

Briarwood School Faculty & Staff

Classroom Teachers

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Administration

Principal	Lisa Bell	lisa.bell@bcos.org
Assistant Principal	Amy Davis	amy.davis@bcos.org

SCHOOL RULES

- It should be noted that this school handbook cannot cover every aspect of school life. Changes in policy will be made as necessity dictates. Students will be informed of any additions or changes of the rules and will be responsible for knowing and following both school and classroom rules. **Additional handbook information will be sent home as it becomes available.**
- Any conduct that causes or creates a reasonable likelihood that it will cause a substantial disruption or interfere with the health, safety or well being, or the rights of themselves or others is prohibited.
- Disrespect to a teacher or staff member cannot and will not be tolerated.
- The following are school wide standards that will lead to immediate and intensive disciplinary action:
 - Use of abuse, force, threats, or violence that violates another person's human rights
 - Willful causing or attempting to damage school property
 - Possession of any type of weapon
 - The use or possession of tobacco, alcohol, or drugs
- Repeated violations of any rules of classroom teachers or school-established codes of conduct will not be allowed.
- Students must use only acceptable and courteous language.
- No loitering in hall or restroom.
- Each student is required to have parental permission before taking a field trip.
- If your child's name, address or telephone number changes at any time during the school year, please notify the teacher and the office immediately. This is very important in keeping our records up-to-date and also in being able to contact a parent or guardian in case of an emergency.
- Items which distract or disturb others are not to be brought to school. Such items include toy guns, water pistols, fidget devices, electronic devices, any type of spraying device, trading cards, or small toys, etc. Items will be taken up and returned only at the staff's discretion. Briarwood School will not be responsible for any lost or stolen items.
- **Please be sure all transportation messages go through our main office rather than emailing or texting your child's teacher. Our office number is 584-4257. Transportation phone messages should be received no later than 2:15 p.m. daily.**
- Textbooks and library books issued to students are the property of the Benton County Board of Education. They should be used with care and returned in good condition. Students will be responsible for any books which are lost, stolen, or damaged beyond use.
- The school day is 7:50 – 2:50. **A student who arrives late or leaves early will not have perfect attendance.** When an absence is necessary, it is the responsibility of the student to get assignments from the teacher. If parents wish to get assignments or books for the student, please call ahead early in the day to allow time for teachers to gather materials. Assignments can be picked up at the school after 2:45 p.m.

DRESS CODE

The Board recognizes that a safe and disciplined learning environment is a basic requirement of a good school. Standards of student dress and grooming are essential elements in maintaining an appropriate educational setting. Students who are dressed for success are found to be more successful. Extremes in apparel and appearance which are a disturbing influence, a disruption to the learning process, or hazardous to the health and safety of students and staff are considered inappropriate. For these reasons, the Board finds that the regulation of dress in general is necessary, and it is imperative that all students adhere to this dress code in order to prevent more restrictive measures. Parents and students have the primary responsibility for satisfactory student dress and/or appearance that is appropriate for a school setting. The dress code shall apply to school day attire and co-curricular activities whereby the student represents Benton County Schools. More specific guidelines appropriate for each level of school (elementary, middle, junior high, or high school) may be developed.

- Shirts or tops must be properly fitted, have appropriate necklines and length, and be either long or short-sleeved. Shirts or tops must be tucked in unless designed to be worn on the outside (Examples: t shirt,

sweat shirt, or sweater). The back and midriff are to be covered at all times. Shoulder width tops (3-4 fingers) will be allowed, but tank tops, muscle shirts, spaghetti straps, etc. are not considered appropriate attire.

- Slacks, jeans, skirts, and shorts must be knee length or longer. Pants must be worn at the waist and be size-appropriate so as not to expose undergarments. Belts must be of appropriate size with buckles proportionate to the belt width, and when worn, belt loops must be used. Shorts must not be more than 4" above the knee. Skirts and dresses must be knee length. Leggings and yoga pants, etc. are allowed, but tops must be appropriate length (approximately 4 inches from the knee).
- Pajamas and sleep wear are not considered appropriate attire in the school setting.
- All clothing should not be torn, ragged, ripped, frayed, excessively soiled, transparent, have holes, or the appearance of holes.
- Chains and spikes are not considered appropriate attire.
- Any language or logo on clothing must be appropriate to the school environment.
- In accordance with Board policy governing student conduct with regard to bullying, gangs, and drugs, clothing and/or jewelry shall be free of inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence (blood, death, weapons), sex, hate groups, tobacco products, drugs, alcohol, adult clubs, or magazines. No clothing or other article may be worn or displayed at school or any school function which may indicate membership in or affiliation with any gang associated with criminal activities.
- Shoes must be worn at all times and be laced, tied, strapped, hooked, or fastened appropriately as designed.
- Short-length, light-weight non-bulky jackets, sweaters, and school jackets with zippers, buttons, or snaps may be worn inside the building but must be open. Longer coats or jackets should be stored in lockers immediately upon entering the building.
- Body piercing jewelry is permitted in the ears only.
- Large chains, key chains, or other objects may not hang from belts or clothing or be worn as jewelry. Jewelry should be of appropriate size for the educational setting.
- Tattoos must be covered if they are a substantial disruption to the learning environment.
- Extreme cuts, hairstyles, hair colors, and/or fads that would interfere with the learning process, cause a disruption of the educational environment, or be a health hazard are prohibited.
- Head coverings are prohibited inside the building except for medical/religious purposes.

