

Message from the Principal

Dear Students,

This handbook represents an attempt to put on paper the policies and procedures that will guide our working together this school year. This handbook is not intended to constitute a contract between BBS and any person but is provided as a guideline regarding current policies, practices, and procedures. BBS reserves the right to change any practice, policy, or procedure at any time. We hope that these guidelines will contribute to effective communication regarding expectations of behavior, dress, and procedures. Knowing, however, that no set of rules is perfect, let us always be guided by the principles from the words of Christ to "Love God and love your neighbor as yourself."

May we as teachers, parents, students, and administrators be sensitive to and considerate of one another and let our relationships with one another be characterized by the spirit of Christ.

Sincerely,

Mary Helen Wood
Principal

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ADMINISTRATION

Lanny Witt - President

Mary Helen Wood - Principal, High School

Steve Robbins - Assistant Principal

Jennifer Brewer - Academic Coordinator

School Phone Numbers

High School Office	624-9064	High School Office Fax	508-2215
Business Office	508-2212	Business Office Fax	508-2219
President's Office	622-6177	Admin. Bldg. Fax	508-2218
Elementary Office	624-9065	Elementary Office Fax	508-2213
Middle School Office	624-9063	Middle School Fax	698-5844

BOARD OF DIRECTORS

Boyd-Buchanan School is under the guidance of a private board. All members of the board are dedicated Christians.

The school policy is under the direct oversight of the Board of Directors. The Board is comprised of the following:

Mike Burroughs	Jeff Keasler
Bobby Golden	Bob Lee
Bill Greer	Lee Maddux
Jill Hartness	Jacqueline Parker
Don Hedrick	John Robertson
Joey Hogan	Paul Roland
Dr. Charles Hooper	Parker Wamack
	Robert White

MISSION STATEMENT

Boyd-Buchanan School offers a loving, Christ-centered environment fully nurturing the spiritual, intellectual, social, and physical potential of each student. Boyd-Buchanan is a rare and special place for preparing students to walk with the Master and to embrace this life's challenges with joy, courage, and wisdom.

HISTORY

Boyd-Buchanan had its beginning in 1952. The original school, known as Chattanooga Bible School, was housed in the Guild home at the corner of Central and Vine Streets. The school was relocated to the present campus in 1961. Since this relocation, several additions have been made as the school has grown from a kindergarten-elementary school through the high school level. Near the time of moving from the original campus, the name of the school was changed to Boyd-Buchanan School honoring two devoted and dedicated preachers of this area who were instrumental in its beginning - Leslie R. Boyd and Paul S. Buchanan.

Boyd-Buchanan is fully accredited by the Southern Association of Colleges and Schools (SACS) and is a member of the Tennessee Association of Independent Schools (TAIS). The school is also a member of the Tennessee Secondary School Athletic Association (TSSAA) for sports participation.

PHILOSOPHY

Boyd-Buchanan School is committed to offering young people a source of truth, strength, and vision for living in today's changing world. Creating a rare and special place, we strive to guide students toward possessing the heart and spirit of Jesus, to instill a sense of belonging and self-worth within each student, and to provide a college-preparatory education which stresses academic excellence. The uniqueness of our mission is to develop the whole person. Nurturing a climate of mutual concern, students, teachers, parents, and administrators work together in an atmosphere of respect.

Developing Christian character in all students and upholding the Bible as the inspired Word of God was the intent of the founders of Boyd-Buchanan School. Today we continue to seek that spiritual awareness of God and His Word for each student through devotionals and daily Bible instruction. Our purpose is to lead students toward knowledge that God is real, that His Word is truth, and that His plan for one's life is meant to encourage personal faith and Christian commitment. Such Christ-like faith and commitment are reflected in strong moral values, a recognition of the importance of personal integrity and truth, and a desire to assume the responsibilities of citizenship. Thus, Boyd-Buchanan School seeks to inspire students to know, love, and serve God, others, and themselves.

By instilling the value that Jesus places on the individual person, Boyd-Buchanan School lays the groundwork for a successful and fulfilling life. Each student is presented with opportunities which enable him/her to achieve success and which provide positive reinforcement for his/her accomplishments. As students grow in their own individuality and self-worth, they are encouraged to appreciate the uniqueness of others. These bonds are strengthened through a variety of organizations, clubs, and activities, which promote the sharing of common interests.

Boyd-Buchanan School aggressively desires to give students the quality education their parents seek. A college-preparatory education stressing academic excellence is the focus of our unit school. Pre-school and elementary students receive the skills, instruction, and guidance necessary to ensure success as they move from level to level. The development of a core curriculum compatible with the entrance requirements of most major universities ensures secondary school students the opportunity to prepare themselves to pursue a college degree. Boyd-Buchanan seeks to help students learn to communicate clearly, think logically, solve problems, and be creative. Through class-related and extracurricular activities, students widen their worlds, exploring the dimensions of their own talents and interests.

Because we believe in giving no less than our best, Boyd-Buchanan School becomes more than just a school. The students receive more than just an education. They receive commitment and dedication that are focused on molding productive American citizens who give no less than their best to the church, family, and community.

STATEMENT OF GOALS

In order to help students reach the fulfillment of the ideals expressed in the philosophy, the goals of all facets of Boyd-Buchanan School are the following:

- I. To develop a spiritual awareness of God and His Word.
 - A. Teaching the Bible daily as the guide for moral and spiritual values.
 - B. Holding Jesus up as our example and bringing students to the knowledge that He is the Son of God.
 - C. Developing a sense of respect for the Bible as the Word of God.
- II. To provide an educational climate that fosters excellence in student performance.
 - A. Encouraging responsibility, self-direction, and accomplishment through participation in a variety of organizations and extra-curricular activities.
 - B. Maximizing each student's level of academic achievement through appropriately integrated instruction
- III. To develop within students a desire for lifelong learning.
 - A. Providing enrichment experiences that extend and stimulate individual exploration.
 - B. Providing instruction that will prepare students for post-secondary experiences and other higher learning.
- IV. To enhance appreciation of the beauty, order, and diversity of the world in which we live.
 - A. Acquainting students with a measure of aesthetic beauty to enhance their appreciation of the arts and the beauty of the universe.
 - B. Honoring God as the Creator.
- V. To guide students in the development of respect for themselves and for others of diverse cultures.
 - A. Providing opportunities through which students can develop a strong sense of personal worth and respect for the individual differences of others.
 - B. Strengthening the relationship between the student, home, and community.
- VI. To aid students in becoming productive members of a democratic society.
 - A. Encouraging students to think creatively and critically and to make wise decisions.
 - B. Providing a supportive and accepting environment in which students learn the necessary skills, knowledge, and processes.

VII. To develop lifelong goals based on a commitment to service with a spiritual focus.

A. Encouraging personal faith and commitment to the Christian life and inspiring the manner of servanthood exhibited by Jesus.

B. Laying a foundation for emotional stability by stressing Christian living as a rewarding way of life.

ACADEMIC POLICIES AND PROCEDURES

A. Academic Probation

New applicants whose grade records are unconvincing of the ability to do academic work at Boyd-Buchanan School may be placed on academic probation for one year. At the end of the year they will be re-evaluated and subject to dismissal should their grades be unsatisfactory.

