

**Brentwood High School
Policies and Procedures
School Year 2009-2010**

ASSEMBLIES

An indication of the cultural level of the school is the conduct of its student body at assemblies. At all assemblies, Brentwood High School students are expected to conduct themselves in a manner consistent with the nature of the program. Full attention is to be given to any speaker or program participant. Unacceptable behavior will result in removal from the assembly and other disciplinary procedures.

ATHLETICS

The Athletic Department of Brentwood High School strives for a drug free environment. We expect a healthy lifestyle for all of our athletes. Drugs, alcohol, tobacco, or any other negative life choice that hinders the full development of the individual is discouraged. Individuals who choose to partake in these prohibited substances will be disciplined by an administrator and the incident reported to the coach(es) of the individual sport(s) in which the student participates. In addition to the normal school consequences for the infraction, each coach can terminate the student's participation in a particular sport. If a student is determined to be a user of prohibited substances, he/she may be required to enter and actively participate in a substance abuse counseling program as a requirement for continuing participation in our athletic programs.

It is the responsibility of each coach to help our youth who participate in athletics to reach their maximum potential and, in doing so, coaches reserve the right to insure that our programs have the highest possible standards for participants, both physically and academically. It is the student athlete's responsibility to communicate with his/her individual coach regarding issues concerning attendance and academics.

ATTENDANCE – Excused Absences

Attendance is a key factor in student achievement, and, therefore, students are expected to be present each day that school is in session. Conditions for which a student's absence may be excused are:

1. Illness of the student. The principal may require a doctor's statement
2. Illness in the immediate family, which requires absence of the student from school. The principal may require a doctor's statement.
3. Death in the immediate family. Absence should not exceed 5 days.
4. Religious holidays regularly observed by persons of the student's faith. The principal may require a statement from the minister or other person recognized by the given religious group.
5. Absences for other reasons may be excused if, in the judgment of the principal, the circumstances warrant.
6. Subpoenaed court appearances.
7. There is only one family or other personal trip allowed per year.
8. To obtain a Driver's License, you are only allotted three periods of the day.

If a parent or teacher feels that the principal has been either too harsh or too lenient in judging an absence as excused or unexcused, he should communicate this to the principal whose judgment, after further consideration of the matter, will be final at the school level. Parents may, if they still disagree, forward their complaint to the Director of Schools.

ATHLETIC OR EXTRACURRICULAR ACTIVITIES – Students who are ill and unable to attend school on the day of an athletic or extracurricular activity will not be permitted to participate on that date. Students involved in extracurricular and athletic activities are expected to arrive at school on time and remain in school for the entire day. If a student involved in extracurricular and athletic activities is absent any portion of the day of the event, he/she must notify the coach or sponsor immediately. Any exceptions to this policy must be approved by an administrator.

CLASS ABSENCE – If a student is **15 or more minutes late** to any class period, the student will be considered absent for that class period.

COLLEGE DAYS – Seniors will be allowed two visits per year; juniors will be allowed one visit per year. In order to receive an excused absence, the student must bring a statement from the college on school letterhead to verify the visit. **College visits will count as an absence toward senior exemption from mid-term and final exams.** Also, students must have their absence approved in advance by attendance and must check with their teachers for assignments. Any absence for a college visit above the allotted visit(s), must be prearranged and approved by an administrator. Freshmen and sophomores will not be given approved college visits.

FIELD TRIPS are considered school activities and are not counted as an absence from class.

SENIOR EXAMINATIONS – Semester and final exams for individual subjects shall not be required for those high school seniors who have maintained a 91 average in that subject, have been absent no more than 6 days (including college visitation days approved in advance by the principal) during the semester, and have not been suspended during the semester. The 6 days of absence includes **all absences** in a class whether excused or unexcused. Suspension includes days assigned to in-school suspension, out-of-school suspension, and/or suspensions to the ALC.

SPECIAL DAYS – **A doctor's note may be required for an absence to be excused on particular days in the school calendar.** The principal may call for this documentation to ensure adequate attendance on days such as the day before Prom, Spring Break, and other special days.

TRAFFIC ACCIDENTS – Students involved in a traffic accident may receive an excused absence/tardy with documentation from the proper authority.

ATTENDANCE – Excessive Absences

1. A student with 10 OR MORE ABSENCES per year will be required to have doctors' notes for any new absences to be excused.
2. Ten (10) consecutive or fifteen (15) total unexcused absences during any semester result in a student becoming ineligible to retain a driver's permit or license, or to obtain such if of age.

