

BROWN'S CHAPEL ELEMENTARY SCHOOL

Home of the Bucks!

6128 Baker Road

Murfreesboro, Tennessee 37129

Phone: (615) 904-6755 Fax: (615) 904-6756

School Web site: www.bce.rcschools.net

Principal: Kellye Goostree goostreek@rcschools.net

Assistant Principal: Dr. Matthew Dodd doddm@rcschools.net

SCHOOL COLORS- Brown and Orange

STUDENT POPULATION- 700

We would like to welcome all learners to the Brown's Chapel Family. We look forward to being a part of your education team. We ask that you give your best effort daily. The following is an overview of the policies and procedures at BCE. Thank you for helping us to build a great place to learn and grow each day.

SCHOOL MISSION

Our mission at Brown's Chapel Elementary School is to lay the groundwork for each child to find the path to success in school and in life.

SCHOOL POLICIES

The school policies included in this handbook are applicable during regular school hours as well as on buses, field trips, school sports events, and any activity sponsored by the school.

ABSENCES

When a child is absent from school, parents must send a note with the student when he/she returns stating the reason for the absence. It is the learner's responsibility to meet with each teacher and arrange for make-up of class work and tests. Make up work must be submitted within 5 days of the return to school. Classroom discussions and student participation cannot be recreated in the event of absences. If there is going to be a prolonged absence, parents should contact the school administration. Assignments will not be given for planned absences before the classroom instruction has been given. Attendance has a distinctive effect on the learner's success.

The principal or his/her designee has the authority to excuse learners for absences and tardiness due to but not limited to:

1. Personal illness. If a learner has accumulated ten (10) absences whether excused or unexcused, a doctor's note must be submitted in order for any subsequent absences the eleventh absence and all thereafter be excused.
2. All notes for absences must be submitted within 5 days.
3. Illness of immediate family member. A doctor's statement will be required after three (3) days.
4. Death in the family. (1) Day will be excused. Additional days will be at the discretion of the principal.
5. Dental or medical appointments. The school requires verification of a doctor's visit.
6. Religious observances. T.C.A.49-6-3005.
7. Required court appearances. Verification will be required.

TARDINESS

Any learner arriving after 7:30 a.m. must be signed in by an adult to receive their tardy slip. Tardiness interrupts instruction and has an adverse effect on academic performance. Learners arriving after 7:30 will await the completion of announcements to be admitted to class. Tardiness effects eligibility for perfect attendance within each grading period.

ARRIVAL

The building will be open at 6:45 each morning. Car rider drop-off is in the back of the building. Bus drop off is at the front door. Learners arriving at school prior to 7:15 will be assigned to a designated area under teacher supervision. The first bell rings at 7:15. Learners will be released to go to their classes at that time. Everyone will be in their classrooms, ready for class to begin by **7:30**. All parents and visitors must enter through the front doors.

ATTENDANCE

All learners are expected to attend school on a regular basis and be on time. School officials are required to report to the county attendance supervisor persons legally responsible for a child who is unlawfully absent from school for any five (5) days during the school year. To be counted present a child must attend classes for a period of three hours-sixteen minutes. Those learners who have not missed a day of school or have not accumulated time equal to an absence (i.e. early dismissal and tardy) will be awarded a Brown's Chapel Perfect Attendance certificate at the end of the school year.

BUS RULES

The school bus is an extension of school. Therefore, Rutherford County School learners are expected to conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Learners are under the supervision and control of the bus driver while on the bus, and all reasonable directions given shall be followed. Bus suspensions and revocation will be given based on standards used by our school system. Admittance on a school bus is a privilege which should be respected by the learner.

CAFETERIA

Brown's Chapel participates in the Federal Hot Lunch and Breakfast program providing nutritious meals. Each learner is expected to display appropriate conduct while in the cafeteria. Breakfast is served from 6:45-7:15. Any learner arriving after that time should eat breakfast at home. Learners are encouraged not to charge their lunch. The cafeteria manager will provide each learner with the policy regarding lunch charges. No food from outside eating establishments will be permitted in the cafeteria. Parents and approved visitors will be allowed to eat with their child at a separate table in our cafeteria.

