

2008 – 2009 School Calendar

August 1 and 4	In-service Days for Teachers
August 5	Begin School (1/2 Day for Students)
September 1	Labor Day Holiday
September 16	End of First Six Weeks
September 29	Parent Conferences (9:00 a.m. – 5:00 p.m.) Report Cards Issued
September 30	Staff Development Day (Students Do Not Attend.)
October 13-17	Fall Break
November 5	End of Second Six Weeks
November 14	Report Cards Issued
November 26-28	Thanksgiving Holidays
December 2-4	Gateway Tests
December 19	Dismiss for Christmas Holidays (1/2 Day) End Third Six Weeks / First Semester
December 22-31	Christmas Holidays
January 1 and 2	New Year's Day Holidays
January 5	Staff Development Day (Students Do Not Attend.)
January 6	Students Resume Classes
January 12	Report Cards Issued
January 19	Martin Luther King Holiday
January 22	Parent Conferences (3:15 p.m. – 6:15 p.m.) (Regular School Day for Students)
January 26	Parent Conferences (3:15 p.m. – 6:15 p.m.) (Regular School Day for Students)
February 3	Writing Assessment (All Juniors)
February 16	Presidents' Day Holiday
February 17	Staff Development Day (Students Do Not Attend.)
February 18	End Fourth Six Weeks
February 27	Report Cards Issued
March 23-27	Spring Break
April 8	End of Fifth Six Weeks
April 10	Good Friday Holiday
April 17	Report Cards Issued
April 20-24	Achievement Tests (Grades 1-8)
May 5-7	Gateway Tests (Grades 8-12)
May 20	Last Day for Final Exams
May 21	Administrative Day for Teachers
May 22	End Sixth Six Weeks / Second Semester (1/2 Day for Students) Students Pick Up Final Report Cards.

Haywood High School

2008 – 2009 Student Hand- book

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Other Useful Information

Tutoring Web Site

The military maintains a free tutoring web site available to all students at <www.march2success.com>.

ACT Test Dates and Registration Deadlines

The ACT is given at HHS six times per year. Avoid paying a late registration fee by observing the following registration deadlines. All students who plan to continue their education after high school should take the ACT.

<i>Test Date</i>	<i>Registration Deadline</i>
September 13, 2008	August 12, 2008
October 25, 2008	September 19, 2008
December 13, 2008	November 7, 2008
February 7, 2009	January 6, 2009
April 4, 2009	February 27, 2009
June 13, 2009	May 8, 2009

Haywood High School Web Site

Check the HHS web site frequently for schedules, announcements, and other information. The HHS web site is <www.haywood.k12.tn.us/hhs/>.

Financial Aid Workshop

Each year, the HHS Guidance Department sponsors a financial aid workshop for seniors and their parents. Announcements will be sent with the date for this important event. All seniors who plan to continue their education should attend with their parents.

Progress Reports

Students are urged to keep a record of their grades throughout each grading period. Teachers issue progress reports in the middle of each six weeks period.

My Goals for the 2008-2009 School Term

Think about your goals for this school term. List the most important ones below and then list the steps you need to take to achieve each goal. Refer to this list often.

	<i>Goal for the Year</i>	<i>Steps I Must Take To Achieve This Goal</i>
1.		A. B. C.
2.		A. B. C.
3.		A. B. C.
4.		A. B. C.
5.		A. B. C.

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THE VISION, BELIEFS, AND MISSION OF HAYWOOD HIGH SCHOOL

Our Vision

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

Our Beliefs

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

Our Mission

The mission of Haywood High School is to prepare all students to be successful after high school by ensuring that all students in each No Child Left Behind subgroup graduate with an individualized course of study that prepares them to problem-solve logically, think critically, read with comprehension, and compute accurately as measured by the Tennessee Comprehensive Assessment Program.

INTRODUCTION

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

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

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

Philosophy

The faculty and staff of Haywood High School are dedicated to the search for truth. We believe truth has universal value to be understood through scholastic pursuits by students in a democratic environment. This search can best be achieved through the use of well designed facilities and superior professional guidance. Intellectual, physical, moral, cultural, and social values can best be developed by a process of self-discovery by your working on your own level.

Objectives for Students

When given critical reading and listening facts, you will acquire the ability to judge and evaluate the relevancy, accuracy, validity, and significance of information.

When given facts of academic significance, you will develop the ability to infer, predict, compare, conclude, visualize, and in other ways extend interpretation beyond what is stated.

Through the development of sensitivity, interest, taste, and awareness of aesthetic values, you will acquire an appreciation of the arts.

By using reference skills, you will acquire the ability to locate information and use resource materials, libraries, and other information storage facilities.

By developing vocational skills, you will be able to identify, analyze, and fulfill the vocational deficiencies of our community, state, and nation.



upper division math courses

National Vocational-Technical Honor Society — open to students enrolled in the Technical or Dual Path who maintain at least a 3.0 grade-point average and are members of a Career and Technical student organization

Show Choir — a performance group limited to those choral students who qualify through tryouts

SkillsUSA — a national organization open to students enrolled in vocational trades and skills classes

Spanish Club — open to students enrolled in Spanish II.

Water Education Team (WET) — open to students with a strong interest in environmental science. Students must be approved by the sponsor.

Publications / Media

The name of the Haywood High yearbook is the **Purple and White**. Students are selected for the annual staff each spring for the following year. Students are selected by the sponsor through faculty recommendations.

WHHS News is a student-produced school news program broadcast on the Channel One closed-circuit TV system. The program is produced by students enrolled in the communications class.

Students enrolled in the Media Concepts class operate an on-campus radio station — **WNWS 1520 AM** — which broadcasts music as well as news stories about school and community events.