LOCAL SCHOOL POLICY

The principal or assistant principal may suspend any student from attendance at school or any school related activity on or off campus, or from attendance at a specific class or classes, or riding a school bus, without suspending such student from attendance at school (In-School Suspension) for good and sufficient reasons including, but not limited to:

- Willful and persistent violation of the rules of the school or truancy
- Immoral or disreputable conduct, including vulgar or profane language
- Violence or threatened violence against the person of any personnel attending or assigned to any school
- Willful or malicious damage to real or personal property of the school or the property of any person attending or assigned to the school
- Inciting, advising or counseling of others to engage in any of the acts herein enumerated
- Possession of a pistol, gun or firearm on school property
- Assaulting any school personnel with vulgar, obscene or threatening language
- Unlawful use or possession of a barbitol or legend drugs, as defined in T.C.A. 53-10-101
- Engaging in behavior which disrupts a class or school sponsored activity
- Off campus criminal behavior resulting in felony charges; when behavior poses a danger to persons or property or disrupts the educational process
- Any other conduct prejudicial to good order or discipline in any school
- Smoking or possession of tobacco products
- Participation in a protest by any group on school property and failure to leave when directed to do so by anyone in charge of said property

- Open defiance of the authority of any teacher or person having authority over the student, including verbal abuse.
 - Example: Failing to report to office when sent; refusing to comply when a teacher tells you to do something
- Any student misusing non-prescription drugs may be suspended from school for up to 3 days.
- Taking or attempting to take personal property or money from another person or from his presence by means of force or fear.
- Fighting
- Marking, defacing or destroying school property
 - Example: Intentionally damaging equipment, carving on desks, chairs or tables, abuse to lockers, defacing building or equipment. Willfully causing or attempting to cause substantial damage to school property or taking or attempting to take school property without permission.
- The Benton County Department of Education shall provide any student who attends a persistently dangerous school, or any student who has been the victim of a violent crime while at school, the opportunity to attend a safe school within the same district.
- Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon in the school building or on school grounds at any time or in school vehicles and/or on buses or off the school grounds at a school sponsored activity, function, or event. Dangerous weapons for the purpose of this policy shall include; but are not limited to any firearms, explosives such as fireworks and ammunition, ice pick, dagger, slingshot, or knives.
- Zero-Tolerance Behavior- In order to ensure a safe and secure learning environment free of drugs, violence, and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of time not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. Zero-tolerance acts are as follows:
 - Students who bring or possess a drug or a dangerous weapon onto a school bus, onto property or to any school event or activity
 - Any student who while on a school bus or school property or while attending any school event or activity:
 - (A) Possess a drug or dangerous weapon; or
 - (B) Commits a battery on a teacher or any other employee of the school.
- Principals are authorized by Board Policy JCBDA to order students to be tested for drugs and alcohol during school when there is a reasonable cause.

SCHOOL INFORMATION AND SUGGESTIONS

- Homebound services are provided for any student with an illness which requires them to be absent from school more than 10 days. Please contact Special Education at 584-6111.
- Briarwood School is in compliance with regulations regarding asbestos. A copy of the master plan is on file in the Benton County Board of Education office if you wish to see it.
- The Benton County School web-site address is: www.bentoncountyschools.org
- Teachers report students' injuries to the office and an accident report is filed. Parents are contacted if there is any concern about a student's welfare. Therefore, it is essential that emergency numbers are made available to the office. Please notify the office if there are changes.
- Coats, book bags, and other articles of value should be labeled. It is best not to bring anything of value, especially large amounts of money. If something is lost, check first with the teacher, then look in lost and found. Claim lost items promptly.

EMERGENCY PLANS

It is necessary that our school be prepared in the event of an emergency. Therefore, emergency drills are practiced regularly. When emergency drills are in progress, we ask that parents and visitors help us to follow strict procedures in order to better prepare all of us should a situation arise. Please stress to your child the importance of listening and following directions during this time. All staff, students, parents, and visitors should respond to emergency drills as if a real emergency has occurred. The following emergency drills are practiced on a regular basis:

Fire Drill – All staff, students, and visitors exit the building.

Tornado Drill – All staff, students, and visitors move to an inner hallway and sit with backs to the wall using hands or books to cover their heads.

Security Drill/Lock Down – No one is allowed to enter or exit the building until an “All Clear” announcement has been made.

GRADES

Students in 3rd grade will receive standards-based grading and are not subject to the following system.

The Benton County School System uses the following grading system:

A (93-100)	C (75-84)	F (Below 70)
B (85-92)	D (70-74)	I (Incomplete)

Report cards are given once every nine weeks. Interim reports are sent between intervals. Grading systems will be explained to students so they will understand the importance of everything they are learning and assigned. Each student receives a Study Buddy (agenda book) in which they are to write down their daily assignments. Parents are to read and **sign the book each night**. It is a good organizational tool for the students as well as an opportunity for communication between the parent and the teacher.

