

WELCOME

We warmly welcome you to Brown Intermediate School! We sincerely hope that your child will experience a happy and productive year with many opportunities for academic, social, and personal growth. Our school rules and policies are developed and enforced to ensure the right of each student to acquire a quality education. As a school citizen, you are expected to conduct yourself in a manner that brings credit to yourself, your family, and your school. The faculty and staff will help you in every way possible so you can experience success as a ready, responsible, and respectful student. Feel free to e-mail the principal with any comments or concerns at heather.henry@scstn.net. The principal may also be contacted at (423) 337-5905.

Brown Intermediate Mission Statement

Brown Intermediate School is committed to providing a safe, positive environment which exemplifies our motto of "Respectfulness, Readiness, and Responsibility" and ensures that each student will experience success in learning and will progress at a rate consistent with state and federal guidelines.

Entrance Requirements

According to state law, no child shall be permitted to attend a public school until proof of immunization is given to the school. All new students must have a birth certificate to show proof of age and social security number for the state computer program.

Transfer/Moving

Let the office and your teacher know when you are moving and where you are going so your school records will follow you promptly. Any change of address should be reported to the office at once. **We need to know where to reach parents at all times in case of an emergency.**

Transfer Option for Students Victimized at School

Under the Tennessee State Board Choice Policy, any public school student who is the victim of a violent crime as defined under Tennessee Code Annotated 40-38-111, or the attempt to commit one of these offences as defined under Tennessee Code annotated 30-12-101, shall be provided an opportunity to transfer to another grade-level appropriate school within the district. Additional information regarding this option may be obtained by contacting the superintendent at 423-337-7051.

Attendance

Attendance is a key factor in student achievement; therefore students are expected to be in school each day that school is in session.

An absence occurs when a student is in school less than three hours and sixteen minutes of any school day. Absences shall be classified as excused or unexcused as determined by the principal or his designee.

It is the responsibility of the parents to provide written excuse to the school following a child'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 child is unable to attend school**

Excused absences may also be given for the following reasons:

1. Dental and medical appointments;
2. Death in the immediate family;
3. Religious observance;
4. Educational trips arranged by parents and with prior written approval of the principal and director.

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

Absences beyond five days will only be excused by a doctor's note. Students will be allowed to make up all work missed during an excused absence. It is the responsibility of the student to arrange for make-up work immediately upon returning to school.

Arrival

The school day begins at **8:00 A.M.** each morning. Children who arrive on early buses will be provided supervision in our cafeteria beginning at 7:00 A.M. After 7:45 A.M., students go directly to their classrooms and instruction begins. If students are not in their classrooms by 8:00 A.M., they **must** report directly to the office and be considered tardy.

Tardies and Early Dismissals

Tardies and early dismissals will accumulate into absences in the following manner. On each fifth unexcused tardy or unexcused dismissal, the accumulated actions will be converted to a day of unexcused absence. This day will be added to any other unexcused days of absence.

When a student has accumulated five unexcused absences for the year, the child is considered to be truant. The school will send a legal notice/warning letter to the parent concerning the truancy. If the child has any more unexcused absences-either as a result of accumulated tardies or early dismissal or as a result of a day of absence-the parent and student (11 years of age or older) must appear before Truancy Board (if the child has never been before Truancy Board) or Juvenile Court (if the child has previously been before Truancy Board hearing), a child can have no more unexcused absences during the year or the parent and child (11 years or age or older) will be summoned to juvenile court.

Dismissal

The regular dismissal times are as follows:

- 3:00- First run buses
- 3:05-Car riders
- 3:10-Second run buses and walkers

After being dismissed from the classroom in the afternoon, students are not permitted to return to their classroom to retrieve "forgotten" materials. This is necessary to maintain security and supervision, along with teacher planning and conference time. Students waiting on their buses must remain with the teacher on duty. Car riders are not allowed to leave on bus bells. Drivers, please follow the flow of traffic to ensure safety of all students. Please do not park in the bus lanes as it impedes the flow of traffic or at the back entrance of the building. Drop off and pick up students in Brown Intermediate's parking lot, **not** on Starrett Street. Please be aware that in the afternoon we lead multiple students at a time and only load between the two loading lanes. Again, this procedure is for everyone's safety and clears the traffic from Starrett St. quickly.

Early Dismissal

Tennessee law requires children to be in class for three hours and sixteen minutes per day in order to be counted present for the day and to calculate ADA for the state department. This ADA calculation has nothing to do with the Perfect Attendance Award the school gives as students must be present all day to receive this award. For protection of your child, any student leaving school during the day must be checked out through the office by the parent or guardian. Please come to the office to pick up your child. If one needs to go to the classroom, we will be glad to give you a pass after signing in at the office. It is the responsibility of your child to collect the work he/she has missed and for him/her to make it up. This year, to help protect instructional time, we will be requesting a doctor's excuse for checkouts after 2:30.