- Art Club** — open to those students enrolled in Art II, III, and IV
- Band** — a performance group open to students interested in music and enrolled in the band program
- Beta Club** — a national organization open to juniors and seniors who have an academic grade-point average of at least 3.0 (with no semester grade lower than a C), who perform on or above grade level, and who have acceptable conduct records
- Biology Club** — open to students with an interest in biology
- Concert Choir** — a performance group open to choral students who qualify through tryouts
- Drama Club** — open to students enrolled in Drama II or who have participated in at least two spring plays
- Family, Career, and Community Leaders of America (FCCLA)** — a national organization open to students in courses related to home economics
- Fellowship of Christian Athletes (FCA)** — open to all interested athletes
- FISH** — open to all interested students
- 4-H Club** — open to all students interested in 4-H. The 4-H Club is sponsored by the Agricultural Extension Services of Haywood County.
- French Club** — open to students enrolled in upper level French courses
- Future Business Leaders of America (FBLA)** — a national organization open to students enrolled in office technology courses
- Future Farmers of America (FFA)** — a national organization open to and limited to agriculture students
- Girls' Ensemble** — a performance group limited to those choral students who qualify through tryouts
- Haywood County Youth Coalition** — open to all students who are interested in stopping drug abuse
- Health Occupations Students of America (HOSA)** — a national organization open to students enrolled in health occupations courses
- Junior Humane Society** — open to interested students who are willing to perform community service with the Haywood County Humane Society
- Kitty Hawk Air Society (Honor Society)** — a national academic honor society for aerospace cadets. An invitation to join Kitty Hawk will be extended only to those AFJROTC students who meet the academic requirements.
- Library Club** — composed of students who assist in our library and provide service to the public library
- Mock Trial** — open to all interested students. Students compete as “lawyers” or “witnesses” in a courtroom trial which is heard and judged by actual judicial advocates, including sitting judges.
- Mu Alpha Theta** — an academic organization open to students enrolled in

ACADEMIC PROGRAM

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

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

Requirements for Admission

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

1. by record of a diploma from an accredited grade school
2. by transfer of credits from another accredited high school
3. by examination from a non-accredited school.

Out-of-County Students

The Haywood County Board of Education is under no obligation to accept a student whose parents or legal guardians are not bona fide residents of Haywood County. However, under certain conditions, a non-resident may be accepted, but his/her status as a regular student will be subject to evaluation annually. A student who has been suspended from his/her previous school will not be accepted by the Haywood County School System.

A student whose parents or legal guardians are not residents of Haywood County is expected to meet the standards for acceptable behavior and attendance as outlined in the Student Handbook. A student who fails to meet these standards may not be allowed to re-enter the next school year as a student in the Haywood County School System. Such students will be notified of their status, in writing, at least 15 days prior to the beginning of the school year.

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 or guardians. Parents/guardians and students should discuss grades each time report cards are received. In compliance with State of Tennessee Rule 0520-1-3-.05 (Curriculum), the grading scale at Haywood High School is as follows:

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

Students must maintain an average of 70 in order to receive credit in a

course.

A student will be awarded 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 the required work. For example, a student may not have taken a semester exam or completed all required work due to a long illness.

It is the student’s responsibility to make arrangements with the teacher to complete the work. (Note: Refer to the paragraph entitled “Make-up Work” in the attendance section of this handbook for rules governing make-up of daily grades or six-weeks/unit tests.)

The incomplete semester grade must be removed within 20 school days in order for the student to receive credit for the semester’s work. This work should be completed as soon as possible. Students who do not clear their debts risk losing a whole semester’s work.

Only semester averages are recorded on students’ permanent records. All Grade-Point Averages (GPA) are based on a 4.0 system. Rule 0520-1-30.05 states that weighting of honors courses may be done in the following ways:

- ◆ Honors courses and courses leading to National Industry Certification may include the addition of 3 percentage points to the grades used to calculate the semester average.
- ◆ Advanced Placement and International Baccalaureate courses may include the addition of 5 percentage points to the grades used to calculate the semester average.

Requirements for High School Graduation

To meet the minimum requirements for graduation from Haywood High School, a student shall have completed four years of an academic program listed below for grades 9-12. To be classified as a sophomore, a student must have at least 4 credits (units). To be classified as a junior, a student must have at least 8 credits. To be classified as a senior, a student must have at least 13.5 credits. In general, a student earns one credit (or unit) by passing a two-semester course that meets for one class period per day, five days per week.

The State Department of Education requires that students remain in school for 6.5 hours each day. The length of the school year is 180 days. To meet graduation requirements, a student must 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**. A student with an approved conduct record must have met any Thursday School sessions assigned as punishment for minor infractions of the rules. Haywood County School Board minutes state:

High school diplomas shall be granted only to pupils who have met all requirements for graduation; graduation exercises shall be limited exclusively to those students who have met all require-

Haywood High School offers Aerospace Science (Air Force Junior ROTC) as a four-year elective course granting one academic credit for each year of successful completion. The curriculum is based on the integration of five basic themes: aviation, national defense, careers, space, and leadership. The Aerospace Science curriculum consists of four course levels; each level covers a single school year. Each phase of aerospace science is briefly introduced to lay a foundation for the course level to follow. Attention is given to participating in and practicing Air Force drill and ceremonies. Aircraft rides and field trips to various military installations and air shows are part of the curriculum. Students who perform well in academics may be eligible for full four-year scholarships in their areas of interest at major universities and colleges.

Sports

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

Students who wish to participate in any of these sports must meet the standards set forth by the Tennessee Secondary Schools Athletic Association (TSSAA), which state that each participant must have successfully passed five credits each year and must not be nineteen years of age on or before September 1 of the current school year. Any student athlete who wins an award (letter, jacket, trophy, etc.) will forfeit the award to the school if that student conducts him/herself in a manner that is detrimental or unbecoming to the school.

