

Gene W. Brown Elementary School

Student Handbook

2021-22



174 Imperial Blvd.

Hendersonville, TN 37075

615-824-8633

This handbook is preceded by the Student Handbook of Sumner County Schools, available at:

<https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&ved=0ahUKEwjRIO64md3bAhVKz1MKHRbhDW8QFggnMAA&url=https%3A%2F%2Fsumnerschools.org%2Fimages%2Fadmin%2FStudentHandbook.pdf&usg=AOvVaw1v1CVkDyVGnfUFOWQC9J>

This handbook contains policies specific to Gene Brown Elementary School and is not a complete list of policies.

Principal: Keith Parrack

Continuous Notice of Nondiscrimination

The Sumner County School System does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities; and provides equal access to all programs and youth groups. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies:

Title VI/IX Coordinators:

Katie Brown (if student to student), Safe Schools, Healthy Students Coordinator. Katie.brown@sumnerschools.org

Naomi Aitchison (if adults are involved), Assistant Director for Human Resources.

Naomi.aitchison@sumnerschools.org

504 Coordinator:

Selena Elmore, SCS Section 504 District Coordinator.

Selena.elmore@sumnerschools.org

Arrival Procedures

- Students must be dropped off in the car rider line from 8:00-8:28am or at the main office.
- Parents must sign students in after 8:28am
- Students arriving early for clubs or EDR should be dropped off at the bus entrance.
- Backpacks should be worn properly until they are stored in classrooms.
- Students should go directly to breakfast or the gym upon arrival.

Dismissal Procedures

- Car riders will be picked up at the same location as morning drop-off.
- If parents park and walk into the building to pick up students, it will be considered early dismissal.
- All cars in the car rider line must wait to leave the line until motioned by the monitor.
- Changes of transportation notes must be sent with the student and turned in to the office during the school day. Without proper notification, students will be sent home as designated on the registration card.

- If an emergency arises during the day, a change of transportation must be called in by 2:45pm. Changes should not be made over the phone unless it is an extreme emergency.
- **Students can not be dismissed through the office after 3:00pm.** After 3:00pm, you must pick up in the car rider line.
- Students in after-school clubs will be picked up in the car rider line at 4:45pm unless noted otherwise. Two late pickups will result in a student no longer being able to participate in the after-school club.
- Riding a school bus is a privilege that the Sumner County School System extends to all students. If students do not show that they value this opportunity, then the privilege may be revoked. All students being transported by bus are under the authority of the school bus driver and must obey his/her requests. If the students does not, he/she will be reported to the principal. This could lead to a conference with the student and/or parents, detention, and bus suspension.
- Bus rules include:
 - Remain seated until the bus is stopped
 - Keep hands and head inside the bus
 - Always avoid profanity
 - Do not shout out of the window
 - Bullying and horseplay are prohibited
 - No animals, insects, balloons, or glass allowed
 - Do not distract the driver
 - The bus driver may assign seats
 - No cell phone use on the bus
- Problems arising at a bus stop before the student boards the bus or after unloading are the responsibility of the parent or guardian.
- If your child's bus is late for pick-up or drop-off, please call the Transportation Department at 615-452-1520.
- Bike Riders: The streets around GBE are very busy during arrival and dismissal hours. If a child rides a bike to school, a parent or guardian is responsible for the child's safety. Please be certain that your child knows all the safety rules for bike riding. **A helmet must be worn** if riding the bike onto school grounds. When the student arrives, the bike should be placed in the rack at the bus entrance. The student will enter through the bus entrance.
- Walkers will dismiss through the bus rider doors or the car rider doors depending on where they are going. Please make walking arrangements with your child's classroom teacher if necessary.

Attendance

All Sumner County schools adhere to the following guidelines for attendance:

- Students will be counted absent if they are not present for at least one half (3 hours and 16 minutes) of the school day.
- If a student is absent, then a note must be sent to school on the day of return stating the reason for the absence. Also, the note should include your child's name, the date or dates absent, your name and a phone number in case contact is necessary.
- Only FIVE (5) parent/guardian notes will be accepted for each semester. After the FIFTH absence, more formal documentation must be provided for the absence. That documentation should be a doctor's note, verification of a court appearance, or proof of death of an immediate family member.
- After the THIRD (3rd) absence, a conference will be held with the parent/guardian and student. An attendance contract will be drafted and signed.
- If absences persist, additional interventions may be implemented by the school designed to improve attendance.
- Vacations should be scheduled to coincide with the school calendar. Fall, Winter, and Spring Break are wonderful times to take vacation.

