

**BRAINERD HIGH SCHOOL'S**



**STUDENT HANDBOOK**

**2017-2018**

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**“Student Are Our Business”**

**“Say It, Model It, Organize It, Protect It, Reward It”**

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Greetings,

Welcome to Brainerd High School. We are looking forward to a great year! On behalf of the Brainerd High School Family and Community, it is truly my pleasure to extend a heartfelt welcome to you.

We, the Brainerd High School Faculty and Staff, ***Roar like Panthers***, and ***Strive for Success***. As I embark upon my third year as principal of Brainerd High School, I will continue work diligently with parents, faculty, staff, students and community stakeholders to foster an atmosphere that promotes a learning community characterized by student-centered instruction, academic excellence, trust, respect, community involvement, open communication, and recognition of both student and staff achievements.

The Mission of Brainerd High School is to provide a personalized and academically engaging education. Brainerd High School will graduate students who are college and career ready.

This handbook is designed to assist stakeholders with the policies and procedures of the school, as well as regulations and services. The guidelines contained within this book are ways that we can contribute to a safe, friendly, and productive environment conducive to learning. Discuss this handbook with your child, and if you have any questions, please do not hesitate to contact LaShay Shannon, our Family Partnership Specialist at 423.855.2615 extension 2244. If you have suggestions to help all of us achieve our goals, there is a parent suggestion box in the front office for your use. Also you will be asked to fill out surveys throughout the year. Visit us at our website: [BHPanthers.com](http://BHPanthers.com) and the Parent Portal on Power School.

At Brainerd High School, ***Students are our Business!*** The leadership team and our teachers are dedicated to our students' success while providing a safe and caring learning environment. This will be evident by our achievements on state mandated tests and our extracurricular endeavors. We look forward to even higher levels of success this school year.

**“Say It, Model It, Organize It, Protect It, and Reward It”**

## **MISSION STATEMENT**

Brainerd High School will graduate students who are college and career ready.

## **VISION STATEMENT**

At Brainerd High School, we “*Say It, Model It, Organize It, Protect It, and Reward It.*”

We are on a quest to be the best and we expect success!”

## **ALMA MATER**

### ***Fair Brainerd High***

*Of thee we sing thy praises ring  
Our Alma Mater fair Brainerd High  
Thy name we praise our voices raise  
In tribute proud, we pledge loyalty  
Scarlet and blue your banner true  
We bear your colors proudly to victory  
Brave panthers, we pledge faith to thee  
With deep devotion we honor thee*

## **School Colors**

***Columbia Blue, Scarlet, and White***

## **School Team**

***Brainerd High School Panthers***



**Brainerd High School 2017-2018 Bell Schedule**

Open Doors			6:45
1st Bell			7:08
1st Block			7:15 - 8:36
2nd Period			8:42 - 9:28
3rd Block			9:34 - 10:55
4th Block			11:01 - 12:48
	Lunch I		11:01 - 11:27
	Lunch II		12:22 - 12:48
5th Block			12:54 - 2:15

\*Warning Bells occur one minute prior to the start of class time

Lunch I 200 Hall 300 Hall
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500 Hall

Lunch II 100 Hall 600 Hall
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\*Lunches subject to change depending on class counts

**INTRODUCTION**

**NINTH GRADE SUCCESS ACADEMY**

All in-coming freshmen enter the *Ninth Grade Success Academy*. Students in the success Academy will have increased personalization and focus during their ninth grade year.

The goal of the *Ninth Grade Success Academy* is to provide a nurturing environment where students will be able to successfully adjust to the demands of high school. The Ninth Grade Success Academy’s Dean of Students, school counselor, and teachers seek to encourage all students’ academic and personal growth so that they will complete the ninth grade with a strong foundation for college preparatory classes.

Brainerd High School is unique to the Hamilton County School System because we offer an opportunity for students to enroll in one of the following career pathways: Allied Health, Automotive Technology, Culinary Arts, Information Technology, Criminal Justice, and Broadcasting.