Cheerleaders

Cheerleaders are selected through tryouts held each spring. Cheerleaders are selected by sponsors, coaches, and other teachers, or by the athletes participating in the sport. Cheerleaders are selected for Varsity Football (10 to 14 cheerleaders), Freshman Football (8 to 10 cheerleaders), Varsity Basketball (10 to 14 cheerleaders), and Freshman Basketball (8 to 10 cheerleaders). Cheerleaders must also pass five credits each semester in order to be able to participate.

Student Organizations

Students at Haywood High School may participate in a wide variety of clubs, organizations, and performance groups including the following:

Academic Decathlon — open to juniors and seniors who are willing to accept the challenge of interscholastic academic competition

STUDENT ACTIVITIES

Students who so desire may participate in extracurricular activities, providing that they meet the requirements. Since the primary purpose of the school is to provide the students with an education, students must pass five credits each semester in order to be able to participate in any extracurricular activity or sport. No student will be denied the right to participate in any activity, academic or athletic, because of race, color, creed, sex, or religion.

Because of their leadership position, class officers, members of the Student Council, students chosen for "Who's Who," and officers in extracurricular activities must maintain acceptable conduct records. No student with Level II, Level III, or Level IV disciplinary records may hold these positions.

Student Government

Class Officers

Class officers help organize the activities and finances of each class. These officers are elected each fall and serve throughout the school term. Students are urged to run for class offices and to become involved in class activities.

Students who run for the Class Officers must have an acceptable conduct record (i.e., no Level II, III, or IV Offenses) and an overall grade-point average of at least 2.5.

Tomcat Voice

A Tomcat Voice representative is elected by each homeroom. These rep-



resentatives meet periodically with the principal to discuss student concerns.

Air Force Junior ROTC

ments for graduation.

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

An approved academic record consists of having successfully completed the diploma requirements listed on the following pages of this handbook.

Haywood High School offers the following diplomas:

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

Students must participate in the Distinguished Scholar curriculum in order to be listed among the top ten students at graduation exercises.

2008-2009 Diploma Programs: Minimum Requirements for Classes of 2009, 2010, 2011, and 2012

Students may elect to pursue a Technology Path, a University Path, a Dual Path, or the Distinguished Scholar Curriculum. Regardless of the curriculum path chosen, all students must complete a core curriculum of 4 units of English, 3 units of mathematics, 3 units of science, 3 units of social studies, and 1 unit of Lifetime Wellness.

Students electing the University Path will complete the core curriculum and courses required for entrance into Tennessee's public colleges and universities, including Algebra I and II as well as another advanced mathematics course, two units of the same foreign language and one unit of fine arts.

Students electing a Technical Path will complete the core curriculum and a four-unit program of study focusing on a particular technical area.

Students who pursue the Dual Path will take the core curriculum, the courses required for entrance into Tennessee's public colleges and universities (see University Path above), and a four-unit program of study focusing on a particular technical area.

Specific requirements for these diploma programs are outlined on the following pages of this handbook. Each freshman and his/her parents or guardians have had the opportunity to meet with a guidance counselor to plan a four-year course of study which will be reviewed annually.

A student who maintains a 3.0 grade-point average and successfully completes the Technical, University, or Dual Path is eligible for a diploma with honors. Students in the Distinguished Scholar program must maintain an overall grade-point average of at least 3.0 on a 4.0 scale in order to receive a Distinguished Scholar diploma.

TECHNOLOGY PATH

English	4	units	
Mathematics	3	units	(One unit must be Algebra I or Math for Technology II.)
Science	3	units	(All courses are to include labs.)
Social Studies	3	units	(American History; Economics / American Government; World History)
Wellness	1	unit	(Band or athletics may not be substituted for the Lifetime Wellness credit.)
Technical Focus	4	units	
Electives	2.5	units	
Total		20.5	units

UNIVERSITY PATH

English	4	units	
Mathematics	3	units	(Algebra I or Math for Technology II; Algebra II; Geometry)
Science	3	units	(All courses are to include labs.)
Social Studies	3	units	(American History; Economics / American Government; World History)
Wellness	1	unit	(Band or athletics may not be substituted for the Lifetime Wellness credit.)
Foreign Language	2	units	(French or Spanish — Both units must be in the <i>same</i> language.)
Fine Arts	1	unit	
Electives	3.5	units	
Total		20.5	units

DUAL PATH

English	4	units	
Mathematics	3	units	(Algebra I or Math for Technology II; Algebra II; Geometry)
Science	3	units	(All courses are to include labs.)
Social Studies	3	units	(American History; Economics /

mation is available at the Board of Education Central office located at 900 East Main Street in Brownsville.

Homebound Educational Services

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

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

Day-to-day work and classroom activities for each homebound student are coordinated by the Guidance Department, 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 Guidance Department of the problem.

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

Student Insurance

The Haywood County Board of Education provides secondary accident insurance. If a student is hurt at school, he/she should have his/her teacher file an accident report immediately.

Sickroom

A student desiring to go to the sickroom must first obtain written permission from the teacher he or she is responsible to and then report to the main office. The student's classroom excuse must be signed by the principal or assistant principal before the student is admitted to the sickroom.

Lost and Found

Lost and found articles should be brought to the main office.

be useful in career counseling. This test is available to HHS students.

PLAN

PLAN is a test that gives college-bound sophomores practice for the American College Test (ACT). Scores on the PLAN test are useful indicators of scores students may make on the ACT.

