

Haywood Junior High School Handbook

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**Haywood Junior High
Faculty and Staff
2009-2010**

Mrs. Dorothy Bond, Principal
Ms. Jacqueline Whitten, Assistant Principal
Mrs. Joyce Caldwell, Bookkeeper
Ms. Lane Holloway, Secretary

7th Grade Language Arts

Ms. Veronica Coulston
Mrs. Myrna Gorman
Mrs. Fannie Beasley

7th Grade Math

Mrs. Merry Bond
Mrs. Jane Jameson
Mr. Steve Svebakken

7th Grade Social Studies

Mrs. Elizabeth Carlson
Mrs. Anitra Dancy
Mr. William Grissom

7th Grade Science

Mr. Grover Harwell
Mr. Morris Long
Mr. Robert Matthis

7th Grade Music / Chorus

Mr. Mike Martin

7th / 8th Grade Physical Education

Matthew Shearon
Mrs. Patricia Thomas

Special Education

La Toshia Chism
Andrea Gibbs
Mrs. Cindy Newbern
Ms. Hattie Starks

8th Grade Language Arts

Mrs. Mary Jane Williams
Mrs. Holly Pipkin
Mrs. Mindy Waddell

8th Grade Math

Ms. Nicole Bond
Mrs. Sarita Johnson
Ms. Pat Harwell

8th Grade Social Studies

Mrs. Linda Butler
Mrs. Mary Jane Call
Mrs. Amanda Stanton

8th Grade Science

Mrs. Terri Cummings
Mrs. Tamy Roland
Mr. Thomas Young

7th / 8th Grade Band

Mr. Clint Rawls

7th / 8th Grade Computer

Mr. Ray Clark
Ms. Rochelle Welch

8th Grade Art

Mrs. Anita Rickman

Media Specialist

Ms. Gina Cozart

Teacher Assistants

Mr. Humberto Aguilar
Mrs. Angie Scott
Ms. Claudette Shaw
Ms. Buffy Turner

Cafeteria Manager

Mrs. Pam Smith

SRO Officer

Sgt. James Watson

Guidance

Mrs. Janet Willis

In-School Suspension

Mr. Rozelle Caldwell

Assistant Cafeteria Mana

Mrs. Mary Lefave

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 Jr. 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 goal. When you know where you are going, you are half way there.

MISSION

The mission of the faculty and staff of Haywood Junior High School is to instill in our students a lifelong desire for learning and to equip them with a balanced curriculum which includes reading, language, writing, math, science, social studies, technology, character education, health and physical education, and fine arts which will enable them to become productive, contributing citizens in our society.

BELIEFS OF HAYWOOD JUNIOR HIGH SCHOOL

We believe that the school, home, and community share in the responsibility to guide students in the development of their cultural, academic, and social potential, and should work together to assure that decisions made are student-centered.

We believe that the primary function of Haywood Junior High is to provide an environment conducive to teaching and learning where all children have a fair and equal opportunity to obtain a high quality education that will allow no child to be left behind.

We believe that the students need a safe and structured environment that encourages the development of integrity, responsibility, self-control, respect, and sensitivity to the rights of others.

We believe that students learn best when actively involved in instructional activities that take into account differences in learning

styles and incorporate strategies, which meet the needs of diverse learners.

We believe in setting high expectations for academic achievement by providing a balanced curriculum and providing opportunities designed to develop skills in current technology, which will result in increased student performance and prepare students for success in high school and the future.

NO CHILD LEFT BEHIND

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

Report cards on statewide academic assessment and individual achievement on state 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 E. Main Street in Brownsville, and at the state web site located at www.connect-tn.org/. The reports will reflect school improvement status and adequate yearly progress. Test results for individual students are sent to the students' schools as soon as they are returned to the school system. Upon receipt, they are prepared and sent home by students.

Teacher and paraprofessional qualifications

The information regarding teachers' qualifications may be found at the following locations: on the state website (www.connect-tn.org/), at the school system's Central Office (900 E. Main Street in Brownsville), and 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.

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.