**GRADUATION REQUIREMENTS**

Students who entered the ninth grade in the fall of 2010 (Class of 2014) and later must complete the following graduation requirements

Students in the Exceptional Education program must meet the requirements of their Individual Education Plan (IEP)

Senior Project is a graduation requirement for all seniors who attend Brainerd High School.

**HAMILTON COUNTY REQUIREMENTS**

English	.....	4 credits
Mathematics	.....	4 credits (Algebra I, Geometry, and 2 advanced math classes)
Science	.....	4 credits (Physical Science, Biology, Chemistry or Physics,
	.....	and 1 advanced science class)
Social Studies	.....	3 credits (World Geography, or World History, U.S. History,
		U.S. Government and Economics)
Wellness	.....	1 ½ credit (2 credits of JROTC will substitute for Wellness) (P.E. credit
Foreign Language	.....	2 credits (same as Language)
Fine Arts	.....	1 credit
Personal Finance	-----	½ credit
Senior Project or		
Service Learning	.....	1 credit
Major Studies	.....	4 credits
Electives	.....	3 credits
Total:	.....	28 credits

**BRAINERD HIGH SCHOOL SPECIAL COURSES**

1. DE English 12
2. DE College Success
3. Honors English 9, 10, 11

**SCHOOL COUNSELORS**



Each student has access to a school counselor, college access coordinator, and graduation coach.

### **GRADE CLASSIFICATION AND PROMOTION RATE**

Freshman (9<sup>th</sup> grade)..... 0-5 credits  
Sophomore (10<sup>th</sup> grade) ..... 6-11 credits  
Junior (11<sup>th</sup> grade) ..... 12-19 credits  
Senior (12<sup>th</sup> grade) ..... 20 or more credits

### **SENIOR PROJECTS**

Brainerd High School has implemented Senior Projects into their curriculum as we realize that students need tangible experiences to prepare them for daily living, higher education, and the world of work. The Senior Project does just that as it gives students an opportunity to take stock of their skills, to demonstrate problem-solving tactics, to self-direct their learning, and to realize their decision-making capabilities, independence.

Students write a “letter of intent” the last semester of their junior year. The first part of the Senior Project concludes during the first semester when seniors write a research paper. Seniors will complete part two of their project during the second semester with a physical project culminating in a final presentation of the project and their research to the Senior Board. Students may select their own area of study and have the opportunity to demonstrate the knowledge and maturity they have gained during their high school career.

A successful Senior Project journey involves parental and teacher support as well as student initiative and self-discipline. Information will be sent to you periodically, and meetings will be held to assist you and your child through this exciting and fulfilling experience. As the year proceeds, your son/daughter will be informed of the deadlines and requirements as we continue through this process. We encourage you to discuss possible topics and projects with your child and remind them to do their best.

### **DIPLOMAS**

A student, upon completion of the required units, is eligible to receive one of two types of diplomas:

1. Regular diploma consisting of the 28 units needed to graduate.
2. Special Education Diploma awarded to the student who has satisfactorily completed an Individualized Educational Program and who has a satisfactory record of attendance/conduct.

### **GRADUATION**

Graduation is a time of celebration, but it is also a serious and a formal occasion. The following rules must be followed at the graduation ceremony:

1. Every student participating in the ceremony will have completed graduation requirements.
2. Students finishing requirements anytime after the ceremony will not be able to participate.
3. Seniors must dress appropriately and act appropriately.
4. More information will be given to seniors throughout the school year. Seniors must comply with all information they receive throughout their senior year.

## **BHS WAAY**

Widening Academic Achievement for Youth

### **Evening School**

The BHS WAAY Evening School provides alternative instruction for non-traditional students.

#### VISION

Our vision at BHS WAAY Evening School is to provide an environment that is flexible, nurturing, understanding, accommodating such that students eventually will return back to the regular school setting or graduate by way of the evening school with a high school diploma.

#### BELIEFS

We will find a way or make a way for our students to be successful.