Adequate reasons for absence include:

1. Student's personal illness, medical appointment, or hospitalization verified by a licensed physician, dentist, or health agency: If the student's illness or hospital visit is to exceed ten (10) consecutive days, the parent or guardian should apply for homebound instruction after the first five (5) days of consecutive absences.
2. Death of a family member: In the event of the death of a non-family member, student absences must be approved by the principal.
3. Specially recognized religious holidays regularly observed by a particular faith: A parent note must be submitted to the school principal prior to the student being absent for a religious holiday.
4. Required court appearances: Verification of court appearance times from appropriate authorities must be approved.
5. Other extenuating circumstances beyond the control of the student: For such absences to be excused, they must be approved by the principal.

Unexcused absences are absences which are not verified (with a parent or doctor note) or which do not meet the adequate reasons for absences. All out-of-school suspensions are unexcused.

When a student accumulates six (6) unexcused absences, the school is required to notify the Sumner County Attendance Office and the parent/guardian is subject to legal consequences according to Board Policy JB K-12.

Tardies and Early Dismissals

School doors open for students at 8:00 a.m. The only students who should be at school before that time are those enrolled in the onsite childcare program. If you are interested in this program, please contact the school for information.

You must show a valid driver's license to sign your child out.

For all grade levels, classes begin promptly at 8:30 a.m. If a student arrives after this time, an adult MUST bring him/her into the office to sign in. Dismissal time for ALL grade levels is 3:30 p.m. If a student accumulates six (6) or more unverified/unexcused tardies and/or early dismissals in a semester, he/she will be referred to the Sumner County Attendance Office. Upon accumulation of fifteen (15) unverified/unexcused tardies and/or early dismissals in a year, an attendance inquiry will be made. This could lead to a juvenile petition being filed through the Sumner County Juvenile Court and require a court appearance by the parent or guardian. The only verified excuse accepted for a tardy/early dismissal will be a doctor's note, court appearance notification, or death of family member documentation.

To emphasize how we view the role of attendance in the educational process, we have implemented the following policy at GBE: For each unverified/unexcused tardy or early dismissal after six (6) in a semester, the students will be assigned an "extended day" requirement. The extended day must be done on Wednesday mornings from 7:15-8:00. We know that you understand the need for your child to be at school on time and all day; thus, we do not expect to have to enforce this policy often.

Make-up Assignments

Students with excused absences may make up missed class assignments. However, there will be no need to call to get those assignments. We believe that teachers need the opportunity to teach new concepts to the student before the work goes home and incorrect practice might occur. Therefore, teachers will give students their missed work when they return from the excused absence. Students will have three (3) days after returning to school to make up and return the work.

Student Information Updates

Each new school year requires an up-to-date copy of any contact information. Parents/guardians should notify the school immediately of any phone number, address, or emergency contact changes. Please send this by note to your child's teacher and he/she will forward it to the office. This information is vital to your child's well-being. If he/she gets hurt or becomes ill, we need to be able to contact you.

Any change of address must be reported to the school immediately. Current proof of address must be provided to the school upon registration. This will prevent any miscommunication for transportation purposes.

Current custody paperwork must be provided to the office the FIRST week of school. Without binding legal documents, the school cannot prevent contact with a non-custodial parent.

Standardized Dress Code

At Gene Brown Elementary, we expect our students to follow the Sumner County Dress Code. Therefore, the following rules should be followed:

- No spaghetti strap, strapless, sleeveless, halter shirts or bare midriffs
- Shorts and skirts must be fingertip length with arms held at your sides
- No backless shoes, cleats, shoes with rollers, or flip flops (sandals with back straps are permitted)
- No suggestive slogans, pictures or ads for tobacco, alcohol, etc.
- No hats or bandanas unless given special permission
- No torn or slit jeans or shirts
- No gang related apparel

Tennis shoes are highly recommended and must be worn on days your child has physical education.

If your child does not come to school dressed appropriately, you will be contacted and asked to bring an appropriate change of clothes.

Cell Phones and Electronic Devices

Board policy states that students are prohibited from using or having a cell phone on their person during the school day. If a student must have a phone at school, then it must be turned off and in his/her backpack. If it is found on the child, it will be taken and turned in to the office. The phone will only be returned to the parent/guardian with whom the student resides.

Other electronic devices are not allowed at school unless special permission is given by the teacher. If the child is found with one, it will be taken and only returned to the parent/guardian with whom the student resides.