School Closings

During periods of inclement weather or other emergencies, it may be necessary to close school, delay the starting time, or dismiss early. These situations will be announced over radio and TV stations. Some of those are: WBIR, WATE, WVLT, WYGO, WDEH. **We will also send an automated message to all students with current updated phone numbers.** Please inform the school office with any updated phone numbers.

Changes in Transportation

Notify the office in advance, and advise the teacher, if there is a change in the transporting of your child. If a child is to make a temporary change, a note must be sent to your child's teacher. **If no notification is received, your child will follow his/her regular method of getting home.** All plans should be finalized at home. Students are not permitted to use the telephone to change plans.

Absences

State Law in Tennessee excuses absences caused by personal illness, family illness, death in the family, and recognized religious holidays. When any student returns to school following an absence, the student must bring an excuse note to the office signed by the parent giving the dates and reasons for the absence. Each student is allowed 5 absences with only a parent note. All other absences must have a Dr. or Dentist note in order to be excused. **Five unexcused absences will result in the child being petitioned to juvenile court.** Truancy is a serious violation of the law. Parents are legally responsible for keeping their children in school.

Obtaining and completing make-up work is entirely the responsibility of the student. Make-up work must be completed within a reasonable period, not to exceed the total length of the absence. Parents may request by 11:00 A.M. work for the day absent. The work will be on the office counter after 2:30 P.M.

Students will receive awards each nine-weeks for perfect attendance in the classroom. At the end of the school year, students who have accomplished true perfect attendance are recognized at the awards ceremony. In order to receive the Perfect Attendance Award for the year, the student must be present for the entire school day and cannot have any early dismissals or tardies.

Telephone Calls

Teachers **CANNOT** be called to the telephone to talk with parents while their classes are in session. If you wish to speak with a teacher by phone, please leave a message through the school office. The teacher will return your call

promptly when he/she is not responsible for the supervision and instruction of students.

Please do not ask our office personnel to relay messages to children except in case of an emergency. Children are only permitted to use the phone in case of illness. **They may not use the phone to ask parents to deliver forgotten materials or money unless they have approval from the principal.** If the teacher deems it necessary, the student must have a telephone pass given by a teacher before permission will be given to use the telephone.

Cell Phones

Students that possess personal communication devices or cell phones, must have the device off from the time of their arrival until their departure time at school. Any violation of this policy shall be reported to the principal. Students who use and/or possess a device in violation of this policy shall have the device confiscated until such time as it may be released to a parent or guardian. **The phone will not be returned to the student. Repeat offenders shall be subject to further disciplinary actions including suspension from school.** Be aware that the school and school personnel are not responsible for lost, stolen, or damaged devices.

Visitors

Parents and visitors must register in the office to ensure safety. PARENTS ARE ALWAYS WELCOME, but please sign in at the office and attach a sign-in label for identification purposes and our students' safety.

Conferences

In order to protect the instruction time for all students, we **WILL NOT** interrupt classes for parents to talk with teachers. **Appointments with teachers must be scheduled in advance.** Parent-Teacher Conferences are scheduled twice a year in the fall and spring. Additional conferences may be scheduled with your child's teacher as necessary.

Student Supplies

A grade level school supply list will be posted at school before school begins. Your child is responsible for having pencil and paper everyday during the school year.

Textbooks, Library Books, and Calculators

Textbooks and library books are provided by the taxpayers of Tennessee. Students are fully responsible for textbooks, library books, and calculators issued for their use. All lost or damaged textbooks, library books, and calculators will result in payment to the school system by the parent. All school depts. must be paid before a child's records can be transferred or a child can register for a new school year.

A student will be held financially responsible for any deliberate damage to any school property, including desks, furniture, computers, etc.

Personal Items

Students must not bring to school any items which violate laws, safety rules, or disrupt our learning process. Also, these items may possibly be broken or removed from school without the owner's permission. Such items include, but are not limited to, beverages in cans or glass bottles, radios or similar items, electronic games, toys, firecrackers, lasers, and energy drinks (Red Bull, Amp, etc.)

For the protection of your child and any pets, permission must be given by the teacher to the parent before an animal can be brought to school. After this permission is received, the parent must bring the animal to school and remain with the animal.

Weapons

Students or visitors are NOT allowed to bring any weapons onto the school campus. Weapons include knives, guns, lighters, tools, or any device that could cause harm to themselves or others.