#### RITUAL AND ROUTINES

##### **Students will:**

- **Sign-In daily**
- **Log-In to Edgenuity**
- **Follow daily Schedule**
- **Request teacher assistance when needed**
- **Sign-out daily**

##### **Expectations**

- **Be on time**
- **Stay on Task**
- **Use time Wisely**
- **Respect Peers**
- **Respect Teachers**

**SUMMER SCHOOL**

Summer School is offered at BHS through Expectation Graduation and Edgenuity.

**HAMILTON COUNTY VIRTUAL SCHOOL**

Students are allowed to take one credit in addition to their regular course load during the traditional school year, and they are allowed to take two credits during the summer session.

The fees for the Hamilton County Virtual School are as follows:

.5 Credit .....	\$225.00
1 Credit .....	\$450.00
1.5 Credit .....	\$675.00
2 Credit .....	\$900.00

Students may qualify to receive a Free and Reduced Lunch Scholarship, \$25.00 for ½ credit and \$50.00 for 1 credit. In order to qualify for a scholarship, students must receive free or reduced lunch services, and be in good standing with previous virtual school courses. If a student has defaulted in a course with the virtual school in the past, then he/she is ineligible for a scholarship. Scholarships are on a first come/first serve basis and funding is limited.

To get additional information about Hamilton County Virtual School, visit their website at [www.hcvirtualschool.org](http://www.hcvirtualschool.org) or contact the onsite facilitator.

**ADDITIONAL INFORMATION**

To get additional information about courses, assessments and standards visit the following web sites:

Hamilton County Department of Education: [www.hcde.org](http://www.hcde.org)

Tennessee Department of Education: [www.state.tn.us/education](http://www.state.tn.us/education)

**EXCEPTIONAL EDUCATION**

The exceptional education program at Brainerd High School is designed to insure that all verified exceptional education students receive an appropriate education in the least restrictive environment under the guidelines of IDEA. Each exceptional education student’s educational program is determined annually by the IEP team composed of the student, his/her parents, the exceptional education teacher, and at least one of the student’s regular education teacher, as well as, any professionals or advocates whose input is vital to the success of the student. Eligible students are scheduled for either a full credit program with the goal of a regular diploma, or a partial credit or a non-credit program with a goal of a Diploma of Special Education.

## DRESS CODE

The school's administration and faculty will strictly enforce the dress code. Failure to comply will result in the students not being able to attend class or school.

1. Slacks: Solid khaki colored pants and belted at the waist.
2. Skirts: Solid khaki colored skirts
3. Shorts: Solid khaki colored knee length shorts
4. Shirts: **9<sup>th</sup> graders: blue** collared polo style or dress shirt,  
**10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> graders: white** collared polo style or dress shirt
5. Undershirt: White undershirt, *only*
6. Sweaters: Solid navy or solid white sweaters
7. Blazer: Solid navy blazer
8. Outerwear: Solid navy or white sweatshirt without hood. *Outerwear from other schools cannot be worn.*
9. Shoes: Street shoes or athletic shoes. Absolutely no flip flops, house shoes, shower shoes, athletic sandals or slippers.
10. Bags: Only net or clear book bags are allowed in class. Any bag that is not net or clear must be placed in lockers along with jackets.

## ON DRESS DOWN DAYS

1. Shoulders must be covered. No off the shoulder, strapless, halters, or spaghetti straps allowed.
2. No ball caps, toboggans, hunting hats, night/shower caps, or head scarves.

### Points of Clarification

1. Students who are pregnant should wear maternity clothing, which conforms to the colors and guidelines in the dress code.
2. Students are to be properly dressed **BEFORE** entering the school building.

## STUDENT ARRIVAL AND DEPARTURE

Upon arriving in the mornings, students should wait in the designated areas (auditorium or cafeteria) until the main halls are open. Early arrival to any classroom is permitted only with a written pass.

Students riding the school bus should depart through the main entrance. Students who are being picked up or who drive should use the gym front doors when departing. To minimize disruptions to the after-school programs, only students involved in extended day activities are allowed on campus after 2:15 p.m.

When picking up a student, the parent must come to the attendance office located in the gym lobby and sign for the release of the student. If an adult other than the parent is to pick up the student or if the student is driving, the parent must provide the school with a signed statement authorizing the release.

