

# Brown Academy Knights



# Student/Family Handbook

The Brown learning day begins promptly at 8:05 a.m. **This means students should be in their classrooms at 8:05.** Students may arrive at school as early as 7:25a.m. There is no adult supervision until 7:25a.m. Students dropped off prior 7:25 are expected to be enrolled in School Age Childcare. Upon arrival at Brown Academy students will report to the gym or the Cafeteria. Breakfast will be served from 7:25-7:50 a.m. After eating breakfast students will report to the gym and join their grade level. Students will be sent to class beginning at 7:40 or after they finish breakfast. The doors will close at 7:50 a.m. to end breakfast.

Tardiness and early dismissals are not acceptable due to disruption to the instruction of your child and others.

At the end of the school day, dismissal will begin at 2:50 p.m. Car Riders must be picked up through the car rider line no later 3:10p.m. Students left at school after 3:10p.m. are considered tardy being picked up. To avoid this problem you may want to consider enrolling your child in school age childcare.

Note: The before/after school child care program is offered to children arriving before 7:35a.m. and closes at 6:00p.m. daily. For information on School Age Child Care, please contact the SACC Director at 209-5769.

## **Attendance**

Regular attendance is critical factor in establishing and maintaining student academic progress. Students are required to be in school a majority of the day to be counted present. Should the day be shortened to a half day, a student must stay the entire half day to be counted present.

**Students who exceed five (5) unexcused absences will receive an Attendance Notification Letter. Five or more absences will result in a referral to the school social worker. All parent excuses (3) and doctors excuses must be turned in within five school days to the main office or they do not count.**

**It is extremely important that your child be on time to school each day to maximize student learning. All students must be in the classroom no later than 8:05 a.m. If students arrive after 8:05 they are missing instruction and are tardy to school. If your child is late, please come to the school office and sign them in. We respectfully ask that your do your best to schedule**

**appointments after school, so your child does not miss instruction. Missing instructional time during the school day can significantly affect student academic progress.**

## **Student Behavior Expectations**

Brown Academy Students Are:

**Respectful:** to everyone and everything in words or actions

**Responsible:** for our actions, our materials, our success

**Ready:** come prepared and ready to learn each day

Each grade level determines its incentives and consequences. Major violations of behavior will result in a discipline referral to be handled by administration. Certain incidents authorize the administration to suspend a student from school, school sponsored activities or the school bus. Incidents resulting in suspension will be handled on an individual basis. Parents of suspended students will be sent documentation with details regarding the offense. Suspended students will be required to attend a re-entry conference with their parents when returning to school.

## **Bullying**

Bullying is defined as “intentional behavior toward a student or group of students whether directly, through a third party, or through the use of electronic devices or media, that places a student or groups of students in fear or creates a hostile educational environment.” Please refer to the Hamilton County Board of Education Policy on Student Discrimination/Harassment and Bullying/Intimidation contained in this handbook for more information. Any incident that occurs outside of school but disrupts the learning will be handled by administration.

## **Celebrations**

Parents are welcome to provide cupcakes for their child’s class during the class lunch period. Please limit school celebrations to cupcakes. Balloon bouquets, flowers, etc. may not be taken to the classroom and will remain in the front office until the end of the

school day. If you choose for your child to not participate in any type of celebration, please inform your child's teacher.

## **Cafeteria**

Breakfast and lunch are served in our cafeteria. The cost for breakfast is \$2.00 for students and \$2.50 for visitors; lunch is \$3.00 for students and \$4.50 for visitors. Holiday or special meals cost \$5.00 for visitors. The cafeteria staff prefers that lunch money be sent in on **Mondays** for the week or month. The money will be deposited in the child's account. Checks should be made payable to Hamilton County Food Service. All accounts are expected to remain current. **Parents of students who accumulate late charges in excess of \$10.00 will receive a written notice from our Cafeteria manager to advise them of their child's lunch status.** Parents may check the status of or add money to their child's account by logging onto the website <http://www.mealpayplus.com>. You will need your child's account number to view his/her account.