Drug and Alcohol Abuse

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

Tobacco Products and Electronic Cigarettes

The use and/or possession of tobacco products or electronic cigarettes are prohibited. Any student who violates this rule is subject to disciplinary action. This rule applies in the school building, in the school grounds, on buses, and at any school sponsored activity.

Dress Code

We all must have pride in the way we dress in order to show we are from Brown Intermediate School. **Anything worn that interferes with the learning of the other students is not allowed.** Students wearing inappropriate clothes will call home for a change of clothing. Clothing and shoes should be of such nature that children are free to participate in all school activities without fear of soiling or ruining their best.

Dress Code

Clothing NOT allowed includes:

1. Excessively cut tank tops, see-through or mesh-net shirts, or revealing shirts (midriff)
2. Leggings or spandex shorts are **only** permitted if the shirt length meets requirements
3. Sagging shorts or pants
4. T-shirts with inappropriate pictures, slogans, drug related messages, liquor or tobacco advertisements, sexually suggestive messages, etc.
5. Hats, caps, hoods, other types of head coverings (do-rags), or sunglasses, pajamas except for a special activity with approval
6. Earrings and/or studs may be worn in ears only.
7. No bare feet in school or on school grounds.
8. **Shorts, shirts worn with leggings, and dresses' lengths should be below the students' fully extended finger-tips.**
9. **A tank top sleeve/strap should be at least "3-fingers-wide".**

Students are expected to show proper attention to personal cleanliness and neatness. The principal and teachers reserve the right to determine whether a student's attire is within acceptable limits.

Accidents/Illness

If an accident occurs at school, we will administer first-aid. If it is a serious injury or illness, the school will attempt to contact you. It is vital that each parent fills out the emergency card and provides relatives' or friends' numbers if we cannot reach you. IF YOUR NAME OR WORK NUMBER CHANGES DURING THE SCHOOL YEAR, PLEASE NOTIFY YOUR CHILD'S TEACHER.

Any child determined to have a contagious or communicable medical problem cannot by law be permitted to remain at school. This includes common conditions as "pinkeye" or high fever. See the office for readmission rules. If your child has been diagnosed as having a significant medical condition, such as diabetes or epilepsy, please notify your child's teacher.

Medications

A parent medication consent form must be completely filled out and signed by the parent/guardian before ANY form of medication may be given. All medicines, including cough medicine and non-prescription drugs, will be kept in the office in the original containers.

Accident Insurance

Supplemental insurance is available for your child for accident coverage. Payment should be mailed directly to the company in the envelope provided.

Discipline Policy

In order to maintain the excellent learning atmosphere of our school, the faculty and administration will employ a school-wide discipline plan, reflecting our belief that **all students are capable of appropriate behavior, and that no other student has the right to prevent any teacher from teaching or to prevent any other student from learning.** If a student violates a classroom rule, an infraction (point) will be issued. If ten points are accumulated during a nine week period, the student will be sent to the principal for further action. If a student earns 20 points during a nine week period, the student will be referred for 1 day of in-school to be housed at the Teacher Center. If a student exhibits **severe or persistent misconduct**, he/she will be sent to the principal for correction. In such cases, the student may be subject to **In-School Suspension (which is housed off-campus at the Teacher Center building), Alternative School, Out-of-School Suspension, detention after school, or Corporal Punishment (paddling).**

Fighting, physical assaults or threats, stealing, and cursing towards school personnel are grounds for out-of-school suspension. Tennessee law has established zero tolerance for assault on school personnel. Students are entitled to a due process hearing consisting of right to be given notice of charges, an opportunity to be heard, and a fair hearing.

Teacher may assign infractions or make an office referral for the following actions:

Unruly Conduct	Disrespect
Damage to property	Public display of affection
Gross disrespect/backtalk	Obscene gestures/language
Fighting	Bullying
Profanity	Unprepared for class
Disrupting Class	Failure to follow directions
Sexual Harassment	Cell Phone violation
Stealing	Defacing property
Failure to follow dress code	Failure to do assigned discipline/writing

Positive Behavior Plan

Most people are familiar with the 3 Rs for education referring to reading, writing, and arithmetic. We use the 3 R system as our positive behavior plan. We have combined our 3 R program with the Kiwanis Terrific Kids Program. At BIS we want our students to be "Ready, Responsible, and Respectful". Each and every day we remind everyone to practice those 3 Rs as TERRIFIC Kids (Thoughtful,

Enthusiastic, Respectful, Responsible, Inclusive, Friendly, Inquisitive, and Capable). We have special treats and awards for these TERRIFIC kids! In order to be recognized as a TERRIFIC 3-R student, the student must follow all conduct rules (receive no conduct points), and turn in all assignments. Below are some general guidelines for behavior at Brown Intermediate. Our 3R behavior matrix, which describes what being ready, responsible, and respectful looks like across the school, is included in this handbook.

