**HAYDEN HIGH SCHOOL**

125 Atwood Road

Hayden, Alabama 35079

205-647-0397

**2022-2023**

**Student Handbook**

Principal

D. ALLEN HARGETT

***Alma Mater***

***On old Hayden’s southern border Reared against the sky,***

***Proudly stands our Alma Mater As the years go by.***

***Praise to thee our Alma Mater, Molder of mankind***

***Greater glory, love unending Be forever thine!***

### PARENTS AND STUDENTS

Welcome to Hayden High School. It is hard to believe that we have been in our new building for 19 years. On March 31, 2003 the students, teachers and staff of Hayden High School made the long-awaited move from a campus filled with trailers and a building that had been occupied since 1937 into a brand new state of the art facility. We are very proud of our school and the faculty and staff that enable it to function. Our students are among Alabama’s best and brightest, and our test scores and graduation rate attest to that fact. We are also a Strategic Teaching Model School for the state of Alabama. We want to provide the highest quality education and services possible to all parties involved in the educational process. We strive diligently to provide programs that meet the physical, emotional, social, and intellectual needs of all students. It is our earnest desire to ensure fair and equitable treatment of all students and enhance both our school and community at large.

Students are expected to exemplify characteristics of good behavior and citizenship at all times. Most of our young people are model students. They adhere to the rules and regulations knowing that all successful organizations in our society have sound operational policies and procedures. However, there are students who, on occasion, test the rules and need to be reminded that in order to receive the maximum educational opportunities offered by the school, good discipline is essential. Every student is expected at all times to keep in mind that his or her conduct should not interfere or infringe on the rights of others; rather, it should be an example. Students will be held responsible for their actions. An orderly atmosphere is essential for the learning process and will be maintained at Hayden High School.

Hayden High School and its surrounding community are rich in tradition and expect the highest standards from its students and staff. We want to produce young people who are responsible, productive, successful, and caring. With a friendly, innovative, and enthusiastic climate, Hayden High School educates its students and prepares them to become a part of an informed, advancing society.

**Mission Possible**

***Educating each for the benefit of all***

### At Hayden High School we believe:

* A safe and physically comfortable environment promotes student learning.
* Each student is valued individually with unique physical, social, emotional, and intellectual needs.
* The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.
* Students’ learning needs should be the primary focus of all decisions impacting the work of our school.
* Students learn best when they are actively engaged in the learning process.
* Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.
* All students can learn.
* A student’s self-esteem is enhanced by positive relationships and mutual respect among and between students and employees.
* Every student at Hayden High School will have an advocate.

**RULES, POLICIES, AND PROCEDURES**

**Hayden High School will follow all guidelines set forth in the Blount County Handbook and Student Code of Conduct.**

**Admissions and Transfers**

Students living in Blount County must enroll in the assigned school that serves the designated district where the student and parent or legal guardian resides. Students may transfer to another Blount County School only if there is a change in residence into another designated district by the parent or legal guardian or by approval of the receiving principal.

### Attendance

Alabama law requires that all children between the ages of (3) six and (2) seventeen be enrolled in and attend school. In addition, new state law amendments (Ala. code s. 16-28-16, as amended by Act 1999-705) provide that all children who choose to enroll in school even if not of compulsory school age, are subject to the school attendance and truancy laws of the state. All students should attend school regularly and be punctual for all classes in order to receive the greatest benefit from the instructional program and develop habits of punctuality, self-discipline, and individual responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades and enjoy school more. Students who miss more than 15 total days in a school year are considered “chronically absent” by the state and are at a higher risk of negative school outcomes. Students who miss as little as two days each month miss an entire year of instruction over their K-12 school span. This can have a detrimental effect on achievement and future success. Attendance at school shall be one of the factors considered in determining the promotion of a student from one grade to another or in any given course.

Parents and guardians are responsible for enrolling their children in school and ensuring that the children attend school and obey behavior policies adopted by the Board. Parents failing to enroll students and ensuring their attendance and proper behavior are subject to fines and imprisonment under state law. State law also requires that all student suspensions from school must be reported to the local district attorney.

Principals must report to the local superintendent any parent, guardian, or other person having control or custody of a child who fails to require the child to attend school or receive instruction by a private tutor, or fails to properly conduct him/herself at school. The Superintendent or designee is required to report the violators to the district attorney within 10 days.

1. Compulsory Attendance – Every child between the ages of six (6) and seventeen

(17) must attend a public school, private school, church school, or be instructed by a competent private tutor for the entire length of the school term except that every child attending a church school is exempt from the requirements of the

*Code of Alabama* (1975) 16-28-3;16-28-5, provided such child complies with the enrollment and reporting procedure specified in the *Code of Alabama* (1975) 16- 28-7 of the code. It is the policy of the Blount County Board of Education that children enrolled in a private school, church school, or instructed by a private tutor must provide appropriate documentation to the Superintendent within 10 days after the beginning of school or upon withdrawal from school or upon residency in Blount County.

1. Absences and Excuses – Every parent, guardian, or other person having control or charge of any child required to attend public school, private school, or church school, shall as soon as practical explain the cause of any absence of the child under his control or charge which was without permission of the teacher. Failure to furnish such explanation shall be admissible as evidence of such child being a truant with the consent and connivance of the person in control or charge of the child, unless such person can show to the reasonable satisfaction of the court that he had no knowledge of such absence and that he had been diligent in his efforts to secure the attendance of such child. *Code of Alabama* (1975) 16-28-15

A good cause or valid excuse, as used in this section, exists when on account of sickness or other condition attendance was impossible or entirely inadvisable or impracticable or when, by virtue of the extraordinary circumstances, the absence is generally recognized as excusable. *Code of Alabama* (1975) 16-28-13

Students are not permitted to be absent from school without a valid excuse. Absences will be designated as excused or unexcused. Excused absences will be permitted for the following reasons:

* Personal illness
* Hospitalization
* Emergency conditions as determined by the principal
* Death in immediate family
* Court subpoena
* Legal quarantine
* Absences approved by the principal prior approval (including military leave of parent or guardian)

Documentation supporting an excused absence must be submitted within **three**

**(3) days** after the student returns to school or the absence will be deemed to be unexcused. Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.