School Security and Visitors

All visitors must enter and sign in at the front office to receive a visitor's pass. Students will only be allowed to leave with persons listed on the registration card. Any exceptions must be in writing; phone calls will not be accepted.

Please make sure that you have proper identification when coming to visit or pick up your child.

Parents and guardians are welcome to visit the school and observe classroom activities. However, all visits must be prearranged with the teacher and/or principal. You are encouraged to talk with your child's teacher. As a courtesy to all students, please do not stop by the room without a scheduled appointment as it is disruptive to learning.

Cafeteria

- Our cafeteria serves a nutritious breakfast and lunch daily.
- Please label lunch boxes with student's name.
- Monthly menus are available online at gbe.sumnerschools.org.
- Money for your child's cafeteria account needs to be sent to school in an envelope and marked with your child's name. Please specify if money sent in is for "LUNCH" or "SNACKS." Any money not specified for snacks will be applied to your child's lunch account.

- Board policy states that no restaurant food may be brought into a school cafeteria. Also, no soft drinks or glass containers may be included in a lunch from home. If these are brought to school, the student will be asked to discard the beverage and buy or charge a container of milk.
- Students are expected to follow appropriate rules and behavior in the cafeteria. Please see our discipline section below.

Meals

- Breakfast time is 8:00 – 8:25a.m.
- If students eat breakfast at school, they need to arrive by 8:15a.m. to avoid being late for class.
- All lunches take place from 10:45am to 1:30pm. Check with your child’s teacher for exact times.

Lunch Visitors

- Lunch is a time for students to socialize with their peers. Parents will be invited to the school for lunch only on designated days. Those dates will be provided to parents at the beginning of the school year.
- When visiting your child for lunch, please sign in at the front office and meet your student at the cafeteria doors at their scheduled lunch time.
- Lunch times can be provided by your child’s teacher or the front office.

Discipline

The school will make every effort to work with parents/guardians to ensure the school rules are followed and that student behavior is conducive to learning.

The following levels of misbehavior and disciplinary procedures and options are designed to protect all members of the educational community in the exercise of their rights and duties.

MISBEHAVIORS: Level I

Minor misbehavior on the part of the student which impedes orderly classroom procedures or interferes with the orderly operation of the school, school events, or school buses, but which can usually be handled by an individual staff member.

- Examples (not an exclusive listing):
- Disturbances
- Tardiness
- Cheating and lying
- Abusive language
- Defiance
- Failure to do assignments or carry out directions
- Dress Code

Disciplinary Procedures:

- Immediate intervention by the staff member.
- Determine what offense was committed and its severity.
- Determine offender and that he/she understands the nature of the offense.
- Employ appropriate disciplinary options.
- Record of the offense and disciplinary action maintained by staff member.
- Disciplinary Options:
- Verbal reprimand
- Special assignment
- Restricting activities
- Assigning work details
- Counseling

- Withdrawal of privileges
- Issuance of demerits
- Strict supervised study
- Detention
- In-school suspension
- Out-of-school suspension

MISBEHAVIORS: Level II

Misbehavior whose frequency or seriousness tends to disrupt the learning climate of the school. Included in this level are misbehaviors which do not represent a direct threat to the health and safety of others but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

Examples (not an exclusive listing):

- Continuation of unmodified Level I behaviors
- School or class tardiness
- School or class truancy
- Use of tobacco or other prohibited substances on school grounds
- Disruptive classroom behavior
- Sexual harassment (Completely document all occurrences)
- Possession of lighters or matches
- Gang paraphernalia

Disciplinary Procedures:

- Student is referred to principal or designee for appropriate disciplinary action.
- Principal or designee meets with student and teacher.
- Principal or designee hears accusation made by teacher, permits student the opportunity of explaining conduct, denying it or explaining any mitigating circumstances.
- Principal or designee takes appropriate disciplinary action and notifies teacher of action.
- Record of offense and disciplinary action maintained by principal.
- Disciplinary Options:
- Teacher/schedule change
- Behavior modification
- Peer counseling
- Referral to outside agency
- In-school suspension
- Transfer
- Detention
- Suspension from school-sponsored activities
- Restricting school related honors to which the student is otherwise due
- Out-of-school suspension not to exceed ten (10) days.

MISBEHAVIORS: Level III

Acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school.