At the end of the lunch period, each class cleans its assigned area in the dining room.

Students are expected to:

- Wait to be dismissed from the table.
- Deposit all litter in trash cans.
- Wash tables.
- Pick up debris around tables.

## **Electronic Devices**

Students should not bring any electronic devices to school. If they are brought to school they will be taken up by administration. Parents will be called to pick them up.

## **Grades**

Grades are used as a method of communicating academic progress to parents from the student's teachers. Every nine (9) weeks, parents will receive a report card informing them of their child's progress during that grading period. In addition, progress reports will be sent home at the midpoint of each grading period.

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

## **Homework Policy**

Homework will be a regular part of the instructional process for Brown Academy students. Classroom teachers will assign homework on a regular basis. Your child's classroom teacher will share the homework plan for their particular grade level.

Homework assignments are given to provide meaningful practice and reinforcement of classroom learning. Please have your child read each night for at least twenty minutes.

## **Medications/Medical Emergencies**

All prescription medications with the exception of an asthma inhaler must be left with the nurse and must have a physician's orders. Students are allowed to keep their asthma inhalers with them as long as medication forms have been completed and are on file in the office. All medication should be in the original container with the child's name on it. Parents and physicians are required to sign a form authorizing the medication to be administered. Forms must be filed at Brown Academy. **A new form is necessary at the beginning of each new school year.** A log is used daily to record medicine given to your child. Hamilton County School Board Policy **does not allow** over the counter medications to be dispensed by school system employees. If your child requires an over the counter medication to be given while at school, you must make arrangements to come to the school to dispense the medication. Additional information or forms may be obtained by calling the office at 209-5760. Parents will be required to complete a Student Registration Form listing phone numbers and medical information. **If phone numbers change, it is necessary to contact the office immediately.** **These records are necessary for emergency contacts and could be used to admit your child for emergency services at a hospital.** While filling in this information, please keep in mind that this information is used to contact you in the event of an emergency or accident. Therefore, it is absolutely necessary an emergency contact person and phone number (other than you) be provided. Please make sure this person is permitted by both parents to pick up your child if needed. **Note: Please**

**inform the teacher and office of any condition your child has that is life threatening such as severe asthma, allergies, etc. If you have any questions please feel free to call our school nurse, Ms. Clark.**

### **Money Matters**

- Our school fee is \$20.00 to cover expenses for supplies, instructional materials, and manipulatives. This fee is optional for all students.
- Refunds for field trip absences **due to illness** will only be issued by request for amounts over \$5.00. Any refunds may be applied to the next field study or school fees. **When the school has to make an advance payment for admission no refund will be given.**
- Only cash payments will be accepted for field trips during the months of April and May.
- Report Cards will be held if your child owes cafeteria charges, SACC charges or library books.

### **Parent Involvement**

Parents are always welcome at Brown Academy. You are an important part of your child's education. Our teachers look forward to working as a team with you to provide the best education for your child. Magnet student families have agreed to give at least 18 hours of school service each year. **All parent hours must be completed no later than April 30th.**

### **Parent Teacher Association**

We encourage all parents to join the PTA at Brown Academy. Our meetings and events give parents opportunities to be actively involved in supporting our school community.

### **Parent Teacher Communication**

In grades first through five, the Agenda Mate will be used to communicate with parents on a daily basis. It is important that parents check and sign the Agenda Mate each night and that the students return the Agenda Mate to school each day.

Kindergarten students have individual folders that they will bring home each day. Kindergarten parents please check and sign the folders each night and make sure your K student returns the folder to school each day. The Kindergarten folder and the first – fifth grade Agenda Mates are important communication tools for teachers, students and parents. Please feel free to make comments, ask questions or request a conference in your child’s Agenda Mate. Classroom teachers check the Agenda Mates daily.