PE, music, and art are an integral part of the curriculum, and participation is required. Attitude, participation, and cooperation are necessary.

Briarwood recognizes academic achievement each nine-weeks grading period. Public recognition and incentive awards are given. 3rd grade recognition will be based on growth on standards.

Principal’s List: Students with **all** grades in **all** subjects 93 and above.

Honor Roll: Students who maintain a 93 or above **total average** of grades in reading, English, spelling, math, science, and social studies. Students must also pass **all** subject areas and maintain satisfactory progress in music, art, and P.E.

Merit Roll: Students who maintain an 85 or above **total average** of grades in reading, English, spelling, math, science, and social studies. Students must also pass **all** subject areas and maintain satisfactory progress in music, art, and P.E.

Attendance Policy: See School Board Policy number 6.200 at Bentoncountyschools.org.

Teachers and students will be working hard throughout the year to prepare for TN Ready.

TESTING PROGRAMS

(Policy 4.700) The Board shall provide for a system-wide testing program which shall be periodically reviewed and evaluated. The purposes of the program shall be to: 1) Assist in promoting accountability 2) Determine the progress of students 3) Assess the effectiveness of the instructional program and student learning 4) Aid in counseling and guiding students in planning future education and other endeavors 5) Analyze the improvements needed in a given instructional area 6) Assist in the screening of students with learning difficulties 7) Assist in placing students in remedial programs 8) Provide information for college entrance and placement, and 9) Assist in educational research by providing data.

The director of schools shall be responsible for planning and implementing the program, which includes: 1) Determining specific purposes for each test 2) Selecting the appropriate test to be given 3) Establishing procedures for administering the tests 4) Making provision for interpreting and disseminating the results 5) Maintaining testing information in a consistent and confidential manner, and 6) Ensuring that results are obtained as quickly as possible, especially when placement in a special learning program might be necessary.

State-mandated student testing programs shall be undertaken in accordance with procedures published by the State Department of Education.

Student scores on the Tennessee Comprehensive Assessment Program's grades three through eight (3-8) shall comprise fifteen (15%) percent of the student's final grade in the spring semester in the subject areas of mathematics, reading/language arts, science, and social studies.

Any test directly concerned with measuring student ability or achievement through individual or group psychological or socio-metric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parents or guardians.

Results of all group tests shall be recorded on the students' permanent records and shall be made available to appropriate personnel in accordance with established procedures.

No later than July 31 of each year, the Board shall publish on its website information related to state and board mandated tests that will be administered during the school year. The information shall include: 1) The name of the test 2) The purpose and use of the test 3) The grade or class in which the test will be administered 4) The tentative date or dates that the test will be administered, and 5) The time and manner in which parents and students will be notified of the results of the test.

Beginning with the 2015-2016 school year and for school years thereafter, the testing information shall also be placed in the student handbook or other school publications that are provided to parents on an annual basis.

Disclaimer for Policy 4.700 (Testing Programs) 3-8

The following paragraph is subject to change by future action of the State Board of Education: Tennessee Comprehensive Achievement Program (TCAP) and TN Ready Tests are state mandated tests administered to all students enrolled in grades 3-8. The results of these tests will be factored into the student's grade at the percentage determined by the State Board of Education. The weight of the TCAP (Science & Social Studies) and TN Ready (Math & English Language Arts) Tests on the student's course average is currently 15%. The student would not be required to pass any one test, but instead the student would need to achieve a passing score for the course average in accordance with the State Board of Education's uniform grading policy. If a student is absent from a test, they will receive an "I" until the test has been taken.

FAMILY ENGAGEMENT PLAN

Our school's Family Engagement Plan has been developed and agreed upon by the school's Parent and Community Advisory Committee. The policy will be discussed at our school's annual Title I meeting and revised yearly by the Advisory Committee. A copy of the policy and the names of those involved in its development are on file in the school office. The written Family Engagement Plan is sent home in the school handbook at the beginning of the school year.

Briarwood Elementary School encourages parents to participate in their child's education. A Family Involvement Coordinator for Benton County Schools provides materials and services to the schools and parents. A Parent and Community Advisory Committee has been established at the school to encourage even more communication between parents, the community, and staff in order to benefit all students. Any parent or community member interested in serving on the Advisory Committee should contact the principal. The committee meets three times each year for stakeholder input and informative discussions. Our Advisory Committee plays a vital role in our school.

The committee reviews our strategic plan and makes suggestions and shares concerns regarding the plan. Any family comments are included in the plan upon submission to the district. They also revise and approve our School Contract yearly; all families are given an opportunity at the beginning of the school year to sign and support our School Contract each year; At Parent-Teacher Conference, a copy of the signed contract is given to and discussed with the parents.