**Only seven (7) days or partial days can be excused by parent/doctor notes each semester as a valid excused absence.**

Any absence over seven in a semester will be marked unexcused in the attendance register. If a student has significant medical diagnosis, parents can submit a Medical Condition Release Form and a physician’s letter to the school documenting the medical condition and the necessity of additional absence days. Letters and release forms must be resubmitted each school year.

Homebound services may be provided for qualified students as determined by the Board of Education.

**Excessive unexcused absences may result in a loss of academic credit or referral of the matter to juvenile or other appropriate legal authorities for investigation.**

1. Make-up Work – Excused Absences

If a student is absent for any excused reason as defined above, the student shall be allowed to make up school work missed during said absence or absences. The student shall be responsible for contacting the teacher or teachers to arrange for make-up work. Said student shall contact the teacher or teachers to make up work within three (3) days after returning from said absence.

1. Make-up Work – Unexcused Absences

Teachers shall not provide make-up work or examinations for students absent for unexcused reasons.

1. Academic Incentives – for exceptional attendance

Students may be exempt from semester exams if they have (a) an 85+ average and one absence or less, or (b) a 90+ average in the class with three absences or less.

1. Academic Sanctions – for excessive unexcused class absences

Students that exceed **seven (8) absences** in a semester or **fourteen (16) total absences** in a school year will lose course credit and/or be retained.

1. Truancy Reporting

**Truancy Definition**

A parent, guardian, or other person having charge of any child officially enrolled in Alabama public schools (K-12) shall explain in writing the cause of any and every absence of the child no later than three (3) school days following return to school. A failure to furnish such explanation shall be evidence of the child being truant each day he is absent. Seven (7) unexcused absences within a school year constitute a student being truant for the purpose of filing a petition with the Court.

All children enrolled in Blount County Schools, whether compulsory school age or not, are subject to school attendance and truancy laws of the State of Alabama.

All cases of non-enrollment or non-attendance will be investigated by the Blount County Board of Education Attendance Officer. In cases where there is no valid reason for absence, the attendance officer will give written notice to the parent, guardian, or other person having control of the child to require attendance of the child within three days of the date of the notice. If the absence is found to be without valid excuse or reason and intentional, the attendance officer shall be required to bring criminal prosecution against the parent, guardian, or other person having control of the child.

(16-28-16 Code of Alabama Effective July 1, 2000.)

* 1. **1st Truancy/Unexcused Absence (warning)**
     + Parent/guardian shall be notified (by memo or phone notification) that the student was absent.
  2. **2nd Truancy/Unexcused Absence (Principal’s Letter)**
     + Parent/guardian will be notified by letter that the student was truant and provided a copy of the student’s attendance.
  3. **3rd Truancy/Unexcused Absence (Attendance Officer Letter)**
     + Parent/guardian shall be notified by letter that the student is not in compliance with school attendance laws and policies and advised of the penalties that can be applied and the procedures that shall be followed in the event that other unexcused absences occur.
  4. **5th Unexcused Absence (Early Warning)**
     + The parent, guardian, or person having control of the child shall participate in the Early Warning Truancy Prevention Program provided by the Juvenile court.
     + Attendance at the Early Warning Truancy Prevention Program shall be mandatory except where prior arrangements have been made or an emergency exists.
     + Failure to appear at the Early Warning Truancy Prevention program can result in the filing of a complaint/petition against the parent under *Code of Alabama*. (1975), 16-28-12(c) (failure to cooperate), or a truancy against the child, whichever is appropriate.
  5. **7th Unexcused Absence**
     + The Attendance Officer will file a complaint/petition against the child and/or parent/guardian, if appropriate.
  6. **Child under probation**
     + The school attendance officer should be notified by the juvenile probation officer of all children in the school system under probation supervision by the juvenile court as consistent with state statute.
     + Where a child under probation is truant, the school attendance officer should immediately notify the juvenile probation officer.
  7. **Suspensions are unexcused absences, but do not constitute unexcused absence total for truancy purposes**

1. The following procedure will be employed for students needing to check out of school or check in to school:

If a parent sends a check out note to school, the student should do the following:

* + Turn in the note from the parent or guardian stating the reason for the check out. A phone number should be written on the note so that the parent can be contacted to confirm the check out if needed.
  + At the appropriate time, the student should go to the office and sign the check out sheet. At that time the student is free to leave school.
  + On the day the student returns to school, the student should follow the same procedure as an absence.

If a student is checked out by a parent or guardian during the day, the student should do the following:

* + The student will be called to the office and the parent will sign the check out sheet.
  + On the day that the student returns to school, he or she should follow the same procedure as an absence.

If a student is checked out per a telephone call from the parent or guardian, the student should do the following:

* + Sign the check out list.
  + On the day that the student returns to school, he or she should follow the same procedure as an absence.

When a student checks in to school at a time later than the beginning of the school day, the student should either let his or her parent come in and sign him or her in to school or bring a note to the office giving the reason for the check in. On the next day, the same procedure as an absence should be followed.

### The following morning after an absence or check-in/check-out, students should report to the attendance table in the library.

**Backpacks and Athletic Bags**

No restrictions on backpacks.