American College Test (ACT)

The ACT is a college entrance test required by most colleges and universities in Tennessee. The test is given at designated test sites in October, December, February, April, and June. Test dates, registration deadlines, and registration packets are available in the guidance office. There is a fee for this test and an additional fee for late registration.

College-bound juniors and seniors should take the ACT. Seniors should take the test by October of their senior year. Students should strive to do their best on the ACT since the scores affect college admission and eligibility for some scholarships.

Preliminary Scholastic Aptitude Test (PSAT)

National Merit Scholarship Qualifying Test (NMSQT)

College-bound juniors should take the PSAT/NMSQT. This test is excellent practice for the Scholastic Aptitude Test required by some colleges and universities. A high score on the PSAT/NMSQT may qualify a student for scholarship consideration. A small processing fee is charged for this test. The test is given on campus during regular school hours. Participation is voluntary.

Scholastic Aptitude Test (SAT)

Some colleges and universities require the SAT, and some require the SAT plus one or more College Board Achievement Tests. These tests are given at designated test sites in the area. Test dates and registration materials are available in the guidance office. College-bound seniors should check requirements of the college or university they plan to attend. Fees are charged for the SAT and for the College Board Achievement Tests.

Writing Assessment

All juniors 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.

The Prodigy Program

The Prodigy Program is designed for Intellectually Gifted students in Haywood County. An Intellectually Gifted student is defined as “having intellectual abilities and potential for achievement so outstanding that special provisions are required to meet the child’s educational needs.” A student can be referred to this program by a parent or teacher. A child will qualify as Intellectually Gifted if that student has met the State of Tennessee criteria. More infor-

Wellness	1	unit	American Government; World History) (Band or athletics may not be substituted for the Lifetime Wellness credit.)
Technical Focus	4	units	
Foreign Language	2	units	(French or Spanish — Both units must be in the <i>same</i> language.)
Fine Arts	1	unit	
Total	21	units	

DISTINGUISHED SCHOLAR CURRICULUM

English	4	units	(Honors I, II, III, IV, College English)
Mathematics	4	units	(Honors Algebra I*, II, Honors Geometry; Advanced Algebra with Trig.; AP Calculus; Honors Statistics)
Science	4	units	(Honors Physical Science; Honors Biology I; Biology II; Honors Chemistry I; Chemistry II; Physics)
Social Studies	3	units	(Honors American History; Honors World History; Economics / Am. Gov.)
Wellness	1	unit	(Band or athletics may not be substituted for the Lifetime Wellness credit.)
Foreign Language	2	units	(French or Spanish — Both units must be in the <i>same</i> language.)
Fine Arts	2	units	
Keyboarding/ Software Tools	1	unit	
Total	21	units	

*Algebra I taken in the eighth grade does not count as one of the four math credits for the Distinguished Scholar Diploma.

Tennessee Scholars

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

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

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

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

Businesses offer many incentives to scholars who stay on track during all four years of high school. Seniors are honored at graduation with special graduation recognition.

To be a Tennessee Scholar, a student must complete the following course of studies:

- ◆ **4 English credits**
- ◆ **4 Mathematics credits** (Algebra I, Algebra II, Geometry, and one higher level math)
- ◆ **3 Science credits** (Biology I and two other lab sciences)
- ◆ **3 History credits** (Government, Economics, American History, plus one other)
- ◆ **1 Business/Computer credit**
- ◆ **1 Wellness credit**
- ◆ **1 Fine Arts credit**
- ◆ **2 Foreign Language credits in the same language**
- ◆ **2 Technical credits in the same technical track.**

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

- ◆ Complete 20 hours of community service
- ◆ Maintain an overall “C” average or better in all Tennessee Scholars courses
- ◆ Maintain a 95% attendance rate
- ◆ Have no out-of-school suspensions, and

presentations, and on-line research.

Teachers may make arrangements to bring entire classes to the Writing Center, and students may make individual appointments to come for help during their study halls. The Writing Center is open each day from 8:00 a.m. until 3:15 p.m., and is available after school most days.

No gum, food, or beverages are allowed in the Writing Center at any time.

Guidance Services

Through the guidance program at Haywood High, counselors seek to help students understand their abilities, interests, and the



opportunities available to them. The guidance counselors aid students in preparing themselves to profit from their opportunities, to make the most of themselves and their education, and to contribute effectively to society.

The Guidance Department offers students counseling, assistance with career and college planning, and help in choosing courses that will benefit students the most whether they plan to continue or terminate their education after high school. The Guidance Department is responsible for securing, administering, and processing all standardized tests required by the State Department of Education. In addition, the Guidance Department coordinates the Haywood High program for homebound students.

Testing

Testing is one method of assessment used at Haywood High School. Some standardized tests are required by the State of Tennessee Department of Education. Others are required for college entrance. 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 I, Biology I, 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.

Armed Services Vocational Aptitude Battery (ASVAB)

The ASVAB measures aptitude and interest in several vocational areas. It also provides academic indicators in math and language. ASVAB scores can

- property.
5. Reference books are not to be removed from the library.
 6. Students are to sit in the chairs only, and not on the tops of tables.
 7. No paper is to be thrown or left on the floor. Wastebaskets are located at the circulation desk and in the book area.
 8. Care should be taken with all library materials so that they will not be damaged in any way. Damage fines are charged. The student who checks out a book is responsible for that book until it is checked back in.
 9. Students are not to gather around the circulation desk.
 10. Students are not to write or mark on the library tables.
 11. Computers are to be used for research purposes only. Library computers are not to be used for the receipt or sending of e-mail.
 12. Classes in the library have first use of the computers.
 13. Students who come to the library during study hall must have a note signed by one of their classroom teachers, not a study hall teacher. When they come to the library, students must stay for the entire class period.