### **ATTENDANCE**

According to the law (Tennessee Code Annotated 49-6-3001(C) every parent, guardian, or other person residing in this State having control or charge of any child between the ages of six (6) and seventeen (17), both inclusive, shall cause such child or children to attend a public or non-public school, and in event of failure to do so, shall be subject to the penalties hereafter provided.

Any child who is habitually and unlawfully absent from school must be reported to the appropriate judge having juvenile jurisdiction in the county, the child to be dealt with in such manner as the judge may determine to be in the best interest of the child. The judge may assess a fine of up to fifty dollars (\$50.00) or five (5) hours of community service against the parents or legal guardians of kindergarten through grade twelve (K-12) children if the child is absent more than five (5) days during any school year. (Tennessee Code Annotated 49-6-3007(f)).

### **HCDE ATTENDANCE PROCEDURES**

By law students are allowed five (5) unexcused absences per school year. HCDE will allow parent excuses to serve as documentation for three (3) additional personal illness days. After the five (5) unexcused days and the three (3) additional personal illness days, parents must provide medical services documentation for the following: personal illness, family illness, or personal. To avoid student absences being recorded as unexcused, a written statement signed and dated by the parent or guardian and any medical documentation should be presented to the appropriate school official within five (5) days of any student returning to school.

If the following conditions apply, school social workers will contact parents about their child's attendance:

After four (4) unexcused absences: parents will be notified by school social worker to attend an Attendance Review Team (ART) meeting. After more than five (5) unexcused absences: parents will be notified of by the school social worker via legal notice to attend an Informal Truancy Hearing before juvenile court representatives. If unexcused absences continue after the Informal Truancy Hearing parents will be petitioned to attend a Formal Hearing before a juvenile court judge.

The Hamilton County School Board has set forth the following guidelines:

1. More than five unexcused absences from any class in a semester will result in failure of the class.
2. Three consecutive tardies will equal one absence for grading and attendance purposes.

### **TARDY POLICY**

1. Students arriving after 7:15 will be considered tardy.
2. After 7:30 a.m., an adult must sign the student into school for the day.

3. Student arriving to 1<sup>st</sup> through 4<sup>th</sup> blocks after the bell rings are considered tardy and will be given a warning.
4. On the second tardy, the teachers will contact the parent.
5. After the second tardy, the teacher will issue a consequence for the students
6. Third tardy and there after, teacher will write a tardy referral. Excessive tardies may result in a parent conference, suspension, or placement in Evening School.

### **CAFETERIA PRICING**

Hamilton County Schools is pleased to announce the availability of applying for Free Breakfast and Lunch through the CEP program once they have completed the Annual Household Survey.

**No outside food, except food from home, is allowed in the cafeteria during breakfast and lunch for students. (NO EXCEPTIONS)**

### **ZERO TOLERANCE**

The following will result in a suspension of at least a calendar year:

1. Possession of a Firearm or an Explosive or Incendiary or Poison Gas device.
2. Striking a School Employee or School Resource Officer.
3. Unlawfully possessing any controlled Substance or Drug.

The following may result in a calendar year suspension:

1. Possession of a Knife, any device with a sharp blade or any device capable of injuring or disabling another individual.
2. Possessing, transferring or receiving Drug Paraphernalia, “look-a-like” Drugs or Non-Prescription Drugs.

The above includes possession on school property, a school bus or a school-sponsored activity and may be reported to local law enforcement officials.

### **USE OF POLICE AT BRAINERD HIGH SCHOOL**

It is Hamilton County School Board Policy that the police are to be notified for Zero Tolerance violations, fighting, and theft. We believe that the responsibility of dealing with student discipline violations rest with the school. The administration of Brainerd High School will make every effort to handle discipline problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy, the school will not hesitate to call the police and initiate arrest and prosecution proceedings.

### **SECURITY**

This school is monitored by electronic surveillance (devices or equipment) seven days a week and twenty-four hours a day.