DAMAGE TO SCHOOL PROPERTY

Parents are held responsible by law for any damage or loss of school property, including the school bus, caused by their child.

DISCIPLINE

In order to provide an atmosphere that is conducive to learning, it is necessary to maintain discipline. Learners should accept responsibility for their own behavior. Learners are expected to show self-discipline at all times. Any behavior that interferes with the learning of others will result in disciplinary action. Each learner is expected to behave in an orderly and courteous manner. Brown's Chapel Elementary School's success depends upon the ability of you and your fellow learners to exhibit these traits of good citizenship. Dishonesty, profanity, disorderly conduct, disrespect for yourself, peers or authority and disregard for school property will result in disciplinary action which includes parent contact. Teachers will have the authority to maintain order in the school building and campus and the right to discipline all learners whenever and wherever they see a violation occur.

GUIDELINES FOR DRESS

We are a learning community. Our primary goal is to learn each day. The guidelines for dress are set to support that goal. Please see that your child dresses so that they are comfortable, neat, and clean and do not cause discomfort for themselves or distraction for their classmates.

1. Attitude shirts: If a learner could not read aloud the slogan on their shirt without violating BCE guidelines regarding mutual respect or causing themselves embarrassment, the shirt is not appropriate for school-wear. No writing on the backside of pants.
2. Jewelry, clothing, accessories depicting drugs, alcohol, sex, gang-related symbols, drug paraphernalia, violence, or profanity will not be worn.
3. Flip-flops should not be worn.
4. Shorts and skirts must be at least as long as the end of their fingertips when their arm is placed on the side of their body.
5. All pants and shorts must be worn at the waist. No sagging allowed.
6. Clothes must fit appropriately. Shirts and tops should adequately cover the mid section while engaged in school activities. If raised arms expose the midriff, the shirt should not be worn.
7. Tennis shoes or sneakers are required for all students participating in physical education classes.
8. Clothing made of see-through material is not permitted without an appropriate undershirt. Athletic jerseys must be worn with a T-shirt.
9. No ripped or torn clothing which exposes skin above the knee, halter-tops, or sleeveless tops with straps less than **2 inches**.
10. No tank tops, racer-back or sleeveless shirts with large arm openings.

Parents who come into our building or chaperone on field trips should exercise the same modesty we expect of our learners.

School personnel have control in defining acceptable standards of dress in areas not specifically covered or expressed by these guidelines, in order to maintain an appropriate classroom environment. If a learner comes to school in violation of the dress code, they will wait in the office while a parent is summoned to bring appropriate attire. Our goal is to keep the focus on learning.

MEDICATION

If medicine must be taken during the school day on a regular basis, the parent must fill out a medical form that can be acquired from the school office. Medicine will be stored and dispensed in the clinic. No medicine should be sent to school with a learner. Parents should bring the medicine to the nurse or assistant in the clinic.

PARENT-TEACHER ORGANIZATION

We welcome your participation in building the community at BCE. The PTO encourages communication between home and school, which promotes better understanding and enhances the educational process. Contact the PTO for any information concerning volunteerism at Brown's Chapel.

POLICY AND PROCEDURES FOR LICE

No student shall be denied an education solely by reason of head lice infestation and his/her educational program shall be restricted only to the extent necessary to minimize the risk of transmitting the infestation. It shall be the responsibility of the principal or school nurse to notify the parents in the event a child has pediculosis (head lice). A letter shall be sent home by the child to explain the condition, requirements for readmission and deadlines for satisfactory completion of the treatment.

Prior to readmission, satisfactory evidence must be submitted to school personnel that the student has been treated for pediculosis (head lice). This evidence may include but not be limited to: (1) proof of treatment with a pediculicide product (head lice shampoo), or (2) determination (after examination) by a school health official that there has been improvement since the parent/guardian was notified.