Students who do not follow the library rules will be asked to leave the library. Remember that the library is provided for the benefit of all students. Reading is a very important part of a person's education. Proper conduct in the library and care of all library materials are expected.

The Computer Labs

Several computer labs are available to students. Students are expected to take care of the equipment in the computer labs. **No food or beverages are allowed in the computer labs at any time.** Students must have Internet permission forms on file in order to have access to the Internet in these labs. (See "Student Internet Privileges" in the *Rules and Regulations* section of this handbook.)

The Writing Center

The ability to express one's self in writing is an extremely important skill to develop; therefore, teachers in all disciplines require students to do a variety of written assignments. Students and teachers at Haywood High School have access to the Haywood High Writing Center which offers assistance in developing, organizing, and editing writing projects of all types. Students and teachers may use the computers available in the Writing Center for word processing,

- ◆ Pass all Gateway exams.

Planning Past High School

As students plan their high school curriculum, they should keep in mind the many options open to them after high school. Some students may plan to continue their education in college, technical school, or trade school. Others may plan to enter the work force or armed services immediately after high school. Whatever their plans for the future, students should acquaint themselves with the vocational and academic skills necessary for success in their chosen careers and should take classes which will help them acquire these skills.

In general, college entrance requirements are similar to the requirements for the university path in that a student must have 4 units in English, 3 units in mathematics, 2 units in science (one unit must be in a laboratory science), 3 units in social studies, 2 units in a single foreign language, 1 unit in fine arts, and 5 or 6 electives. Students who plan to go to college should check the specific entrance requirements of the college or university they plan to attend. A student who has not decided what he or she plans to do after graduation from high school should take at least the minimum requirements listed above.

Many HHS students plan to enter the work force after high school or pursue some type of training other than college. Success in today's high-tech careers will require all students to take challenging academic and vocational courses, some leading directly to job entry, others to certificate or degree programs at area trade or technical schools and community colleges. Students at HHS have access to comprehensive interest and aptitude screening as well as up-to-date information about additional training opportunities. Parents and students are encouraged to use these tools in planning for high school and the future.

Dropping or Adding Courses

Students register for classes in the spring of the previous year. Changes in a student's schedule will be made only in the event of a student's failure in a course or because of class overloads in a particular course. If a student has a valid reason for wanting to change his or her schedule in the fall, the student must bring a parent or guardian to school to consult with a guidance counselor about the change. ***Changes in schedules cannot be made after the first two weeks of the semester without the permission of the principal.***

Figuring Semester Averages

In figuring the semester average, the semester exam counts 15%, and the **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 the End-of-Course Tests will be decided based upon whether the absence is excused or unexcused. If the absence is excused, no score will be counted for the 15% part of the grade. If the absence is unexcused, the score will be an F for the 15% part 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 Haywood County Schools.

Exemptions from Exams

All students must take mid-term exams in all classes in which they are enrolled. There are no exceptions to this rule.

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

Seniors who have discipline records for Level II, III, or IV offenses or who have been in ISS or Alternative School cannot be exempt from exams during that semester.

All school debts must be cleared *before* a senior can exempt an exam.

Gateway Tests and End-of-Course Tests *cannot* be exempted.

Students in the ninth, tenth, and eleventh grades must take all second-semester exams. Students who have taken Gateway Tests or End-of-Course Tests will continue instruction in those courses and take six-weeks tests during the exam period.

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,

Students must lunch, but may bring them so desire. Food from local restaurants campus.



A student who free or reduced-price application form from or from the student's

remain on campus for their own lunches if may not be ordered and delivered on campus.

The form should be filled out by the student's parents or guardians and returned to the cafeteria manager for eligibility certification.

Students are required to clean their tables after they have finished eating. A student who fails to clean his or her table may be required to do extra work in the cafeteria or be assigned to Thursday School.

Students are to stay in the cafeteria during their lunch period. To prevent disturbing classes which are still in session, students are not to walk up and down the halls or go to the girls' locker area during their lunch period.

The School Library

The Haywood High School Library is open from 7:45 a.m. until 3:15 p.m., Monday through Friday. The goals of the Haywood High Library are to help students become familiar with different library materials and to teach students to locate information in any library by using reference and research skills. All books found in the library are for the use of Haywood High faculty and students only.

All books taken from the library must be properly checked out at the circulation desk. With the exception of reference works, books may be checked out for a period of two weeks. Reference books may not be checked out. They may be used only in the library. If necessary, books may be renewed for an additional two-week period for a maximum checkout length of one month.

All books should be returned to the circulation desk. A fine of ten cents per day is charged for overdue materials. A copy machine is located in the library office. Students may have copies made for a cost of twenty cents per page. Computer printouts must be paid for at the desk at a cost of twenty cents per page.

RULES FOR USING THE LIBRARY

1. The library is not a place to play. It is a place for research and quiet study. Students are expected to act accordingly.
2. No food, drink, or gum is allowed in the library at any time.
3. Loud talking is not permitted. Students who find it necessary to communicate with someone are to whisper only.
4. All books must be checked out at the main circulation desk. Books taken from the library and not checked out will be treated as stolen

suspension of the license of any child younger than eighteen who is not attending school.

Withdrawal from School

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

Married Students

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

STUDENT SERVICES

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

The Campus Café

The Campus Café is open to all students for breakfast and lunch. Well balanced meals are offered each day for the price of \$1.75 for lunch (\$0.40 reduced price) and \$1.00 for breakfast (\$0.30 reduced price). Lunch items may also be purchased individually if the student does not want to purchase the entire plate. Extra items may be purchased, such as two cartons of milk or two servings of French fries. In addition to the hot plate lunch line, a hamburger or pizza line is available as well as a salad bar or deli sandwich bar.

some students will not finish their Algebra I credit in two semesters.

