



# **Beech High School**

**2016 - 2017**

**STUDENT HANDBOOK**

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## WELCOME

Students,

I want to take this opportunity to welcome you to a new year at Beech High School. I am excited to be here at the BEST high school in Sumner County. As we enter this year I want to encourage you to take advantage of the opportunities to learn and grow as the year unfolds. We as a faculty encourage you to participate and take advantage of our clubs and activities as well as our athletic teams, whether you play or you are a fan, get involved and support your school. BHS has been the centerpiece of the Shackle Island Community for many years, help us to continue this by focusing on academics and building the best programs throughout the land.

*Kenneth Powell*  
*Principal*



## **BEECH HIGH SCHOOL VISION**

**Beech High School is dedicated to a student-centered collaborative culture that promotes excellence in literacy and mathematical processes in the Sciences, Arts and Humanities, and Career and Technical education courses to prepare our students for college and careers.**

### **Students:**

- are engaged in and value literacy as a life skill.
- experience mathematical processes through real-world application.
- exemplify college and career readiness through collaborative skills and effective communication.

### **Teachers:**

- are engaged in a collaborative culture that is student centered and data driven.
- incorporate literacy and mathematical processes across all disciplines.
- provide quality instruction based on Tennessee state standards and expectations.

### **School:**

- utilizes technology-enhanced instruction that promotes literacy and mathematical processes.
- models leadership that promotes a collaborative culture, which consists of students, teachers, and community.
- provides curriculum that is standards based and promotes college and career readiness for **all** students.

### **Parents and Community:**

- are invested in the promotion of high levels of literacy and mathematical processes.
- interact frequently with students to create a collaborative culture within our community.
- value data-driven instruction that promotes college and career readiness.

## SUMNER COUNTY SCHOOL YEAR SCHEDULE 2016 – 2017

August 1st – 4th	Evening Registration 5pm to 7pm
August 5th	School Closed
August 8th	First Full Day of Instruction
September 5th	Labor Day – No School
October 5th	End 1st term, 1st nine weeks
October 6th	Parent/Teacher Conferences – No School
October 7th	Professional Development Day for Teachers
October 10th – 14th	Fall Break
October 17th	Begin 1st term, 2nd nine weeks
November 23rd – 25th	Thanksgiving Break
December 19th – 21st	Exam Days
December 21st	Last day prior to Winter Break
December 22nd – January 3rd, 2017	Winter Break
January 4th	Administrative Day – No School
January 5th	First Full Day for students after break
January 16th	Professional Day for Teachers – No School
February 20th	Professional Day for Teachers – No School
February 21st	Parent/Teacher Conferences – No School
March 17th	End 2nd term, 1st nine weeks
March 20th – March 24th	Spring Break
March 17th	Begin 2nd term, 2nd nine weeks
April 14th	No School
May 22nd – 24th	Exam Days
May 25th	Administrative Day for Teachers
May 26th	Report Card Day
May 29th	Memorial Day

## DAILY BELL SCHEDULE

7:45	First Bell
7:55	Warning Bell
8:00 - 9:20	First Block
9:20 – 9:27	<i>Class Change</i>
9:27 – 10:51	Second Block
10:51 – 10:58	<i>Class Change</i>
10:58 – 11:49	Skinny Block
11:49 – 11:56	<i>Class Change</i>
11:56 - 1:29	Third Block and Lunch
A 11:49 – 12:14	
B 12:14 – 12:39*	
C 12:39 – 1:04*	
D 1:04 – 1:29*	
	*Students should report directly to class
1:29 – 1:36	<i>Class Change</i>
1:36 – 3:00	Fourth Block
3:00	Dismissal
4:00	Doors Locked

## ADMINISTRATION

**Kenneth Powell      Principal**

The student population will be divided alphabetically and will be assigned an assistant Principal:

<b>Name</b>	<b>Administrator</b>
A to G	David Kinman
H to N	Steve Shephard
O to Z	Dr. Josh McDowd

The Assistant Principals will be responsible for attendance, discipline, and other matters concerning their assigned students.

## CURRICULUM & GUIDANCE

Counselors are assigned students by the first letter of their last name. Counselors are as follows:

<b>Name</b>	<b>Counselor</b>
A to G	Christy Hood
H to N	Dana Butler
O to Z	Cindy Dupree
Testing, 504 Coordinator	Christy Croft

## GRADING

Students will receive grade/progress reports from their teachers at the end of each 4 1/2 week period. Students are expected to deliver the report cards to their parents. Grades will be averaged on a number system and reported as a letter grade on the report card and final transcript.

The grading scale is as follows:

<b>A</b>	<b>93-100</b>
<b>B</b>	<b>85-92</b>
<b>C</b>	<b>75-84</b>
<b>D</b>	<b>70-74</b>
<b>F</b>	<b>Below 70</b>

## EXEMPTIONS

**All underclassman (9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> graders) are required to take exams.**

Seniors may be eligible for exemptions if the teacher elects to exempt. Seniors may choose to take an exam, and any student with a C average is encouraged to do so. Seniors may have the privilege of being exempt from exams based on the following:

1. An **A** average at the end of the term and no more than 3 absences.
2. A **B** average at the end of the term and no more than 2 absences.
3. A **C** average at the end of the term and no more than 1 absence.
4. Perfect attendance and no tardies to class.

Seniors with a **D** or **F** average at the end of the term **MAY NOT BE EXEMPT**.

Seniors that have to serve ISI or OSS during the term **MAY NOT BE EXEMPT**.

Seniors that have 4 or more tardies to a class for the term **MAY NOT BE EXEMPT**.