Athletic bags or duffel bags for extracurricular activities should be presented to the coach or sponsor at the beginning of the day and locked in a central location. Students should not be allowed to visit these bags during the school day.

### Classroom Departures and Tardies to Class

Students are not allowed to leave class without a pass from the teacher. Teachers should limit class departures and only allow students to leave class in situations of absolute necessity. Students in the hallways without a pass will be subject to school discipline.

Teachers should not allow students from another classroom to enter their classroom without a legitimate pass with teacher name, time and date.

### Tardy Policy

Students who are late to class will report to one of the three tardy tables strategically placed throughout the campus. The student will not be admitted to class without an admittance/tardy slip from one of the three tardy monitors. Students will suffer no consequences on the first tardy. The second tardy will result in a conference with a school administrator. The parent/guardian will be contacted on the third tardy. The student will be assigned to Friday morning detention on his or her fourth tardy. The fifth

tardy will result in an assignment to In School Suspension (ISS). Students who have acquired six tardies will be assigned to Saturday School at Hayden High School. Tardies are counted per nine weeks and are cumulative (total – not per class).

### Friday Morning Detention

Friday morning detention will begin at 6:30 a.m. Parents/guardians must provide transportation to Friday morning detention. A notification letter will be sent home when a student is assigned Friday morning detention. Friday morning detention will be administered every two weeks.

### Saturday Morning Detention

Students who have accumulated six tardies will receive a Saturday school assignment. Letters of notification will be sent home to parents/guardians when a student is assigned to Saturday school. Saturday school serves more than one purpose. It serves as a penalty for tardies and other behaviors.

Saturday school is held on specific Saturdays from 7:00 a.m. until 11:00

a.m. Students will be assigned community service duties throughout the campus. A break will be held from 9:00 a.m. – 9:15 a.m. The snack machines will be available. The dates for Saturday school are listed. Parents must provide transportation to and from Saturday morning detention. Students who fail to show up will be assigned to the Saturday school located at the Blount County Alternative School.

### Complaints and Grievances Procedure

Hayden High School will follow the guidelines set forth in the Blount County Student Code of Conduct Section 5.7 Section G.

The primary purpose of this procedure is to provide for the prompt and equitable resolution of student’s complaints and grievances.

Students are encouraged to communicate complaints and grievances with teachers first, in order to minimize any misunderstanding or confusion.

### Dress Code and Decorum

Good grooming and personal appearances are essential elements in the teaching and learning process. Therefore, it is expected that students dress

in such a manner that will ensure health and safety, and not detract from the learning environment. Furthermore, dress and personal appearance are not to be disruptive or interfere with the educational interest and welfare of the students or the purposes of public school education.

***The principal has the authority to determine inappropriate dress and can specify dress code for specific events such as graduation, prom, etc.***

1. Students will not be allowed to wear clothing that is excessively loose or long. This includes shirts, tops, pants, and shorts. Pants and shorts must be the appropriate size in the waist and inseam. Pants and shorts are not allowed to sag off the hip.
2. Students will not be allowed to wear tank tops or shirts with sleeves cut off at the shoulder. A tank top is any shirt that has shoulder straps that are smaller than three inches wide or that is contoured into the shoulder or chest area. Only sleeveless shirts that cover the entire shoulder or back will be allowed. This rule also applies to dresses.
3. Shorts must not be shorter than four inches above the knee. Leg length is not a consideration. Skirts, dresses, and skorts also follow this guideline. Also, any slits, splits, tears, or holes cannot be shorter than four inches from the knee. Leggings and other tightly fitting pants must be covered with clothing that meets the four-inch standard stated above.
4. Students will not be allowed to wear clothing that exposes a bare midriff. This also includes clothing that exposes the lower back when standing or sitting.
5. Students will not be allowed to wear sheer, mesh, or net clothing or clothing that is extremely tight.
6. Students must wear the proper undergarments with their clothing; however, the undergarment cannot be visible.
7. Clothing with pictures, symbols, or writing conveying a message about alcoholic beverages, illegal drugs, cigarettes, tobacco products, having a sexual connotation, containing any obscenity or implication, containing any foul or abusive language, or advocating a group that is known for violent or improper conduct is prohibited on campus.
8. Students are required to wear shoes or sandals.
9. Students will not be allowed to wear hats, visors, bandannas, headwear, head coverings, hoods, or sunglasses inside the school building. This rule applies to both males and females.
10. Student’s hair should be kept clean, neat and well groomed and of a length not dangerous around equipment (hair must be secured around equipment). Spiked hair, mo-hawks, designs cut in hair, or hair that disrupts the educational process will not be allowed. Hair, including highlights, that is not a natural shade of hair color is unacceptable, i.e. pink, blue, green, purple, etc. The principal will evaluate any hairstyle or color deemed distracting to the learning process. Longer bangs must be kept from the student’s eyes.
11. Students will not be allowed to wear make-up that distracts from the learning process.
12. Boys are prohibited from wearing earrings to school. This rule includes earrings covered by a bandage of any type or retainers used to preserve piercing. Girls are permitted to wear earrings in the ear to school. Students are prohibited from wearing any other body piercing to school. Students found in violation of this rule will be asked to remove the piercing implement and give it to the teacher. The teacher will give the implement to the office. It will be returned to the student or parent at the convenience of the principal.
13. Students are prohibited from bringing, possessing, or otherwise using laser pointers or other devices that emit laser light at school or school sponsored activities or events.
14. Students will not be allowed to have ear buds, airpods, head phones, or other similar devises.
15. Hayden High School will abide by the requirements set forth in the Blount County Code of Conduct in regards to each of the following:
    * Drugs and Alcohol
    * Profanity and Obscenity
    * Weapons
    * Gang Symbols
16. Tobacco – Use of tobacco in any form including vapor and/or electronic cigarettes is expressly prohibited on school premises and school buses including trips at all times, regardless of whether school is in or out of session. On the first offense, the student will be given a one-day suspension. On the second offense, the student will be given a two-week placement in Alternative School. Any subsequent offenses will require the student to appear before the Blount County Board of Education with a recommendation from the principal as the suggested punishment.

