

BROWN INTERMEDIATE SCHOOL STUDENT HANDBOOK 2021-2022

WELCOME

Welcome to Brown Intermediate School where we are "Empowering a Community of Learners!" Our policies and procedures are developed to ensure that all students are given a fair and equal-opportunity to succeed academically, socially and personally. As a student you are expected to conduct yourself in a manner that brings pride to yourself, your family and your school. The administration and staff will assist you in every way possible so that success can be experienced by all. Feel free to contact the principal with any questions, comments or concerns at Angie.Kyle@scstn.net or at (423) 337-5905.

ENTRANCE REQUIREMENTS

According to state law, no child shall be permitted to attend public school until proof of immunization is given. All new students must provide a birth certificate and social security number. New students must also provide proof of address and working phone numbers.

If student is transferring to another school from BIS, we will send appropriate records when all books are returned and all fees are paid.

ATTENDANCE

Attendance is a key factor for student success; therefore students are expected to be in attendance each day.

An absence occurs when a student is present less than three hours and sixteen minutes of any school day. All absences shall be classified as excused or unexcused.

It is the responsibility of the parent to provide a written note to follow a student's absence. Parent notes may be used to excuse five days of absences for the following reasons:

1. Personal illness

2. Other circumstances under which the parent believes the student is unable to attend school.

Excused absences may be given for the following:

- 1. Medical or dental appointments- must be accompanied with a doctor's note when student returns to school.**
- 2. Death in immediate family- must be accompanied with obituary when student returns to school.**
- 3. Religious observance- must be accompanied by a note from pastor before/when student returns to school.**
- 4. Pre-arranged absences with prior written approval given by administration.**

A one-day excused absence is provided for students when their parent or guardian is deployed into military service. A one-day excused absence is also provided when the parent or guardian returns from active duty.

When school is missed for any reason, it is the responsibility of the students to obtain make-up work their teacher(s). Immediately upon return, Students will have three days to complete make-up and turn it in to the teacher(s).

TARDIES, EARLY DISMISSAL and TRUANCY

Tardies and early dismissals will accumulate into absences in the following manner:

5 tardies = 1 unexcused absence

When a student has accumulated five unexcused absences for the year, the child is considered truant. When this occurs, BIS will send a notice to the parent concerning the truancy. If the student has any more unexcused absences- either the result of accumulated tardies or early dismissals, or a day absence- the parent and student (age 11 or older) must appear before the Truancy Board. At this point, a student can have no more unexcused absences during the year or the parent and child will be summoned to juvenile court.

ARRIVAL

Brown Intermediate School begins school at **8:00 A.M.** each morning. This means that all students should be present and in their seats by 8:00 A.M.

Any student arriving after 8:00 A.M. is considered tardy. The building opens at 7:00 A.M. each morning. Students arriving after this time will be provided supervision in a designated area.

DISMISSAL

Students are dismissed at the following times:

3:00- First run buses

3:00- Car riders

3:05- Second run buses and walkers dismissed to auditorium

** Walkers will be dismissed from the auditorium when the majority of traffic has dispersed and area is deemed safe.

SCHOOL CLOSINGS

During periods of inclement weather or other emergencies, it may be necessary to close school, delay start time or dismiss early. These situations are announced over local radio and television stations. A school reach phone notification message will also be sent. **IT IS IMPERATIVE TO KEEP STUDENT INFORMATION CURRENT (ADDRESSES, PHONE NUMBERS, ETC.) AT ALL TIMES.**

CELL PHONES

BIS students must have all cell phones and any other form of personal communication devices powered OFF from the time of their arrival until their departure time. Phones will be turned into the student's teacher and secured until time of dismissal. Any student who is in violation of this policy will have their device confiscated until such time as it is released to a parent or guardian. The device will not be returned to the student. **Repeat offenders will be subject to further disciplinary actions.** BIS and school personnel are not responsible for lost, stolen or damaged devices.

PERSONAL ITEMS

Students must not bring any items to BIS which will violate laws, safety rules or disrupt the learning process. Such items include, but are not limited to: Beverages in cans or glass bottles, radios or similar items, electronic games, toys, firecrackers, lasers, etc. Energy drinks of any type are not permitted.

WEAPONS, DRUGS, ALCOHOL, TOBACCO PRODUCTS and ELELCTRONIC CIGARETTES

Students or visitors are NOT allowed to bring any weapons of any kind onto the school campus.

Weapons include, but are not limited to: Knives, guns, lighters, tools, or any other device that could cause harm to the student or others.

Any student who sells, posses, uses or is under the influence of illicit drugs, narcotics or alcohol on school property, including buses, shall be suspended from school and reported to the appropriate authorities. State law has established ZERO TOLERANCE for drugs on school property.

The use and/or possession of tobacco products or electronic cigarettes is prohibited. **Any student who violates this rule will be held accountable with disciplinary action.** This rule also applies to the school building and grounds, on buses, and at any school sponsored activity.