Briarwood School is a School-wide school. This means all students equally share in receiving benefits to further support student success and achievement. Federal money is used for teacher training, equipment, supplies, and materials. A school committee submits proposals for spending based on an annual evaluation of data and our school's strategic plan. A school-wide meeting is held annually to inform parents and staff of our Title I school-wide status and its effect on the school program.

Title I law requires each local school to establish a policy to show how it will carry out the law in four major areas. Those four areas are listed below along with opportunities the school will provide in order to fulfill the policy requirements.

POLICY INVOLVEMENT:

- Parents of participating children will be invited and encouraged to attend an annual school-wide meeting in the fall where Briarwood's Family Engagement Plan, Title I requirements, and parents' rights to be involved will be explained.
- Meetings will be scheduled at flexible times throughout the year.
- A Parent & Community Advisory Committee will continue to review the school's needs and make revisions in order to improve our Title I program. Title I laws are available in the school office.
- Our school will provide information to parents in several ways. Report cards will be sent home every nine weeks. Teachers will keep parents informed through work samples, agenda books, interim reports, notes, parent-teacher conferences, Accelerated Reader and STAR reports, various assessments, and other progress reports. TN Ready results will be sent home when they are available. Information regarding assessment and curriculum is provided through Advisory Committee meetings, PTO, PTC, our electronic newsletter, and website, lists and letters sent home.
- A school handbook, which outlines school rules and guidelines, will be given to each student at the beginning of the school year. Classroom policies will also be sent home at that time.
- The Parent Teacher Organization welcomes all parents. Meetings are scheduled on the fourth Tuesday of each month, August through April, with the exception of December. Notes are sent home prior to the meetings to remind parents and to encourage their attendance. Briarwood's PTO assists the school in many ways. Funds raised by this organization help provide needed materials for the school. The support and encouragement shown by the PTO help to foster a spirit of unity and teamwork between the parents and teachers.
- A Parent Teacher Conference will be held in the fall. If conferences are needed at other times, parents may schedule appointments with classroom teachers by contacting the school office or by sending a note to the teacher. Appointments will be made when the teacher does not have students in the classroom, avoiding interruption of the class. Notes or phone calls that are received are addressed in a timely fashion. Parents should know that as their children are promoted, more is expected of them in regard to work, behavior, and responsibility. Parents are encouraged to check with their child frequently regarding academic progress.
- School calendars and menus are provided monthly in order for parents to be kept informed about the various opportunities that are available to them. Spanish versions are also available.
- Our Benton County Schools website, Bentoncountyschools.org is accessible for parents to keep informed of upcoming school events or closings due to inclement weather. Our school system is also linked to Twitter, Facebook, and Instagram in an attempt to reach as many stakeholders as possible.

SHARED RESPONSIBILITY FOR STUDENT PERFORMANCE:

- A Student/Parent/School Contract has been developed and will be reviewed and revised annually by the Parent Advisory Committee. It will be distributed to each student and his/her parents, discussed, and signed voluntarily at the beginning of the school year. A signed copy will be given to the parent during Parent-Teacher Conference in the fall.

- Parents are invited to visit Briarwood School at any time. The school encourages parents to schedule appointments with teachers and/or administration to address any concerns they may have.
- A description and explanation of Briarwood's curriculum and TN state standards is available upon request.

BUILDING CAPACITY FOR ENGAGEMENT:

- The school will provide materials and training for parents if needed to explain the components of a school-wide program, state and local assessment, parent involvement requirements, to enhance family involvement, and on how to monitor a child's progress and work with educators to improve the performance of children.
- Adult Basic Education information will be made available.
- Opportunities for parent engagement, such as family nights funded through Title I mini-grants, will be offered when available at flexible times.
- Newsletters dealing with family engagement will be distributed to the faculty. Reference materials on school/parent partnerships are available. An incentive program for teachers has been implemented to encourage educators to actively seek parent involvement.
- Second grade students are invited to visit and tour the school each spring in order to ease the transition to a new school. In addition, fifth grade students tour Camden Junior High to assist in their move.
- We utilize our school website, Facebook, Twitter, and Instagram to provide better opportunities for communication between home and school.
- Surveys are conducted to gather parent, community member, and faculty input.
- Our ESL instructor provides services for students identified as ELL and their families.
- **These organizations provide support and services to our school:**
 - *Partners-in-Education –Benton County Electric Dept.
 - *Partners Enriching Programs (PEP) - Regularly scheduled volunteers. Anyone interested in serving as a PEP tutor should call Karen Hudson at 584-5511 for more information on training and scheduling.
 - *Benton County Arts Council - Art enrichment programs
 - *Benton County Reading Association – Book Fairs, Celebrate Literacy Banquet for Writing and Accelerated Reader Awards
 - *Camden Lions Club – vision screening and glasses for needy children
 - *Benton County Drug Alliance – Drug education programs
 - *University of Tennessee - 4-H (4th and 5th grades) and Miss Healthy
 - *Well Child - Provides physicals for students who apply and qualify for the service
 - *F.U.E.L - Supplies weekend snacks for students who apply and qualify for the service
 - *Second Harvest Food Bank-Food Drop at Briarwood
 - *Family and Community volunteers
 - *Benton County Public Library – Textbooks available and resource center for teachers and parents
- **Measures utilized to provide parents with child development information:**
 - *PTO meetings
 - *The Family Resource area provides books, tapes, games, videos, etc. which may be checked out.
 - *Workshops for parents
 - *Monthly activities calendars and menus
 - *Informative booklets and pamphlets are distributed
 - *Electronic newsletter
 - *Benton County Schools Website, Bentoncountyschools.org, Instagram, Twitter, and Facebook
- Reasonable support for parental engagement activities requested by parents will be considered by the school's planning committee, the Title I Director, and the local education association.