Student privacy

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

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. 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 I program, curriculum, assessment and the School-Parent Compact. Parent Teacher Conferences are scheduled in the fall and spring to discuss educational and academic assessment. Annual school surveys will be distributed in the spring to parents, students, and school staff to determine the needs for the upcoming school year.

Safe and Drug-free schools program

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 objectives in writing to withdraw a student from the program /activity.

21st Century Community Learning Centers

Information regarding the success and effectiveness of extended learning programs is available upon request from Mrs. Louvern Tucker at the Central Office.

School-wide programs

All elementary schools in our school system are designed as School-wide Title I 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, East Side Elementary, and Sunny Hill School.

Haywood County Mass Health Screenings and Meningitis Vaccine

The Haywood County School System will conduct mass health screenings throughout the year. The purpose of the health screening program is to maintain wellness among students and staff and remove any barriers learning / educating. These screenings will provide required information the State Coordinated School Health Program specifically in grade 8. If you do not wish for your child to participate in the blood pressure, height, and weight screening, please send a handwritten, signed letter to school stating your wishes. If you have any questions please contact Mrs. Sharon Thorntons School Health Coordinator at 772-9613 or e-mail: thorntons@k12tn.net.

The State of Tennessee passed a law instructing all schools to inform parents about meningitis. Meningococcal disease is a serious bacterial illness. It is the leading cause of bacterial meningitis in children through 18 years of age. 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. If you have any questions regarding meningitis and the vaccine please contact Mrs. Gail Steele, RN, BSN-Haywood County School Nurse 772-9613.

ACADEMIC PROGRAM

Haywood Junior 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.

Requirements for admission

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

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

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

Curriculum

Students will attend six classes each day. Each student will take four academic core courses, which include reading/language arts, math, science, and social studies. Each core class counts as one credit. Students in 7th grade will take reading, language arts, math, science, and social studies.. Exploratory classes taken by seventh grade students count as 1/3 credit and include physical education, music, and computer. Eighth grade students will take reading, language arts, math, science, and social studies. Exploratory classes taken by eighth grade students count as 1/3 credit and include physical education, art, and computer. Band is an optional course for both 7th and 8th grade students. Students in grades 7 or 8 who fail any two full credit subjects, or three 1/3 credit subjects, or any combination thereof, will not be promoted. Students who do not meet the requirements may attend a summer program if one is provided. The courses offered are listed below.

SEVENTH GRADE		EIGHTH GRADE	
Subject:	Credit	Subject:	Credit
Language Arts	1	Language Arts	1
Math	1	Math	1
Science	1	Science	1
Social Studies	1	Social Studies	1
Band	1	Band	1
Exploratory classes (3)	1/3	Exploratory classes (3)	1/3
Physical Education	1/3	Physical Education	1/3
Music	1/3	Art	1/3
Computer	1/3	Computer	1/3
Reading	1	Reading V.C.R.	1

Algebra I

Students who take Algebra I in eighth grade must have a final average of a B or above to get a high school credit for the course. The End Course test will be administered to students taking Algebra I in May. The score will count as the grade for the second semester exam. Therefore, it count 15% of the second semester average. The state recommended conversion table will be used to determine letter grades of A-F. The letter grade will then translate to the highest achievable numeric grade in that grade range.

English as a Second Language

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

Prodigy

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

Grading System

The grading system is based on two semesters with three six-week grading periods in each semester. Each six-weeks, the student's progress reported to his or her parents. Parents and students should discuss grades each time report cards are received. The grading scales at Haywood Junior High School are listed below:

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

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. The incomplete semester grade must be removed within one month (30 days) or it will be changed to a grade of "I". It is the student's responsibility to make arrangements with the teacher to complete the work. (Note: Refer to the paragraph entitled "Make-up Work")

in the attendance section of this handbook for rules governing make-up of daily grades.) Only semester and yearly averages are recorded on students' permanent records.

Honor Roll

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

- Principal's Honor Roll - All A's and S's
- Warrior Honor Roll - All A's or B's and S's

Promotion Policy

To be promoted, students must pass 5 out of 6 credits. Rotation classes count as 1/3 credit. Rotation classes are not averaged together to get 1 credit. Rotation classes are not offered during summer school at Haywood Jr. High School!