DISCIPLINE POLICY

In order to maintain a positive learning atmosphere, the administration and staff employs a school-wide discipline plan, reflecting our belief that all students are capable of appropriate behavior, and that no student has the right to prevent any teacher from teaching or any student from learning. If a student exhibits severe or persistent misconduct, he/she will be given appropriate levels of discipline by administration.

Fighting, physical assaults toward students or staff, threats, stealing and cursing toward students or staff are all grounds for in-school suspension (housed at SJHS) or out-of-school suspension. Local authorities may also be called.

Unacceptable actions at BIS, but not limited to:

Unruly conduct	Disrespect/ Back talk
Damage to property	Public display of affection
Fighting	Rude gestures/ Language
Bullying	Disrupting class
Sexual Harassment	Cell phone violation
Stealing	Dress code violations
Unprepared for class	Not following directions
Profanity	Defacing property
Discrimination	

EXPECTATIONS

GENERAL EXPECTATIONS:

1. Follow directions first time given.
2. Keep hands feet and other objects to yourself.
3. Use proper language.
4. Take care of school property...if you wouldn't do it at home, don't do it here...this especially goes for bathroom behavior.
5. Use class time wisely.
6. Be respectful and kind to everyone. Treat others the way you want to be treated and if you don't have anything nice to say, don't say anything at all.

PLAYGROUND EXPECTATIONS:

1. Play in assigned areas only.
2. Use equipment properly
3. Do not throw rocks, mulch or other harmful objects.
4. No teasing or rough play.
5. No football or dodgeball.

CAFETERIA EXPECTATIONS:

RESPECT CAFETERIA MONITOR!!!

1. Get everything you need as you go through the cafeteria line.
2. Remain seated until you are told to do otherwise.
3. Do not change seats.
4. Do not throw food or any other objects.
5. Speak in an inside voice.
6. Clean up your space after eating.

DRESS CODE

Students are expected to show proper attention to cleanliness and neatness. If hygiene products are an issue, please let the office know so that we can discreetly provide the appropriate products to your child. Administration and staff reserve the right to determine whether a student's attire is within acceptable limits. **NOTE:** "Fingertip Length" means standing straight up with arms by the side and fingertips fully extended.

Clothing **NOT** allowed at Brown Intermediate School:

1. Excessively cut or tight tops, see-through or mesh-net shirts, or revealing shirts (midriff). Tops should cover the torso and abdomen area at all time.
2. Leggings are only permitted if the shirt is at fingertip length.
3. Shorts or dresses that are shorter than fingertip length.
4. Tops/dresses where straps are less than 3-fingers wide.
5. Sagging shorts or pants.
6. Shirts with inappropriate pictures, slogans, drug related messages, alcohol or tobacco advertisements, sexually suggestive messages, etc.
7. Torn or ripped jeans where the tears/rips are above fingertip length.
8. Hats, caps, hoods or other types of head coverings, sunglasses, or pajamas, unless given approval with special school-related activities.
9. No bare feet in school or on school grounds.
NOTE: Tennis shoes must be worn on days that students have PE.

BUS RULES

BY STATE LAW, BUS TRANSPORTATION IS NOT REQUIRED. BUS TRANSPORTATION IS A PRIVILEGE.

It is imperative to the safety of all riders for students to follow ALL bus rules:

1. Obey the bus driver at all times. Bus drivers are authorized to assign seats.
2. No loud, rude or profane language or obscene gestures.
3. No eating or drinking allowed.
4. No use or possession of tobacco, alcohol, drugs, or e-cigarettes.
5. Keep hands, feet and heads inside the bus at all times.
6. Do not throw objects from the bus.
7. Parents will be responsible for any acts of defacement or vandalism.
8. Students must be quiet while bus is stopped for railway crossings.
9. Students shall not open emergency exits unless an emergency exists.
10. Students are to remain seated while the bus is in motion.
11. Respectful behavior is expected at all times.

Depending on the circumstances of the offense, students will be given a warning the first time a bus conduct report is turned into administration. The second time a bus conduct report is documented, the student will lose bus privileges for **3 days**. With the third offense, the student will lose bus privileges for **5-10 days**. If any other bus conduct reports are given beyond the third time, the bus suspension will double or all privileges will be denied. Bus drivers reserve the right to determine acceptable/nonacceptable conduct on the bus.

TEXTBOOKS, LIBRARY BOOKS, TECHNOLOGY

Textbooks, Library books and technology are provided by tax payers. Students are fully responsible for these items. Students will be held accountable for any lost or damaged items which may include and not limited to: report cards held, loss of privileges, etc.

PARENT CONTACT INFORMATION

It is vital that all parents/guardians fill out emergency cards and provide the names and numbers of relatives and friends that we may contact if we cannot reach a parent. **IF YOUR NAME, PHONE NUMBER, WORK PHONE, ADDRESS OR THE CONTACT INFORMATION OF OTHERS CHANGES DURING THE SCHOOL YEAR, PLEASE NOTIFY US IMMEDIATELY.**