Examples (not an exclusive listing):

Continuation of unmodified Level I and II behaviors

- Fighting (simple)
- Vandalism (minor)

- Stealing
- Threats to others
- Sexual harassment (Completely document all occurrences)
- Theft of less than \$500
- Gang Activities

Disciplinary Procedures:

- Student is referred to principal or designee for appropriate disciplinary action.
- Principal or designee meets with student and teacher.
- Principal or designee hears accusation by accusing party and permits offender the chance to explain conduct.
- Principal or designee takes appropriate disciplinary action.
- Principal or designee may refer incident to the Disciplinary Hearing Authority.
- Record of offense and disciplinary action shall be maintained by the principal.
- Disciplinary Options:
 - In-school suspension
 - Detention
 - Restitution from loss, damage or stolen property
 - Out-of-school suspension not to exceed ten (10) days
 - Transfer
 - Long term out-of-school suspension or assignment to the alternative school by the Disciplinary Hearing Authority.

MISBEHAVIORS: Level IV

Acts which result in violence to another's person or property or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities and action by the Board.

Examples (not an exclusive listing):

- Continuation of unmodified Level I, II and III behaviors
- Extortion
- Bomb threat
- Possession, use, transfer of dangerous weapons
- Assault/battery
- Vandalism of and over \$500
- Theft, possession, sale of stolen property of and over \$500
- Forgery
- Arson
- Possession, use, transfer, or being under the influence of unauthorized substances
- Sexual harassment (Completely document all occurrences)

Disciplinary Procedures:

- Principal or designee confers with appropriate staff members and with the student.
- Principal or designee hears accusation by accusing party and permits offender chance to explain conduct.
- Parents are notified.
- Law enforcement officials may be contacted.
- Incident is reported to the Director of Schools.
- Complete and accurate reports are submitted to the Director of Schools.
- Student is given hearing before disciplinary hearing authority.
- Disciplinary Options

- Out-of-school suspension
- Alternative school
- Action of the Disciplinary Hearing Authority, other hearing authority, Director of Schools, or Board action which results in appropriate placement
- Suspension for a period of up to one (1) calendar year subject to modification by the Director of Schools or Board of Education, whichever is appropriate under statutory authority.

MISBEHAVIORS: Level V

Any Sumner County School student who has been charged or convicted with a felony as defined under TCA 39-13 or TCA 39-17 will be referred to the Disciplinary Hearing Authority for a school assignment review. Any Sumner County School student that is being released from a secured correctional facility/alternative school or is returning to public school following an extensive in-patient treatment facility will be referred to the Attendance Department of the District for a school assignment review.

Examples (not an exclusive listing):

- Felony Charge
- Felony Conviction
- Release from secured correctional facility
- Release from extensive in-patient treatment facility
- Transfer from alternative school
- Disciplinary Procedures:
- The student's parent or guardian will be referred to the District Attendance Department to complete a Request for Attendance Release of Information Form.

Disciplinary Options:

- Assignment to alternative school for completion of the program
- Assignment to alternative school for a transition program with a review of school assignment

Bully Free Zone

Students are encouraged to tell a staff member if they ever feel threatened at school, or on the bus. It is our goal to provide a safe, caring environment for all our students. Serious threats, harassment, and bullying (name-calling, cyber, physical, teasing, etc.) will not be tolerated. Every effort will be made to eliminate bullying and to help our students feel safe while at school. Incidents that are repeated should be reported to staff immediately.

Guidance Counseling

Our program centers on keeping kids safe, healthy, and happy. Our counselor teaches lessons which include topics such as making and keeping friends, maintaining grades, study skills, and other topics which contribute to the success of our students at school. The counselor discusses the ideas of honesty, courage, hard work, loyalty, compassion, self-discipline, friendship, and perseverance. Classes see the guidance counselor monthly.

If students have a concern, they are encouraged to speak to the counselor individually. Parents may request that the counselor speak to their child. You are encouraged to contact Ashlyn Shiflett, ashlyn.shiflett@sumnerschools.org, if you would like for your child to speak to the counselor.

Medicine and The School Nurse

Our school has a full-time nurse on-site to address serious student health issues. The nurse is here to administer any necessary medications. Any medicine to be administered during the school day must have explicit instructions and a permission form signed by the parent/guardian/physician, as required by the State of Tennessee and the Sumner County BOE policy JGCD (listed in the county handbook, link available upon request.)

Prescription medication must have a physician's signature on the permission form and be in the original container with a pharmacy label. It is the parent/guardian's responsibility to take care of these requirements before bringing the medicine to school. Non-prescription medication must have the proper form completed. These forms are given to you at registration upon request and a copy should be kept as needed.