### Final decisions concerning dress and decorum will be made by the principal. The principal has the authority to determine any inappropriate dress or décor that may cause distractions during the school day.

**Discipline**

Students will always be treated with dignity and respect when disciplinary procedures are implemented. It is our desire that each student will become a self-disciplined individual and take advantage of the educational opportunities offered to him or her.

1. Grades will not be lowered as a disciplinary measure.
2. Corporal punishment must be administered by the principal, assistant principal, or teacher. The guidelines set forth in the Blount County Code of Conduct Section 5.13 will be strictly followed.
3. After and before school detention may be used as a means of discipline.
4. In-school suspension or Saturday School may be used as means of discipline.
5. Suspension may be used as a discipline measure when merited or other efforts have failed to modify a student’s behavior.
6. Hayden High School will follow the guidelines set forth in the Blount County Code of Conduct in relation to expulsion and alternative school.

Students who are suspended, expelled, or placed at the alternative school will not be allowed to participate in any extracurricular activities during the discipline period. Extra-curricular activities include but are not limited to prom, graduation exercises, athletic activities, and after school band.

### Extracurricular Activities and Athletics

Guidelines for extracurricular activities and athletics can be found in Sections 5.10 and 5.11 of the Blount County Student Code of Conduct.

The following activities and clubs are offered at Hayden High School:

* + Youth for Christ
  + First Priority
  + Scholar’s Bowl
  + HHS Ambassadors
  + Beginning Band
  + Intermediate Band
  + Varsity Band
  + Band Auxiliaries
  + Theater Arts
  + Newspaper Staff
  + Journalism Staff
  + FCCLA
  + Senior Beta Club

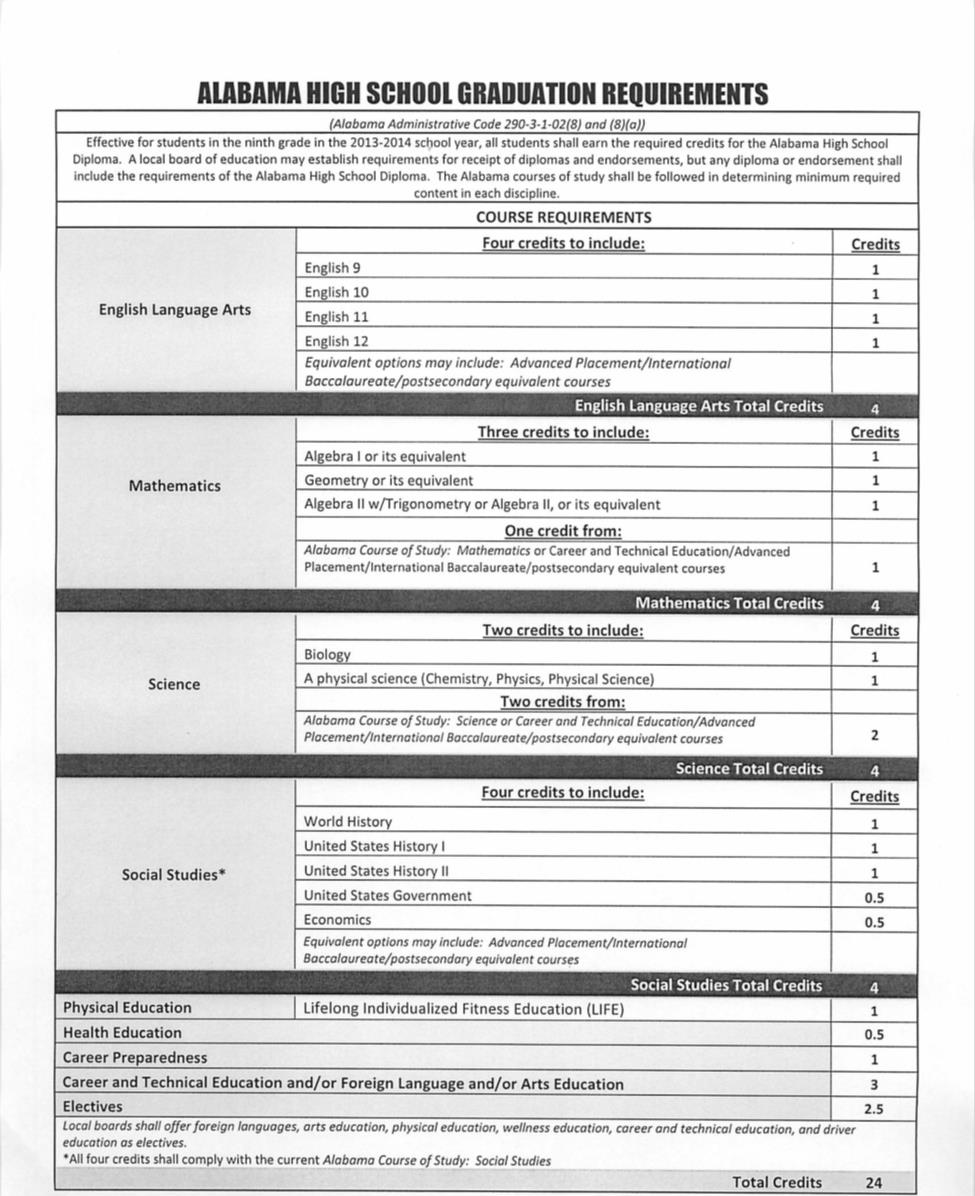
*Note: Many of the activities require some type of try-out or selection process*