Any returning student who has shown unsatisfactory work will be evaluated to determine if academic probation is necessary or if he/she will be able to be promoted to the next grade level.

B. Academic Expectation

Unsatisfactory academic performance may result in dismissal from school.

C. Academic Support Services

Academic Support Services offers tutorial services to Middle School and High School students to maximize student understanding and achievement in many subjects. The program supports the classroom teacher and provides supplemental instruction to aid students in mastering skills and concepts and to enrich their learning experience. Individual and small group tutoring will be provided in the content areas on a fee per session basis. The Academic Coordinator will work directly with the tutors and teachers to structure sessions to best meet students' needs.

D. Class Schedule Change

A course dropped after the first two weeks of the semester is recorded as a Withdrawal Failure ("W-F") on the student's permanent records. A "W-F" is considered hours attempted and will negatively affect the cumulative grade point average. Rare exceptions will be considered by the administration.

Schedule changes may be made or a course dropped during the first two weeks of the semester if

1. The student can justify the need for such a change;
2. It is possible in terms of the student's existing schedule, and the change will not overload a particular class;
3. The change results in a reasonable program of studies in terms of the established curriculum and the student's educational objective; and
4. The change is approved by parent, teacher, and administrator.

E. Conduct Grade

Includes co-operation, self-control, and courtesy.

E - Excellent conduct - Among the very best behaved in the class; upper 10-20% of the class; Student is not merely passive, but actively involved in the learning process.

S - Satisfactory, no complaint - Acceptable behavior and participation in class activities; always respectful; responds well when corrected.

NI- Needs Improvement - Occasional disturbance or lack of cooperation, but generally well behaved.

U - Unsatisfactory - Student's conduct is not acceptable. The student has been referred to administration for classroom conduct; student is disruptive or disrespectful.

F. Credit and Non-Credit for High School

In order to receive credit for a full-year course, a student must receive a passing grade for the last semester of that course. In order for the student to receive a full credit for the year, not only must the second semester be passed but the average for the entire year must be passing.

G. Eligibility for Participation in Extracurricular Activities

Students who participate in extracurricular activities will be expected to maintain acceptable grades. The purpose for removing any student from an activity for a given length of time is to impress upon him/her the importance of budgeting the amount of time necessary to bring up the grade.

High School students who receive one "F" or three "D"s for a nine-week period will be evaluated for eligibility for participation. The evaluation is based upon effort, punctuality, test grades, and attitude. Should a low rating be given by the student's teacher(s), he/she is ineligible to participate in any school function that meets after school. This period will begin at 3:00 the Monday after the nine-week's report card is mailed. The student will remain ineligible through the following Friday. Activities with only one performance per quarter will have a comparable consequence. In order to regain eligibility after that Friday, he/she must show improvement in those classes in which he/she has received an "F" or a "D." This improvement includes a major test score or its equivalent. If, at the end of two weeks, there has not been a major grade, the student may be evaluated on all other work.

If a student received a low nine-week's grade, as stated above, at the end of a semester course or should withdraw from the course, not allowing for improvement in the class, he/she will be ineligible for the (1) week period.

To receive credit for a day's attendance, a student must be in school at least 3½ hours. Students counted absent from school may not practice or perform in extracurricular activities. Rare exceptions must be approved by the Principal.

H. Make-up Work

Tests and Quizzes

Missed tests and quizzes should be made up as soon as possible after returning to school **at the discretion of the teacher.** Make up tests and quizzes should adhere to these guidelines:

1. Must be made up no later than one week of return to school after the absence in order receive full credit or participate in extracurricular activities.
2. Must be taken outside of class time (before or after school or on Saturday).
3. Must be a different assessment or test than that of students who took the test at the assigned time.
4. Requests for assignments of absent students should be communicated to the office by 9:00 AM and picked up after 3:15 PM.

Tests made up more than one week after the return day from test absence may be made up for fifty percent (50%) credit. After two weeks tests not made up will be recorded as zeros (0). Quizzes must be made up within one week to receive credit. After two weeks unmade quizzes will be recorded as zeros (0).

Major Assignments, Projects and Papers

Major assignments, projects, and papers are due by the assigned due date and time regardless of whether or not a student is present at school and must be turned in by the assigned date and **time** in order to receive full credit. Late papers, projects, and major assignments will be reduced by a letter grade (or ten points) for each late day.

Daily Work and Homework

Missed daily work and homework must be made up the next day after returning from single-day absence. Multiple-day absences may allow as many days for make up as days missed. Work turned in after that missed-days-due-date will be counted as zero (0).

Students in class but without appropriate work may turn in homework the next day for one half-credit. Homework turned in after the second day past due-date will be counted as zero.

Over-due daily work and homework must be turned in before the student may practice in extra-curricular activities. Exceptions with significant circumstances (ex. death in family, hospitalization, etc.) will be considered by a committee of the Principal, teacher, and department chairperson.

Requests for exceptions should be submitted in writing to the secondary office.

I. Graduation Requirements

To receive a diploma, a student must satisfactorily meet all graduation requirements and earn a minimum of 24 Carnegie units. In consultation with parents, students may choose either the College Preparatory or General program.

All students are encouraged to seek post-High School training. The College Preparatory program is designed to provide students with all the prerequisites necessary for admission to and success in most colleges, including the University of Tennessee system. Both the College Preparatory and the General programs meet the minimal state requirements and BBS requirements for graduation. The student and parents are urged to study the entrance requirements of the college the student wishes to attend and to plan carefully together the course of studies best for the student. The following graduation requirements became effective beginning with the class of 2007 - 2008.

Minimum Requirements

	<u>College Preparatory</u>	<u>General</u>
Bible	4*	4*
English	4	4
Mathematics	4***	3**
Sciences	4****	3
Social Sciences	3*****	3*****
Physical Education	½	½
Wellness	½	½
Single Foreign Language	2	-
Fine Arts: Art, Music	1*****	1*****
Electives	3	5
Minimum Units	<u>26</u>	<u>24</u>

* Transfer students with fewer than four Bible credits must substitute electives to fulfill total unit requirement.

** These three units are Algebra I, Geometry and Algebra II.

*** These 4 units must include Geometry, Algebra II, and Pre-Calculus.

**** These 4 units must include Biology I, Chemistry I and a Physics course

***** These 3 units must include United States Government/ Economics, United States History, and World History.

***** Graphic Design does not satisfy this requirement

I. Grading Scale

A	93 - 100	D	70 - 74
B	85 - 92	F	Below 70
C	75 - 84	I	Incomplete

J. Attendance Award

Students who are present at school for at least 3 ½ hours each day are eligible for the Attendance Award.

K. Perfect Attendance Award

Students who have no recorded absences or tardies to any class are eligible for the Perfect Attendance Award.

L. Honor Roll

Students who maintain all “B’s” or above and have no “U’s” in conduct will be considered to be on the Honor Roll for the nine weeks.