ATTENDANCE – Unexcused Absences

1. Students who have had five unexcused absences within a school year will have violated the attendance laws of this state. The name of any student who has accumulated five unexcused absences shall be submitted to the Attendance Department for proper disposition. The Director of Schools shall report any child who habitually and unlawfully absents himself from school to the juvenile judge, where said judge shall deal with the matter as he may determine to be in the best interest of the child.

2. **SKIPPING SCHOOL** – Any student who is absent from class for an unacceptable reason is considered to be skipping, and the absence is **unexcused**. Lunch is a class period. The penalty for skipping will usually result in detention or assignment to in-school suspension and/or loss of parking privileges. Skipping during exam week may bring about an ISS assignment at the beginning of the next semester. Repeated violators may be referred to Juvenile Court and the ALC. Seniors are reminded that any form of suspension means a loss of exam exemptions.

ATTENDANCE – Consequences for Unexcused Absences (Skipping)

- 1st Incident of a Period Absence – 2 Detentions
- 2nd Incident of a Period Absence – Friday School
(or 1st time with multiple periods)
- 3rd Incident of a Period Absence – ISS (1 Day)
- 4th Incident of a Period Absence – ISS (2 Days)
- 5th Incident of a Period Absence – ISS and parent meeting with assistant principal to discuss ALC/Court Petition

ATTENDANCE – Consequences for Leaving Campus without BHS permission

- 1st Incident – 1 day ISS, possible loss of driving/parking privileges
- 2nd Incident – 3 days ISS, loss of driving/parking privileges
- 3rd Incident - 5 days ISS, loss of driving/parking privileges
- 4th Incident - Minimum 5 days ISS, possible ALC, loss of driving/parking privileges

ATTENDANCE – Procedures for Absences

1. Parents should phone the Office of Student Services (472-4225) between 7:30 and 10:00 A.M. the day the student is absent. The fax number for the attendance office is 472-4241.
2. All excused absences require a **written verification** by a parent or guardian on the day of return. The note should include the dates absent, the reason for the absence, and the phone number where the parent or guardian may be contacted during the day. If the parent has not already called, the school will attempt to confirm the written verification by phone. The note will be accepted up to three days after the absence.
3. After an absence, students will be admitted to class only with an **admittance slip** signed by the attendance supervisor. The Office of Student Services opens at 7:00 A.M.
4. The student must have the teacher of each class missed sign the admittance slip. If the student forgets or loses his admit slip, he must get a replacement. **If class time is missed while getting an admit slip, the student will also be given a tardy slip.**
5. A student should report to class before requesting a pass to the clinic, guidance, or the Office of Students Services. The absence from class will be considered unexcused for the class period if this procedure is not followed.
6. **PRE-ARRANGED ABSENCES** – Absences for reasons not defined in this document must be pre-arranged and approved by the grade-level principal **one week prior** to the absence. A letter stating dates and the purpose of the absence should be submitted to the Office of Student Services. The grade-level principal will review the student's attendance and grades to decide whether to grant the request. If the request is approved, the Office of Student Services will provide an absence form for each teacher to initial prior to the trip. It is the student's responsibility to request and return all make-up work as designated by their teachers. No additional note is needed when the student returns to school after completing the pre-arranged absence unless the number of absent days changes.

ATTENDANCE – Make-Up Policies for Assignments

1. The **student must take responsibility** to get assignments when absent. It is recommended that the student go to his/her teachers before or after school if the student cannot obtain adequate information from classmates.
2. For absences of one to three days, a student **may** have up to three days to complete all make-up work. The teacher and the student will develop a plan for completing the assigned work upon return of the student.
3. If a student misses one day and returns on a test day, then the student should have an extra day to make up the work unless the test was announced prior to the student's absence. Then the student should take the test on the scheduled day.
4. **FIELD TRIPS** – It is the student's responsibility to notify his teacher of an absence prior to the field trip and to obtain assignments for the day(s) he will be out of class. At this time the teacher will give the date the assignments will be due. If the test, assignment, or quiz has been scheduled prior to the field trip, the student is required to take the test no later than the day of his return. Failure to follow these procedures may result in a zero on the work missed.
5. Students with prearranged absences must consult teachers concerning assignments in advance.