The following athletic programs are offered at Hayden High School:

* + Football – Seventh and Eighth Grade, B-Team, Varsity
  + Girls Volleyball – Junior High and Varsity
  + Boys Basketball – Seventh and Eighth Grade, B-Team, Varsity
  + Girls Basketball – Seventh and Eighth Grade, B-Team, Varsity
  + Wrestling – Junior High and Varsity
  + Baseball – B-Team, Varsity
  + Softball – Junior High, B-Team, Varsity
  + Track- Junior High and Varsity, Boys and Girls
  + Golf- Boys and Girls
  + Cheerleading – Seventh and Eighth Grade, B-Team, Varsity

*Note: Most teams have a try-out or selection process.*

### Pictures taken at any athletic event or extra-curricular activity may be posted on the school website, appear in school videos, or appear in the yearbook.

**Graduation Requirements**

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Hayden High School will follow the graduation requirements set forth in Sections 5.5 and 5.21 of the Blount County Student Code of Conduct. All graduation requirements will be discussed with each student during DENS.

### In order to participate in graduation exercises, all seniors must be present at senior awards day, the designated graduation practice, have all debts cleared, have met all graduation requirements, and be dressed in the appropriate manner as determined by the principal.

**Gymnasium**

Gymnasium use requires the permission of the principal. Anyone caught using the gymnasium without permission and without approved supervision will be turned over to the Blount County Sheriff’s Department.

No street shoes will be worn on the gym floor. Students will be required to bring an additional pair of shoes to wear during Physical Education classes. These shoes must have non-marking soles and have white as the primary color. In addition, students are required to dress-out in black shorts and gray t-shirts. The shorts must be solid black with an elastic waistband with no slits on the legs and an inseam of at least 8 inches. T-shirts must be solid gray with no pockets and must be long enough to be tucked into the shorts.

*Note: Shorts and t-shirts can be purchased from the P.E. Department for*

*$20.00 a set.*

No food or drink will be allowed in the gym during the school day.

### Lockers

Student lockers will be issued during the fall registration period and during the first week of school. The maintenance fee for lockers is $10.00.

Gym lockers will also be available to students. The maintenance fee for gym lockers is $5.00.

Lockers must remain secure at all times. Students who modify their locker so that it may be opened without turning the combination will lose the privilege of having a locker and administration will not spend a great deal of time tracking down stolen objects from non secure lockers. The combination will be changed without any refund to the student and issued to another

student. Students are encouraged to not give their locker combination to anyone.

School officials, standing in loco parentis, may search a student’s locker if such school officials have reason to believe the student may have possession of any substance, item, or material which could endanger that or another student or could interfere with the educational process.

### Lunches

Student Lunch $2.35 Student Breakfast $1.25

### Marriage

Married students are subject to the same rules and regulations as other students.

### Medication

A parent/pre-scriber authorization form must be completed and signed by the physician (pre-scriber) and the parent/guardian for prescription medication to be dispensed at school. To provide for the self-administration of asthma medication by students, the parent/guardian acknowledgement and the medical authorization forms have replaced the parent/pre-scriber authorization form. The parent/legal guardian is responsible for having the medication forms completed and delivered to the school. The parent/guardian must provide the school with medication that is in a correctly labeled prescription bottle/container. The parent/guardian or the parent designated responsible adult will deliver all medications to the designated school personnel. The school personnel will count and document all controlled substances in the presence of a parent/guardian or parent designated responsible adult. Emergency medications such as EpiPens may be kept “on person” at the recommendation and authorization of the physician and parent.

For non-prescription medication the parent/guardian must complete the Non- Prescription Medication Form. This medication must be in the original container along with instructions. A physician’s authorization is not

required for non-prescription drugs. Non-prescription drugs may not be kept “on person” during the school day.

Parents are responsible for picking up any leftover prescription or non- prescription medications at the end of the school year. Designated school personnel will destroy any medication that is not picked up.

School personnel will refuse to administer medication when there is any discrepancy, i.e. label is different from instructions, label is unclear, or label is torn. The medication will not be given until clarification is obtained.

All guidelines concerning medication must be followed. Medication will be given to the principal or the nurse and will be distributed from the nurse’s office.

### Parent Involvement Opportunities

Parents are encouraged to become involved in the following school support organizations:

* Athletic Booster Club
* Band Booster Club

### Promotion, Retention, and Student Classification

Decisions made concerning the promotion and retention of students will be made jointly by the principal and teachers.

Eighth grade students must pass 4 of 5 major subjects before being promoted to the ninth grade. The major subjects include English, math, history, science, and reading. Other factors to be considered are as follows: assessments, chronological age, previous retention, attendance, and special services.

Student classification requirements for placement of students in the sophomore, junior, and senior classes are as follows:

* Sophomore Class – A student shall have passed at least four major subjects in the ninth grade and shall have earned six units of credit.
* Junior Class – A student shall have passed at least eight major subjects since completion of the eighth grade and shall have earned twelve units of credit.
* Senior Class – A student shall have passed at least twelve major subjects, shall have earned eighteen units of credit, and must be scheduled for sufficient subjects to meet graduation requirements.

*Note: Major subjects are English, math, history, science, and all subjects required for graduation.*

### Safety and Supervision

Any event that causes a disruption to the school day will be dealt with according to Blount County Board of Education Policy and the State Code of Alabama. Law enforcement will be notified in the case of disruption of the school day. Such events include but are not limited to noxious substances (stink bombs), and threats to the student body.