Treatment and prevention procedures shall be developed by the director of schools in consultation with the school nurse and distributed to all classroom teachers. These procedures shall also be distributed to the parent/guardian of any child that has pediculosis.

Any subsequent incidents of head lice for a student during the school year shall require submission of satisfactory evidence of treatment for head lice and be found free of lice by a school health official. A student shall be expected to have met all requirements for treatment and return to school no later than two (2) days following exclusion for head lice. All days in excess of the allowable period shall be marked as unexcused absences and referred to the attendance supervisor at the proper time.

PROMOTION/RETENTION GRADES K-5

Promotion/Retention will be based on:

- A. Teachers Recommendation, Judgment, Evaluation
- B. Grades and Daily work
- C. Effort
- D. Maturity (e.g. age, social adjustment)
- E. Mastery of Grade Appropriate Skill in the Core Curriculum.

If a learner is to be retained in grades K-5, a conference will be scheduled with the parent(s)/ guardian(s), administrator and teacher.

REPORT CARDS

Grade cards are issued at the end of every nine weeks, and are to be signed by the parent and returned immediately. Grade cards will contain academic grades, conduct grades, and attendance. The basic grading system for subject area grades 3-5 is to be expressed by numerical grades on the report card with corresponding letter grade values below.

GRADING SCALE:

A: 93-100 B: 85-92 C: 75-84 D: 70-7 F: BELOW 70

The basic grading scale system for academic area grades in grades K-1-2 is to be expressed by the numbers 1-4 within a rubric. Each academic area is further defined by detailed learning standards which are assessed throughout the year. The purpose of the grading scale is to provide data to parents about their child's performance. Our focus is on learning and forward progress is not always illustrated by a numerical grade.

ACADEMIC HONORS

Brown's Chapel Elementary rewards learners who achieve excellence in their academic work. Each grading period, learners may earn honors for Principal's list (all A's) or Honor Roll (A's and/or B's). At the end of each nine week grading period, an academic honor's ceremony will be held to recognize student achievement. Recognition of quality character traits will be awarded as well.

REQUIREMENTS:

- 1. Principal's List- All A's on report card.
- 2. Honor Roll- Any combination of A's and B's in the core academic subject areas on the report card.

SEARCHES IN SCHOOL

Any principal, or his designee, having reasonable cause for a search may search any learner, place, or thing on school property or in the actual or constructive possession of any learner during any organized school activity off campus, including buses, if he/she receives information which would cause a reasonable person to believe that the search will lead to the discovery of:

- a. Evidence of any violation of the law;
- b. Evidence of any violation of school rules or regulations or proper standards of student or faculty conduct;
- c. Any objects or substance which because of its presence presents an immediate danger or harm or illness to any person.

The learner using a locker that is the property of the school system has no right of privacy in that locker or its contents. All lockers or other storage areas provided for the learner use on school premises remain the property of the school system and are provided for the use of learners subject to inspection, access for maintenance and search.

A learner may be subject to physical search or a learner's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other learner if such action is reasonable to the principal. All of the following standards of reasonableness shall be met:

1. A particular learner has violated policy.
2. The search could be expected to yield evidence of the violation of school policy or disclosure of a dangerous weapon or drug.
3. The search is in pursuit of legitimate interests of school in maintaining order, discipline, safety, supervision and education of learner;
4. The primary purpose of the search is not to collect evidence for a criminal prosecution.