## GRADUATION REQUIREMENTS

As established by the Tennessee State Board of Education and the Sumner County Board of Education and with regard to graduation requirements, a high school diploma or an appropriate certificate will be awarded as described below:

### Graduation Requirements

#### (a) High School Diploma and Special Ed. Certificates

1. The high school diploma will be awarded to students who earn 26 units of credit and have satisfactory records of attendance and conduct for 8 terms.
2. A transition certificate may be awarded at the end of the 4<sup>th</sup> year of high school to students with disabilities who have taken 26 units of credit, have satisfactorily completed their IEP, and have satisfactory records of attendance and conduct for eight terms.



3. An IEP certificate will be awarded to students with disabilities who have satisfactorily completed an individualized education program, successfully completed a portfolio, and have satisfactory attendance & conduct for 8 terms.

**(b) High School Diploma**

The following 26 units shall be required for graduation.

English Language Arts.....	4
Mathematics.....	4
Science.....	3
Social Studies.....	3
Wellness.....	1
Physical Education.....	0.5
Personal Finance.....	0.5
Foreign Language.....	2
Fine Arts.....	1
Elective Focus.....	3
Additional Sumner County Electives.....	4
<b>TOTAL.....</b>	<b>26</b>

Students who do not meet the minimum requirements will not receive a diploma and will not be permitted to participate in the graduation ceremony.

**FOCUSED AREA**

Students, as you attend Beech High School for four years, you will be required to choose and develop a focused area of study. This focused area will be developed by taking three courses or electives in an area of interest. Our CTE, Career Technical Education program provides over twenty different Programs of Study for you to choose. They range from Business Management to Power, Structures and Technical Systems. You will discover that there are a wide range of focus areas available to you. In addition, a student may also challenge themselves to develop a focus area of study by taking three additional courses (beyond the required number) in the areas of Math, Science, or Fine Arts.

**ACADEMIC RECOGNITION**

A. Students will be eligible to graduate with academic recognition by achieving the following:

<b>1. 4 Tiers of Recognition</b>	<b>Cumulative GPA</b>	<b>Minimum Hours and AP Courses</b>
With Highest Recognition	3.90	18
With High Recognition	3.70	16
With Recognition	3.50	14
With Notable Achievement	3.50	Less than 14

This academic recognition plan includes all courses attempted by students for all eight terms of the high school career. The GPA is based on a four-point scale with internal weighting only

(three points on the final numerical grade for an honors course and five points on the final numerical grade for an Advanced Placement course).

Rank by number will be assigned only to the valedictorian and salutatorian. If there is a tie, the valedictorian will be identified as the student having the highest GPA coupled with the largest number of courses at the honors and AP levels. If the GPA and number of courses are tied, the individuals at this level will share rank. If no students qualify for valedictorian or salutatorian at the highest honors tier, then each successive tier will be reviewed for students with the highest GPA and, in case of a tie, with the highest number of honors and AP courses within that tier. Students other than the valedictorian and salutatorian will be recognized, only by the tier in which they fall not by specific number.

2. Credits earned prior to entering the ninth grade will not be included in the computation of grade point average and academic recognition.

3. Students must be enrolled full-time at the home base school to be eligible for academic recognition.

4. No transfer course will be awarded honors or AP credit unless so designated on the transcript. Honors and advanced placement transfer credit will be accepted only from schools accredited by the Tennessee Department of Education or those accredited by agencies approved by the Tennessee Department of Education.

5. To be named valedictorian or salutatorian, a student must be enrolled in the high school the last five of the eight terms in school. It is possible, however, for a transfer student with fewer than five of the last eight terms to share the position of valedictorian or salutatorian.

B. State Graduation with Honors and Distinction for students entering SY 09-10.  
[R&R 0520-3.06]

1. Students who score at or above all of the subject area readiness benchmarks on the ACT or equivalent score on the SAT will graduate with honors.
2. Students will be recognized as graduating with “distinction” by attaining a B average and completing at least one of the following:
  - (i) Earn a nationally recognized industry certification
  - (ii) Participate in at least one of the Governor’s Schools
  - (iii) Participate in one of the state’s All State musical organizations
  - (iv) Be selected as a National Merit Finalist or Semi-Finalist
  - (v) Attain a score of 31 or higher composite score on the ACT
  - (vi) Attain a score of 3 or higher on at least two advanced placement exams
  - (vii) Successfully complete the International Baccalaureate Diploma Programme
  - (viii) Earn 12 or more semester hours of transcribed post-secondary credit

Each school is authorized under board approval of this guide to prescribe a manner in which state honors and distinction will be noted at graduation.

## **Graduation Ceremony**

No student will be permitted to go through graduation ceremonies in Sumner County until all requirements for graduation have been satisfactorily completed.

It will be the responsibility of any student who completes requirements for graduation at the end of the summer term to notify the principal who will requisition a diploma. These students are not eligible to participate in any way at the graduation ceremony.

## **Classification of Students**

Students will be classified by both tenure in the school program and by credits earned. The policy on Senior Warning Procedures is applicable to all students who anticipate graduating within the academic year. Year of entry will be the basis for determining graduation requirements.

Classification is done at the beginning of the fall term and is for one full year.