Successful Students:

- ⇒ **Keep a calendar or planner and write down their assignments for each class;**
- ⇒ **Prepare for class by doing their homework;**
- ⇒ **Are active readers, summarizing material and taking notes as they read;**
- ⇒ **Take notes in each class every day;**
- ⇒ **Review class notes regularly;**
- ⇒ **Ask for help when they don't understand a new concept;**
- ⇒ **Study regularly instead of trying to cram before a test;**
- ⇒ **Respect others.**

NO CHILD LEFT BEHIND COMPLIANCE: PARENTAL RIGHTS AND NOTICES

To comply with the No Child Left Behind (NCLB) legislation, Haywood County Schools 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 Principal's 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. Open House is held at each school at the beginning of each school year for the purpose of informing parents. Meetings throughout the 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.

Tardy Policy

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

Students are given six minutes between classes and are expected to report to each class on time. Students should be in their seats when the late tone sounds. The first time in a school term that a student is tardy to class or home-room, he/she is to write a one-page report assigned by the teacher. Any subsequent tardies during that school year will result in the student's being assigned to Thursday School. If a student is tardy three times in any six-weeks period, the teacher will write a Level I Discipline Referral.

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:

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 reached his/her seventeenth birthday.

**This provision now
driver's license law,**



**coordinates with the
which requires the**

Perfect Attendance Credit

Students with perfect attendance in a class for a six-weeks grading period will have 3 points added to the six-weeks average for that class. Students who have been tardy to class or who have been assigned to ISS or Alternative School during the six-weeks grading period do **not** receive 3 points for perfect attendance for that grading period.

Leaving School During the Day

The following procedure will be observed regarding dismissal of students:

1. No student will leave school prior to regular dismissal hours, except with the approval of the principal and parent.
2. No student will be sent from the school during school hours to perform an errand or act as a messenger.
3. When dental and medical appointments cannot be scheduled outside school hours, parents must send a written request for dismissal or call for the student in person.
4. Children will be released only upon the request of the parent whom the court holds directly responsible for the child, or who is the parent or guardian registered on the school record.
5. No principal or teacher shall permit a change in the physical custody of a child at school unless:
 - a. The person seeking custody of the child presents the school official with a certified copy of a valid court order from a Tennessee court designating the person who has custody of the child; and
 - b. The person seeking custody gives the school official reasonable advance notice of his intent to take custody of the child at school.

Providing Address and Phone Number

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

Arrival at School

All students arriving at school prior to 7:50 a.m. will go to the cafeteria area 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 area before 7:50 a.m.

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 located 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 Ms. Louvern Tucker at the Central Office located 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.

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

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

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

Screenings

Vision (Required)
Hearing (Required)
Blood Pressure
Height
Weight
Scoliosis (6th grade only)

If you have any questions, please feel free to contact Sharon Thornton, School Health Coordinator at 731-772-9613 or e-mail <thorntons@k12tn.net>.

NOTICE TO PARENTS REGARDING MENINGITIS VACCINE

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

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

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

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

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

School Trips and Activities

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

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

To be eligible to participate in school trips and activities, a student must (a) maintain an acceptable attendance record, (b) maintain passing grades in all classes, and (c) have no disciplinary record for Level II, III, or IV offenses. Students may not miss more than five school days per semester for school trips and activities. Exceptions to this rule must be approved by the principal, in writing, prior to the event. *Students who are in ISS at the time of a trip will not be allowed to participate in the trip.*

Days Allowed for Visits to Colleges

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

Students' two College Visit Days will be available as follows: one College Day in the spring of the junior year and one College Day in the fall of the senior year.

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.

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

All lost green 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.

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

Make-Up Work

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

Excessive Absences

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

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

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

Personal Days

Students at Haywood High School are allowed to take two personal days during the year which are counted as excused absences from school. Prior

RULES AND REGULATIONS

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

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

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

Students' Rights and Responsibilities

Each student has the right:

- ⇒ To have the opportunity for a free education in the most appropriate learning environment;
- ⇒ To be secure in his or her person, papers, and effects against unreasonable searches and seizures; to privacy in regard to his or her personal possessions, unless there is reasonable suspicion that the student is concealing materials prohibited by law;
- ⇒ To expect that the school will be a safe place with no fear of bodily harm. Parents will be provided written notification that if their child should become the victim of a violent crime at school, he/she will have the right to transfer to another school within the district.
- ⇒ To expect an appropriate environment conducive to learning;
- ⇒ Not to be discriminated against on the basis of sex, color, religion, national origin, or handicap;
- ⇒ To expect to be fully informed of school rules and regulations.

Each student has the responsibility to:

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

Non-Discrimination Policy

The opportunity to receive an education at Haywood High School is afforded equally to members of all races, creeds, colors, sexes, religions, and national origins. If you believe that you have been a victim of discrimination, you are to report the incident to the school principal who will assist you with the grievance.



Goals

ATTENDANCE POLICIES AND PROCEDURES

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

Excused and Unexcused Absences

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



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

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

Excused absences are noted on green admit slips; unexcused absences are noted on pink admit slips. Unexcused absences will result in a three-point deduction 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

7. Students desiring to have their cars worked on at the vocational school should make arrangements to park their vehicles at the vocational school on the day the work is to be done.
8. No vulgar, derogatory, or gang-related messages or symbols are to be displayed on vehicles.
9. Lost parking permits will be replaced at a cost of \$10.00.

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

State Law Regulating Students' Driver's Licenses

1. State law requires that students who fail to make satisfactory progress toward graduation or who fail to have satisfactory attendance be reported to the Department of Safety, and that these students' driver's licenses will be revoked.
2. Satisfactory progress toward graduation and satisfactory attendance are also mandatory for obtaining a driver's license.
3. Students wishing to obtain proper documents required from the Board of Education for their driver's licenses must go to the Board of Education offices before 4:00 p.m.

