	First Day of Classes (1/2 Day for Students)
September	1	Labor Day Holiday
September	16	End of 1st Six Weeks
September	29	Parent Conferences (9:00 a.m. -5:00 p.m.)
		Report Cards Issued
September	30	Staff Development Stockpile Day (Students Do Not Attend)
October	13-17	Fall Break
November	5	End of 2nd Six Weeks
November	14	Report Cards Issued
November	26-28	Thanksgiving Holidays
December	2-4	Gateway Tests (Grades 9-12)
December	19	(1/2 Day Students & Teachers)
		End 3 rd Six Weeks/1 st Semester
December	22-1/2	Christmas Holidays/New Years Holiday
January	5	Staff Development/Stockpile Day (Students Do Not Attend)
January	6	Students Resume School
January	12	Report Cards Issued
January	19	Martin Luther King Holiday
January	22	Parent Teacher Conferences (3:15 a.m.- 6:15 p.m.)
		Regular School Day for Students
January	26	Parent Teacher Conferences (3:15 a.m.- 6:15 p.m.)
		Regular School Day for Students
February	3	Writing Assessment (Grades 5,8,11)
February	16	Presidents' Day Holiday
February	17	Staff Development Stockpile Day (Students Do Not Attend)
February	18	End 4 th Six Weeks
February	27	Report Cards Issued
March	23-27	Spring Break
April	8	End 5 th Six Weeks
April	10	Good Friday
April	17	Report Cards Issued
April	20-24	Achievement Test (Grades 1-8)
May	5-7	Gateway Tests (Grades 8-12)
May	20	Last Day for Final Exams
May	21	Administrative Day for Teachers (Students Do Not Attend)
May	22	End 6 th Six Weeks/2 nd Semester (1/2 Day for Students)
		Students Pick Up Final Report Cards

Haywood Academic & Justice Academy

900 E. Main Street Brownsville, TN 38012

Gail Wade, Principal

(731) 772 - 3991

Date

Dear _____:
(Parent/Guardian)

This letter is to inform you that your child _____ has been
Suspended from the Haywood Academic & Justice Academy for violations of school
Rules. This suspension is effective _____ through _____
_____. Your child will be permitted to return _____.

Reason: _____

Parent Signature

Student Signature

Respectfully,

Gail Wade

***The student or his/her parent/guardian may within five days of this decision appeal to the board of Education. In order to appeal a letter should be sent to the Director of Education expressing that desire. If no written appeal is made the decision of the principal shall be final.**

Based on the review of the records presented for appeal, the Board of Education may grant or deny a request for a board hearing or may affirm or overturn the decision of the principal with or without a hearing before the board. The action of the Board of Education shall be final.