**Freshman:** A student who satisfactorily completed the eighth grade.

**Sophomore:** A student who is in the second year of high school and has satisfactorily completed 6 credits.

**Junior:** A student who is in the third year of high school and has satisfactorily completed 12 credits.

**Senior:** A student who is in the fourth year of high school and has satisfactorily completed 18 credits.

**Graduating Senior:** Graduating senior is a student who is in at least the fourth year of high school and in range of graduation--these students would fall under the SENIOR WARNING PROC

## **MAKE-UP PROCEDURES**

### **Make-up Work**

All missed class work or tests may be made up provided the student brings a note\* to excuse the absence within three days and makes a request to the teacher within 24 hours upon returning to school. The work must be returned to the teacher within three (3) school days of the request. Consecutive days missed will be given additional days to make up work. **Students who have an unexcused absence will receive a zero (0) for any assignments missed, however they will be encouraged to make up assignments to keep up in the class.**

### **Illness**

If a student's illness extends longer than three (3) days, a parent may contact the school and request assignments to be made up. A minimum of one (1) full school day is necessary to have the assignments ready for pick-up. It is the **student's responsibility always** to check with the teacher upon returning to school to see what work was missed and to make arrangements to make up any tests and/or quizzes and any other requirements of the class.

### **Make-up Tests**

A student must make arrangements to make up any missed tests within 24 hours upon returning to school after an **excused absence**. *ANY TEST NOT MADE UP WILL BE RECORDED AS A ZERO (0) IN THE TEACHER GRADEBOOK.*

**\*All absentee notes should be turned into the attendance clerk in the vocational hallway BEFORE SCHOOL STARTS on the day the student returns to school.**

## **ATTENDANCE POLICY**

Recognizing that absenteeism is a hindrance to education and that the progress of a student at school depends on the regularity of attendance, the Sumner County School Board has adopted the following rules and regulations:

### **Tennessee Compulsory School Attendance Law**

Every parent, guardian, or other person residing within the state of Tennessee, having control or charge of any child between the ages of six (6) and seventeen (17) years, both inclusive, shall cause such child to attend public or nonpublic school, and in the event of failure to do so, shall be subject to the penalties hereinafter provided.

#### **Penalty for violation:**

Any parent, guardian or other person who has control of a child or children, and who shall violate the provisions of this part shall be guilty of a Class C misdemeanor. Each day's unlawful absence shall constitute a separate misdemeanor.

#### **Definitions:**

**Present:** means a student being in attendance at the school or class to which (s)he is assigned.

**Absent:** means a student not being in attendance at the school or class to which (s)he is assigned. Missing more than half of a class counts as an absence, there are two categories of absences:

**Unexcused Absences:** absences which are not verified or which do not meet valid reasons for absences. All out of school suspension are unexcused absences, and Sumner County School Board Policy is that all absences beyond five (5) are unexcused.

**Excused Absences:** absences tolerated by the school system under the law because the cause and benefits of the absence to the student as verified by the proof outweigh benefits which would have been achieved by attending school.

For absences of a full or part day to be considered excused, a written note from the parent, guardian, or doctor must be provided.

After accumulation of five days of excused absences, the parent\guardian must file more formal documentations as an excused absence.

#### **Adequate reasons for absences include the following:**

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist or health agency. If the illness or hospitalization is to exceed ten consecutive days, the parent or guardian should apply for homebound instruction after the first five consecutive days absent.
2. Death of a family member. Death of a non-family member if approved by principal.
3. Recognized religious holidays. A parent note must be submitted to the principal prior to the student's absence.

4. Required court appearance.
5. Approved school related activities. Prior approval is required.
6. Vacations\Trips with prior approval by the principal. A note from the parent or guardian shall be submitted prior to any vacation or trip. Principal approval required. Vacations\trips taken without principal approval will be considered unexcused.

**Satisfactory Attendance:** In order to meet the requirements for satisfactory attendance, a student must not miss more than five days per semester. Attendance meeting will be required of parents or guardians of students who go beyond their allotment of days missed per semester. Students missing more than their allotted five days may result in **loss of credit in each class in which five (5) absences have occurred.** Suspension days will not count against the five (5) absences. (Please see the complete board Policy on attendance)

## **BHS SPECIFIC ATTENDANCE EXPECTATIONS**

Students are required to be in every class on time and to stay for the entire class. Any student out of class is required to have a written hall pass signed by the teacher. (Forms provided by the Office.) **Absence from any class without authorization will be considered skipping and will be treated as a discipline infraction.**

When you arrive at school, whether by foot, car or bus you must report to directly to your assigned location and **you may not return to the parking lot during the day without written permission from an administrator.**

If you become ill during the day, do not loiter in a restroom or other unauthorized area. Report to the office and request office personnel to contact your parent to pick you up. Any student who leaves school before the normal dismissal time must **SIGN OUT and bring a parent note when returning to school!**

### **Attendance Policy in Compliance with TCA 49-6-3107 (b)**

Any student who has not reached 18 who withdraws from school or accumulates 10 (ten) consecutive absences and/or 15 unexcused absences will have his/her driver's license suspended. Upon re-entry to school, GED program, night school, his/her performance will be evaluated and in compliance with the law may have his/her driver's license returned.

## **EARLY DISMISSAL**

A parent may come into the office and sign out a student at any time. Notes will be accepted for early dismissal if presented in the office before 8:00 so it can be confirmed by phone with a parent or guardian. Only administrators or parents may give permission for a student to leave school. **REMEMBER TO SIGN OUT and bring a note when returning to school if one was not provided when signing out!**

## **LATE ARRIVALS**

A student arriving after 8:00 must sign in at the front office. An admit slip will be given to the student for admission to class. **REMEMBER TO SIGN IN!**

## **ABSENTEE SLIPS**

### **(ADMIT SLIPS TO CLASS)**

Upon return from an absence, the student must present a doctor's or parent's note to the attendance clerk, within three days, to get an admit slip before 8:00 AM. Your note from home or doctor should include: Full name, date(s) of the absence, grade level, and parent phone for verification.