### **FIRE /TORNADO DRILLS AND EMERGENCY EVACUATION PROCEDURES**

Instructions for such procedures will depend upon the circumstances at the time. Follow the instructions of your teacher or those on the public address system. Students are to remain at least fifty (50) feet from the building until the signal is given to re-enter. No one is to return to the building until all has been cleared to do so by the principal or his representative.

### **LOST TEXTBOOKS**

Students will not be issued textbooks until any lost or damaged textbooks are returned or are paid for. A report card hold will be issued for lost or damaged textbooks.

### **REPORT CARD HOLD/DEBTS TO THE SCHOOL**

Report cards, diplomas, transcripts, etc. may be held by Brainerd High School for those students who owe debts to the school. Public Chapter 1074-Senate Bill 2109, House Bill 1808 prescribes that local schools may withhold all grade cards, diplomas, certificates or progress or transcripts of a student who has incurred a debt to the school or a student who has taken property which belongs to a local school or any agency thereof until the student makes resolution. Examples of debt are library fines, destroyed or lost textbooks, lunch charges, and cost for activities occurred outside the regular school day including sports (i.e. uniforms), trips, social events, and fundraisers.

### **BIRTHDAY, VALENTINE, AND HOLIDAY GIFTS/PRESENTS**

Birthday cakes, balloons, stuffed animals, and other gifts, are not permitted in the building during school hours. Please refrain from bringing these items into the building. The school is not responsible for holding these items until the end of the school day.

### **STUDENT AUTOMOBILES**

All student drivers must apply for school parking for the current school year. Students should complete the application via Mrs. Sales, school secretary. Students must have a valid driver's license and proof of insurance. Students who park in areas designated for teachers will have their cars towed. Student parking is limited to the **gym parking lot only**.

### **High Stakes Testing**

**Fall State End of Course testing for the 2013-2014 school year**

December 8 – 12, 2014

### **WRITING**

February 2-23, 2015

## **ACT TESTING**

March 3, 2015

## **US History**

April 20 - 24, 2015

## **SPRING STATE END OF COURSE TESTING FOR 2017-2018 SCHOOL YEAR**

May 4 -8, 2015

### **STAR ROLL AND HONOR ROLL REQUIREMENTS**

Students who receive excellence in their studies are recognized by honor roll participation at the end of each grading period.

**Star Roll** – A’s in all subjects

**Honor Roll** – A’s and B’s in all subjects

**Honor’s Breakfast** – October and April 10

**Academic Pep Rally** - February 13 and May 19

### **GRADING SCALE**

100 – 93	A
92 - 85	B
84 – 75	C
74 – 70	D
69 – below	F

### **NATIONAL HONOR SOCIETY**

The Irvine-Biggers Chapter of the National Honor Society inducts new members once a year. Eligible students must meet very high standards in scholarship, leadership, service, and character and must be approved by teachers and administrators.

### **STUDENT COUNCIL**

The purpose of this organization is to promote harmonious relationships, assist in the management of the school by offering suggestions to the administration, provide a forum for student expression, provide orderly direction of school activities, and promote the general welfare of the school. Students wishing to become members of the Student Council must obtain an application to run for a position on the Council. Petitions, dates, and qualifications will be announced during the school year.

### **CLUBS AND SERVICE ORGANIZATIONS**

A variety of service organizations are offered to students at Brainerd High School. These organizations provide service opportunities to both school and community and emphasize areas of interest to the students.



## **CLASS OFFICERS**

(1) You may nominate yourself or another student (2) No “U” in conduct, in any class, for the previous semester. (3) No suspensions for previous or current semester (4) An overall “C” average for current and/or previous semester (5) Approval from teachers and administration

## **BRAINERD ELITE LEADERSHIP TEAM (B.E.L.T.)**

This team consists of student team leaders from each academy serving as a collaborative voice in decision making for the school.

## **EXTENDED DAY AND ADDITIONAL LEARNING OPPORTUNITIES**

We encourage students to voluntarily take advantage of the opportunity to request additional help at the first sign of need or concern, especially in the case of a failing grade or for improvement of a grade.