ACCESSIBILITY:

- Measures which provide written information in the parents' written language will be used when necessary.
- Parents with limited English proficiency and/or parents with disabilities will be given full opportunity to participate in the school-wide program.
- Information will be provided in understandable language to all.

Family Engagement Standards

Standard 1: Welcoming All Families: Briarwood School is dedicated to providing opportunities for families to be active participants in the school, and feel welcomed, valued, and connected. Implementations include:

- Welcome bags are given at enrollment.
- Provides information concerning required paperwork and assists with enrollment.
- Opportunities to volunteer in the classroom or at school events such as the Spring Fling, Book Fair, field trips, Advisory Committee, PTO, and family night activities.
- Flexible meeting times are offered to families.
- Translators are available upon request.
- Parents are encouraged to sign up to receive the electronic newsletter.
- Briarwood hosts an Open House at the beginning of the school year.
- Family information cards are on file to keep us connected.
- Our Benton County Schools website provides information to families.

Standard 2: Communicating Effectively: Our families and school staff engage in regular, meaningful communication about student learning.

Practices include:

- Written communication between home and school is encouraged through the daily use of our agenda books.
- An agenda is followed at Parent-Teacher Conference to ensure that all parents receive pertinent information regarding their child's academic performance. Benchmark and STAR scores are discussed at this time along with grade level academic and behavioral expectations.
- Teachers and administration respond to phone calls and notes in a timely manner. Meetings can be scheduled by contacting the school.
- Parents serve on our Advisory Committee where current educational issues as well as student learning and school-wide progress are discussed at length.
- Family Engagement Night Activities are held to inform parents of what students are learning and to give them ideas on ways they can support that learning.
- Progress monitoring reports, report cards, benchmark scores, STAR and TCAP reports are sent home when they become available. Interim reports are sent home with all students during each nine weeks.
- Teachers and students have Data Chats so that students are aware of their strengths and areas in need of improvement and are better able to take on more responsibility for their learning.
- Annual IEP meetings are held, and can be scheduled at any time throughout the school year.
- Notes are sent home prior to meetings and school events. In addition, they are also listed on the monthly calendar to help keep parents informed.
- Parents are encouraged to sign up for our electronic newsletter and to check our website, bentoncountyschools.org, Facebook Page, Instagram, or Twitter to stay informed about school events.

Standard 3: Supporting Student Success: Families and school staff continuously work together to support students' learning and healthy development, both at home and at school and have regular opportunities to strengthen their knowledge and skills to do so effectively.

Procedures include:

- School successes are discussed at Parent Advisory Committee Meetings and PTO meetings in order to keep parents informed and to encourage them to share the news.
- Before and after school tutoring services are available.
- Teachers share websites with families for students to utilize at home, which allows parents to support their learning.
- Family members are encouraged to volunteer and participate in our school so they are able to be more involved in their child's education.

- Our Family Resource Center provides books, tapes, games, DVD's, etc., which may be checked out for parents to use at home.
- Our Parent Advisory Committee assists in the development of our Strategic Plan, our school Contract, and Family Engagement Plan.
- Report cards are sent home every nine weeks. Interim reports, progress monitoring reports, benchmark scores, along with STAR and TN Ready reports are also sent home.
- Well child provides physicals, dental, and vision care at our school for students who apply and qualify for the services.

Standard 4: Speaking Up for Every Child: Families are informed and enabled to be advocates for their own and other children, to ensure that students are treated fairly and have access to learning opportunities that will support their success.

Implementations:

- Family members are invited to be part of our Parent Advisory Committee in order to be more involved in the life of our school.
- We hold an annual Title I meeting each August to inform parents and other family members about our school-wide program and to ask for their input. As a School-wide school, our Title I funds are used to benefit all Briarwood students.
- Parents are encouraged to share any suggestions or concerns they may have. Teachers and administrators address notes and phone calls in a timely manner. Meetings are scheduled at a time that is convenient for all involved.
- Our Resource Center provides informative items for parents to check-out.

Standard 5: Sharing Power: Families and school staff are equal partners with equal representation in decisions that affect students and families and together inform, influence, and create policies, practices, and programs.

Practices include:

- Our Parent Advisory Committee and PTO are opportunities in which family members can participate. Parent input is encouraged and welcomed in the decision-making process.
- Our school's Strategic Plan, Family Engagement Plan, and Contract are developed in cooperation with parents and community members.
- Parents are encouraged to contact teachers and/or administration to voice any suggestions or concerns.