M. Star Roll

Students who maintain all “A’s” and no more than two “B’s” will be considered to be on the Star Roll for the nine weeks. The student may have no “U’s” in conduct.

N. Principal’s List

Students who maintain all “A’s” and with no “U’s” in conduct will be considered on the Principal’s List for the nine weeks.

O. Summer School Credit

No credit will be accepted from summer school without prior Administrative approval. There should be extenuating circumstances in order to receive approval for new credit. All students must pass English and Bible in order to advance to the next grade.

P. Valedictorian and Salutatorian

Each spring seniors from among those with the highest cumulative grade point averages are designated Valedictorian and Salutatorian. These students must have fulfilled the minimum requirements for the College Preparatory program and be in at least their second year at Boyd-Buchanan.

ATTENDANCE POLICIES AND PROCEDURES

The development of good habits of punctuality and regular school attendance is essential to satisfactory academic performance and is directly related to student achievement.

All absences, anticipated absences, early dismissals, or tardies to school (of more than twenty minutes) must be documented by a note from a parent or a phone conversation with the High School Secretary to assure parental awareness of attendance status.

A. Absences from Class/School

A parental note of explanation or documentation of appropriate medical professionals must be provided for all absences. High School students who exceed more than five (5) absences to a class in a single semester may not receive credit for that class at the discretion of an Attendance Review Committee.

Rare exceptions to the five-day credit rule may be considered by a committee of administration and faculty. Requests for consideration must be in writing and include a letter of explanation from a parent as well as appropriate documentation from medical personnel provided no later than three weeks after the last exam period for the semester. The teacher's record book will serve as the final authority in attendance matters. **Students must be in class at least 30 minutes to be counted present.** Excessive absences may be grounds for dismissal from school.

School-related absences involving direct participation (**not spectator**) in extracurricular activities or class-sponsored field trips will not count as absences.

Arrangements for making up class assignments should be made through the teacher whose class was missed. Make-up work must be taken care of outside normal class time; please refer to section "G" of the "Academic Policies and Procedures" (Page 10) for the make-up work policy.

B. Early Dismissal or Cancellation Due to Weather

In the event of inclement weather, parents should tune to WDEF, 92FM on the radio. WRCB/NBC will serve as the official television station contacted. School could (1) be closed, (2) be dismissed early, or (3) have a delayed opening. Please listen closely to official announcements and check your email for any Boyd-Buchanan message or the school website at www.bbschool.org.

C. Leaving Campus During School Hours

Boyd-Buchanan School operates a closed-campus policy. Students must stay on the school grounds from the time they arrive until dismissed. Exceptions will be handled as follows:

1. Students must bring a written parental request to the office by 8:30 am in order to leave campus for medical or family reasons during the hours school is in session or for early dismissal. This will enable us to place names on the absentee sheet given to each teacher in the morning. Failing to do the above will cost the student time in having to inform and acquire signatures from each teacher whose class will be missed.
2. If there are deadlines to meet and students leave important papers, money, uniforms, etc. at home, they **will not** be routinely granted permission to return home after they have arrived at school. Any exception must be cleared through the office by the Principal or Assistant Principal and will be approved only when verbal permission from the student's parent is given by phone to the High School Secretary. After having received this permission, the student must have each class instructor initial his/her awareness of the student's absence from class; and the student must sign out with the Student Services Secretary. We discourage parents from allowing their child to leave school early.
3. It is the responsibility of the student to obtain all missed assignments and work from the teacher.

D. Tardies

Each tardy over two in a class will result in detention hall, work detail, or Saturday School. Lateness caused by faculty or administration intervention or a medical appointment will not count as tardiness **when appropriate documentation is provided.** (Medical appointments must be accompanied by a note from a doctor or dentist and be presented at the time of returning to school.)

1. Tardies to School

All students who arrive after 8:05 am to the school campus must go to the Student Services Secretary to check in and receive a pass to class.

2. Tardies to Class

Tardies are a Level I discipline issue. Please refer to Page 30 in the section of "Conduct, Level I" for more information.

- a. If a student is more than twenty minutes late to class, he/she will be counted absent in that class.
- b. After the second tardy per class in a semester a thirty minute detention will be served the day of the tardy. All tardies must be satisfied before the student may take semester exams.

BBS UNIFORM DRESS CODE

The Boyd-Buchanan School uniform is designed to provide neat and modest dress for our students. The uniform is mandatory. Please read the following information carefully. All uniform items (with the exception of shoes, hosiery, socks and letter jackets) must be bought at Educational Outfitters. Shoes may be purchased at another store as long as attention is given to selecting the **exact** style and color indicated. Administration serves as the final authority with dress code matters.

I. Girls Required Uniform

- A. Shirts and Sweaters** - any shirt visible under dress code shirts must be either solid white, gray or blue with **no** writing.
- Knit Shirts** – Navy, Royal, Light Blue, White, Yellow, or Gray – School logo required on each shirt.
 - Oxford Shirts** – Blue, White, Yellow, or Blue Pinstripe – School logo required on each shirt and they must be tucked in.
 - Princess Blouse** - Blue or White - School logo required on each shirt and they do not have to be tucked in.
 - Sweatshirts** – Navy or Gray – School logo required on each shirt.
NOTE – Must have turtleneck, knit shirt or oxford shirt underneath.
 - Pullover Sweater** – Navy or Gray – School logo required on each sweater.
 - NOTE** – Must have turtleneck, knit shirt or oxford shirt underneath.
 - Sweater Vest** – Navy or Gray – School logo required on each sweater vest.
 - NOTE** – Must have turtleneck, knit shirt or oxford shirt underneath.
 - Turtlenecks** – White or Navy – official BBS logo required on collar.
NOTE – Turtlenecks may be worn only UNDER the above shirts and sweaters.

B. Pants, Skirts, and Skorts

- Flat Front Pants or Pleated Pants, Mid-Rise Pants or Tailored Mid-Rise Pants** – Navy or Khaki –School logo required on pants.
- Plaid Skirt** - Length must be no shorter than two inches above the bend in the back of the knee. Upon receiving the third demerit for skirts/skorts shorter than the dress code expectation, the student will be limited to only dress code pant options.
- Solid Skirt** – Gray or Navy - Length must be no shorter than two inches above the bend in the back of the knee. Upon receiving the third demerit for skirts/skorts shorter than the dress code expectation, the

student will be limited to only dress code pant options.

- Tab Skort** – Plaid, Gray, or Navy - Length must be no shorter than two inches above the bend in the back of the knee. Upon receiving the third demerit for skirts/skorts shorter than the dress code expectation, the student will be limited to only dress code pant options.
- Skort - Style #940** - Plaid or Gray - Length must be no shorter than two inches above the back of the knee. Upon receiving the third demerit for skirts/skorts shorter than the dress code expectation, the student will be limited to only dress code pant options.