Semester Averages

The semester exam will count as 15% of the semester average. The average of the three six-weeks grades for that semester will count 85%. The two semester averages will be averaged together to determine the final average.

EXAMPLE:

First Six-weeks Average 80

Second Six-Weeks Average 90

Third Six-Weeks Average 85

Semester Exam 90

Step One: Average the six-weeks grades
 $80+90+85=255$
 $255/3=85$

Step Two: Multiply the average by .85.
 $85 \times .85=72.25$

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

Step Four: Add the values calculated in steps two and three.
 $72.25+13.5=85.75$ (This value rounds up to 86 which will be the semester average.)

Report Cards and Progress Reports

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

Top Ten Students

The top ten eighth grade students will be recognized during the awards night ceremony at the end of the year. The top ten students will be the ones with the highest cumulative grade point averages at the end of the 8th grade. They also must have taken the highest academic classes, which would include Pre-Algebra in 7th grade and Algebra I in 8th grade. The top ten students must have been enrolled at least three semesters at Haywood Jr. High. The eighth grade student with the highest GPA will be honored by having his/her photograph placed on the Academic Wall of Fame.

Scholar of the Week

Scholars of the Week will be recognized in the Brownsville State Graphic weekly. Students must meet the following criteria: first honor roll student, must be enrolled in Pre-Algebra or Algebra I, perfect / good attendance, satisfactory behavior.

Awards

Awards are designed to recognize 7th and 8th grade achievement throughout the school year. Awards are based upon specified criteria in academic and non-academic areas. Recognitions range from perfect attendance, Duke TIP, highest GPA in core courses, Haywood County Academic Excellence Awards, yearly first honor roll, President's Award Academic Excellence, Top Ten, etc. Eighth grade awards will be given during the Eighth Grade Graduation Ceremony. All parents, guardians, relatives, and well-wishers are invited to attend. ***Students must attend school the day of the Eighth Grade Graduation ceremony.*** Girls must wear white collared shirts or blouses and black skirts. Boys will be required to wear white, long-sleeved collared shirts with ties and black pants. Tennis or athletic shoes will not be allowed for boys or girls. Awards for 7th grade students will be given during the annual awards program during the school day.

Academic Luncheons and Field Trips

Our P.I.E. partners (Haywood Company, Haywood Farmers Co-op, and Southwest TN Electric Corp.) invite students who are on the 1st Honor Roll to a luncheon / field trip each six weeks.

Physical Education

Students taking Physical Education are required to dress out each day. Boys are expected to wear blue shorts and white shirts. Girls are expected to wear red shorts and white shirts. P.E. clothing may be purchased from T-Shirts Plus located at 63 S. Washington Ave. in Brownsville, Walmart, or any business carrying these items. Students must also supply their own lock to be used on P.E. lockers.

Summer School

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

Summer school classes are tentative based upon number of students enrolled. Students do not have a choice in which classes they may take. They are placed based upon availability and classes filled. Summer classes are from 8:00 A.M. - 3:00 P.M.

Textbooks

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

Transition Activities

Transition activities to assist students changing from Haywood Junior High to Haywood High School will be provided each year for 8th graders. It is strongly recommended that all 8th graders participate in these activities to make their high school transition easier. Eighth graders will be provided information about the transitional activities prior to the eighth grade graduation. Transportation for transitional activities will be provided by the Haywood County School District.

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 citizenship in the community must also accept responsibilities of citizens. 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 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 drill squads, as well as to school trips and other school activities. Students are expected to conduct themselves as ladies and gentlemen since they represent Haywood Junior High School on and off campus at all times.

The administration and faculty of Haywood Junior 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, the years at Haywood Junior 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.

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 individual.
- 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 all teachers in maintaining discipline in the school and at school sponsored activities.
- Obey the law and rules so as not to be subjected to ill effects of or endanger others by the possession or the use of alcohol, illegal drugs, and other unauthorized substances.
- Carry only materials, which are acceptable under the law and accept the consequences for the articles stored in one's locker.