ATTENDANCE – Arriving During School Hours

1. A student arriving **to school less than 15 minutes late will report directly to his/her first class.** The teacher will determine whether it is necessary for the student to report to Student Services.
2. **A student arriving to school more than 15 minutes late must SIGN IN** and bring a note to the Office of Student Services **immediately** upon arrival. The note must include the date, reason for the late arrival, the parent's/guardian's signature, and a phone number to contact the parent during the day. Students who submit forged or unauthorized notes will be subject to suspension. These notes must be confirmed by phone before a decision is made about whether the lateness is excused. If the student arranges a phone call impersonating a parent, all students involved will be subject to suspension.
3. If a student has left school and is returning, the student should report to the Office of Student Services, sign in **immediately**, and secure a proper admittance pass.

ATTENDANCE – Leaving During School Hours

1. Any student requesting an early dismissal should leave a note signed by his parent or guardian in the Office of Student Services before 7:25 A.M. All notes should contain the date, the specific reason for leaving, the parent or guardian's signature, and the parent or guardian's daytime phone number. **The parent or guardian will be contacted prior to student release to verify the note.**
2. **STUDENTS MUST SIGN OUT.**
3. Early dismissals cannot be issued during assemblies or special school events.
4. Parents are urged to schedule dental and medical appointments outside school hours. When such appointments cannot be scheduled outside school hours, parents must send a written request for dismissal to the school or call for the pupil in person. When the student returns, he should submit an official statement from the professional involved citing the date and time of the appointment.
5. A student who becomes ill during the day should report to the clinic with a pass written by the teacher of his class. The student's parent will be contacted to make arrangements for the student's care.
6. In order to go to the school parking lot during the school day, students must obtain a pass from an administrator.
7. **No pupil shall be sent from the school during school hours to perform an errand, retrieve forgotten items, or act as a messenger, except with the approval of the principal and the consent of the pupil's parent or guardian. Errands are considered UNEXCUSED.**

ATTENDANCE – Unauthorized Absence from Class

1. Any student out of his/her designated classroom should have a hall pass completed and signed by a member of the faculty or administration. It is the student's responsibility to obtain a hall pass.
2. Any student in the halls during class time without an authorized pass will be referred to the Office of Student Services. The student will be given an unexcused admittance slip back to class. The student may be considered skipping.
3. Except to move to classes, assemblies, and during lunch, students are not to be outside the building during the day without an authorized pass. Students found outside without a pass will be considered skipping. The result may be the loss of parking privileges, detention, or ISS.
4. **Students who arrive on the Brentwood High School campus in the morning should not leave campus to go anywhere, including Granny White Park.** Upon arrival at school, students are to immediately enter and remain in the building. Violations may result in a warning, detention, or loss of campus driving/parking privileges. Parents of repeat offenders will be notified.

BULLYING

See School Board Policy **6.3032** in regard to bullying:
<http://www.wcs.edu/district/boardpolicy/sect6/63032.pdf>

BUSES

1. Bus riding is a privilege, which may be revoked. Students are expected to exhibit the same behavior required in the classroom while on the school bus. Riders are under the supervision and control of the bus driver while on his/her bus.
2. Students are to ride only assigned buses. Students will be unloaded at their regular designated stop. Any change must be approved **IN WRITING** by the school principal first. If the request to ride another bus results in a bus overload, students will not be permitted to ride any bus other than their assigned bus.
3. The rules listed here will be on a form distributed by the bus drivers to their riders during the first days of school. Riders will complete the form, have their parent(s)/guardian sign it, and return it to the bus driver within the first two weeks of school. These rules are for the safety of the students:
 - a. Follow directions the first time they are given.
 - b. Stay properly seated in your assigned seat.
 - c. Keep your hands to yourself.
 - d. No yelling, profanity, or rude gestures.
 - e. No spitting, spitballs, paper throwing, or throwing objects out the windows.
 - f. No eating, drinking, use of tobacco products, gum chewing or littering.
 - g. No horseplay, wrestling, or fighting.
 - h. No destruction of property (restitution will be made).
4. **CONSEQUENCES** to violators – First violation: written warning to student/parent(s) by driver; Second violation: conference with Principal, parent(s), student, and Transportation Official; Third violation: suspension from school bus. Multiple offenses will be treated as second and/or third offenses. These consequences are the **MINIMUM**. The principal has full authority to discipline students as he/she determines to be appropriate.
5. To ensure a safe and orderly means of transportation, the following guidelines are established for all riders:
 - a. Be at the bus stop prior to the arrival of the school bus.
 - b. Wait away from the curb until the bus comes to a complete stop.
 - c. Go directly to an available seat and be seated. Keep aisles and exits clear.
 - d. Keep noise at classroom level. No profanity, eating, or drinking on the bus.