**You will not be admitted to class without an absentee slip and will receive a write-up to your assistant principal if you have to leave class to go get one on class time.**

## **CODE OF DISCIPLINE**

The following Code of Discipline is a set of rules and policies which you must obey. Contained in the Code are State and Federal laws, Sumner County School Board policies, as well as Beech Senior High School rules. The Code is for one purpose only: **to be sure that we maintain a safe and orderly atmosphere, one conducive to learning, and one where a student may fulfill his or her potential.** Students are encouraged and expected to report anything that they feel poses an imminent danger to students. Rewards may be offered under special circumstances.

## **STUDENT RIGHTS, RESPONSIBILITIES, AND PRIVILEGES**

Each student has the **right** to a full day's learning each and every day, in a safe and orderly environment, free from disruption by other students and from unnecessary distractions. Each student has the **right** to be treated with respect by other students and by his/her teachers.

Each student has the **responsibility** to know and to obey the rules and regulations of Beech Senior High School so that all students may attain the highest possible level of academic achievement and personal growth. Each student has the **responsibility** to conduct himself or herself as a gentleman or lady at all times.

If students meet their responsibilities and maintain an appropriate academic atmosphere, then certain **privileges may be extended**, such as exam exemptions, breaks, pep rallies and assemblies, campus parking, access to vending machines, and other extracurricular activities. **Privileges** by their very nature are outside the realm of rights and are extras which are extended for high achievement.

## **POLICIES**

### **DRUGS AND ALCOHOL**

Any student in possession of illegal drugs or drug paraphernalia designed for the **use of drugs**, or any student found to be under the influence of drugs will receive a maximum of a ten-day suspension or possible complete expulsion from school-depending on the severity of the offense.

Illegal drugs include but are not limited to marijuana, alcohol, prescribed drugs (not checked in with school officials), cocaine, narcotics, and hallucinogens.

It is against the Sumner County Board of Education policy for any student to possess, sell,

furnish, or barter any illegal drug on school property or during any school related activity. Violators will be referred to the Discipline Committee of the Board of Education and will be subject to existing local, state, and federal narcotics and legend drug laws.

Alcoholic beverages are not permitted at school or at any school related activity, regardless of location. Any student in possession of or under the influence of alcohol will be liable to suspension from school.

## **TOBACCO**

The use or possession of tobacco products and/or lighter and matches by students will not be permitted while they are under the direct supervision of the Sumner County School System, either on the grounds or in the building.

Board policy requires the following: **first offense**-3 day suspension from school, **second offense**-5 day suspension from school; and **third and subsequent offenses** -10 day suspension from school.

## **ATHLETIC EVENTS**

All athletic events at BHS are under the Rules and Regulations of the TSSAA. This includes both participants and spectators. Every student at such events must use sportsmanlike conduct. These are school events and ALL rules apply.

## **CAR PASSES**

**A student must have written permission from the office or an administrator to go to the parking lot.** These will only be given in an emergency.

## **CELL PHONES**

It is our intentions to protect learning time and minimize distractions in class. Students who are texting, phoning, or playing games on their phone are not giving their full attention to instruction. Phones and other recording devices are not permitted to be used, or to be out in classrooms unless specific permission is given by the teacher.

First offense, student will be warned. If the problem persist, the phone will be collected and turned over to the office.

Students who fail to follow teacher's directions in this matter will be assigned ISS. A continued failure to follow policy will result in OSS, Out of School Suspension.

## **CHEATING**

If a teacher suspects a student of cheating to earn a grade, then that teacher shall consider an alternative test or measure. Unless a teacher has absolute proof of cheating, the student shall be given the benefit of an alternative measurement or test. When a teacher has proof of cheating, a grade of "zero" will be issued and the matter shall be turned over to the principal for disciplinary action.

## **HIGH SCHOOL STANDARDIZED DRESS CODE**

Students are reminded that while some garments may be suitable for other occasions, they may not be deemed appropriate for school attire. When, in the opinion of the administration and staff, a student is not dressed appropriately or exhibits grooming which is considered detrimental or distracting to the educational environment, appropriate action shall be taken.

THE FOLLOWING GUIDELINES SHALL BE ENFORCED:

- \*No extreme hair styles or extreme hair color
- \*No body piercing jewelry except earrings may be worn
- \*Jewelry must not be distracting, disruptive, or unsafe
- \*No saggy or sagging pants. No flesh or other garments should be visible by pants being worn too low. Pants must be worn on waist. Undergarments should not be visible between shirt/top and pants/skirts.
- \*No holes in clothing
- \*Skirt length or slits in skirts must not be higher than 3 inches from bend in back of knee
- \*Leggings allowed, but only under standard length dress or skirt.
- \*Shorts allowed at principal's discretion (must not be higher than 3 inches from back of knee); No cutoff sweat pants or gym/athletic shorts
- \*No form fitting/body conforming clothes or revealing necklines
- \*Shoulders must be covered by a 2-inch or more shoulder seam; male shirts must have sleeves
- \*Clothing made of sheer (see through) or fishnet material is not allowed
- \*No pajamas (tops or bottoms) or house shoes
- \*No suggestive slogans, vulgar captions, pictures of advertisements for tobacco, alcohol, drugs, or sex
- \*No lettering across seats of garments
- \*No head dress unless for religious purposes
- \*No tinted glasses/sun glasses unless doctors prescribed
- \*No clothing or articles related to gangs
- \*Tattoos will be handled at principal's discretion (may be asked to cover)
- \*No shoes with cleats or rollers
- \*Any other clothing/dress/attire that may distract or interfere with the learning environment or operation of the school will not be allowed.