When absent, the student is responsible for making all arrangements to make-up missed assignments and will have up to five (5) days from the date of their return to school to complete such work. An administrator must authorize exceptions to this policy in writing. Other opportunities that are available are job shadowing, volunteer assignments, credit recovery, ACT preparation, GradPoint, and virtual school.

## **CREDIT RECOVERY/NOVANET**

Credit Recovery is available for students with a grade average of 50-69 in any given class.

Credit Accrual is available for students with a grade average of 49 or below in any given class

## **EXTRACURRICULAR ACTIVITIES**

Brainerd High School encourages all students to take an active part in as many extracurricular activities as possible.

## **MUSIC PROGRAM**

We maintain a fine tradition in instrumental and vocal music through Band and Choir programs.

## **ATHLETIC PROGRAM**

The athletic program at Brainerd High School is comprehensive and diversified so that it can meet many students' interests. In addition to developing physical fitness, the coaching staff is committed to bringing out the best character and sportsmanship in each student athlete. Students are encouraged to participate in BHS Panther athletics in one of the following: baseball, bowling, basketball, cross-country, football, track and field, soccer, volleyball, softball, cheerleading, and wrestling.

## **PARENTAL INVOLVEMENT**

Brainerd High School encourages the involvement of parents to act as advisors and resources in the following ways:

1. To complement and extend the instructional services to the classroom teachers, by sharing your talents.
2. To serve as committee members on curriculum development projects, site-based committees.
3. To express ideas and concerns by responding to surveys and other collected information.
4. To be actively involved in parent-teacher groups, and an active member in the PTA.

5. To serve on citizens advisory committees.
6. To volunteer at the school level

Brainerd's Parental Involvement Policy is mailed to all parents at the beginning of each school year and discussed and revised at parent meetings. The policy is also located on the school's website; BHPanthers.com; Hamilton County Department of Education website: [www.hcde.org](http://www.hcde.org) and link to Brainerd High School.

### **VOLUNTEERING**

Volunteering can be a rewarding experience. Research shows that school with strong volunteer programs have high test scores, greater student achievement and higher family involvement. Your contributions as a volunteer help the school in so many ways. Call the school for information to make an appointment to volunteer.

### **STUDENT COMPACTS**

Student compacts are sent home at the beginning of each school year. Compacts are the responsibilities of the students stating that they will (1) attend school, (2) attend classes and be on time, (3) respect the rights of others, (4) complete assignments, (5) spend time at home daily studying and reading. We ask that you read and sign the compacts and return them to the school.

### **PTA MEETINGS**

PTA meetings are held on the 4<sup>th</sup> Tuesday of each month. We ask that all parents become a member and attend these meetings. PTA Membership is \$5.00. **We Need You and Your Support!** PTA purpose: (1) To promote the welfare of the children and youth in school, community, and place of worship. (2) To raise the standards of home life. (3) To secure adequate laws for the care and protection of children and youth. (4) To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth. (5) To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social, and spiritual education.

### **COMMUNICATION: NEWSLETTERS, MONTHLY CALENDARS AND CONNECT ED**

Monthly calendars and newsletters are mailed to you, our stakeholders, to keep you informed of school notices, activities, events, testing dates, and meeting dates that will take place during the school year. If you have a change of address or telephone number, please be sure to notify the school's secretary immediately. Our ConnectEd phone mate system is used to keep you informed of absences and tardies of your child.

### **TITLE I SCHOOL-WIDE PROGRAM**

Brainerd High School is a Title I funded school, which means we receive federal dollars for every student who is enrolled in the Free and Reduced Lunch program. Title I funds are used to help enhance the instructional needs of our students in school. The goal of the educational act, "No Child Left Behind", signed into law in 2002, is to provide a high-quality education for **all** students. The act helps ensure that students are challenged to meet high standards, taught by highly qualified teachers using proven teaching methods, and able to learn in a safe, drug-free environment.

The Title I program is designed to develop each student's potential for intellectual, emotional, and physical growth. In order to achieve this, the home, school and community must be willing to recognize and agree upon responsibilities of each part in the learning process.