- e. Keep hands, head, and objects inside the bus. Respect the rights and property of others.
- f. Obey the driver promptly and respectfully.
- g. Remain seated until the bus has come to a complete stop.
- h. Use the emergency door only in any emergency.
- i. No drugs, weapons, hazardous materials, or animals are permitted on the bus.
- j. No objects permitted on the bus which cannot be held in the student's lap.
- k. No throwing or passing objects allowed on, from, or into the bus.
- l. Drivers may assign and reassign regular seats to students on the bus for disciplinary reasons.
- m. Students must never cross the road from the rear of the bus.
- n. Students are not permitted to exit the bus for shopping or personal business.
- o. Video cameras may be installed on the bus to record student behavior.
- p. Student misbehavior recorded on video may be used to discipline that student.

CLASSROOM DISRUPTIONS

Behavior which interferes with instruction is considered a serious violation of the BHS Code of Conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of the disruption.

1st Incident – Detention

2nd Incident – 2 Detentions

3rd Incident – Friday School

4th Incident – ISS (1 Day)

5th Incident – Meeting with Assistant Principal to discuss ALC/Court Petition

DETENTION AND FRIDAY SCHOOL POLICY

1. Detention is served at two different times: **morning and afternoons of Tuesdays and Thursdays.**
2. Students serving detentions or Friday School must report on time. Students who are tardy will be assigned additional detention time.
3. Students will bring textbooks and/or schoolwork to study or assignments will be given. If students refuse to study or follow the detention/ Friday School supervisor's instruction, they will be sent home and referred for administrative action.
4. No sleeping, talking, or food is allowed in detention or Friday School.
5. Proper clothing should be worn so the student can participate in schoolwork and/or campus maintenance.
6. Only medical emergencies will be considered as excused reasons for missing detention or Friday School. Students will need to bring a note from their physician by 7:20 a.m. on the first scheduled day of school after the missed detention. **Students cannot use work as an excuse to miss detention.**
7. If a student misses detention or Friday School, he/she is subject to more detentions, Saturday School, or ISS.
8. Friday school is given on Friday's after school from dismissal to 5:30 p.m.

DISPLAY OF AFFECTION

Affection, such as kissing and prolonged hugging, is intimate and personal and inappropriate for public display. Such display of affection will result in a warning, counseling, parental contact, or even referral to an administrator.

DRESS CODE

During the first minutes of the day in first period, teachers will check their students for appropriate dress. Those students not in compliance with the rules will be sent to an administrator for regulation. In addition to correcting the violation, students will be subject to consequences for violations. The consequences will be the same as the consequences for a tardy.

1. Stocking caps, hoods, bandannas, headscarves, or headwear of any kind must be removed when entering a classroom. If not removed, the headwear will be confiscated and returned only to a parent.
2. All pants or trousers are to be held at the waist.
3. Underwear must not be visible.
4. For the safety of all, no chains or spikes may be worn on clothing or as accessories.
5. The length of dresses, skirts, or shorts must be no shorter than six inches above the knee.
6. Leggings, tights, or spandex must be accompanied by skirts, shorts, or tops of a length no shorter than six inches above the knee.
7. No shirts that would be considered offensive to any race or culture may be worn. T-shirts may not have any message dealing with profanity, alcohol, tobacco, or drugs or advertise a business that sells these. There may also not be any shirts with sexually suggestive messages nor may they contain racially or culturally inflammatory messages and symbols.
8. No visible body piercing jewelry other than through the ears may be worn. No piercing jewelry of any kind that is a safety hazard may be worn. During school hours students will be asked to remove jewelry not in compliance with this rule.
9. Bare midriffs, "crop" tops, or tank tops are not allowed. Mesh tops or see-through material must have a shirt made of non-see-through material underneath. No spaghetti straps or off-the-shoulder shirts or dresses may be worn during the school day.
10. Everyone must wear appropriate undergarments.
11. Individual teachers will determine clothing regulations for particular activities in a classroom (such as, closed-toe shoes for labs, performance attire, physical education dress, etc.).
12. No bandannas or gang-related clothing or clothing with insignia representative of gangs may be worn at any time on school premises or at school activities.
13. Clothing for any type of group initiation that constitutes hazing is prohibited.
14. Any apparel, dress, or grooming that is potentially disruptive to the classroom atmosphere or educational process is not permitted.
15. Any apparel, dress, or grooming that is dangerous to the health or safety of students or the lawful, peaceful operation of the school is not permitted.