### **Penalties for Dress Code Violations:**

Change or go home

Zero in classes missed

Marked unexcused in classes missed

May be assigned ISS or OSS by administration for continued infractions

### **FIGHTING**

Fighting will not be tolerated and will be met with stern disciplinary action. Fights have loosely defined stages including mouthing, taunting, cursing, threatening, shoving/pushing, wrestling, and actual hitting/slapping/punching. All of these steps are considered contributing factors to and part of a fight. All of these steps are considered contributing factors to and a part



of, the fight. In most cases both students are deeply involved in several of these steps. For that reason, except in very rare instances, all involved in any of these steps of a fight will be disciplined. Each of the developing stages of a fight presents the opportunity for a student to simply walk away or to notify an adult of the problem. To refuse to do so is a choice to continue the development of the fight. Suspension will almost always result for both parties. In addition, any student who actively encourages the fight or contributes to its developing stages may also be disciplined.

Fighting may result in notification of the Student Resource Officer for arrest of the student for unruly behavior and for disturbing the peace. Repeat offenses will result in Out of School Suspension for ten (10) days with a referral to the School Board Disciplinary Committee.

## **FINANCIAL OBLIGATIONS**

Any financial obligation which is incurred by a student must be cleared before grades or transcripts can be issued. Students must be cleared of any obligations to be exempt from exams. If a student is involved in a fundraiser, the money and/or merchandise for which the student owes must be cleared.

## **FIRE SAFETY EQUIPMENT**

Any student who pulls a school fire alarm falsely will be automatically suspended from school for ten (10) days and referred to the State and Hendersonville Fire Marshalls for prosecution. Fire alarms are placed in school buildings for the safety of students and are not to be tampered with. Also, do not tamper with the sprinkler system, fire extinguishers, or any other fire safety equipment. Any student who does so will be charged with vandalism and subject to pay all damages. We will not tolerate any behaviors which endanger our students.

## **LUNCHTIME**

When dismissed to lunch, do not loiter in the instructional hallways or at lockers. Go quickly and directly to cafeteria. During lunchtime, you are to be only in the cafeteria. You may go to the gym lobby restrooms with permission.

**Students are not to be on the front patio or in the parking lots.**

Eating is allowed only in the cafeteria. While in the cafeteria, students are required to remain seated unless in line or throwing away trash.

Students are permitted to go to the library, but must have a pass from their teacher before lunch time.

**Any infraction of these restrictions will result in loss of privileges.**

Students who leave campus without permission may be assigned OSS and lose driving privileges. **Students may not leave campus for any reason during the school day without permission once they are on school grounds.**

Teachers will strictly enforce a FIVE minute time limit on students returning from lunch.

## **MAILING LISTS**

Several companies have contracts which require that we give them the mailing addresses of our students. Jostens (yearbook) and Lifetouch Portraits (Senior Pictures) are two such companies. A written request from parents to the principal will delete their student's name.

## **MORNING ARRIVAL**

Once you arrive at school, whether by car or by bus, leaving campus without permission is considered skipping. As you enter the building, you are to go directly to the gym mezzanine or the cafeteria. Students are dismissed from these areas at 7:45 AM to go to their 1<sup>st</sup> period class.

## **PICTURE RELEASE**

Pictures of students for the purpose of promoting Beech High School academics, sports, and extracurricular activities may be released to newspapers, yearbooks, school website, and other forms of media. If you wish not to have your student's picture released, a written form is required.

## **PROFANITY**

Profane or vulgar language will not be tolerated in the classrooms, hallways, or at any school activity. Stern discipline will be dealt any student guilty of this type of conduct.

## **PROPERTY DAMAGE – VANDALISM**

Any student involved in the damage or vandalism of school property will be required to compensate Beech Senior High School or Sumner County Board of Education for all damages. The individual(s) will also face disciplinary action and be reported to law enforcement officials. **A reward may be offered leading to the apprehension of vandals.**

## **PUBLIC DISPLAY OF AFFECTION**

Any public display of affection and overt physical contact is not permitted and will be considered a disciplinary infraction.

## **ELECTRONIC EQUIPMENT/ IPODS, CD PLAYERS, PHONES, ETC.**

Electronic equipment should not be brought to school unless needed for some special project or classroom activity. Equipment can be expensive and students are discouraged from bring items to school. The school cannot be responsible for items that are lost or stolen.

## **SCHOOL BUS**

All Sumner County Board of Education and Beech Senior High School rules apply on school buses. The school bus driver is a school official, and students must comply with all school bus rules and follow the direction of the driver. Failure to do so will result in disciplinary action or loss of bus riding privileges.

## **SEXUAL HARASSMENT/HARASSMENT**

Beech High School will enforce the Sexual Harassment/Harassment Policy as prescribed by the Sumner County Board of Education.

## **SIGNS OR POSTERS**

Any signs or posters placed in the building must have the approval of the administration. After approval, there are designated areas for them to be hung. Posters and signs should be removed by the group who posted them following the event.

## **SLEEPING IN CLASS**

Sleeping in class will not be tolerated. Any student who goes to sleep in class will be written up and sent to the office.

## **TARDY**

Students are expected to be where they are needed to be **on time**. Learning to be on time is foundational to other good habits young people need to develop. Classes will begin on time and students are expected to be there to receive instruction.

Students who are tardy to school or tardy to class will receive negative consequences such as before or after school detentions, community service, and ISI. Students with excessive tardiness may even face OSS for willful and persistent failure to follow rules.

We try to instill in our young people that the best ability is dependability; and that begins by getting to where you need to be on-time.

## **TEACHERS' RULES**

Teachers may establish rules pertaining to their own classroom which will be posted and must be observed.

## **VISITORS**

Any person wishing to visit the school for any reason must report directly to the front office and see an administrator to secure a visitor's pass.