Discrimination/Harassment/Bullying

A student subjected to sexual, racial, ethnic, and /or religious discrimination/harassment shall report these incidents immediately to a teacher, counselor, or building administrator. Allegations shall be fully investigated and dealt with appropriately. Results in extreme and continuous infractions could lead to court petitions. Additional information can be found in the policy manual of the Board of Education, which is available in the school office.

Discipline

This student handbook does not contain all of the discipline procedures for this school. A copy of the complete Code of Discipline for Sweetwater City Schools may be obtained by contacting the principal's office or contacting the Superintendent's office at (423) 337-7051.

Some rules are necessary when a group as large as ours works together for a school year. Focus on being sage and orderly, maximizing student learning, and treating each other with dignity and respect will cover all of the situations where behavior matters.

General Rules

1. Follow teacher's first request.
2. Keep hands, feet, and other objects to yourself.
3. Walk and talk quietly.
4. Use proper language.
5. Take care of school property (no gum).
6. Be respectful.

Playground Rules

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 dodge ball.

Assembly Rules

1. Enter and exit in a quiet, orderly manner.
2. Stay in your seat with your class.

3. In the auditorium, do NOT put up desk tops unless asked by a teacher to do so.
4. In the gymnasium, stay seated. Do not lie down.
5. Use good manners with appropriate response.

Cafeteria Rules

1. Get everything you need as you go through the lunch lines-no returns.
2. Remain seated until your room is dismissed.
3. Do not change seats after seated.
4. Do NOT throw food or any items.
5. Speak in an inside voice.
6. Clean up your space after eating.

Brown Intermediate offers both breakfast and lunch daily. This year, there is no charge for breakfast, and it must be completed by 7:50 A.M. The price of lunch is \$1.75. Extra milk, juice, and ice cream are available at \$.50. (Extra items MAY NOT BE CHARGED!) Bottled water is \$.75. If a student forgets to bring money, lunch may be charged on a limited basis. If a student brings a lunch, he may purchase a drink. (Milk is not provided for brought lunches without purchase.) **Parents are encouraged to pay in advance to keep lunch charges from accumulating and to keep from receiving late payment notices.** Children may bring lunch from home; however, **glass-bottled or carbonated beverages are NOT permitted.** The weekly breakfast and lunch menus are published in the local newspaper and the school website. Visitors are welcome to eat lunch at school for \$3.25. Please notify your child's teacher in advance for seating arrangements. **Applications are available for free or reduced priced meals to students whose families meet federal eligibility requirements.**

Bus Duty Rules

1. Go directly to your assigned area.
2. Stay seated until your ride or bus arrives.
3. Use inside voices.

Bus Rules

BUS TRANSPORTATION IS NOT REQUIRED BY STATE LAW, BUT IT IS A PRIVILEGE. If a student does not follow rules, the first time the child will be warned and parents contacted. The second time the child will be removed from the bus for **3 days**. The third offense will result in the child being removed from the bus for **5 days**. After each offense, the bus suspension will double. If a child is suspended for 10 days or more, due process will be allowed.

Bus students will report each morning and afternoon to a designated area where there will be supervision.

1. Obey the bus driver; 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 possession or use of tobacco, electronic cigarettes, alcohol, or drugs.

5. Keep hands and head inside the bus; no throwing objects out of the bus.
6. Parents will be responsible for any act of vandalism.
7. Students must be quiet while the bus is stopped for railway crossings.
8. Students shall not leave the bus from the emergency door unless an emergency exists.
9. Students shall stay in their seats while the bus is in motion.

Library

All students come to library twice weekly with their class. The library is open at other times for students to work individually. Books are checked out for one week and can generally be renewed. Any lost or damaged book must be replaced by the student's parents. General classroom rules are in effect at all times.

Physical Education

State law requires all children to participate in Physical Education unless excused in writing by a physician. If a student needs to miss physical education for a minor illness, the parents must send a note to the teacher stating the nature of the illness.

1. **Tennis shoes are required.** No boots, sandals, or dress shoes.
2. Comfortable, suitable clothing is required. No dresses.
3. No jewelry may be worn.
4. Report any injury immediately.
5. Use safety in all activities.

Parties

There are three scheduled school parties during the school year. These are Halloween, Christmas, and Valentine's Day. Parents may participate by sending food. The parties will be given the last hour of the day on the holiday or Friday if the holiday occurs on a weekend.