Student safety is a major concern of the principal and faculty at Hayden High School. We will do everything possible to ensure the safety and supervision of our students.

Faculty members will be on campus fifteen minutes before school opens and fifteen minutes after school dismisses. Parents should be aware of this when allowing students to arrive early or remain late. Teachers have been assigned duties for supervising students in the mornings and afternoons in the parking lot, parent drop-off and pick-up, and bus loading and unloading. Teachers also supervise during class changes and break.

School doors will not open until 7:00 a.m.

Cameras are located throughout the building and grounds and are monitored closely by the assistant principal and school resource officer.

Teachers are trained in the school’s crisis plan and procedures. Drills are conducted on a regular basis with students and faculty. Fire and tornado drill procedures are posted in every classroom and throughout the building.

The school nurse is on duty and will contact parents or other designated persons in case of student illness.

### School Office

* Students should remember that the school office is not a place for loud voices, mischief, or loitering. Students should have a specific reason to enter the school office.
* The office phones are to be used by students who need to contact parents in an emergency situation. No personal calls will be allowed. The phone will not be used without permission.
* Office copiers are not for student use.
* The school will not accept flowers or gift deliveries for students.

### Sexual Harassment

Students shall not engage in conduct constituting sexual harassment. Sexual harassment will absolutely not be tolerated at Hayden High School. Sanctions against students for violation of this policy may include verbal or written warning, suspension, or expulsion. Sexual harassment will be defined and handled in the manner set forth in Section 5.24 of the Blount County Student Code of Conduct.

### Student Records and Forms

Records of attendance and scholastic progress as well as vital statistics and significant health facts are maintained and under the direction of the principal.

Student records and forms are available to students from the guidance counselor, principal, or assistant principal. Office employees are not allowed to give out student records.

Students should request records at least one day before the records are needed. Some records and forms are only available on designated days. See the guidance counselor for a schedule of these days.

No student records will be sent to a requesting school if a student leaves Hayden High School owing a debt or failing to return textbooks.

More detailed information can be found in the Blount County Student Code of Conduct Section 5.17.

**Technology Responsible Use Policy (RUP) Blount County Schools**

# Introduction

Blount County Schools relies on its computer network to enhance education outcomes. To ensure that BCS’ computer resources are used properly by its employees, students, independent contractors, agents, vendors, and other computer users, the Blount County Board of Education has drafted and approved the following Responsible Use Policy.

The rules and obligations described in this policy apply to all users of BCS’ computer

network or computer resources, wherever they may be located in BCS’ policies. Specific policies against discrimination and harassment (sexual or otherwise) apply fully to BCS’ computer resources, and any violation of these policies serves as grounds for discipline up to and including termination. Students who violate these policies are subject to disciplinary action consistent with Board policy and the Student Handbook. Vendors, consultants, and all other third party guest users must adhere to these policies and are subject to losing their right to access BCS’ computer resources for violations of these policies.

By complying with the provisions in this Responsible Use Policy, users consent to monitoring as a condition of access under the Electronic Communications Privacy Act (1986). All users should be aware that BCS’ computer resource uses including all its components are subject to monitoring in order to comply with the Alabama Supercomputer Authority and Family Educational Rights and Privacy Act (FERPA), as well as the Children’s Internet Protection Act (CIPA). Employees, students, and other users should not have any expectation of privacy in anything they create, store, send or receive using the BCS’ computer resources. The main

goal of this aspect of the Responsible Use Policy is to ensure our children’s safety and protection while using technology for educational purposes.

This Responsible Use Policy is crafted in the spirit of the Purpose and Direction for Blount County Schools, which includes our Mission “to create life-long learners by providing quality education and meeting the needs of all students” and our Vision to collaborate with all

“stakeholders to prepare responsible citizens ready to succeed in an ever-changing global society.” This policy also fully represents our Beliefs as a school system and is undergirded by the three tenets framing the Purpose and Direction: College and Career Readiness for Every Student; Commitment to Continuous Improvement; and a Positive, Collaborative, and Safe Learning Environment.

All technology resource use will be governed by the requirement that it must add to the standards-based educational experience and growth of the user and not disrupt the educational process in any way.

# Definitions

The term “computer resources” as used herein refers to BCS’ entire computer, electronic and communications network. Specifically, the term “computer resources” includes, but is not limited to computers, host computers, file servers, application servers, communication servers, mail servers, fax servers, Web servers, workstations, stand-alone computers, laptops, tablets such as IPADs, telephones, facsimile machines, scanners, software, data files, peripherals such as printers, and all internal and external computer and communications networks (for example, Internet, commercial online services, value-added networks, e-mail systems) that may be accessed directly or indirectly via remote access (including access by students, vendors, consultants and all other third party guests using personally owned computer hardware as authorized by BCS) from our computer network or that are owned or have been purchased by BCS.

Bring your own device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student’s family), staff, or guests.

* Laptop computers are portable computers that can be used with or without the Internet.
* Netbook computers are portable computers that gain most of their functionality through the Internet.
* Smartphones/handhelds, some of which blur the lines between the Internet and cellular networks (e.g., Blackberry, Android, iPhone, personal digital assistants, iPod Touch).
* Tablet computers fall along a continuum from laptop-like to large size smartphones (e.g., iPad, Android tablet, etc.).
* E-book readers (e.g., Kindle, Nook, Kobo)
* Audio MP3 Players (iPod, etc.)
* Smart Watches

“Users” include employees, substitutes, students, and guests, using technology, including, but not limited to computers, networks, Internet, email, chat rooms, and other forms of technology services and products.