C. Socks – Required with all shoes.

- Socks** – Navy, Gray, White, or Black - Must be clearly visible above the shoe.
- Hosiery** – Plain tights or hosiery in natural, gray, navy, white or black.
- Leggings** - Navy, Gray, Black, or Royal (available at Educational Outfitters)

D. Shoes – Shoes may be bought at any retailer as long as they are the EXACT style listed. Shoe laces are to be white or the color of the shoe and be tied. Shoes must be worn properly without the heels bent down.

1. BASS

- Cassell Penny Loafer – Black or Burgundy Brush Off
 - Elwyn – Dirty Buc or Dark Buc
- #### 2. EASTLAND
- Plainview
- LANDS' END - All Weather Moc – Dark Brown, Dark Tan, or Taupe
 - K-SWISS - Classic – White
 - NEW BALANCE – Solid Navy, Gray, Black or White with trim and laces in only white, black, gray, navy or blue.

E. Other:

- No more than 3 earrings in each ear; no other visible piercing
- No make-up or hair style that attracts undue attention
- No low-cut necklines or exposed midriffs
- Belts, if worn, must be black, brown, navy, or gray; and be leather in appearance; and not be excessively long.
- No more than one button should be unbuttoned on any shirt.

F. Hair: - Neither extreme nor unusual hairstyles or unnatural colors will be accepted.

II. Boys Required Uniform

- A. Shirts and Sweaters** – Any shirt visible under dress code shirts must be either solid white, gray, or blue with **no** writing.
- Knit Shirts** – Navy, Royal, Light Blue, White, Yellow, or Gray – School logo required on each shirt.
 - Oxford Shirts** – Blue, White, Yellow, or Blue Pinstripe – School logo required on each shirt and they must be tucked in.
 - Sweatshirts** – Navy or Gray – School logo required on each shirt.
NOTE –Must have turtleneck, knit shirt, or oxford shirt underneath.
 - Pullover Sweater** – Navy and Gray – School logo required on each sweater. **NOTE** –Must have turtleneck, knit shirt, or oxford shirt underneath.
 - Sweater Vest** – Navy or Gray – School logo required on each sweater vest. **NOTE** –Must have turtleneck, knit shirt, or oxford shirt underneath.
 - Turtlenecks** – White or Navy – Official BBS logo required on collar.
NOTE –Turtlenecks may be worn only **UNDER** the above shirts and sweaters.

- B. Flat Front Pants or Pleated Pants** – Navy or Khaki – School logo required on pants.

C. Ties

- Regular Ties** – Plain Navy, BBS Plaid, and BBS Woven Stripe.
- Bow Ties** – Plain Navy, Plaid, and BBS Woven Stripe.

D. Socks – Required with all shoes.

Socks – Navy, Gray, White, or Black - Must be visible above the shoe.

- E. Shoes** – Shoes may be bought at any retailer as long as they are the EXACT style listed. Shoe laces are to be white or the color of the shoe and be tied. Shoes must be worn properly without the heels bent down.

1. BASS

- Walton Penny Loafer – Black Burnished or Burgundy Brush Off
- Exeter – Dirty Buc, Taupe, or Dark Buc
- Alex - Dirty Buc

2. EASTLAND

Plainview

3. LANDS' END

All Weather Moc – Dark Brown or Dark Tan

- K-SWISS** - Classic – White
- NEW BALANCE** – Solid Navy, Gray, Black or White with trim and laces in only white, black, gray, navy or blue.

F. Other:

- No earrings or other visible piercing
- No painted fingernails
- Belts, if worn, must be black, brown, navy or gray; be leather in appearance; and not be excessively long.
- No more than one button should be unbuttoned on any shirt.

G. Hair:

Boys are expected to keep their hair neat and well groomed. Extreme or unusual colors or hairstyles (such as, but not limited to, spiked, braided, beaded, ponytails, or shaved heads) are not acceptable. Administration will serve as final authority on what is acceptable. Boys will not have beards, goatees, long sideburns (bottom of earlobe limit) or mustaches and will be clean shaven at all times. Length of hair may not be such as will allow the hair to cover their ears nor eyebrows. Hair should not touch the collar of a dress shirt.

III. Dress Options for Both Boys and Girls

The following are not acceptable for either boys or girls:

- Shorts (except for those participating in athletic activities and approved by the coach and administrator)
- Any shirt visible under dress code shirts must be either solid white, gray or blue with **no** writing.
- Hats, caps, scarves of any kind or wearing the hood of hoodies in the buildings
- Any visible tattoo
- Oversized clothing that sags excessively or that is too long or baggy
- Clothing that fits tightly
- Jewelry, buttons, symbols, chains, etc. that are a distraction or promote an opposition to school philosophy
- Clothing or shoes that are excessively worn, ragged, patched, frayed, without finished hems, or have writing other than official BBS logo
- Clothing with writing unless approved by the administration
- Pants with slits
- No pajama pants
- No wearing of blankets

The following items are acceptable for either boys or girls:

- A. Uniform Outerwear – These items may be worn during the school day over uniform shirts and sweaters.**
1. **Cardigan** – Navy or Gray – School logo required on each cardigan.
 2. **Fleece Jacket** – Navy or Gray – School logo required on each jacket.
 3. **Fleece Vest** – Navy – School logo required on each vest.
 4. **Fleece Pullover** – Navy – School logo required on each pullover.
 5. **Nylon Jackets (fleece lined)** – Royal, Navy, and Gray – School logo required on each jacket.
 6. **Letter Jackets – Holloway 4181, 4182, 4183, 5140, 5141, or 5142**
 7. **“The Matrix” Polyester Jacket** – Navy with black trim – School logo required on each jacket.
 - 8.– **Holloway Style 2491 or youth size version** – Navy or gray - School approved design.
 9. **Hooded Sweatshirt** - A new ”uniform designated” style will be offered by the Spirit Shop this fall.
- B. Other Outerwear – All other outerwear may not be worn on campus between 8:00 AM and 3:00 PM.**
- C. Guidelines for Letter Jacket : Any student may purchase a Letter Jacket**
1. Body styles: Holloway 4181, 4182, 4183, 5140, 5141 or 5142
 2. Body and sleeves will be **ROYAL**. Stripes on cuffs and waist will be **LIGHT (YELLOW) GOLD**.
 3. “B” will be on left chest with the student name and graduation year on the right chest. The “B” will be **LIGHT (YELLOW) GOLD on ROYAL** felt.
 4. The student’s name will be in **LIGHT (YELLOW) GOLD**.
BBS will supply a pin or bar to indicate participation. Any other decoration must be approved by a committee of Administrators.

D. Please Note – The following shoe styles come in Youth sizes:

- BASS – Antaries Penny Loafer Black or Burgundy Brush Off Exeter – Dirty Buc and Dark Buc
LANDS’ END – All Weather Moc – Dark Brown and Dark Tan
K-SWISS – Classic – White
NEW BALANCE – Solid Navy, Gray, Black or White with only white, black, gray, navy or blue trim and laces.

IV. Dress Outside of the School Day

Boyd-Buchanan students are expected to maintain high standards for dress during time after school or at co-curricular activities, such as athletic events, extracurricular practices, banquets, or programs (whether or not these events are on or off campus).