Parents are encouraged to schedule conferences, email or call teachers. During the system wide conferences, your child’s teachers will meet with you to discuss progress, answer any questions you may have, and provide an opportunity for you to view student work. Conferences will be scheduled twice per year one in the fall and winter. Please make every effort to meet with your child’s teacher. If you wish to schedule a conference with your child’s teacher, call 209-5760 and we will assist you in setting up a convenient time.

### **Photos**

We maintain a list of students whose parents have requested that they not be photographed or videotaped. Please respect those requests by not photographing children other than your own.

### **Playground**

Safety is always a priority at Brown Academy. Teachers review the rules each year. Students are expected to follow all safety guidelines and rules. The goals are that students have fun and play safely.

### **Sexual Harassment**

Sexual harassment toward any student by an employee, other student, or an individual associated with the school system will not be tolerated. Sexual harassment shall be defined as conduct, advances, gestures, words of a specific sexual nature or words which are commonly accepted to have a sexual connotation which interferes with the student’s work or creates an intimidating, hostile, or offensive learning environment.

## **Transportation**

Car riders are dropped off and picked up on the street next to Brown Academy. All parents/family should become familiar with the drop off and pick up procedure. Please follow the directions of the school patrol officers and the teachers on arrival/dismissal duty. Have your car tag in the window so that your child's name can be called for dismissal in a timely manner. If you lose your tag, our office can give you a new one. Please remember to exhibit the same courtesy to other drivers as you would like extended to you and to not block parking spaces designated for handicapped drivers and UTC Children's Center parents.

Buses will deliver and pick up students in the bus/van loading/unloading area on E 8<sup>th</sup> Street. Bus rules will be posted on each bus and must be followed at all times. If you need to change your student's way home, send a note in the agenda mate or folder or call the school no later than 2:00 at 209-5760.

## **Visitors**

**All** visitors, parents, legal guardians and guardians with physical custody of students must show ID to get buzzed into the school. At this point you will check in at the main office for your visitor badge. .

**Any parent wishing to visit a classroom during the academic day can make those arrangements with the classroom teacher in advance and be escorted to the classroom by a staff member. Observation can be no longer than one hour.** Each classroom teacher will establish an observation chair for the parent/guardian. The parent/guardian **cannot** communicate with or disturb the teacher or any student in the classroom. Following the observation, if a parent/guardian wants a conference with the teacher, the parent/guardian must contact the teacher by phone, email or leaving a message in the office. If a parent/guardian violates the procedures outlined above, the privilege of observation may be denied by school administration.



## **Zero Tolerance Offenses**

In accordance with Hamilton County Department of Education Board Policy, the following are considered zero tolerance offenses:

- Possession of a firearm, explosive, poison gas device, bomb, or similar device.
- Illegal possession of a controlled substance or drug.
- Striking a teacher, principal, administrator or any other employee of the Hamilton County Department of Education, or an SRO.
- Transmitting by electronic device a credible threat to cause bodily injury or death to another student or school employee and the threat causes disruptive activity at the school.

When it is determined that a student has violated this policy, the principal of the school shall notify the student's parent or guardian and the criminal justice or juvenile delinquency system as required by law.

## **Student Recognition**

Awards Day-

- Star Roll
- Honor Roll
- Academic Excellence
- Most Improved
- Perfect Attendance
- Noble Knight Recognition
- Golden Tray in the Cafeteria
- Character Traits of the month

## **Dress Code**

The following are the dress code regulations for Brown Academy:

All Students-Pants, Shorts, Skirts, Jumpers-Navy Blue, and Khaki

Shirts-Polo with collar, any solid color allowed, no stripes, or prints

Turtle Necks Shirts (any solid color)

Sweater/Vests (any solid color)

Solid navy blue or solid white

Boys-long pants, or mid-thigh shorts. No tank tops, No oversized clothing, belts should be worn with boy's pants. Hats, caps, headbands, and bandanas will not be worn.

Girls- dresses, long pants, or mid-thigh shorts. No flip-flops (shoes must be properly laced and tied). Hats, caps, headbands, and bandanas will not be worn.