DRIVER'S LICENSE (DENIAL OF MOTOR VEHICLE LICENSE - TCA 49-6-3017)

This recent state law applies to all persons 15-17 years of age and requires suspension action be taken in regards to persons that do not have a drivers license as well as those that are licensed. The law requires that students be enrolled and making "satisfactory academic progress" in a secondary school. As used in this law, "satisfactory academic progress" means making a passing grade in at least three full unit subjects or their equivalency at the conclusion of any regular school semester. A student who fails to maintain "satisfactory academic progress", based on end of semester grading, may not be considered to be in compliance until the student makes a passing grade in at least three full unit subjects or their equivalency at the conclusion of any subsequent grading period. Summer school credits do not satisfy criteria for renewal of licenses revoked due to second semester failures, because it is not possible to earn 3 credits in summer school.

DRUG FREE YOUTH ACT (JUVENILE OFFENDER ACT)

Denial of driving privileges by court:

1. When a person, younger than 18 years of age, but 13 years of age or older, commits any offense or engages in any prohibited conduct described in this subsection, then at the time the person is convicted of the offense, or adjudicated a delinquent child, unruly child or status offender, the court in which the conviction or adjudication occurs shall prepare and send to the Tennessee Department of Safety, Driver Control Division, within 24 hours of the confiscation of adjudication, an order of denial of driving privileges for the offender. This section applies to any criminal offense, status offense, violation, infraction of other prohibited conduct involving the possession, use, sale, or consumption of any alcoholic beverages, wine or beer or any controlled substance as defined by law, or involving the possession or carrying of a weapon on school property. The denial of driving privileges authorized by this section applies when the prohibited conduct occurs before the offender attains the age of 18, regardless of when a conviction or determination occurs. The department of safety shall promulgate an "order of denial" for use by the courts.
2. If a court has issued an order of denial of driving privileges, the court, may review the order and may withdraw the order at any time the court deems appropriate, except as provided in the following:
 - (a) A court may not withdraw an order for a period of 90 days after the issuance of the order if it is the first such order issued by any court with respect to the petitioning person: and
 - (b) A court may not withdraw an order for a period of 1 year after the issuance of the order if it is the second or subsequent such order issued by the court with respect to the petitioning person.
3. For a motion for withdrawal to be properly before the court for consideration, the local district attorney general must have received at least 10 days' prior notice of the motion along with the time and place where it will be considered. The motion must be joined in by a custodial parent or legal guardian of the offender, if the offender is an unemancipated juvenile at the time the motion is made. The motion shall state whether any prior orders of denial have been issued by any court and shall include all exhibits from any prior orders of denial so issued.
4. The local district attorney general or assistant district attorney general shall have the right to appear, present evidence and be heard at proceedings under this section.

ELECTRONIC DEVICES; BEEPERS/CELL PHONES/CD PLAYERS/TAPE MACHINES

Students are extended the privilege of possessing cell phones, portable radios, and CD players on school grounds; however, cell phone use is prohibited during class time and should not be visible during class time. These items will be confiscated and returned only to a parent. Portable listening devices in the classroom are at the discretion of the teacher. Students must follow the class rules set by the teacher in the classroom.

1st Incident – Phone may be picked up in the office by the student.

2nd Incident – Phone **must** be picked up by a parent/guardian.

3rd Incident – Phone will not be returned until the end of the semester.

FIGHTING

Students involved in a fight will be suspended, and are subject to referral to the ALC along with a petition being filed in Juvenile Court. Students are **encouraged** to seek conflict resolution from school principals, school counselors, the STARS counselor, or teachers in an effort to resolve the problem prior to an outbreak of fighting. In most instances situations leading to fights can be resolved if pre-fight intervention occurs. Students found to be inciting, setting up, or causing a fight may also be suspended.