Network is wired and wireless technology networks, including school and district networks, cellular networks, commercial, community or home-based wireless networks accessible to students.

Equipment includes cellular phones, smart phones, PDAs, MP3 players, iPod type devices, and portable computers such as laptops, iPads, Nooks, Chromebooks, desktops, tablets and netbooks, as well as portable storage devices.

# Policy Statements

## Protection of Users

The Children's Internet Protection Act (CIPA) is a federal law that addresses concerns about access in schools and libraries to the Internet and other information. Under CIPA, schools and libraries are required to certify that they have certain Internet safety measures in place. These include measures to block or filter pictures that: (a) are obscene, (b) contain child pornography, or (c) when computers with Internet access are used by minors, are harmful to minors. Schools subject to CIPA are required to adopt a policy to monitor online activities of minors i.e. (a) access by minors to inappropriate matter on the Internet and the Web; (b) the safety and security of minors when using

electronic mail, chat rooms, and other forms of direct electronic communications, including but not limited to social networking sites; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them.

Schools will annually provide for the educating of minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, cyberbullying awareness, and response.

## Bring Your Own Device

Effective at the beginning of 2015-2016 school year, the Blount County Board of Education will implement a Bring Your Own Device Policy (BYOD). Students may have electronic communication devices and other digital devices in their possession such as iOS devices (MacBooks, iPhones/smart phones, iPads, iWatches/smart watches, iPods), Kindles, Nooks, tablets, Androids, Blackberrys, MP3 players, and laptops to be used for instructional purposes. They must be turned off, charged, and only in use with permission. Students will not be allowed to bring chargers to charge devices. The principal, teacher, or supervising employee may approve the use of personal electronic devices for instructional purposes, after regular school hours, during medical emergencies, natural disasters, or under circumstances in which the use of the devices serves safety and convenience without disrupting academic or school operations. The principal, teacher, or supervising employee will also have the authority to further restrict the use of personal electronic devices by any student to prevent the misuse, abuse, or violation of school rules regarding the use of such devices. Electronic communication devices and other digital devices will not be allowed to be present in standardized testing situations based on State Department of Education Policy.

Students and parents must sign a technology contract that outlines the terms of the policy prior to bringing any device. Neither the Blount County Board of Education nor local schools are responsible for lost, stolen, or damaged items as this is a *voluntary* program. If students and parents do not agree to the terms, those students will not be allowed to participate in BYOD. Students will have basic technology available at school necessary to complete lessons and assignments as directed by the teacher.

The purpose of the BYOD initiative is to enhance instruction and assist students in developing communication, problem-solving, and critical thinking skills necessary to meet the College and Career Readiness Standards. All devices must use the Blount County Schools’ guest network through Wi-Fi enabled airplane mode rather than a cellular data plan in order to meet Child Internet Protection Act (CIPA) compliance. Appropriate authorized use may include the following: research, organization of information into tables and graphs, organization of tasks using calendars, sharing information documents, and making calculations. Examples of unauthorized use or misuse, for the purpose of this policy, may include (but are not limited to) any of the following: having the device out in class, hallways, restrooms, or lunchrooms, texting, playing games, using apps, visiting websites, taking, posting, and/or sharing photographs and/or video on school campus or on the bus, without the supervising adult’s permission. The consequences for unauthorized use or misuse are outlined below:

Board Approved: April 6, 2015

First Offense:

Take the phone or other electronic device, hold until the parent/guardian comes to the school and meets with an administrator to discuss the policy and the consequences of further violations of the policy. The parent/guardian will be asked to sign a verification/documentation form of the meeting.

Second Offense:

Take the phone or other electronic device, hold for seven (7) school days. A parent/guardian must pick up the cell phone or other electronic device from an administrator and again sign the verification/documentation form. The administration may assign detention, in-school suspension, or Saturday school to the student.

Third Offense:

Take the phone or electronic device, hold for nine(9) weeks of school. The student will also be placed in alternative school for three days.

**A disciplinary hearing will be held for any student that continues to violate this policy after the third offense.**

**A disciplinary hearing will be held for any student who violates the policy and refuses to give the phone or electronic device to school personnel.**

## Social Media

Blount County Schools recognizes the value of social media, both for personal and professional use. However, there are some guidelines that should be addressed when educators use social media. The guidelines and reminders below have been developed to better protect (and inform) BCS employees from charges of inappropriate use. Teachers should not “friend” students on personal social media. Teachers should also be judicious about "friending" students' parents on social media.

Many teachers utilize learning management platforms such as Edmodo to engage and assess 21st Century learners.

Unacceptable Social Media Use Includes:

* Updating social media or posting non-instructional content during school hours. Stakeholders expect BCS’ employees to be working during the school day; posting on social media during this time gives the impression that teachers are not fulfilling their responsibilities to students.
* Posting pictures with students in them without permission of parents or guardians.
* Using social media as the sole means of classroom communication.
* Posting disruptive content which harms the goodwill and reputation of the students, teachers, school, and system.

Communication between teachers, parents, and students should be of an educational/extra-curricular nature and support the vision, mission, and beliefs of BCS. Other types of personal communication between teachers and students must be avoided.

# Technology Acceptable Use

Adult-supervised, technology-enhanced activities which are standards-based and educationally driven and which follow all Blount County Board of Education policies should be deemed as acceptable use by students and adults. Some examples of acceptable and/or responsible use may include, but are not limited to the following: visiting approved educational websites; research; online practice quizzes; educational games; reading/writing website programs; student-learning platforms such as Edmodo, Blackboard, or Moodle; using video-enhanced learning, such as Khan Academy, Ted, or YouTube for educational purposes; educational surveys or student response websites; achievement or performance tracking websites; as well as other educational uses.