No lipstick or lip gloss.

Purses will be hung up when entering the class. The purses will remain there until the end of the school day. Purses cannot be carried throughout the school day.

Students must hang coats/jackets when entering the classroom. Hooded jackets or hooded sweatshirts cannot be worn during the school day and must be hung in the classroom. Students may wear school sweatshirts.

**On Friday's students will be allowed to dress down based on behavior and academic performance.**

Apparel dress, or grooming that is or may become potentially disruptive of the classroom atmosphere or educational process shall not be permitted.

**(Taken from the Hamilton County School Board Policy)**

**If a student comes to school out of uniform the office will call parent to bring the appropriate clothing.**

# Hamilton County Board of Education

Monitoring:  Review: Annually, in April	Descriptor Term:  <b>Student Discrimination/Harassment and Bullying/Intimidation</b>	Descriptor Code: <b>6.304</b>  Rescinds: <b>6.304</b>	Issued Date: <b>11/15/12</b>  Issued:
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**Discrimination/Harassment (Sexual, Racial, Ethnic, Religious)**

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment.<sup>1</sup> It shall be a violation of this policy for any employee or any student to discriminate against or harass a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment.

Student discrimination/harassment will not be tolerated.<sup>2</sup> Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature which:

1. Unreasonably interfere with the student's work or educational opportunities; or
2. Create an intimidating, hostile or offensive learning environment; or
3. Imply that submission to such conduct is made an explicit or implicit term of receiving grades or credit; or
4. Imply that submission to or rejection of such conduct will be used as a basis for determining the student's grades and/or participation in a student activity.

**Bullying/Intimidation**

Students shall be provided a safe learning environment. It shall be a violation of this policy for any student to bully, intimidate or create a hostile educational environment for another student whether either directly, through a third party, or through the use of electronic devices such as text messages or posts on social media sites. Bullying and intimidation are defined as either physically harming a student or damaging his/her property, or knowingly placing the student in reasonable fear of such, or creating a hostile educational environment. The policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or at any official school bus stop immediately before boarding and immediately following deboarding.<sup>3</sup> This policy also addresses any conduct taking place off of school property or outside of the school sponsored activity if this conduct is directed at a specific student or students and has the effect of either creating a hostile educational environment or substantially disrupting the educational environment or learning process. Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor or building administrator.<sup>4</sup> Any allegations shall be fully investigated by a complaint manager. Every building administrator shall record complaints of bullying, intimidation, or creation of a hostile educational environment and shall document how the administrator or other school officials responded to each complaint and the final disposition of each complaint. At the end of each school year, and no later than June 1<sup>st</sup> of each school year, each building administrator shall send a report summarizing these complaints to the Director of Schools.

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The privacy and anonymity of all parties and witnesses to complaints will be respected. However, because an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation or to take necessary action to resolve a complaint, the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

A substantiated charge against an employee shall result in disciplinary action up to and including termination. A substantiated charge against a student may result in corrective or disciplinary action up to and including suspension.

There will be no retaliation against any person who reports harassment or participates in an investigation. However, any employee who refuses to cooperate or gives false information during the course of any investigation may be subject to disciplinary action. The willful filing of a false report will itself be considered harassment and will be treated as such.

An employee disciplined for violation of this policy may appeal the decision by contacting the Federal Rights Coordinator or the director of schools. Any student disciplined for violation of this policy may appeal the decision in accordance with disciplinary policies and procedures.

This policy shall be published in the parent/student handbook distributed annually to every student.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

Legal References:

- 1. TCA49-6-3109
- 2. Title VII; 29 CFR §1604.11;  
*Davis v. Monroe County Board of Education*, No. 97-843  
(U.S. Sup. Ct. May 24, 1999)
- 3. TCA 49-6-1014-1019
- 4. Title IX (20 U.S.C. §§ 1681-1686)

Cross References:

Appeals To & Appearances Before The Board 1.404