Standard 6: Collaborating with Community: Families and school staff work together with community members to connect students, families, and staff to expanded learning opportunities, community services, and civic participation.

Implementations:

- The Benton County Electric Department is our Partner-In-Education.
- The Benton County Sheriff's Department provides an officer for consultation and programs.
- Community members volunteer in our school.
- FUEL-Area churches supply weekend snack bags for a limited number of students. Parents complete an application and qualify for the service.
- Benton County Public Library has copies of our textbooks and also has a resource center for students.
- Well Child provides physicals, dental, and vision care for students who apply and qualify for the services.
- The Relative Caregiver Program offers assistance to relatives raising another family member's child/children.
- The Benton County Arts Council provides arts enrichment programs.
- Benton County Reading Associations supports various programs and sponsors the Celebrate Literacy Banquet for Writing and Accelerated Reader Awards.
- The University of Tennessee provides the 4-H program for our 4th and 5th grade students.
- Susan Woods, one of our retired teachers, sponsors a Volunteer Nature Club for students.
- Coordinated School Health provided "Miss Healthy", a health and nutrition course for our school each year.
- Second Harvest Food Bank has held a food drop at Briarwood School to benefit families in need of food.

Bullying, which includes but is not limited to harassment, intimidation, and racial comments will not be tolerated. Students engaging in such behavior will be subject to disciplinary actions in accordance with Board Policy 6.304. All students are encouraged to report any incident reflecting discrimination or bullying to their homeroom teachers or school administrator.

The written family involvement policy has been approved by Briarwood School's Parent Advisory Committee. The Title I Program and the Benton County Board of Education do not discriminate on the basis of race, color, national origin, sex, handicapping condition, or age. Karen Hudson, Family Involvement Coordinator; Sharon Latendresse, Title I Director. Revised on 4-21-17.

TITLE I INFORMATION

The Benton County Board of Education affirms that it will comply with Title VI of the Civil Rights Act of 1964. Title VI states that:

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Anyone who believes that the school system has discriminated against them or another individual may file a complaint. The complaint can be sent to:

Sharon Latendresse, Title Director
Benton County Schools
197 Briarwood Avenue
Camden, TN 38320
731.584.6111 (office)
731.584.8142 (fax)
Sharon.Latendresse@bcos.org

and/or

Lesley D. Farmer, Esq.
Director, Office of Civil Rights
Tennessee Department of Education
6th Floor, Andrew Jackson Tower
710 James Robertson Parkway
Nashville, TN 37243
615.253.1550 (office)
615.532.2500 (fax)
Lesley.Farmer@state.tn.us

and/or

The Office of Civil Rights
U.S. Department of Education
P.O. Box 2048, 04-3010
Atlanta, GA 30301
404.562.6350 (office)
404.562.6455 (fax)
OCR_Atlanta@ed.gov

Briarwood School/Student/Parent Compact

Educating a child requires a team effort. As a part of this team, I will do the following:

STUDENT AGREEMENT

- *attend school regularly and on time
- *come to school prepared with my homework and my supplies
- *believe that I can and will learn
- *do my best in all that I do
- *take responsibility for my own behavior
- *show respect for myself, my school, and everyone at school
- *read and follow the school guidelines given in the student handbook
- *Stand up for what is right
- *Persevere to improve my understanding of the TN academic standards

Signature _____ Date _____

PARENT/GUARDIAN AGREEMENT

- *see that my child is in school and on time every day
- *be sure that my child gets plenty of rest
- *set a time for homework and see that it is completed
- *talk with my child about his/her school activities each day
- *show respect and support for my child, the teacher, and the school
- *assist my child in resolving conflicts in a positive manner
- *talk to my child's teacher about important issues – good and bad
- *review this contract with my child's teacher at Parent-Teacher Conference
- *participate in decisions regarding my child's education
- *help my child follow the school guidelines given in the student handbook
- *find one thing for which to praise my child each day - recognize even small successes
- *set high expectations for my child in order to help him/her gain understanding of the TN academic standards

Signature _____ Date _____

TEACHER AGREEMENT

- *believe that each child can learn
- *model a positive attitude and respect for each child and his/her family
- *address student concerns in a timely manner
- *encourage parents to volunteer and participate in order to become more involved in their child's school
- *communicate homework and student progress through agenda books, work samples, notes, interim reports every 4 ½ weeks, PTC, email, and/or various assessments and other reports
- *understand that each student is unique and expect his/her personal best
- *use teaching methods and techniques that work best for each student
- *provide high quality curriculum needed to meet the TN academic standards
- *help students understand and follow the school guidelines in the student handbook
- *teach students to take responsibility for their own behavior
- *discuss this contract with parents at Parent-Teacher Conference
- *review these teacher responsibilities annually

Signature _____ Date _____

PRINCIPAL AGREEMENT

- *provide strong support and guidance for teachers, students, and parents in order to assist students in their understanding of the TN academic standards
- *help maintain a positive learning atmosphere
- *provide a handbook for students and parents which outlines the rules and guidelines for students to follow
- *actively encourage parents to participate and volunteer in our school
- *present stakeholder suggestions to teachers at our faculty meetings
- *develop a school agenda for PTC
- *provide a copy of the TN academic standards to parents upon request
- *see that the Student/Parent/School contract is reviewed annually by all stakeholders

Signature _____ Date _____

LUNCHROOM POLICIES

The Briarwood cafeteria serves a well-balanced meal each day. Free and reduced meals are available for those who apply and qualify. Application forms may be picked up from the office anytime. Lunches for students are \$2.00. Extra milk and juice are available at additional costs.