A. After school/on campus

Clothing appropriate for after-school activities on campus may include modest shorts (6-inch inseam) and full-cut tee shirts. Writing on shirts should reflect high standards. Practice without shirts is always inappropriate.

B. Banquets and formal occasions

Special attention should be given to selecting attire for banquets and formal events to ensure that clothing adheres to high standards of modesty and good taste. Girls, in particular, should select formal wear that does not expose the body excessively and does not fit too tightly. Boys should choose dress appropriate for formal occasions.

C. Dress-Down Day

Occasionally the school will sponsor a Dress-Down Day for students. Unless otherwise announced, the following will be the standard for Dress-Down Days:

- blue jeans with **no** holes or tears (even tiny ones)
- any BBS shirt pre-printed with Boyd-Buchanan name/logo or a designated event shirt sold specifically for that day
- any tennis shoe with full back

ELECTIONS

A. Cheerleaders

Election of Varsity cheerleaders takes place in the spring of each year. After-school training sessions will be held before the election day. In order to qualify for cheerleading, candidates must have a cumulative GPA of 2.50.

B. Homecoming Queen and Court

In the fall of each year the senior class votes for four senior girls who become candidates for Homecoming Queen. These candidates must be in their second year at Boyd-Buchanan to qualify. Election by secret ballot of all students in Grades 9-12 will determine the Homecoming Queen. The result of the election is not announced until the crowning of the queen during the ceremony of the Homecoming Game. Two girls are selected by a vote from each of the other High School classes to serve as members of the court. Each girl will select a boy from her respective grade as her escort for the ceremony. The faculty and administration will give final approval of the girls and boys participating in the honor.

C. Mr. & Miss Boyd-Buchanan

The election of Mr. and Miss Boyd-Buchanan is the highest honor that may distinguish a student. Consideration should be given to the traits of **GOOD EXAMPLE, GOOD CHARACTER, LEADERSHIP, HONESTY, SCHOOL SPIRIT,** and **DEPENDABILITY.** Five girls and five boys are nominated by the senior class. Those nominated must be completing their second year at B.B.S. and represent Christian ideals of the school. Nominees must be approved by a faculty committee. Final selection will be by vote of the High School student body.

D. National Honor Society

The National Honor Society and National Junior Honor Society help to recognize outstanding students at Boyd-Buchanan who have demonstrated the unique traits of scholarship, leadership, character, and service.

Students do not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council.

To be eligible for membership, the candidate must be a member of the junior or senior class. The candidate must have been in attendance at the school at least **one** semester. The student must have a cumulative grade point average of at least 3.30 on a 4.0 plus scale to be considered for membership.

Candidates must have had at least **one** college-bound math and **one** college-bound science and be enrolled in the second courses of college-bound science and math.

After meeting GPA and academic course requirements, the candidate will be evaluated on the basis of service, leadership, and character.

E. Senior Superlatives/Class Favorites

Each year the senior class will elect from within the class those it wishes to honor as superlatives (Most Likely to Succeed, Most Dependable, Most Studious, etc.) A senior student will be eligible for **one** superlative. The seniors also select a senior to receive the Class Service Award.

Each grade, 6-11, will elect one boy and one girl as Class Favorites and will elect one boy and one girl to receive the Class Service Award.

The administration and a faculty committee will give final approval of the girls and boys participating in the honor.

F. Student Council

The Senior High Student Council will serve as an organization through which the students may express their opinions, assist in the administration of the school, and participate in the management of school enterprises. The Council tries to promote leadership, creativity, and self-control among its members.

Student Council members should possess leadership qualities, exemplify good moral character, and be dependable and cooperative. In order to qualify for nomination, the student must have a cumulative GPA of 2.50, not be on probation or have excessive tardies, and submit a successfully completed application for nomination by the announced deadline.

GENERAL POLICIES AND REGULATIONS

A. Athletics

There is interscholastic competition in football, basketball, wrestling, baseball, softball, soccer, golf, tennis, cross country, and volleyball. Students are encouraged to participate in their chosen sport. Boyd-Buchanan is a member of T.S.S.A.A. (Tennessee Secondary Schools Athletic Association) and abides by the rules for eligibility for participation and other regulations of this association.

B. Athletic Booster Club

The Athletic Booster Club is a support organization which supplies the needed equipment, uniforms, and other supplies for all of the Middle School and High School athletic teams, including cheerleading. The money that is raised for the support of these teams comes from fund raisers, concessions stand sales, memberships in the club, an annual golf tournament, and uniform/equipment rental fees.

C. Access to Campus

The gates for the main entrance to the campus will be unlocked one hour before the opening of school and will be closed approximately three hours after the close of school for the day.

D. Before and After School

A typical school day begins at 8:05 and ends at 3:00. Parents should be advised that students who arrive before 7:50 and stay beyond 3:20 are not supervised unless they are participating in specific supervised activities. Doors to classroom buildings will be unlocked at 7:30 and locked at 4:00. Boyd-Buchanan School assumes no liability for students who are not engaged in official, supervised school functions during hours other than normal operating hours. Students are expected to have all clothing, books, and bags out of the classroom buildings by 4:00 in order that the custodial staff may begin cleaning.

Students whose rides have not arrived by 3:20 and are not under the direct supervision of a school employee should wait in front of the Jett gym or in the breezeway.

E. Book Selection Policy

The fact that a certain volume is used as a textbook or as supplemental reading for our students does not mean that B.B.S. necessarily endorses its contents from the standpoint of morals, philosophy, theology, or scientific hypothesis.

It is our policy, when objectionable material is found in some books, to help our students reach a mature, Christian attitude in dealing with such. We want them to be aware of the fact that there are certain morals, language, philosophy, etc. which we as Christians cannot condone or practice no matter where such is found.

F. Boy/Girl Relationships

Boyd-Buchanan School provides opportunities for boys and girls to cultivate friends of the opposite sex who hold to Christian principles and reflect high morals. In some instances, these associations will deepen into more than passing friendships, and intimacies must be handled in a responsible manner. While some students may recognize such responsibility fully, some on our campus do not possess this maturity as yet. Thus, unquestionable, exemplary conduct becomes the duty of all. Public display of affections will be considered in poor taste on campus and at school-sponsored functions. Obvious violations of recommended conduct in these areas will be dealt with according to need.

G. Conferences

The school is committed to the well-being of each student and recognizes the importance of open communication between parent and teacher.

The faculty will appreciate parents' making appointments for conferences. Impromptu conferences are likely to be unsatisfactory to all concerned; whereas, those that can be scheduled for a special time and planned more carefully are likely to be productive. Please call the High School Secretary to set up a conference.

H. Electronic Equipment

Students are not to bring electronic equipment such as audio/visual devices, radios, electronic games, CD players, I-PODs, MP3 players, laser pointers, pagers, or tape players to be used during the school day unless given specific permission in advance for a special activity. Audio/visual devices may be used for recording class lectures with the teacher's approval, but they are not to be used for any other purpose without prior approval. Radios, tape or CD players that are disturbing to others are not to be used before or after school. This is a Level I discipline issue. Please refer to Page 30 in the section under Conduct for more information.