Goals

The goals of the disciplinary structure at Haywood Junior 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 ISS and Alternative School.
3. To reduce the number of referrals from classroom teachers to the main office.
4. To increase the parental involvement in solving students' problems.

Acceptable Student Behavior

Students at Haywood Junior High School are expected to conduct themselves as ladies and gentlemen at all time. 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. Students should keep their hands to themselves at all times-no playing/hitting other students in the hallways or classroom. There will be no hugging, close physical contact, or kissing allowed between students at school. Any form of sexual harassment will not be tolerated. Hazing in any form is inappropriate behavior and will not be tolerated on campus or at other school activities. Bullying, joking any student, and harassing any student(s) in any form is inappropriate and 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 of 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 playing cards, beepers, radios, cellular phones, tape players, compact disc players, video games, artificial noisemakers of any kind, or dice to school. (Students are responsible for their possessions.) Confiscated items will be kept by the principal until the end of the school year unless otherwise picked up by a parent / guardian. Items not picked up by the last day of school (May) will be discarded.

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
6. Corporal punishment
7. 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. Fighting (simple)
8. Gambling
9. Disrespect to adult staff members
10. Willful disregard for school rules and/or policies
11. Possession of obscene literature or pornography

B. Disciplinary responses

1. Withdrawal of privileges
2. Special assignments
3. Restitution of property and/or damages
4. Short-term suspension or in-school suspension
5. Detention/Thursday School
6. Corporal punishment

III. Level III Offenses

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 NOT The third time in any one semester that a student is sent to the office for a Level II 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. Being 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. If a student is suspected of being under the influence of drugs or alcohol, a parent / guardian will be contacted regarding drug testing and a test will be administered by a trained authority. **NOTE: Tennessee law requires that drug violations on school property be reported to the appropriate law enforcement agency.**
6. Theft or burglary
7. Open, blatant defiance of school authority.

C. Disciplinary responses: The student shall have his/her case referred to the Disciplinary Hearing Authority, which may respond in one of the following ways.

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 drug, 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. 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.
2. Any student who while on a school bus, on school property or while attending a school event or activity commits a battery on a teacher or other employee of the school.

For the purpose of 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 alternative school.

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 they 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 expulsions from the regular school program for a period of up to one year.

C. Juvenile Academic and Justice Academy

The Juvenile Academic and Justice Academy is a part of 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. Students will receive counseling services provided by Haywood Junior High upon return to the regular school setting. Students placed in the Academy shall not return to the Haywood Jr. High School campus and shall not attend any school-sponsored activities (football, basketball games, etc.).

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/she denies it, should explain or submit evidence supporting the charge.
- c) Upon the suspension of a student, with the option of attending alternative school, the principal should notify, in writing, the student's parents 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.
- d) Students who are suspended to the Alternative School shall not return to the Haywood Jr. High campus and shall not attend any school-sponsored activities (football games, etc.) until the suspension is over.

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 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 evidence in his/her own behalf.
- D. After the hearing, the DHA may dismiss the charges against the student if they do 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 who instigate fighting will not be allowed to participate in extracurricular activities (i.e., promotional exercises, sports, participant/spectator), or other extracurricular activities. There is no place at Haywood Junior High School for acts of violence, and such acts will not be tolerated.
- F. If a student is suspended in the last ten days of a term or semester, the pupil may be permitted to take such final exams or submit such required work as is necessary to complete the course of instruction for the semester, subject to the action of the principal, or the final action of the Board of Education upon an appeal from an order of a principal continuing a suspension.
- G. Students who are suspended to the Alternative School shall not return to the Haywood Jr. High School campus and shall not

attend any school-sponsored activities (football games, etc.) until the suspension is over.

Corporal Punishment

The Haywood County Board of Education does not prohibit corporal punishment in the schools. When corporal punishment is administered, it shall be done privately and in a humane manner by the teacher in the presence of an administrator or guidance counselor or by a principal in the presence of another member of the faculty.