# Technology Unacceptable Use

Prohibited Activities --The following activities, items, or materials are prohibited: fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise unlawful or inappropriate material may not be viewed, sent, posted, or shared through any form of electronic communication (such as bulletin board systems,

newsgroups, chat groups), downloaded from the Internet or displayed or stored on BCS’ resources. This includes "Spam" and other non-educational/business related matter. Any user encountering or receiving materials that violate the Blount County Schools’ Responsible Use Policy should immediately report the incident to their teacher or supervisor.

Computer resources may not be used for dissemination or storage of commercial or personal advertisements, solicitations, political material, promotions, religious material, or any other unauthorized significant personal use. Additionally, users should not attempt to circumvent network security or internet access restrictions, torrent/P2P, or use destructive programs, such as viruses/self-replicating codes. Users should not intentionally damage computers, peripherals, or the network in any way.

Violation of a license agreement or copyright, any state, federal or international law, or waste of computer resources--Users may not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to sending mass mailings or chain letters, non-educational use of computer resources, playing games, engaging in online chat groups, or otherwise creating unnecessary network traffic.

# Violation Consequences

Any user who violates this policy may have computer/Internet privileges revoked at any time and without prior notice. Employee violations of this policy may also result in administrative leave, suspension, and possible termination. Student users are also subject to discipline according to the Blount County Student Code of Conduct. Any illegal use will also result in civil and/or criminal liability.

**Students will not be allowed to keep cellphones, I-pads, or similar devises on their person. These devices must remain in lockers, cars, or backpacks.**

### Textbooks

All students will sign for the books issued to them under a statement at the top of the page, which reads as follows:

*I agree to assume responsibility for the care and return of the books issued to me. I will not write in, tear, cut, deface, or permit the books to become wet. I understand that if I damage the books beyond normal wear that I will be assessed a fee for the damage. If I should lose a book, I agree to pay for it*

No textbooks will be issued to any student who owes for a lost or damaged book. A student who is withdrawing or transferring from Hayden High School is responsible for turning in his or her books to the appropriate teacher.

### Transportation

Students who drive to school must adhere to the following guidelines:

* Speed limit on all school grounds is 5 miles per hour. This will be strictly enforced.
* Any student who drives in a reckless or dangerous manner will have his or her driving privileges suspended for a length of time to be determined by the principal. This includes exceeding the 5 miles per hour speed limit.
* Once a student has arrived at school, he or she must immediately exit his or her vehicle and enter the school building. There will be absolutely no sitting in vehicles or congregating in the parking lot.
* Students may park only in assigned parking spaces. **Off campus parking will not be permitted.** Spaces can be purchased for $30. The spaces will be sold beginning with seniors and continue until no spaces are available. To purchase a space students must provide a valid driver’s license and proof of insurance. Students are not allowed to park in any other areas without permission from the principal. Once all spaces are purchased, no other students will be allowed to drive to school.
* Students returning to their vehicle during school hours must obtain a pass from an administrator or be accompanied by the SRO. Students in the parking lot without permission will be considered skipping school.
* School officials, standing in loco parentis, may search any vehicle brought on campus by a student when such officials have reason to believe the student may have possession of any substance, item, or material which could endanger that or another student or could interfere with the educational process of the school.
* Improperly parked cars are subject to being towed at the owner’s expense.
* Students must abide by all school regulations and guidelines while in the parking lot.
* Student driving privileges may be revoked as a matter of discipline infractions committed during the school day. (Tardies to school and class are included in discipline infractions.)
* Any student who fails to abide by any of these regulations can be refused permission to drive a vehicle to school.

Students who ride school buses will be subject to the following guidelines:

* In accordance with the law, the bus driver shall stand in the place of the parent or guardian when exercising authority and control over the pupils who ride the bus while they are in transit to and from school. This means that the driver is responsible for the good conduct of all pupils while they are on his or her bus and all students shall make sure they deport themselves properly and observe all safety rules and regulations.
* Students who are willfully disobedient, fight, destroy property, or commit other discipline infractions while on a school bus may lose transportation privileges and may be excluded from the bus. Public transportation is a privilege and a convenience and is conditioned upon good behavior.
* Bus drivers will report bus problems directly to the principal or assistant principal.

Students who attend the Blount County Career Technology Center will be required to ride school buses to and from the center.

### Visitors

Visitors to Hayden High School must report to the main office. A visitor’s pass will be issued to each visitor. Visitors without a pass will be brought to the principal’s office by the School Resource Officer.

The principal may refuse visitation during the school day. Visitors are encouraged to keep all visits to a minimum and to keep in mind that teaching is being done throughout the school day. Visitors should try to make appointments with teachers during preparation times and after or before school hours.

Due to overcrowding, time constraints, and safety precautions eating lunch with your child is prohibited at Hayden High School.

Items left at home by the student should be brought by parents in emergency situations only. Items brought by the parent will be left with the front office and the student must come pick the item(s) up on their own accord. Interruption of class will not be permitted to deliver such items.

### Hayden High School

**Name: Grade: Home Phone:**

**Work Phone: Cell Phone:**

**Notice of Receipt**

The student named above and his or her parent or guardian hereby acknowledge by our signatures that we have received and read or had read the **Hayden High School Student Handbook**. We also certify that we have received a copy of the **Parent/Student Handbook and Student Code of Conduct for Blount County Schools** which outlines Board Policy as it relates to student activities and responsibilities. We understand that these policies apply to all students and parents in the public school, to school campuses, to school properties, school buses, or other school-owned and operated vehicles, and school related activities and events**. Please sign this page and have the student to return it to his or her DENS teacher.**

Date Signature of Parent or Guardian

Printed Student Name

Signature of Student