Prices are subject to change.

Breakfast is provided free-of-charge for every student each morning. Students are picked-up in the gym at 7:50, and breakfast will be available for them in the classroom. In order to receive breakfast, students must be in the classroom by 8:00.

Lunch money will be collected on Monday morning in each classroom. Students should bring money in an envelope with the teacher's name, student's name, and the amount marked on the outside. If you are sending extra money for ala carte items, please designate this on the envelope.

Charge Policy:

Student meals are expected to be paid at the beginning of each week or at the time of meal service. However, the Benton County Child Nutrition Program recognizes that circumstances may warrant the need to charge meals.

Students will be allowed to charge full meals for up to 5 days. There is no charging for ala carte items. Parent reminder letters or phone calls will be made when a student's account is unpaid after the 5th day of charges. After 20 days, students can be given an alternative lunch until the bill is made current. Money received for meals will first go toward retiring any charges owed. All charges are to be paid by the end of the 1st semester (Christmas Break) and by the last full week of school.

Students may bring their lunches and will be allowed to purchase milk, juice, or prepaid ala carte items. **“Fast food” items and soft drinks are not allowed in the lunchroom.** Students who had intended to bring their lunch but forgot it at home will be allowed to eat a lunch from the lunchroom; the cost will be charged to their account. Students will not be allowed to call home for their lunchbox.

Anytime you eat with your child, you must go through the room line and be served with the class. Drinks for adults will be available in the lunchroom. A visitor's lunch is \$3.50.

Students are given an opportunity to select or refuse food choices. Briarwood's "offer vs. serving" allows for individual decision-making and cuts unnecessary waste to a minimum. Students are encouraged to try a variety of foods.

All students are expected to cooperate fully with the lunchroom supervisor and staff in order to make the lunchroom area a wholesome and desirable place to eat. Conversation at lunch is acceptable when conducted in a well-behaved manner. Students should remain seated while eating and remain orderly in line after returning the tray to the proper area. Tables should be clear of trash. Classrooms with outstanding lunchroom behavior are routinely rewarded with special treats.

Benton County Department of Education

197 Briarwood Avenue

Camden, TN 38320

Phone 731-584-6111

Fax 731-584-8142

Specific Discussion Topics for Parents of School Bus Passengers

- The child needs to arrive at the stop at least five minutes before the bus arrives.
- While on the bus, the child needs to remain seated, facing forward at all times and keep the walkway clear.
- The child should not shout while on the bus or distract the driver unnecessarily.
- The child needs to keep his/her head and arms inside the bus at all times.
- When boarding or leaving the bus, parents should tell their child to always walk in a single file line and use the handrail to avoid falls.
- The child should look before stepping into the street to make sure there are no cars passing the bus.
- The child should cross the street at least 10 feet in front of the bus.
- The child needs to wait until the bus comes to a complete stop before exiting.
- The child needs to exit from the front of the bus.
- The child should ask the bus driver for help if anything is dropped while entering or exiting the bus. Please discuss with your child the importance of notifying the bus driver should something fall under the bus.
- Parents should encourage their child to avoid horseplay while waiting on the bus.
- Parents should make sure that they remove loose drawstrings or ties on their child's book bag, clothing or belongings because they can snag on bus handrails.
- If you are interested in receiving information about transportation, please check our school's website: www.bentoncountyschools.org
- Glass items, food, and balloons are prohibited on buses.

Please call me at (731) 584-6111 if you have any questions or concerns,

Chad Douglas

Supervisor of Transportation

TRANSPORTATION

If a student needs to ride a bus different than their regular bus, a note from the parent is required to show the teacher and bus driver. Benton County School buses will not allow glass items or balloons on the bus.

Briarwood has two groups of buses. The first group consists of the first loads of the following buses: 29, 5, 15, 11, 18, 2 and 9. (At Camden Elementary School, this is called the "yellow" group.) Our second group of buses includes the first loads of the following buses: 22, 12, 24, 25, 13, 20, and 1. (At CES, this is the "green" group.) Students who ride the second load of any bus will go with the lunchroom group and wait for their bus to arrive. Buses with a 2nd load include: 20, 29, 11, 15, 18, 1, 12, and 13. (At CES, this is the "red" group.) If you have a question regarding a bus number or load, please contact Chad Douglas, Transportation Supervisor, at 584-6111.