HARRASSMENT

See School Board Policy 6.304 in regard to harassment:
<http://www.wcs.edu/district/boardpolicy/sect6/6304.pdf>

HONESTY

The community of Brentwood High School recognizes that no true learning or growth in academics, sports, or character can occur without the condition of honesty. Therefore, we expect all members of the community to practice honesty within the activities of the school, both in relationships and in work. Lying, stealing, and cheating will not be tolerated.

Lying is the willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, misrepresentation, false appearance, or fraud in an oral or written statement. Lying will result at the minimum in detention or ISS.

Stealing is taking or appropriating another person's property without that person's expressed permission or direct knowledge, no matter whether the intent is to return the property or not. Stealing will result at the minimum in ISS. Flagrant stealing will result in a petition in Juvenile Court and possibly placement in the Alternative Learning Center (ALC).

Cheating is considered a serious violation of the process of education. It includes, but is not limited to, the willful giving or receiving of an unauthorized, unfair, dishonest, or unscrupulous advantage over other students in schoolwork or activities. Some examples are unauthorized copying of assignments (including computer documents and files); stealing another student's homework and turning it in as one's own; plagiarism; submitting pre-written work for set classroom exercises or tests; using unauthorized study aids, notes, books, data, or other information; selling or buying or sharing papers without authorization; altering an assignment or test after it has been graded; stealing tests or other unauthorized material, or passing such material stolen by others; talking or signaling to another student during a test or quiz; looking at another student's answers during a test or quiz, or permitting another student to look at one's own test or quiz; possessing or using "crib" or cheat sheets; leaving books open on the floor to view during a test or quiz; using unauthorized calculators, palm computers, or other electronic devices to obtain answers during tests or quizzes; passing test information on to students in other classes; computer fraud; sabotaging the project or experiments of other students. Intending to cheat is considered the same as cheating.

For the first cheating offense, at the minimum the student may receive a zero for the activity, the teacher will contact the parent, the teacher will refer the incident to the appropriate administrator, and the student will attend Friday School. For a second offense, at the minimum the student will be placed in ISS for no less than two days. If a third offense occurs, at the minimum the student will receive five days in ISS or perhaps be placed in the ALC for unruly behavior. Flagrant acts of cheating, such as falsifying or changing a teacher's records, will result in greater consequences than the minimum.

LUNCH BEHAVIOR

Lunch is a normal period and is subject to the same attendance rules as a classroom. Students are to eat lunch in designated areas and remain there until dismissed. Eating in the hallways, in the gym lobbies and in teachers' classrooms is a privilege; any student who causes a disruption will be assigned a seat in the Cafeteria. Seniors only will be allowed to eat in the Senior Courtyard as long as the courtyard remains clean.

SNACKS AND DRINKS

Snacks and drinks in the classroom are at the discretion of the teacher. Students must follow the particular class rules set by the teacher in the classroom. Violation of these rules will result in discipline. For safety reasons, glass bottles or glass containers are not allowed at any time.

SUSPENSION POLICY

1. A student may be suspended either in-school, out-of-school, or to the Alternative Learning Center. Only a principal or assistant principal is authorized by law to suspend a student.
2. **A student suspended is not permitted to attend school functions before or after school.** The period of suspension ends at 12:00 P.M. on the school day that is the final day of suspension. This means that a student whose suspension ends on Friday can attend school events on Saturday, but a student whose suspension begins on Friday and ends on Monday cannot attend any school event from Friday through midnight on Monday.
3. The following list of offenses, while not inclusive, commonly result in suspension: **Unauthorized passes, admittance slips, notes and messages; disrespect; classroom disruption; use of profane or obscene language, gestures, or materials; insubordination; computer misuse or tampering; use or possession of tobacco; harassment; skipping school; lying, stealing, or cheating; vandalism; forgery; fighting or threatening behavior; possession or use of alcohol, drugs, or other controlled substances; possession or use of weapons or attempting to use another object as a weapon; tampering with fire alarms or extinguishers; arson or use of incendiary devices or fireworks; possession of unauthorized school keys; willful and persistent violation of the rules of the school; inciting, advising, or counseling others to engage in any of the acts herein before enumerated.**
4. In any situation that results in suspension, a student may be subject to a petition in the Williamson County Juvenile Court.
5. **Seniors who are assigned to any suspension – in-school, out-of-school, or the ALC – will automatically lose exam exemption.**

TOBACCO PRODUCTS, POSSESSION OR USE OF

State law now specifically prohibits students from possessing or using tobacco on school grounds. Students in violation will be written a citation and will be cited to juvenile court with fines ranging from \$10.00 to \$50.00 per offense and community service as minimum penalties. In addition, such students may be subject to some form of suspension. Repeat offenders will receive extended suspensions and/or referral to the Alternative Learning Center. Possessions of tobacco in student vehicles on campus may cause students to lose parking privileges.