## **WEAPONS**

A weapon is any instrument or device used for the purpose of causing physical harm to any individual. Any object that resembles a weapon designed to cause harm to other individuals or to cause one to believe that the object is a real weapon will also be regarded as a weapon. The following items will be regarded as weapons (this list is not exhaustive): guns (operable or not), knives, box cutters, razor blades, clubs, bats or police batons, paint ball guns, pellet guns, BB guns, brass knuckles, chains of any type, toy pistols of all kinds including water pistols and cap guns, and spiked wrist bands. Students who bring weapons on campus for any reason will be suspended until a disciplinary hearing is arranged and hear the charges. This may result in expulsion from school, arrest, and formal charges being made. **A REWARD WILL BE PAID FOR INFORMATION LEADING TO THE APPREHENSION OF ANY STUDENT IN POSSESSION OF A WEAPON OR ILEGAL SUBSTANCES ON SCHOOL GROUNDS.**

## **DISCIPLINARY OPTIONS**

The school administration and staff will employ whatever means necessary to maintain a safe and orderly school environment.

## **DETENTION**

Detention will be issued by school personnel and overseen by administration.

## **COMMUNITY SERVICE**

Students may be assigned supervised hours of Community Service for disciplinary infractions.

## **CORPORAL PUNISHMENT**

Corporal punishment may be administered following the guidelines of the Sumner County Board of Education.

*FAILURE TO SERVE A DETENTION OR COMMUNITY SERVICE WILL RESULT IN ASSIGNMENT TO ISI, IN SCHOOL ISOLATION*

## **IN SCHOOL ISOLATION**

Students may be assigned to In School Isolation for a designated number of days. Students who are assigned to ISI must report to the ISI room before 8:00 A.M. Students will be expected to continue regular class assignments while serving ISI. Students who do not follow directions or do not work silently throughout the day will be removed from ISI to Out-of-School Suspension.

A student in ISI will be counted present at school and is expected to complete regular class assignments.

## **OUT OF SCHOOL SUSPENSION AND DISCIPLINARY HEARINGS**

A principal may suspend a student for up to ten days. At the principal's discretion a student may be referred to a disciplinary committee for a hearing. The committee may recommend temporary removal from class, temporary out of suspension, alternative school, in school isolation, or expulsion from attending any Sumner County School.

Sumner County Board of Education policy states that a student who is suspended from school must not be on the property of any Sumner County School.

## **STUDENT SERVICES**

### **BOOKSTORE**

Our bookstore called the BUC STOP is located in the hall across from the cafeteria. It is open before school at 7:30 until 7:55 and during breaks, including lunch time. A variety of school supplies and instructional materials are available for sale. The bookstore also sells Beech High spirit items such as shirts, hats, and Buccaneer memorabilia.

### **BREAK**

Horseplay or boisterous behavior will not be tolerated. Students are not to go to the parking lot without written permission from the office or an administrator. During breaks between classes, cold drinks and snacks may be purchased from the machines in the gym and vocational lobbies. Food must be consumed before entering the classrooms. **No food or drink may be taken into other areas of the building. Litter should be disposed of properly. Failure to do so may result in loss of machine privileges.**

## **BUSES**

It is important to remember that the bus drivers are in complete charge of pupils on their buses and their instructions must be followed at all times. Offenses will carry the same punishment as similar offenses at school and may result in loss of transportation privileges.

## **CAFETERIA**

All students should maintain a proper place in line and keep noise to a minimum. No one will be permitted in the cafeteria except during their assigned lunch period. Each student is responsible for trays, paper, or trash in his/her area.

## **DRIVERS LICENSE FORMS**

Forms should be requested before 8 A.M. from the attendance clerk and may be picked up at the end of the day in the front office. According to state law, students not passing 3 classes or failing to comply with the Attendance Policy will have their driving license suspended. To reinstate, a student must have 30 consecutive days of attendance without an unexcused absence and must be passing 3 of four classes at grading period.

## **LOCKS AND LOCKERS**

Students will be assigned a locker with a locker fee of \$5.00. No personal locks are allowed and locker doors should be kept locked. Never leave money or valuables unattended. **Lockers should not be shared.** No food or perishable items should be left in lockers overnight. The school is not responsible for items lost or stolen. And please note: **LOCKERS ARE THE PROPERTY OF BHS AND ARE SUBJECT TO SEARCH.**

## **MEDICATIONS**

Medications are required to be turned in to the front office when students come to school to be kept in a safe location. Students who require medications must have a written form from a doctor on file in the front office. If you require aspirin or Tylenol, please bring a supply to the office with written permission form a parent for you to take them.

## **MESSAGES**

Messages will only be delivered to students at morning and afternoon breaks (except in the case of emergencies). Messages received after 1:30 pm are not delivered except in dire emergencies.

## **PARKING**

The Sumner County Board of Education provides school bus transportation for all in-zone students who live farther than walking distance from school. Beech does not have the staff available for adequate parking lot supervision and can take no responsibility for damage, vandalism, or thefts that take place at school.