ZERO TOLERANCE

In order to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any learner who engages in the following behaviors will be subject to expulsion for a period of not less than one (1) calendar year. The superintendent shall have the authority to modify this expulsion on a case-by-case basis. Zero-tolerance acts are as follows:

1. Learners who bring or unlawfully possess any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana), or a dangerous weapon onto a school bus, onto school property, or to any school event or activity.
2. Any learner who while on a school bus, on school property or while attending any school event or activity:
 - a. Unlawfully possesses any narcotic or stimulant drug, prescription drug or any other controlled substance (including marijuana).
 - b. Commits battery upon any teacher, administrator or any other employee of a local education agency, bus driver or other, or any authorized volunteer.
 - c. Uses or transfers any dangerous weapon.
 - d. Unlawfully uses or is under the influence of any narcotic or stimulant drug, prescription drug, or any other controlled substance (including marijuana);
 - e. Sell, distributes, or transfers any narcotic or stimulant, prescription drug, or any other controlled substance (including marijuana).

SUSPENSIONS

The principal or assistant principal(s) may suspend any learner from attendance at school or any school-related activity on or off campus (out-of-school suspension) or from attendance at a specific class or classes, or from riding a school bus, without suspending such learner from attendance at school (in-school suspension), for good and sufficient reasons. T.C.A. 49-6-3401.

TRANSPORTATION CHANGES

Transportation changes will only be accepted in **WRITING**. For the safety of our learners **NO** phone call, email or fax to change transportation will be accepted. BCE personnel cannot verify a telephone contact and we will not endanger our learner's safety by attempting to do so. Consistent transportation plans will eliminate confusion. Please prepare an emergency plan that utilizes family, friends and neighbors and does not interrupt the regular school routine. **Early checkout between 2:00 and 2:30 requires prior written notification.** No student will be dismissed to the office during that time without the prior notice. Building transitions, pack up and teacher instructions may not be interrupted in order to ensure the safety and accuracy of student dismissal.

FINANCIAL

No refunds will be given for cancellation of a field trip due to behavior. Exact change is required, the school will not make change. Families with multiple children must split the money, as each homeroom teacher must receipt money received individually.

FIELD TRIPS

We encourage class field trips to expand our learner's educational horizons. Learners must meet the behavioral criteria to attend such trips and if necessary, an alternate assignment will be given in lieu of an off-campus experience. Parents or their designees are welcome to attend these trips as chaperones. Your child's teacher will define the parameters of the trip with regard to cost, limitations on numbers, times, deadlines for permission slips, etc. All chaperones will be assigned a group of learners and be responsible for their care under the teacher's direction. Due to this supervisory role, only enrolled students may attend. Chaperones may ride the school bus providing space allows. Chaperones must dress according to the same guidelines as our students (refer to the dress guidelines on page 2). Chaperones should not smoke on field trips, leave learners unattended, use language or discuss topics inappropriate for elementary children. Cell phone usage should be limited to emergencies and not interfere with your role as a chaperone. The morning of a field trip, chaperones must come to school with photo ID that can be scanned through the Raptor System, check in through the front office and attend administrative meeting. All adults must meet with the above criteria in order to attend a field trip.

VISITORS TO THE BUILDING

All visitors must report to the office, sign-in, and receive a visitation pass. It is the responsibility of the school administration and staff to ensure the safety of all students. We appreciate the cooperation of all visitors by signing in with the office. All visitors must provide a photo ID that can be scanned through the Raptor System which will be exchanged for a visitor's photo ID badge. Parents should make appointments in advance to discuss their children with the teacher. The 15 minutes prior to school and the 15 minutes after school are designated as **DUTY TIMES**. The teachers are monitoring learner arrival and dismissal. Please note these are not conference times.

BROWN'S CHAPEL STUDENT CREED

WE THE LEARNERS OF BROWN'S CHAPEL, PLEDGE TO WORK HARD, PLAY FAIR AND BE KIND AND COURTEOUS TO EVERYONE IN OUR PATH.

Our mission at Brown's Chapel is to lay the groundwork for each child to find the path to success in school and in life. It is our privilege to partner with you in helping your child reach their full potential. We support them in having high standards, developing a quality character, setting goals and working to achieve them. We're looking forward to a stellar 2016-2017! Go Bucks!

RUTHERFORD COUNTY SCHOOLS....MOVING BEYOND EXCELLENCE!