In-School Suspension

In-school suspension students are placed in a classroom setting at Haywood Jr. High where they will receive classroom instruction with a certified instructor. No talking or sleeping is allowed. Students who misbehave in ISS or do not conform to the rules and regulations will receive an off-campus suspension (Alternative School). Parents will receive notice if a student is assigned ISS. The school administration reserves the right to hold Thursday School if it is deemed necessary.

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. Lockers can not be shared by students. A student should not give his or her lock combination to any other student. There will be a \$6.00 replacement charge for lost locks.
2. Students should not engage in behavior, which results in damage to school property. Fines will be assessed to cover the cost of such damages.
3. Students should take care to use the walkways provided and stay off the grass whenever possible.
4. 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.
5. Care should be exercised in using computers, laboratory equipment, gym equipment, and all other school equipment.
6. Chewing gum is not permitted at school. Gum placed on tables and desks is unsanitary. Gum on the carpet is very hard to remove. It is the teacher's responsibility to see that this rule is enforced.
7. Food is restricted to the cafeteria/gym during breakfast and lunch unless authorized by the teacher or school administration.

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.

School Debts

All debts should be cleared as soon as possible after the debt is incurred. A debt list will be distributed several days before final exams are scheduled to begin. 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. Also, report cards will be held until all debts are cleared.

HAYWOOD COUNTY SCHOOL DISTRICT STANDARD DRESS CODE POLICY – REVISED MAY 2009

Purpose:

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

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

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

General Information

1. Beginning the first day of school, students in grades Pre K – 12 will be required to comply with the school standard dress code policy.
2. A district logo is not required to appear on clothing but is permitted.
3. All colors must be solid, that is, without patterns, designs, checks, slogans, etc.
4. All principals and teachers/staff must carry out the above School Board policy and all other policies of the Haywood County Board of Education and the State Board of Education.
5. All standard dress code pieces must be appropriately sized for the student, that is, they must be no more than one regular size smaller or larger than the student actually measures. Extra wide, extra full, extra long, and baggy or saggy pants are NOT acceptable. No skin-tight pants are allowed. All pants and shorts must be worn waist high.
6. Manufacturer or store logos that appear on clothing may be no larger than a student I. D. Card.
7. Students will be exempted from the standard dress code policy on picture days.

8. Striped shirts, blouses, and/or slacks [plain or corduroy] are not permitted.
9. Pants and shorts with drawstrings are permitted.
10. Oversized coats and large overcoats cannot be worn during school hours and trench coats are not permitted on campus.
11. All male students must wear shirts tucked neatly into the waists of the pants.
12. For males, a belt must be visible and must be worn if the garment has belt loops.

HCS Standard Dress Code Policy – Girls	COLORS	HCS Standard Dress Code Policy – Boys	COLORS
A. TOPS – cannot be altered by elastic bands, clips, knots, or other means <ul style="list-style-type: none"> standard golf shirt, long or short sleeve standard oxford style, long or short sleeve blouse (must have collar that buttons to the neck) standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	White, Light Pink, Navy, Royal Purple White, Light Pink, Navy, Royal Purple White, Light Pink, Navy, Royal Purple White	A. TOPS – cannot be altered by elastic bands, clips, knots, or other means <ul style="list-style-type: none"> standard golf shirt, long or short sleeve (must be tucked in) standard oxford style, long or short sleeve (must be tucked in) standard crewneck or turtleneck (can be worn under the uniform shirt, sweater, or vest) 	White, Light Pink, Navy, Royal Purple White, Light Pink, Navy, Royal Purple, White White
B. BOTTOMS Long pants (cannot touch the floor or be frayed/cut) <ul style="list-style-type: none"> pleated or plain plain or cuffed bottoms cargo pants Standard Shorts (must be knee length) <ul style="list-style-type: none"> pleated or plain front plain or cuffed bottoms cargo shorts Capri Length Pants <ul style="list-style-type: none"> Pleated or plain front 	Black, Khaki, Navy Black, Khaki, Navy Black, Khaki, Navy	B. BOTTOMS Long pants (cannot touch the floor or be frayed/cut) <ul style="list-style-type: none"> pleated or plain plain or cuffed bottoms cargo pants Standard Shorts (must be knee length) <ul style="list-style-type: none"> pleated or plain front plain or cuffed bottoms cargo shorts 	Black, Khaki, Navy Black, Khaki, Navy