TARDIES

If the students are not in their assigned classrooms when the bell rings, they are considered tardy. Tardies accumulate only through the semester.

1st and 2nd tardies: Warning

3rd and 4th tardies: One-hour detention (phone call from teacher to parent for 4th tardy)

5th and 6th tardies: Friday School (phone call from assistant principal to parent for 6th Tardy)

7th and 8th tardies: ISS (1 day/2 days)

9th tardy : Meeting with assistant principal to discuss possible ALC and/or Court Petition.

VANDALISM

Students who commit or are involved in vandalism may be suspended from school, placed in the ALC, and/or subject to a petition being filed in the Williamson County Juvenile Court.

VISITORS

All visitors and volunteers must check-in at the Welcome Desk or Front Office upon arrival and secure an official visitor's or volunteer's pass. Friends of students **will not be allowed to visit BHS**. No visitors are allowed in the cafeteria without the approval of an administrator.

ZERO TOLERANCE: DRUGS, ASSAULT, WEAPONS

1. **DRUGS** - Students shall not unlawfully possess, handle, use, be under the influence of, or sell drugs or any controlled substances in any way in school buildings, on school grounds, or other grounds used for school purposes, on school buses, or at a school sponsored activity. Notes:
(a) "Drug" means any narcotic or stimulant drug, prescription drug, or any other controlled substance (TCA 49-6-4018).
(b) The possession or use of tobacco products or alcoholic beverages is not included under this "zero tolerance" provision. See next the "zero tolerance" policy for alcohol.
2. **ALCOHOL** – A student unlawfully possessing, handling, using, or under the influence of, sharing, or selling any alcoholic beverage in any way in a school building, on school grounds, or on other grounds used for school purposes, (including parking lots or athletic facilities), on school buses, or at any school sponsored activity.
3. **WEAPONS** – Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in school buildings or on school grounds, or on any grounds used for school purposes at any time, or in school vehicles and/or buses or off the school grounds at a school-sponsored activity, function or event. Students shall not solicit another to bring a dangerous weapon onto school.
4. **OTHER INSTRUMENTS AND SUBSTANCES** – Students are further forbidden to use any instruments or substances such as chemicals, inhalants, pencils, scissors, razors, or compasses with the intent to do harm to self or others or in a manner which renders the item dangerous.
5. **ASSAULT** – Students shall not physically assault or verbally threaten to assault a teacher or other school employee while on a school bus, on school property, or on other grounds used for school purposes, or while attending any school activity or event. Upon information that a student is suspected of violating this policy, the principal of the school shall notify the student's parent or guardian and the appropriate law enforcement officials as required by law.
6. **ZERO TOLERANCE: ONE-CALENDAR YEAR SUSPENSION** – After inquiry and obtaining the facts of the accusations, if student is deemed to be guilty, the principal shall suspend the student from the regular school program for at least one calendar year. The Director of Schools may modify a one-year suspension on a case by case basis.
7. **DRUG PARAPHERNALIA**. Students shall not possess, handle, transmit, use, share or Sell drug paraphernalia in any way in school buildings, on school grounds, or on other Grounds used for school purposes (including parking lots or athletic facilities), on school buses, or at any school sponsored activity. For purposes of this policy, "drug paraphernalia" shall be as defined in T.C.A. §49-6-4202(3).

*****All Student Policies and Procedures are subject to change*****

ACKNOWLEDGEMENT FORM

Students, please return this signed *BHS Policies and Procedures Acknowledgement Form* to your homeroom teacher.

BRENTWOOD HIGH SCHOOL POLICIES & PROCEDURES 2009-2010

By signing this form, the student and parent(s) or guardian(s) acknowledge reviewing the *Brentwood High School Student Policies and Procedures* and agree that they—both parent(s)/guardian(s) and student—understand the policies and procedures in this document.

Signature of Parent/Guardian

Date

Signature of Student

Date