I. Emergency Drills

There will be unannounced emergency drills during the year. Instructions for evacuation of the buildings are posted in each room. When the emergency bell rings, students should exit quietly and quickly with their teacher. Students are to remain under the direct supervision of the teacher in whose class they were located whenever the emergency or drill began.

J. Food and Drink

Eating must be confined to the breezeway, courtyard, cafeteria, or foyer area of the gym and only at designated times such as lunch or after school. Any eating and drinking done in the classroom must be teacher-initiated and completed before students leave the classroom. Students may **not** eat or drink (except bottled water) in the classroom buildings. Any exceptions must be pre-approved through the office. Parties must be pre-approved through the office.

K. Hall Pass

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized faculty or staff member. Students who arrive late to school are expected to sign-in with the Student Services Secretary and receive a pass to class. Students who arrive late to class must sign-in on the teacher's Tardy Sheet.

L. Illness or Injuries

Students who become ill should report to the Student Services Secretary or to the school nurse. If permission to call home is needed, it will be given there. Students will be sent to the High School Office or to the school clinic for even the slightest injuries.

M. Library

The library routinely opens each morning at 7:30 and closes at 4:00 in the afternoon.

N. Lockers and Locks

Students will be assigned lockers and are encouraged to keep them locked at all times. Approval for a locker change will be granted only on rare exceptions. The school is not responsible for items taken from lockers. Students are not to intentionally jam the locking mechanism. Bookbags and other items not stored in lockers should be placed on available shelves. The school has the authority and control over all lockers and may gain access at any time. Any lock to which the school does not have keys may be removed by the school.

O. Lost and Found

All personal items should be marked. Students who find lost articles are asked to take them to the High School Office. Lost articles which are not claimed within a reasonable time will be given away. Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

P. Medication

School personnel will not issue any medication (including aspirin, ibuprofen, Tylenol, etc.). Any student who has to take medication while at school or on a school trip must have a medication card and release, complete with appropriate signature on file with the school nurse. This card along with the medication provided by a parent/guardian will be stored with the school nurse (or trip chaperone) who will keep the medicine secured until needed. Students are not to distribute medication of any kind to one another. Any medication left after the end of the school year may be destroyed.

Q. Senior Privileges

Seniors are granted certain privileges including exemption from second semester exams under certain conditions. These conditions will be communicated to the seniors at the beginning of the second semester.

R. Sexual Harassment

Boyd-Buchanan School is dedicated to creating an environment free of all forms of intimidation or harassment based on a person's race, religion, ethnicity, or gender. It is the collective responsibility of the Boyd-Buchanan School community of students, faculty, staff, administration, and parents to make this environment conducive to learning and to foster mutual respect for one another. Behavior that intends to or has the effect of harassing, denigrating or intimidating anyone, especially on the basis of religion, gender, race, or national origin, will constitute misconduct and will not be tolerated. A copy of the school's harassment policy is available in the Principal's offices.

Students who engage in sexual harassment on or off school premises at school-sponsored activities will be subject to appropriate discipline, including suspension or expulsion. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for sexual harassment.

S. Standardized Testing

During the fall semester, selected sophomores and all juniors are given the Preliminary Scholastic Aptitude Test (PSAT) which qualifies students for National Merit Scholarship competition. It also helps students prepare for the Scholastic Aptitude Test (SAT), which some colleges and universities require for admission. The Explore test is given to all freshmen in the fall. All sophomores are administered the PLAN test, which is a preliminary American College Test (ACT). Since most of the colleges and universities in the Southeast ask for the ACT series, all juniors are urged to take this battery of tests which is administered at several designated testing areas locally. The Stanford Writing Assessment is given to all students Grades 9 -12 in the spring. The responsibility for making arrangements to take these tests is up to the student. Registration materials are available in the Guidance Office, and a counselor will be available to assist in making the appropriate arrangements.

T. Student Activities

Since sponsors must accept responsibility for insuring that all activities contribute to the purpose and aims of the school, students must work with them in all activities. No decision will be made and/or communicated without the expressed consent and approval of the head sponsor. Student groups must be under the complete supervision of the sponsor. This means that the sponsor and the administrator must approve all programs, projects, and parties (socials). Any invitations, T-shirts, or other materials printed in the name of Boyd-Buchanan School must have prior administrative approval.

U. Telephones

Cell phones should not be on or visible during the school day. Cell phones collected by teachers will be turned in to the office and are subject to being searched. An appropriate consequence will be given each time a cell phone is taken up. This is a Level I discipline issue. Please refer to Page 30 in the section under “Conduct” for more information.

School phones are business phones and are not for student personal use. With specific permission from the Student Services Secretary, students may use the phone in the office to make brief calls home or to make arrangements for transportation. Except for emergencies, messages will not be delivered to the individual; but the names of those who have messages will be posted on the message board outside the Student Services window. Students are responsible for retrieving messages.

V. Textbooks

Textbooks are on loan from the school. The student is expected to take proper care and return the books with a minimal amount of wear and tear. If a book is damaged beyond normal use, the student will be assessed a damage fee.

W. Transportation to and from School / Parking

Student drivers are to register in the office and purchase a parking permit. Automobiles are to be parked in the designated parking areas. Students are not to park in the areas reserved for administration, guests, staff, or faculty. Unauthorized or inappropriately parked vehicles may be towed away. Safe driving and safety of others must be given prime consideration by student drivers while at or near the school building. Failure to comply may result in the loss of driving privileges or other disciplinary action. The speed limit at or near the school building and grounds is 10 M.P.H.

Students may not go to cars during the school day. Any exceptions must have administrative approval.

X. Transportation to School Activities

School teams and organizations playing or performing away from the campus are expected to abide by the following transportation guidelines:

1. Permission notes complete with parental signatures must be turned in to the appropriate teacher, coach, or sponsor before leaving campus. Seasonal permission forms may be filed in the office for groups regularly traveling off campus.
2. The sponsor or coach will arrange transportation for participants to and from performances and contests. Transportation to local contests or performances which begin more than 3 hours from school dismissal time may be designated by the coach or sponsor to be the responsibility of the parent.
3. All members of teams or groups leaving for athletic contests or performances from school during the school day or before 5:00 will be expected to ride the

school-provided transportation to and from the event. Any exceptions require a parental note or personal confirmation from a parent. Students are not to be transported to or from events by any other student, and the student may drive himself/herself only at the insistence of that student's parent.

4. On return trips from the event a student will be allowed to leave with his/her own parent only if that specific arrangement is made by the parent with the coach/sponsor. Specific permission must be given by a parent to the coach/sponsor in order for a student to leave the event site with anyone else's parent.

Y. Visitors

Prospective students who have coordinated with the Admissions Office are welcome visitors during the school day. Students who desire to bring a guest must receive permission in advance from the Principal or Assistant Principal before bringing a guest to campus. All visitors on campus, including parents, must first register in the school office. Visitors before, during, or after school hours whose presence creates a distraction or disturbance will be asked to leave campus. Visitors are expected to wear clothing consistent with our dress code and to adhere to other conduct and behavioral expectations.