<ul style="list-style-type: none"> Plain or cuffed bottom Cargo pants 			
Standard Skirt/Skort (must be knee length or longer) <ul style="list-style-type: none"> No mini skirts No floor length skirts Tights/knee length socks may be worn with skirt/skort Standard Jumper <ul style="list-style-type: none"> No denim 	Black, Khaki, Navy Black, Khaki, Navy		
C. Footwear Footwear is required. Note: <ul style="list-style-type: none"> Footwear must be laced, tied, strapped, or hooked if applicable Spiked heels, bedroom slippers, or house-shoes are not permitted. <u>NO flip-flops.</u> 		C. Footwear Footwear is required. Note: <ul style="list-style-type: none"> Footwear must be laced, tied, strapped, or hooked if applicable Spiked heels, bedroom slippers, or house-shoes are not permitted. <u>NO flip-flops.</u> 	

<p>D. Optional Attire</p> <ul style="list-style-type: none"> crewneck/v-neck sweater (must be worn with a uniform top) standard cardigan or vest (must be worn with a uniform top) jacket (light) – must be unzipped No hooded jackets/sweaters will be allowed above 2nd grade 	<p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p>	<p>D. Optional Attire</p> <ul style="list-style-type: none"> crewneck/v-neck sweater (must be worn with a uniform top) standard cardigan or vest (must be worn with a uniform top) jacket (light) – must be unzipped No hooded jackets/sweaters will be allowed above 2nd grade 	<p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p> <p>White, Light Pink, Navy, Royal Purple</p>
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E. At the principal’s discretion with district office approval:

- Students may wear school t-shirt and/or uniform shirt along with denim (School Spirit Day).
- Organizations may wear uniforms for induction programs.
- Sports teams may wear approved uniforms on game days.
- Students may dress out of standard dress code for certain programs.

F. Uniform Violation Consequences

1 st Offense	Office Referral - A Dress Code letter will be sent to the parent(s). Contact will be made with parent(s) to find out if there is need for assistance.
2 nd Offense	Office Referral - Parent notification and student will be changed into proper dress code from uniform closet.
3 rd Offense	Office Referral - Appropriate action as determined by the principal following School Board Policies (parent conference, in-school suspension, out-of-school suspension)

Repeat violations of this policy will result in appropriate action, including, but not limited to, referral to court for violation of the compulsory attendance laws.

In addition to the dress code above, Haywood Jr. High students will abide by the following rules:

- Belts must be buckled and visible at all times.
- Sagging pants are not allowed! Refusal to conform will result in ISS corporal punishment, alternative school, etc.
- Exposed body piercing (including tongue rings and tattoos) will not be permitted.
- Painting, spraying, or marking of the face, hair, or other exposed body parts is not permitted unless specifically stated as acceptable on special emphasis days (i.e., Homecoming week).
- Earrings (studs, loops, and hoops) may be worn in the ear only. Boys are not permitted to wear earrings.
- No caps, hats, bandannas, scarves, sunglasses, belt chains, towels worn in pockets, sheer head bands, or wallet chains will be permitted inside the building.
- No oversized coats or overcoats will be worn inside the building. Coats (winter coats & jackets) will not be worn throughout the day during spring and summer months.
- All clothing should be properly sized. All clothing must be sized to fit and no see-through clothing will be allowed.
- All clothing must be free of holes and rips.
- Boys' hair should be neatly trimmed. Extreme hairstyles will not be permitted. Boys must be clean-shaven each day. Mustaches may be worn, but must be neatly trimmed. Sideburns should not extend below the earlobe.
- Shoelaces should be single color (same color) per shoe. They must be laced, tied, strapped, etc.
- In addition to the rules of Acceptable Student Behavior for Haywood County Schools, no walkman, pagers, cellular phones, beepers, laser lights, or other electronic devices will be permitted or worn on belt buckles.
- No cleavage should be showing at any time.* Failure to repeatedly comply with the dress code will result in disciplinary action.
- Skulls/crossbones are not to be worn or displayed on personal items inside the school.
- Headrags, do-rags, and skullcaps are not permitted.
- Gloves can not be worn inside the building.
- Belt buckles should be no larger than an ID card. Flashing belt buckles are not allowed.