Report Cards

Report cards are issued four times a year after each nine weeks grading period. If the student's grades are not satisfactory, parents are encouraged to arrange a conference with the child's teacher.

A= 95-100

D=70-74

B=86-94

F=69-below

C=75-85

A Honor Roll will be recognized each nine weeks, and awards given for students who make all A's and B's. 6th grade students who are on the Honor Roll for the first three grading periods will be honored at Honor's Night with a certificate and reception. Please send your e-mail address to your child's teacher to help you monitor grades and conduct on a regular basis.

Homework

Homework is considered a viable part of the instruction process. It becomes an increasingly major part of education in the intermediate grades. **If your child does not turn in his/her homework, grades will suffer.** We encourage parents to make sure their child completes daily assignments. This prevents students from getting behind in their studies and becoming frustrated. Homework allows students to complete unfinished class assignments and to work on mastery. Homework gives students experiences with self-discipline, independence, and responsibility. Parents are able to be a part of the learning process and know what their children are studying. Homework should not take more than 30-60 minutes 2-4 times a week.

Special Education Services

All students meeting *eligibility standards* based on state and federal rules will be served through the IEP-Team process. Both teacher and /or parent may refer a child for testing special needs. All referrals are reviewed by a representative support team and processed for further actions, as appropriate.

Counseling Services

A part-time guidance counselor is available to assist students in dealing with behavioral or academic problems. To speak with the guidance counselor, a parent may call the office to make an appointment. The counselor serves small groups, individuals and consultation with parents, teachers, and administrators. Referral forms are available for parents and teachers upon request.

Special Programs/Activities

Spelling Bee, R.I.F., Book Fair, Bible, 4-H club, field trips, Green Team, Ingles: Tools for Schools, Box Tops For Education, and Enrichment Classes are some of the special programs offered throughout the year.

School Pictures & Yearbooks

Students' pictures are taken twice a year (fall & spring). The fall pictures will be published in the yearbook which is available in May.

Field Trips

Field trips are offered as a means of enhancing the instructional program. They are a privilege afforded to students. No student has an absolute right to a field trip. Students will be DENIED participation if they fail to meet academic or behavioral requirements. Field trip fees **WILL NOT BE REFUNDED IF THE STUDENT HAS PAID AND IS THEN DENIED DUE TO BEHAVIOR ISSUES.** Tickets and bus arrangements must be scheduled and paid in advance and cannot be refunded to the school. In all cases, students must have written parental consent (no last minute phone calls) in order to participate. DUE TO AUDITOR REGULATIONS WE CANNOT ADD STUDENTS TO FIELD TRIP ROLLS AFTER CHECKS HAVE

BEEN WRITTEN, TWO WEEKS PRIOR TO FIELD TRIP. **PLEASE PAY
CLOSE ATTENTION TO FIELD TRIP PAYMENT DEADLINES.**

Fund Raising

Students are not allowed to solicit and raise funds for non-school activities. Also, students are not permitted to sell any items for other organizations during school day.

PTO

The Parent-Teacher Organization is a vital part of our school. It serves as a primary channel for parent involvement in a host of school activities. The PTO has provided our school with playground equipment and technology improvements. The PTO is a joint organization of the city school system's schools. You are urged to join our faculty and support PTO. Our PTO is the only organization that can sell items at school to our faculty, staff, and students.

Publicity

At times we submit pictures to the newspaper of BIS students. Also, we have our website where we post pictures of students who are participating in various school activities. If you do NOT want your child's picture or name to appear on our website or in the newspaper, please send a note to your homeroom teacher with child's name, a written statement and your signature.

Victim

Should your child become the victim of a violent crime at Sweetwater City Schools, you have the right to request a transfer to the nearest county school, pending their enrollment. Because Sweetwater City Schools is an independent city school district, Tennessee State Board of Education Unsafe School Choice Policy states that the district may choose to facilitate a requested transfer to another school; however, such transfer shall not be required. Sweetwater City Schools' faculty and staff are making every effort to prevent any situation in which your child may not be safe. If you have questions regarding safety policies or procedures, please contact the Superintendent at 423-337-7051.

Miscellaneous

This student handbook does not contain all of the discipline procedures for this school. A copy of the complete Code of Discipline for Sweetwater City Schools may be obtained by contacting the principal's office or contacting the administrative office at 423-337-7051.

CELL PHONES MUST BE OFF AND PUT AWAY WHILE ON CAMPUS! CELL PHONE MOTTO: "NOT SEEN~NOT HEARD"