Z. Re-enrollment

Receiving information about re-enrollment does not preclude the possibility that re-enrollment may not be permitted. Continuing enrollment at Boyd-Buchanan School is a privilege requiring on-going satisfaction on the part of the parent and the school. Invitations to re-enroll for the following school year will be communicated in response to the completed “Application for Re-Enrollment.”

AA. Residency

All students are expected to reside with their parent or legal guardian while they are students at Boyd-Buchanan School.

BB. Release of Records

Individual student records will not be released without authorization except as required by Tennessee law.

CONDUCT

A. Discipline Philosophy and Procedures

Boyd-Buchanan exists primarily for the purpose of making Christ and Christian principles the dominating influences in the lives of the students. Our goal is to try to create self-discipline within each student.

Being at Boyd-Buchanan is a privilege **not a right**. In keeping with this privilege, basic rules and regulations have been set by the school as standards of behavior. The following disciplinary guidelines are deemed necessary by B.B.S. for the orderly operation of the school; for personal physical safety; for establishing an atmosphere conducive for learning; and for accomplishment of the above-stated purpose of the school.

Secondary school students and their parents are asked to carefully consider these rules and policies and be willing to comply with the rules and guidelines and abide by the stated consequences for violation of them. The school is concerned about anything that seriously affects the character and reputation of the students and the school. Actions both on and off campus that negatively reflect upon the good name of the school will lead to disciplinary action.

It should be understood that teachers and administrators of the school are granted full discretion in the discipline of students and that stated consequences of misbehavior may be altered due to circumstances. Our procedures in dealing with behavior problems will be as follows:

Level 1

Students are expected to follow the teacher's classroom rules and instructions, to be totally cooperative, and to refrain from being disruptive. The teacher will use professional judgment in the management of students in the classroom. Some examples of Level 1 behavioral problems are, but are not limited to,

- Minor disruptions (talking, annoying to classmates, throwing objects, etc.)
- Violation of classroom rules
- Food in the building
- Having excessive tardies
- Violating dress code
- Being unauthorized in the halls
- Improper behavior in assembly
- Unauthorized cell phone use during the day – an appropriate consequence will be given each time a phone is taken up (cf. P. 28)
- Inappropriate use of electronic devices (cf. P. 25)

Procedures:

A detention will be assigned to be served that day. The teacher will notify the office and the office will contact the parent. **The detention will be thirty minutes if served on that day or one hour if served the next day.**

Level 2

Level 2 offenses are more serious than Level 1 offenses and warrant a greater consequence. Some examples of these are but, are not limited to,

- Repeated Level 1 offenses
- Defiance/Disrespect
- Abuse of school property
- Cheating on homework/daily work
- Inappropriate language

Procedures: The normal procedures for a violation of Level 2 offenses will be as follows:

An office referral will be sent to the office with the student. The parents will be notified and an appropriate consequence will be issued. The consequence could be, but is not limited to, work detail (30 minutes day or one hour next day) or Saturday School (served within 2 Saturdays).

Level 3

Level 3 offenses begin to show a disregard for the ideals of Boyd-Buchanan School. Some examples of Level 3 are, but are not limited to,

- Repeated Level 2 offenses
- Disrespect to authority figure
- Fighting, threatening or intimidation of fellow student (circumstances may necessitate a more severe penalty for the instigator)
- Cheating on a test or project (plagiarism, lying, deceiving)
- Possession of a weapon, knife, pepper spray, stun gun, explosive, fireworks, etc.
- Misuse of the Internet on or off campus
- Possession of tobacco on campus
- Possession or use of mind-altering drugs, including alcohol, off campus
- Misuse of over-the-counter or prescription medicine
- Possession of vulgar or pornographic material
- Leaving campus without permission

- Tampering with fire alarms or fire extinguisher
- Theft
- Violation of Internet agreement
- Bullying, harassment, excessive teasing of other students
- Vulgarity or profanity, using suggestive language or gestures
- Pre-marital sex, inappropriate sexual conduct, continuing in inappropriate public displays of affection
- Sexual harassment and sexual abuse
 - *Sexual harassment includes any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity and unwanted body contact. The school's normal disciplinary procedures will be followed in determining the appropriate consequences for sexual harassment.*

Procedures

Violations of Level 3 offenses will result in the student's being placed on probation, a parent conference and a consequence. The consequences could be, but are not limited to, ISS, OSS or dismissal from school.

Level 4

- Possession of illegal drugs on campus or any mind-altering substance or being a part that activity
- Possession of alcohol on campus or being a part of that activity
- Possession of fire arms or lethal weapons on campus or being a part of that activity

Procedures:

The normal procedures for a Level 4 violation will be suspension from school until a conference with parents can be arranged. This conference will be followed by appropriated disciplinary action which could include dismissal from school.

- When it is known that a student has become a parent or prospective parent or gets married, that student will be asked to withdraw from school.

Definition of Consequence

One or more of the following measures will normally be taken when a student is referred to the administration for conduct-related offenses:

- Detention** A detention is assigned after a teacher has exhausted classroom management techniques. Detention (30 minutes) is to be served the day it is assigned. If it cannot be served that day, it must be served the next day for one hour. A detention noticed will be sent to the office and the parent notified.
- Work detail:** The administration may use this form during the school day or after school or on a Saturday.
- Saturday School:** This Saturday morning session will be held on campus from 8:30 am until 12:00 pm on a regular basis. It will serve as an academic make-up time as well as a disciplinary consequence.
- In-School Suspension:** The student will be separated from a class or classes for a specified period of time.
- Out-of-School Suspension:** The student will not be allowed on campus for a designated period of time and receive a 20% academic penalty.
- Conduct Probation:** Students may be placed on conduct probation as a result of any serious violation or repeated violations of school rules. During this period any careless act, questionable attitude, or continual misbehavior may be a basis for dismissal. The student will also, while on conduct probation, be ineligible for any school-wide honors; and participation in extra-curricular activities may be curtailed for a designated period of time.
- Dismissal from school.**

B. Lunchroom Conduct

In order to provide students and teachers with a pleasant atmosphere in which to eat the noon meal, certain rules are necessary for everyone's benefit. Students are not to break line and, while in the lunch line, are not to push or shove. While in the lunchroom students are expected to talk at normal conversational level. There should not be excessive movement of students in the lunchroom. Students may not leave the lunchroom until dismissed. Any exceptions must be communicated with the lunchroom supervisor. Trays and all litter should be returned to their proper places, and students should then return to their seats. No food is allowed outside the cafeteria area except with special permission. **Students, parents, or friends may not bring in food from a restaurant without prior approval.**

C. Special Assembly Conduct

In order that all students and parents may gain the most from pep meetings and special assemblies, each student is expected to fully cooperate and be respectful of others.

Students are expected to enter all assemblies and take their seats in an orderly manner in the designated area. Full attention is to be given when a person steps to the microphone to speak. When cheerleaders are leading a cheer, students are expected to follow appropriately.