Extracurricular activity uniforms may not be worn during the school day. The principal may allow exceptions for school-wide programs or special classroom activities.

Bicycles

Riding a bicycle to school is a privilege allowed students provided they follow all school rules. This privilege may be revoked if the rules are not followed. These rules are made for the students' safety and protection.

1. Students must park in assigned parking places.
2. Students are to observe all city and state laws.
3. Students should chain their bike to the bike rack. (Haywood Junior High is not responsible for damage to bicycles.)
4. HJH students are not permitted to drive cars, motorcycles, or motorized vehicles on campus.

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 junior high school experience. Studies have shown a high correlation between attendance, personal reliability, and grades. It is the student's responsibility and the parent or guardian's responsibility to see that each student is present. The following policies regarding attendance are approved by the Haywood County Board of Education.

Excused and Unexcused Absences

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

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

Upon returning to school after being absent, the student must present a written excuse signed by a parent or guardian stating the reason for the absence. The parent or guardian may appear in person to readmit the student, but must present a written statement. Students who return without a written excuse from a parent will be charged with an unexcused absence which must be cleared the following day by submission of a written excuse

from a parent or guardian. If a student is absent a full day, on which there is a night activity, the student will not be allowed to participate.

Make-up Work

It is the responsibility of the student to make up all class work assignments or tests missed during any absence, excused or unexcused. Work not made up within five school days of an absence will result in a grade of zero for the assignment.

Excessive Absences

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

Personal Days

Students at Haywood Junior High School are allowed to take two personal days during the year, which are counted as excused absences from school. Prior arrangements must be made by a parent or guardian of the student who must come to the main office in *person* to request the personal day for the student. Personal days may not be approved five days prior to or during semester exams or state-mandated testing.

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. Cases with extenuating circumstances, such as hospitalization, must be reviewed on an individual basis.

School Trips and Activities

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

Leaving School During the Day

The following procedure will be observed with regard to 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 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 valid court order from a Tennessee court designating the person who has custody of the child; and
 - b.) The person seeking custody gives the school official reasonable advance notice of his intent to take custody of the child at school.

Campus Visitors

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

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

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 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.

Arrival at School

All students arriving at school prior to 7:45 a.m. will go to the gym area *immediately*. Car riders arriving before 7:45 should be dropped off at the northeast breezeway by the gym. At 7:45 a.m., a tone will sound and students will be dismissed to go to their homerooms. Students are not to be in the halls, restrooms, classrooms, or locker area before 7:45 a.m. Students will be dismissed to the locker area by the homeroom teacher.

Tardy Policy

A student is tardy to school if he or she arrives in homeroom after 8:00 a.m. If a student arrives at school after 8:00 a.m., he/ she should sign at the office. Students are given five minutes between classes and are expected to report to each class on time. Students should be in their seats when the late tone sounds.

End of Day Dismissal

Car riders, bicycle riders, and walkers must report to the cafeteria and be seated until they are released.

Withdrawal from School

Any parent wishing to withdraw a student from school for any reason should go to the main office and obtain a "Request for Withdrawal" form. The parent 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 fines, and return all uniforms. Transfer of credit to another school depends on a student's record being cleared before the student leaves Haywood Junior High. The student concerned must pay for all items owned by the school lost by a student, or the school record will not be forwarded.

STUDENT SERVICES

Haywood Junior 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. Breakfast is free to all students. Reduced price meals are \$.40 for lunch. Lunch for adult visitors is \$3.50. Extra items may be purchased, such as two cartons of milk or two servings of French fries. The food court offers five to seven entrée choices daily.