Crime Stoppers

The Student Council will run a Crime Stoppers program to help deter violations of school rules

Student Internet Privileges

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

Students should remember to log off after each session. This is accomplished by clicking "Start," "Shut Down," selecting "Close all programs and log on as a different user," and "Yes." This will log the student off and cause 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.

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

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

Acceptable Student Behavior

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

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

Students are also expected to behave appropriately in school assemblies. Some assemblies, such as pep rallies, provide students with the opportunity to participate in an atmosphere of school spirit and support for the cheerleaders and various athletic teams. Other assemblies are formal occasions and may involve guest speakers, visitors, parents, or other dignitaries. During such occasions, students should be on their best behavior and provide a quiet, attentive, polite audience.

Students are not to bring or use cell phones, MP3 players, compact disc players, video games, electronic devices, or artificial noise makers of any kind to school. 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 the school year or will be picked up by parents. Violation of this rule will be considered a Level II offense (i.e., ISS, Thursday School). Cell phones will be held for seven days and must be picked up by a parent at the end of that seven-day period.

Disciplinary Structure

I. Level I Offenses

A. Definition:



Level I offenses

include minor misbehavior which impedes orderly classroom procedures or interferes with the orderly operation of the school.

- B. Examples:
 1. Minor classroom disturbances
 2. Classroom tardiness
 3. Non-defiant failure to do assignments or carry out directions
- C. Disciplinary Responses:
 1. Verbal reprimand
 2. Special assignments
 3. Counseling
 4. Withdrawal of privileges
 5. Detention (before or after school)
 6. Corporal punishment
 7. Parental involvement
 8. Short-term or in-school suspension

II. Level II Offenses

- A. Definition: Level II offenses include misbehavior which, because of its frequency or seriousness, tends to disrupt the learning climate of the school but which poses no real danger to other persons.
- B. Examples:
 1. Continuation of Level I misbehavior
 2. Smoking or possession of smoking paraphernalia or tobacco products
 3. Damaging school property
 4. Cutting class
 5. Skipping school
 6. Using profanity or abusive language, written or verbal
 7. Public display of affection
 8. Gambling
 9. Disrespect to adult staff members
 10. Willful disregard for school rules and/or policies
 11. Possession of obscene literature or pornography (Obscene tapes are considered pornography.)
 12. Forging an excuse
- C. Disciplinary Responses:
 1. Withdrawal of privileges
 2. Special assignments
 3. Restitution of property and/or damages
 4. Short-term or in-school suspension
 5. Detention / Thursday School
 6. Corporal punishment
 7. Refer student/case for legal action through the court system
 8. Assignment to Alternative School.

III. Level III Offenses

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

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.

All coats must be stored in students' lockers after arrival at school.

I. D. Cards

All Haywood High students must wear an official identification card at all times. Students who do not wear their ID cards in the appropriate manner but who have the ID card in their possession will be subject to a \$5.00 fine. Students who arrive at school without their ID cards may purchase a new card prior to 7:50 a.m., in the Career and Technical Building. Students who do not have their ID cards with them by 8:00 a.m. will be fined \$5.00.

ID cards will be worn on a lanyard around the neck so that the card is visible in the front. All students must wear their ID cards at all times while on campus. A student who defaces an ID card will be required to buy a new one.

The ID card will be retained in the school when a student transfers or withdraws from school. The replacement cost for lost ID cards is \$5.00.

Bicycles, Motorcycles, and Cars

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

1. A student who drives a car or motorcycle must have a valid Tennessee Driver's License.
2. Students must secure parking permits from the school office. The parking permit costs \$10.00 per year.
3. Students must park in assigned parking areas.
4. Students are to vacate the cars immediately upon arrival at school and not return to the cars until the close of the school day.
5. Students are to observe all city and state laws.
6. A student's driving privileges will be suspended if the student's driving conduct is not safe or is conducted in an unsatisfactory manner.

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 designs 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.

A. 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.

B. Examples:

1. Willful and persistent violation of school rules
NOTE: The third time in any one semester 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.
2. Immoral or disreputable conduct
3. Violence or threatened violence
NOTE: Tennessee law requires that acts of assault and battery that endanger life, health, or safety committed by a student on school property be reported to the appropriate law enforcement agency.
4. Assaulting a principal, teacher, or other persons with vulgar, obscene, or threatening language
5. Possession of drug paraphernalia
6. Theft or burglary
7. Open, blatant defiance of school authority
8. Altering school records (i.e., report cards)
9. Damaging another person's property
10. Students who are under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind on school grounds or at a school activity either on or off school property
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.
11. Instigating or "boosting" a fight or argument between other students.

C. Disciplinary Responses: The student shall have his/her case referred to the Disciplinary Hearing Authority which may:

1. Assign the student to an alternative school
2. Suspend the student for a specified period of time
3. Impose other reasonable disciplinary measures.

IV. Zero-Tolerance

A. 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. All students charged with Zero-

Tolerance offenses will appear before the Disciplinary Hearing Authority. The Director of Schools shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Student(s) who unlawfully possess, use, distribute or sell any narcotic, tobacco, stimulant drug, marijuana, or alcoholic beverage or possess a dangerous weapon on a school bus, on school property, or at any school event or activity will be found in violation of Haywood County's Zero Tolerance policy.

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.

2. 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 the 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 construed to prohibit the assignment of such students to the Justice Academy.

B. **Fighting**

Students may be "EXPELLED" (removed from the regular school program and sent to the Alternative School, or removed from school altogether) for fighting.