Parent Drop-Off: Duty teachers are at school by 7:00 A.M. The doors are unlocked at 7:00 A.M.; students should not arrive any earlier. Time for arrival in the morning should prepare the student to be IN THE CLASSROOM BY 7:50 A.M. Anyone entering the building after 7:50 must sign in at the office and receive a tardy slip to give to the

teacher. **When dropping students off in the morning, please use a single lane of traffic so children will not have to cross traffic. Students should be dropped off at the gym doors on the south side of the building.**

Parent pick-up will be called over the PA at the end of the day. Students will not leave before that time unless they are checked out in the office. If a student is to be picked up by someone other than a parent or guardian, a note from the parent or a telephone call to the school is required. In the event of a phone call, the staff may request confirmation of student's date of birth and/or social security number. Parents and visitors should not go directly to the classroom for early pick-up. Students will be called over the PA to cause as little disruption to the class as possible. To prevent office and traffic congestion, please refrain from picking students up just before time to dismiss. All parent pick-ups should occur in the parking lot behind the cafeteria area not in front of the school where buses are picking up students. All car riders should be picked up by 3:30.

Parent Pick-Up Procedures:

- **Parent Pick-Up students are called just before the first group of buses, approximately 2:30.**
- **All students being picked up will load at the south side of the building.**
- **Your child will be called to be loaded in the car. Parents must remain in their cars within the flow of traffic per the state fire marshal as this is a fire lane. Our staff is unable to focus on the safety of the students if they have to address parents at the door. Parents who come to the door will be asked to return to their cars. Your cooperation is greatly appreciated.**
- **Please pull your car up past the steps to the white line if the space is available. This allows us to load 3-6 cars at a time, cuts down on congestion at the street, and makes your wait time less.**
- **Students will not be allowed to run across traffic or down the row of cars to load. Other cars may not see these students. Encourage your child to take directions from our staff. Our staff is focusing on the safety of all students.**
- **Your child should load the car quickly. We want to move traffic as quickly as possible and still insure your child's safety.**

Inclement Weather: Please listen to the local radio station and/or TV for the schedule. During the winter months, school is dismissed when road conditions are predicted to worsen as the day goes on. You should make sure that your child knows where to go anytime school might dismiss early for weather conditions. The school's normal procedure for bus or pick up will be followed unless we are informed to do differently. You may also check the Benton County Schools Website for information.

HEALTH SERVICES

It is very important that parents fill out the emergency portion of the information sheet and return it each year. Due to school law and guidelines concerning medicine, we can give your child medicine only if the following guidelines are complied with completely:

1. The medicine is in a clearly labeled container from the pharmacy with:
 - Child's name
 - Name of medication
 - Name of physician
 - Time to be administered
 - Dosage and directions for administration
 - Termination date for administering the medication if applicable
2. A permission sheet must be filled out by parent or guardian.
3. Possible side affects, if known, should be listed
4. **Parents must bring medicine to the office. Medication cannot be brought by or sent home with the child.**

Tylenol or any other over the counter medication must be checked-in at the office by a parent and a permission sheet must be signed. If any of the criteria are not met, Briarwood will not be able to administer medication to your child. Board policies are available at the school if you have any questions. A school nurse will be available as schedules permit. Thank you for your cooperation.

STUDENT EQUAL ACCESS

Limited Public Forum (Policy 4.802)

Student Meetings: Schools may allow students to form clubs or groups that meet before, during, and/or after the school day. Requests to form clubs or groups shall not be denied based upon the religious nature or beliefs of proposed club or group. If permitted, school administrators shall ensure that all clubs and groups have the same abilities to access facilities and advertise their meetings.

No funds shall be expended by the school for any such meeting beyond the incidental costs associated with providing meeting space. Groups meeting under this policy may be required to pay a reasonable fee for compensating school personnel in the supervision of the activity.

No student may be compelled to attend or participate in a meeting under this policy.

A student or group of students who wish to conduct a meeting under this policy must file an application with the principal at least three days prior to the proposed date.

The principal shall approve the meeting if he/she determines that: 1)the meeting is voluntary 2)There is no sponsorship of the meeting or its content by the school, the Board, or its employees 3) The meeting will not materially and substantially interfere with the orderly conduct of the school's educational activities or conflict with other previously scheduled meetings 4)Employees of the district are to be present in a non-participatory monitoring capacity; however, no employee shall be required to attend in this capacity if the content of the meeting is contrary to the beliefs of the employee, and 5) Non-school persons will not direct, control, or regularly attend.

School Sponsored Events: If the Board or a school principal authorizes an event at which a student is to speak, a limited public forum shall be established for such student speakers. The appropriate administrators shall ensure that: 1) The forum is provided in a manner that does not discriminate against a student's voluntary expression or a religious viewpoint, if any, on an otherwise permissible subject 2)There is an appropriate method of selecting student speakers which is based on neutral criteria 3)Student speakers do not engage in speech that is obscene, vulgar, offensively lewd, indecent or promotes illegal drug use.

To the extent possible and practical, prior to events in which students will speak, notice shall be provided orally and/or in writing that the student's speech does not reflect the endorsement, sponsorship, position, or expression of the Board and its employees.

Beginning with the 2015-2016 school year, notice of this policy shall be provided in student handbooks and staff handbooks.