Students must remain in the cafeteria for lunch, but may bring their own lunches if they so desire. A student who wishes to apply for free or reduced-price meals may secure an application form from the cafeteria manager or from the student's homeroom teacher. The form should be filled out by the student's parents or guardians and returned to the cafeteria manager for eligibility certification.

Students are to stay in the cafeteria and remain seated throughout their lunch period. Appropriate behavior during this time is expected and required from all students. Students must receive prior approval from cafeteria monitors in order to leave the cafeteria during their lunch period. Students are also 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.

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

Homebound Educational Services

Pregnant or other incapacitated students may receive homebound educational services when physically unable to attend school in person. A student's first step to securing a homebound teacher is to talk to a guidance counselor. The Guidance Department coordinates all activities and assignments for homebound students. The State of Tennessee has a homebound and pregnancy policy, which provides a teacher for homebound students for six weeks in case of pregnancy or for any student whose illness lasts for more than ten days.

The Guidance Department, the classroom teacher, and the homebound teacher coordinate day-to-day work and classroom activities for each homebound student. The homebound teacher is responsible for providing instruction to the student in each course in which the student is enrolled. The homebound teacher meets with the student for two ninety-minute sessions per week to give instruction on

materials and lessons sent from the regular classroom teacher. The homebound teacher returns the work done by the homebound student to the regular classroom teacher. If a homebound student is not receiving proper instruction, that student should inform the Guidance Department of the problem.

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

Student Insurance

The Haywood County Board of Education provides coverage for students injured during participation in sports or cheerleading. This insurance will not cover accidents, which occur during the regular school day.

Lost and Found

Lost and found articles should be brought to the main office. Students may pick up these articles during their lunch period only with required permission from a lunchroom monitor. Lost and found articles will be sent to a charitable organization if not picked up in a timely manner (month).

Medication at School

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

Student Activities

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

Sports

Interscholastic sports are a very important part of the school experience for many students. Students are encouraged to participate in athletic programs at Haywood Jr. High. HJH has representative teams in the following sports: basketball, football, tennis, soccer team, softball, step team

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

To be eligible for first semester sports (football), students must have been academically promoted to the next higher grade. **Also, by the first grading period, students must not be failing more than two subjects or he / she will be ineligible to participate.** To be eligible for second semester sports or cheerleading, students must be passing 5 credits. If a student has failed or is failing one core class and one rotation class, he/she will not be eligible.

Fan Behavior

Students, parents, and relatives are reminded that they represent the school when they are a fan at an athletic event. We urge them to set an example for all around them by being enthusiastic and positive. Show your WARRIOR spirit and pride!

Cheerleaders

Cheerleaders are selected through tryouts held each spring. Cheerleaders are selected by United Cheerleading Association judges. Cheerleaders who are selected must complete their respective seasons unless it is deemed necessary by the school administration not to continue. Cheerleaders who leave the squad for any other reason will not be allowed to return to the squad. Cheerleaders must maintain an overall "C" average and have overall consistent satisfactory conduct or they will be placed on probation.

Yearbook Staff

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

Student Council

The Student Council is composed of 7th and 8th grade students who have been elected by their homeroom classes. The student council is the voice of the student body of Haywood Jr. High. A student council member may be dismissed from the student council at the discretion of the school administration.

Beta Club

I. Membership Qualifications

A student may have no grade below a 90 in either the first or second six weeks of this year. No conduct grade may be below an S. The student

must be involved in the standard academic program. Students receiving alternative school prior to membership will not be allowed to qualify.

II. Probation

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

- A. Failing to maintain a 90 average or having a grade below a B for the six weeks. Grades will be checked each six weeks.
- B. Receiving an N in conduct for the six weeks. Conduct will be checked each six weeks.

III. Dismissal

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

Junior High Dances

Junior High Dances serve as a reward to students who maintain appropriate behavior during school, on the bus, and at athletic or school sponsored events. Students, who have discipline records for repeated offenses, have been placed in ISS, alternative school, or the Justice Acad may not be allowed to attend for the *entire* school year.