If a medication is to be given three times daily, it should be administered at home in the morning, after school, and before bedtime. If the prescription states that the medicine should be administered before or after lunch, then the school may dispense it.

Our school does not keep Tylenol or aspirin on hand to dispense to anyone. Also, the nurse and office staff cannot apply anything to a child other than soap, water and a bandage. If your child needs topical medications applied, then please do so at home or plan for an adult to come to school to make the application.

It is the responsibility of the parent/guardian to make us aware of all student allergies. Your child's teachers will contact you regarding any allergy concerns in the classroom.

Parties, Birthday Celebrations and Gifts

GBE has set aside three (3) opportunities for classroom parties. The decision regarding which holiday or events are celebrated will be decided by the grade level team. Please contact your child's teacher if you would like to help with any of these events.

As mentioned in cafeteria procedures, please inform your child's classroom teacher if you plan on bringing in a birthday treat for all students to share. Many of our students have allergies; therefore, you should discuss with the classroom teacher what you plan to bring.

We ask that you only send birthday party invitations to be distributed at school if you are inviting the child's entire class. Invitations will not be allowed to be handed out if everyone is not included.

Due to safety issues regarding transportation and individual allergies, we will not accept gifts, flowers, or balloon deliveries (from family members or delivery personnel) for students on birthdays or holidays.

Field Trips

Field trips are considered enrichment to your child's learning experience. Board policy only allows one trip per grade level. Trips are to correlate with the grade level curriculum.

Field trips may need parent/guardian chaperones. The teacher will notify you of any need of chaperones.

Students must ride to and from the field trip on the provided transportation (usually buses.) if the child does not follow this policy, then he/she may forfeit the privilege to go on any future school field trips with Sumner County Schools. Only in the case of an extreme emergency will an exception be made to this policy.

No siblings (preschool, school-aged, or younger than 21) will be allowed to attend field trips. These trips should be considered an opportunity for you and your participating child to spend quality time together in learning.

Lost and Found

Please label all items that your child brings to school such as coats, sweaters, and lunchboxes with his/her name. If the article gets misplaced and is found, we can get it to the rightful owner if it is labeled.

If your child is missing something, remind him/her to check the Lost and Found area. At the end of each quarter, items that are not claimed will be donated to charity.

GBE and Sumner County Schools are not responsible for lost or damaged items brought to the school by the student.

Backpack Policy

- No backpacks with wheels, bags with wheels, or crates with wheels are permitted.
- Students need to be able to wear their backpacks on their backs.
- Due to limited space in the gym, students will be required to keep their backpacks on their backs while seated in their class lines.

Toy Policy

- Toys are not allowed at school (this includes trading cards, dolls, fidget spinners, etc.)
- Sports equipment is allowed with permission from the teacher.
- Toys that are taken up by the teacher will be returned to the parent/guardian.

Homework Policy

There are only three circumstances in which your child will have homework:

- Studying for a test
- Reading
- Completing classwork not finished during class time

Grading Policy

Teachers in grades K-3 will use a standards-based grading system with a 1-4 scale. Grades are based on a student's performance on standards-based assessments. A basic description of grades 1-4:

- 4 – Performing above grade level or has a deeper knowledge of the standard than what is expected
- 3 – Met the grade-level expectation
- 2 – Basic knowledge of the standard
- 1 – Basic Knowledge of the standard with some help from the teacher

For detailed information on the standards-based grading system, please visit:

<https://gbe.sumnerschools.org/index.php/standards-based-report-cards>

Grades 4 and 5 will use a 100-point scale.

Weather Delays

Occasionally, weather will cause schools to open two hours late. This will be communicated to parents via recorded phone calls and through news agencies. If this occurs, please follow the rules below:

1. School hours will be 10:30 – 3:30.
2. Students may be dropped off after 10:00.
3. Breakfast will not be served.

4. The lunch schedule will be as follows:

K 11:15-11:40
1st 11:40-12:05
2nd 12:10-12:40
3rd 12:40-1:10
4th 1:10-1:40
5th 1:20-1:50

5. Recess will be at the teacher's discretion in the classroom
6. WIN (Intervention groups) will be cancelled for the day.
7. Related Arts schedule will be as follows:

K 10:35 – 11:05
1st 11:05 – 11:35
2nd 11:35 – 12:05
3rd 1:15 – 1:45
4th 1:50 – 2:20
5th 2:25 – 2:55