D. Athletic Events Conduct

Students who attend public events both on and off campus are expected to represent God, their families, and our school well. Our students' behavior at all athletic events should be exemplary. Students should dress in a way which does not compromise the philosophy or integrity of Boyd-Buchanan School. Behavior which brings excessive attention away from the athletic activity is not acceptable. Good sportsmanship is our standard for behavior at all these events.

E. Parent Conduct

The spirit of all communication at Boyd-Buchanan School is expected to be reflective of the spirit of Jesus. Parent behavior at all events should reflect positively on Boyd-Buchanan School. Rude and inconsiderate behavior toward faculty, staff, administration, or other school employees is never appropriate or acceptable. Parents are expected to be supportive of school personnel and school disciplinary policies and decisions. **A lack of support may result in a student's being dismissed from school.**

F. Searches

School authorities reserve the right to conduct searches of person, lockers, book bags, purses, containers, vehicles, and other personal items on school campus. School authorities also reserve the right to monitor student Internet sites.

G. Acceptable Use Agreement

Boyd-Buchanan School has actively pursued making available to our students advanced technology and increased access to learning opportunities. Boyd-Buchanan School believes that the benefit from access to the Internet in the form of educational resources exceeds any of the disadvantages. However, the privilege of having access to these tools carries with it responsibility on the part of teachers, parents, and students to understand and use these tools appropriately.

Proper and Ethical Use: All users must understand and practice proper and ethical use. Before receiving permission to use the system, all students must be knowledgeable regarding procedures, ethics, and security involving the use of the Internet. All potential users must read and sign this handbook before permission to use the system will be granted.

Conditions and Rules for Internet Use:

- 1. Acceptable Use:** (a) The purpose of the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. In order for a person to remain eligible as a user, the use of the system must be in support of and consistent with the educational objectives of Boyd-Buchanan School. All users of the Internet must comply with the Acceptable Use Policy, which is incorporated into this document. (b) Transmission of any material in violation of any U.S. or of Tennessee's regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. (c) Use for commercial and/or financial activities is prohibited. Use for product advertisement is also prohibited.
- 2. Privilege: The use of the Internet is a privilege, not a right.** Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. The school administration, under this policy, is delegated the authority to determine appropriate use and may deny, revoke, or suspend the privilege at any time based upon its determination of inappropriate use.
- 3. Monitoring:** School officials reserve the right to review accessed material and to monitor computer file storage space in order for Boyd-Buchanan School to determine if specific uses of the network are appropriate.
- 4. Network Etiquette:** All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: (a) Do not engage in activities which are prohibited under state or federal law. (b) Do not reveal personal information such as identities, addresses, or phone numbers of any individual. (c) Do not use the network in such a way that would disrupt the use of the network by other users. (d) Assume that all information accessible via the network is private property.
- 5. Security:** (a) Security of any computer system is a high priority, especially when the system involves many users. Prior to accessing the Internet, all users will be required to log onto the system. Users accessing the system through a log-on and password are expected to protect their user name and password to ensure system security and their own privilege and ability to continue to use the system. (b) If a

2008 – 2009 Boyd-Buchanan School Calendar

1st Semester

August 6	Registration
August 11	First Day dismissal at 11:30
September 1	Labor Day
October 3	Homecoming
October 10	End of 1 st nine weeks
October 20-24	Fall Break
November 3	Inservice
Novem. 26 - 28	Thanksgiving Break
December 15	1 st Period Exam (full day)
December 16	2 nd & 3 rd Period Exams (dismiss at 11:30)
December 17	4 th & 5 th Period Exams (dismiss at 11:30)
December 18	6 th & 7 th Period Exams - Last Day (dismiss at 11:30)
December 19	Christmas Break Begins – End of 2 nd nine weeks
	2 nd Semester
January 6	School Resumes
January 19	M. L. King Day (Holiday)
February 16	Presidents' Day (snow day)
March 6	End of 3 rd nine weeks
March 16-20	Spring Break
April 10	Good Friday (Holiday)
May 21	1 st Period Exam (full day)
May 22	2 nd & 3 rd Period Exams (dismiss at 11:30)
May 25	Memorial Day (Holiday)
May 26	4 th & 5 th Period Exams (dismiss at 11:30)
May 27	6 th & 7 th Period Exams - Last Day (dismiss at 11:30)

user identifies a security problem on the Internet, a system administrator must be notified. The user should not demonstrate the problem to other users. (c) Another individual's password should not be used. (d) Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. (e) Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the school network by Boyd-Buchanan.

6. Vandalism: (a) Vandalism will result in cancellation of Internet privileges.

(b) Vandalism is defined as any attempt to harm, modify, or destroy data of another user, the Internet, computers belonging to Boyd-Buchanan, the Boyd-Buchanan network, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.

7. Procedures for Use:

a. Student users must be given permission from their instructors before using the network or before accessing files or applications.

b. A supervising teacher must be in the room when the user is accessing the Internet.

c. All users have the same right to use the equipment. Users shall not play non-academic games or use the computer resources for other non-academic activities. **Browsing on the Internet will not be allowed.**

8. Encounter of Controversial/Objectionable Material: Users may encounter material which is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. On a global network, it is impossible to effectively control the content of data, and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material nor to demonstrate it to others. Should any controversial material accidentally be accessed, a teacher or supervisor should be alerted immediately. Boyd-Buchanan reserves the right to censor sites through software.

9. On-line Communication: Users are not to enter chat rooms, access newsgroups, or send/receive e-mail messages.

10. Penalties for Improper Use: Any user violating these rules, applicable state and Federal laws, or posted classroom and school rules is subject to loss of network privileges and any disciplinary action Boyd-Buchanan School deems necessary.

Statement of Acceptance:

Student:

I acknowledge receipt of this handbook, have read it, and agree to comply with the principles and guidelines stated in it, which I understand may be changed at Boyd-Buchanan's discretion.

Printed Name _____
(Student)

Signed by _____ Date _____
(Student)

Parent/Guardian:

I acknowledge receipt of this handbook, have read it, and agree to comply with the principles and guidelines stated in it, which I understand may be changed at Boyd-Buchanan's discretion.

Signed by _____ Date _____
(Parent/Guardian)

This page should be turned in to the student's first period class by
August 15, 2008.

PERMISSION TO USE PHOTOGRAPH AND VIDEO

Many parents enjoy seeing their children's image in the school publication and web page, newspaper articles, television and video productions. However, some parents do not want their children identified for various reasons. So that we may honor parental wishes, please communicate a preference. Not all Boyd-Buchanan School events can be controlled, and we cannot always guarantee that a child will not be included in media reports.

RELEASE FOR MINORS (PARENT/ GUARDIAN PERMISSION)

I, being parent/guardian of _____,
Name of Child

hereby consent to the use of name, image, and likeness, whether in video, photograph, electronic images and/or audio recordings made of voice and understand that all will be the property of and may be used by Boyd-Buchanan School for purposes of promotion and/or recruitment, including television, CD-ROMs, online and print publications, free and clear of any claim whatsoever on my part.

Signature of Parent/Guardian

Date