**Parking is a privilege** that is granted to students according to the BHS parking policy. It is a privilege that will be taken away if regulations and guidelines are not followed. **Every student who parks on campus must have their vehicle registered with the school and a current parking decal adhered to the front driver side windshield at all times.**

**If Desiring To Drive To School, These Guidelines Must Be Maintained:**

1. All vehicles must display a current BHS Parking Decal. (Can be purchased at Orange Rush for \$10 or from the Vocational CTE office after school starts.) Vehicles not registered displaying decal will be ticketed. Parking fines are paid at the Vocational CTE office.
2. All student drivers must park in assigned parking locations:  
Seniors with **Orange** parking decals will park in the front Senior Parking location. (Orange Parking Lot)  
Juniors with **Blue** parking decals park behind the cafeteria. (Blue Parking Lot)  
Sophomores with **Gray** decals park in front of Annex. (Gray Parking Lot)
3. All drivers on campus will **observe the 10 mph speed limit.**
4. Each driver is responsible for securing his/her own vehicle.
5. **NO STUDENT WILL PARK IN ANY SPACE RESERVED. (OUTLINED IN RED.)**
6. **The following violations will result in loss of driving privileges:**  
Excessive tardiness, skipping, continued driving offenses, and reckless driving.
7. Parking tickets are to be paid next day in CTE Vocational Office.
8. During school hours, students cannot be in the parking lot without permission from an administrator or a note from the front office.

Failure to follow regulations will result in:

Parking and traffic fines

Parking on BHS campus revoked

Vehicle towing – at owner’s expense

Other forms of discipline at Principal’s discretion

**STARS (STUDENTS TAKING A RIGHT STAND)**

STARS is a school based program dedicated to helping students make healthy life style choices and refrain from the use of alcohol, drugs, and violence. STARS will explore and take advantage of the positive influences young people can have on others and affect changes in their behavior and outlook. During group and individual sessions, the following topics may be discussed: drug and alcohol abuse, self-concept, decision-making and coping skills. All information is strictly confidential.

**STUDENT INSURANCE**

The Sumner County Board of Education does not provide accident insurance to cover students. We strongly recommend that parents purchase school insurance from a private or public resource, especially if the student participates in athletics. Students may not travel with school groups without insurance coverage.

## **SCHOOL RESOURCE OFFICER**

A School Resource Officer (SRO) is a certified police officer who is assigned full-time to a school. For this, SRO's receive many hours of ongoing specialized training. This enables the SRO to gain a better perspective of students in school. By carefully assessing the needs of individual students, SRO's will be more aware of the development of unhealthy or destructive behavioral patterns.

The SRO acts as instructor, law enforcer, and advisor within the school. The presence of SRO's tends to strengthen the student/police bond and show the officer's commitment to the students, their safety, and their education.

## **TECHNOLOGY**

The library and computer lab are available for students use before and after school. Please see Mrs. McPherson (computer lab) and Mrs. Marks (library) for information regarding times and services.

## **EXTRACURRICULAR & CO-CURRICULAR ACTIVITES**

Beech offers a wide range of activities and groups for our students. Some of the groups are directly linked to a class and some are not.

Academic Decathlon Team	Math team
Band-marching and concert	National Honor Society
Baseball Basketball	National Technical Honor Society
BETA club	Noah's Promise
Cheerleading	Ping Pong Club
Chorus	<b>Serteen</b>
Cross country	Skills USA (cosmetology, digital art, criminal justice)
DECA (marketing organization)	Soccer
Drama	Softball
Environmental Awareness Club	STARS
FBLA (Future Business Leaders of America)	Student council
FCA (Fellowship of Christian Athletes)	Student mentors
FCCLA (Family and Consumer science organization)	Tennis
FFA (agriculture organization)	Track
Football	Yearbook Staff
Foreign language	Interact
Golf	Mock Trial
HOSA (health science organization)	Young Politicans
Junior Civitain	Venture Crew
Junior Classical League (Latin classes)	Bowling
	Ice Hockey

Your involvement in these activities is what makes them a success on campus. There is something for everyone, so get involved!

## NOTIFICATON OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are: (1) The right to inspect and review the student’s education records within 45 days of the day the School System receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (2) The right to request amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Sumner County School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. (3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses records without consent to officials of another school district in which a student’s seeks or intends to enroll. Requests are forwarded upon request. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Dept. of Education

600 Independence Ave. Washington, D.C. 20202-4605



## POSITIVE BEHAVIOR INTERVENTION AND SUPPORT

**1. Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are defined in positive, simple rules, the Code of Conduct:

- **Respect**
- **Responsibility**
- **Ready to Learn**

**2. Behavioral Expectations are taught.** The behavioral expectations are taught to all students in the building, and are taught in real contexts. Teaching appropriate behavior involves much more than simply telling students what behaviors they should avoid. Specific behavioral examples are:

- *Respect* means treating people the way that you would like to be treated.
- *Responsibility* means following school rules.
- *Ready to learn* means being on time in the appropriate place in school with required materials.

Behavioral expectations are taught using the same teaching formats applied to other curricula. The general rule is presented, the rationale for the rule is discussed, positive examples (“right way”) are described and rehearsed, and negative examples (“wrong way”) are described and modeled. Students are given an opportunity to practice the “right way” until they demonstrate fluent performance. Remember Harry Wong’s emphasis on PROCEDURES and ROUTINES to manage behavior rather than CRIME and PUNISHMENT.

**3. Appropriate Behaviors are acknowledged.** Once appropriate behaviors have been defined and taught, they need to be acknowledged on a regular basis.

**4. Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to them that their behavior was unacceptable, and preventing that unacceptable behavior from resulting in inadvertent rewards. Students, teachers, and administrators all should be able to predict what will occur when behavioral errors are identified. **Student Incident Reports (SIRs)** are used to document and record incidents managed by the teacher in the classroom. **Office Discipline Referral** forms are used to refer major incidents or chronic disruptions to the administration. The **Student Behavior Management Process Flowchart** is used to help teachers distinguish major from minor behavioral incidents.

**5. Decisions about behavior management are data based.** One of the most important features of PBIS is the use of the web-based data management system called SWIS. The SWIS database tracks what types of discipline incidents are occurring, where, what time of the school day and who is involved in them. SWIS eliminates guesswork from the decision making process about what is and is not working in a building’s behavior management system. It allows decision makers to create reports that enable them to devote resources and time to the precise place, parts of the school day and people that need them.