All fights that take place on school property must be referred to the principal for disciplinary action. The principal will determine the severity and circumstances of a fight and decide whether or not to request a DHA hearing. Students involved in major fights that require hearings shall be disciplined by the DHA. The DHA will follow the steps below in making disposition of the cases:

1. Determine if the student is innocent or guilty
2. Determine if the offense is of "zero-tolerance" magnitude
3. Determine punishment for the student.

Selected punishment in "zero-tolerance" cases shall include expulsion from the regular school program for a period of up to one year.

- #### C.
- The Juvenile Academic and Justice Academy has been added to our disciplinary system. All "zero-tolerance" cases as well as some Level III offenses will be referred to the Academy.

Those students placed in the Academy will be assigned a nine-hour schedule that will begin at 7:00 a.m., and end at 4:00 p.m., each school day.

- #### D.
- Students must appear before a transition committee before re-entering

School Debts

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

All school debts are to be paid before the posting of the student's grades on his/her permanent record. A school debt that is not paid will be carried over to the next school year. **No school records will be transferred until all debts are paid. All school debts must be cleared before any exams may be exempted. Checks will not be accepted for debt clearance. If debts are not cleared within 20 days of the end of the semester, all semester grades will risk becoming zeroes.**

Standard Dress Policy for All Haywood County Schools

Effective August 1, 2008

The 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 sweat-shirts 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.

ishment 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.

Thursday School

Thursday School is an alternative to short-term suspension for some offenses. Students assigned to Thursday School must report to detention in the school cafeteria from 3:00 p.m. until 7:00 p.m., for the number of Thursdays equivalent to the number of days they were to be suspended. Assigning a student to Thursday School for disciplinary reasons does not result in the deduction of points from the student's six-weeks average.

Thursday School is designed to be a study hall. No talking is allowed, and school work is to be done at all times.

Care of School Property

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

1. Lockers should be kept clean and neat. No food is to be kept in lockers overnight. Lockers are checked periodically for cleanliness. A student should not give his or her lock combination to any other student.
2. Students should not make marks or carve on desks or tables.
3. Textbooks should be kept clean and free of pencil or pen marks. A student who loses or severely damages a textbook or library book must pay for that book.
4. Students should take care to use the walkways provided and stay off the grass whenever possible.
5. All waste material should be properly disposed of by being placed in the wastebaskets which are located throughout the school. Floors should be kept free of paper.
6. Care should be exercised in using computers, gym equipment, laboratory equipment, and all other school equipment.
7. 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 a Thursday School.**
8. Food is restricted to the cafeteria during breakfast, break, and lunch. Students should not eat at times other than these during the school day. Students should never bring food down the halls, into the library, or into a classroom. Food may not be ordered from local restaurants and delivered on campus.
9. Students are responsible for their lockers, textbooks issued to them, and for class materials and equipment. Students will be required to pay for lost and/or damaged items. Items not paid for will result in that student's being placed on the debt list.

HHS.

Suspension / Expulsion Policy and Disciplinary Hearing Authority

I. Short-Term, In-School or Alternative School Suspensions

(Ten days or less — Level II Offenses)

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

II. Long-Term Suspensions

(More than ten days — Level III Offenses)

- A. If the principal determines an offense has been committed which, in the judgment of the principal, would justify a suspension for more than

ten days, he shall immediately refer the case by way of the superintendent to the Disciplinary Hearing Authority. The principal and the chairman of the DHA shall determine the attendance status of an accused student between the time of the offense and his/her hearing. The Disciplinary Hearing Authority shall cause to be issued a written notice to the parents, student, and principal of the time and place of the hearing, which said notice shall be in writing and contain a statement of the specific charges and grounds which, if proven, would justify long-term suspension under the regulations of the Board of Education. The notice shall inform the student and his/her parents or guardians of their right to be represented by an attorney or a parent-appointed representative at the hearing and of their right to confront and cross examine adverse witnesses and their right to testify and present evidence on their behalf.

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

- F. Students who are attending Alternative School shall not return to the high school campus for any reason (including school-sponsored activities) until the suspension is over.
- G. When a student attends Alternative School, **a conference with the student's parents or legal guardians and a high school administrator will be required** before the student is allowed to return to regular classes.
- H. Tennessee state law (TCA 49-6-3401. Suspension of Students — Expulsion of Students.) states that "(a) Any principal, principal-teacher or assistant principal of any public school in this state is authorized to suspend a pupil from attendance at such school, including its sponsored activities, or from riding a school bus, for good and sufficient reasons. Good and sufficient reasons for such suspension include, but are not limited to:
 - (1) Willful and persistent violation of the rules of the school or truancy;
 - (2) Immoral or disreputable conduct or vulgar or profane language;
 - (3) Violence or threatened violence against the person of any personnel attending or assigned to any public school;
 - (4) Willful or malicious damage to real or personal property of the school, or the property of any person attending or assigned to the school;
 - (5) Inciting, advising or counseling of others to engage in any of the acts hereinbefore enumerated;
 - (6) Marking, defacing or destroying school property;
 - (7) Possession of a pistol, gun or firearm on school property;
 - (8) Possession of a knife, etc., as defined in § 39-17-1301 on school property;
 - (9) Assaulting a principal or teacher with vulgar, obscene or threatening language;
 - (10) Unlawful use or possession of barbitol or legend drugs, as defined in § 53-10-101;
 - (11) Any other conduct prejudicial to good order or discipline in any public school; and
 - (12) Off-campus criminal behavior which results in the student being legally charged with a felony and the student's continued presence in school poses a danger to persons or property or disrupts the educational process."

Corporal Punishment

The Haywood County Board of Education does not prohibit corporal pun-