# CODE OF CONDUCT

## RESPECT

### Students will:

- Respect each other, and all property to ensure a positive and safe learning environment.
- Display appropriate behavior according to the SCS and BHS Handbook at all times.
- Cooperate with all school personnel.
- Use respectful, appropriate language. Avoid using sarcasm, gossip, belittling, or putting down of others.
- **Consume food and drink in the Commons Area only. (Drinks from vending and water at teachers discretion) No outside food products such as McD, Chic-fil-A, etc....**
- Place all trash and discarded materials in trash cans throughout the day.
- Move quietly through the building to avoid being a distraction to classrooms along the route.
- Display appropriate behaviors that will allow the bus driver to reach each destination safely.

## RESPONSIBILITY

### Students will:

- Wear proper and acceptable attire to school (see the chart below).
- Arrive to school and to every class on time and be ready to work.
- Move to class when the warning bell rings at 7:45 a.m.
- **Enter building and report to designated areas once on school property.**
- Take proper care of textbooks, materials, and equipment.
- **Remain on school property during school hours.**
- Present a note signed by a parent/guardian to explain any absences.
- Advise the school office, guidance, and nurse regarding changes of address, phone number, and emergency information on a consistent basis.
- Students may park in the student parking lot assigned to them only with a valid parking permit.
- Exit the building promptly at the ringing of the dismissal bell. Students involved in after school activities must report to that activity by 3:15 p.m., and remain under direct supervision of the staff while in the building.
- Wear I.D. at all times.
- Communicate clearly with your teachers, parents and administrator.

## READY TO LEARN

### Students will:

- Conduct themselves in a manner that allows the teachers to teach, and all students to learn.
- Strive for success and believe it is possible.
- Carry materials needed for each class according to teacher expectations.
- Utilize a planner for organizing assignments and due dates.
- Complete and turn in assignments on the due date.
- Return as quickly as possible whenever out of class in order to maximize learning.

**Respect – Give It to Get It:**

Dress in a way that earns respect  
Treat others as you want to be treated  
Use language that respects all who hear it

**Responsibility – You Control Your  
Success:**

Know and abide by the Code of Conduct  
Accept and learn from consequences  
Be proactive, not reactive

**Ready to Learn – Preparation leads to  
Success:**

Come to school with appropriate materials  
Be on time to school and each class  
Be actively engaged in class

	<b>Classroom</b>	<b>Halls</b>	<b>Cafeteria/ Commons</b>	<b>Library &amp; Computer Labs</b>	<b>Bathrooms</b>	<b>On the Bus</b>	<b>Other Activities &amp; Areas</b>
<b>Respect</b>	<ul style="list-style-type: none"> <li>* <b>Be on Task</b></li> <li>* Follow Directions</li> <li>* Raise your hand</li> <li>* <b>Use Appropriate language</b></li> <li>* Wait turn to speak</li> <li>* Care for textbooks, Equipment &amp; Technology</li> </ul>	<ul style="list-style-type: none"> <li>* Respond to adults in a positive manner.</li> <li>* <b>Use appropriate language</b></li> <li>* Keep halls clean</li> </ul>	<ul style="list-style-type: none"> <li>* Wait your turn</li> <li>* <b>Use good table manners</b></li> <li>* Be polite to cafeteria staff</li> <li>* Consume food and drinks only in this area.</li> </ul>	<ul style="list-style-type: none"> <li>* Listen and work quietly</li> <li>* <b>No food or drink</b></li> <li>* Handle materials and equipment with care.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Respect privacy</b></li> <li>* Talk quietly</li> </ul>	<ul style="list-style-type: none"> <li>* Board the bus quickly</li> <li>* stay seated</li> <li>* Respect the driver</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Speak and act politely</b></li> <li>* Follow school rules</li> <li>* Respect those in authority and other adults</li> </ul>
<b>Ready to Learn</b>	<ul style="list-style-type: none"> <li>* <b>Be on Time</b></li> <li>* Have necessary materials</li> <li>* Put textbooks, materials &amp; equipment away when finished.</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Keep the right</b></li> <li>* Keep moving</li> <li>* Keep your voice down</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* <b>Leave eating area clean</b></li> <li>* Have pass</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* Clean-up work areas</li> <li>* <b>Use computers only as instructed.</b></li> </ul>	<ul style="list-style-type: none"> <li>* <b>Keep Bathroom clean</b></li> <li>* <b>Do not smoke</b></li> <li>* Flush toilets and urinals</li> <li>* Sign out in classroom and have pass</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Follow directions</b></li> <li>* Keep bus clean</li> <li>* Have bus pass</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Dress appropriately</b></li> <li>* Observe safety rules and regulations</li> <li>* Out by 3:00pm unless being supervised</li> <li>* Student drivers must display parking permit</li> </ul>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>* Be prepared</li> <li>* Be an active participant</li> <li>* Be ready to begin work at the bell</li> </ul>	<ul style="list-style-type: none"> <li>* <b>Move quickly and directly to class or other specified destination.</b></li> </ul>	<ul style="list-style-type: none"> <li>* Report back to class on time</li> </ul>	<ul style="list-style-type: none"> <li>* Get seated quickly</li> <li>* Work quietly</li> </ul>	<ul style="list-style-type: none"> <li>* Return to class promptly</li> </ul>	<ul style="list-style-type: none"> <li>* Take all personal property with you when leaving the bus</li> <li>* Be on time both in the morning and at dismissal.</li> </ul>	<ul style="list-style-type: none"> <li>* Follow directions</li> <li>* Exercise good sportsmanship</li> </ul>