

Frank P. Brown Elementary School Parent/Student Handbook

2025-2026



Mr. Kevin Lewis, Principal

Mrs. Jenny Elrod, Assistant Principal

Welcome!

The Parent/Student Handbook contains information on school policies, procedures, and a variety of topics that I hope you will find helpful. It is posted online and is subject to amendments during the school year. I encourage you to become familiar with this tool.

The judgment of the principal shall prevail in all matters related to the application of these rules.

The master calendar is also a good source of information regarding vacation days and special schedules. A master calendar will be sent home at the beginning of each month.

All of our teachers realize the importance of communicating directly with you regarding your child's progress and of answering any questions you may have. Email is available for you and is the preference of the majority of the teachers because they can pick up messages in their classrooms and respond in a more timely manner. If you would like a phone call from a teacher, counselor, or administrator, please contact the front office. Email addresses are found on the school website at <http://bes.ccschools.k12tn.net/>.

It is our greatest hope that we will communicate often and work closely with you in the education of your child. I look forward to a wonderful, exciting, and growth-producing year as you experience being a part of the Brown Elementary family.

Sincerely,

Mr. Kevin Lewis
Principal

Vision Statement

Every Student, Every Day

Mission Statement

To inspire every student to reach their full potential.

Statement of Goals

- ★ Focus on every student.
- ★ Invest in our staff.
- ★ Partner with our community.

Motto: Expect More...Achieve More

Contact Information

3766 Dunbar Rd. Crossville, TN 38571

Phone: 931-788-2248

Fax: 931-788-2554

Bell Schedule

School begins at 7:45 and ends at 2:45.

Civility Policy

The Cumberland County Board of Education has adopted a civility policy. The policy relates to the use of civility in relationships and communication among school officials, students, parents, and members of the public. A copy of this policy is available for review on the CCBOE website. The purpose of the policy is to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for students and staff. Consistent with the civility policy, the school will not tolerate any behavior that is physically or verbally threatening, coercive, intimidating, violent or harassing, or other behavior that is considered out of control. Furthermore, the school will not tolerate the use of profanity, personally insulting remarks, attacks regarding a person's gender, race, nationality, religion, disabling condition, or other characteristics protected by law. Students who violate the civility clause will be disciplined. Parents who violate the civility policy may be restricted from being present on school district property or have restrictions placed on their communications with school and district personnel.

Code of Conduct

Students' best interests are served when students, parents, and school officials work together. Normally, any differences between these individuals can be resolved. Brown Elementary students and families are expected to behave in a manner that is consistent with Cumberland County Board of Education policies and procedures.

These principles include, but are not limited to, the following:

- Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school.
- Students and parents/guardians may respectfully express their concerns about the school operations and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- These expectations for students and parents/guardians include, but are not limited to, all school-sponsored events and programs (e.g., after-school tutoring, athletic events, field trips, etc.)

The school reserves the right to determine when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step.

The CCBOE Code of Conduct policy is located at:

https://tsbanet-my.sharepoint.com/:w:/g/personal/policy_tsba_net/ETFhfXLn835Ni6f5OdmJ34EBMeW7ysan5VAUNDWF5Q5-rw?rttime=bylFX7CJ3Eg

BEARS are...

Brave
Engaged
Accountable
Respectful
Safe

Communication Guidelines

Please use these guidelines when communicating with faculty and staff:

- Do not 'raise your voice.'
- Reasonable Response Time- Remember, not everyone checks his or her email more than once per day. Our teachers are teaching ...all day long. Response time should be within a 24-hour period. If you need a quicker response, call the office.
- Inappropriateness- Abusive, harassing, or threatening messages are never acceptable and are never responded to.

Communication Procedure

Parents are expected to participate in their child's education. We encourage communication with faculty and administration. To resolve questions about grading, classroom procedures, or class-related discipline problems, we ask parents to:

1. First, email or call the teacher to discuss the situation.
2. If there is still a difficulty, call or email an administrator.

Parent/teacher conferences are an ongoing process. We have set dates for conferences in the Fall and Spring. However, parents are strongly encouraged to schedule a conference anytime there is an issue or concern. A parent or a teacher may initiate conferences. To arrange a conference, please email the teacher or call the front office at (931) 788-2248.

First Day of School

It is part of our responsibility to ensure our students become responsible, independent citizens. We would appreciate your help in achieving this goal. On the first day of school, Kindergarten parents may walk their students to the playroom. After the first day, students are to walk to the bus room/playroom independently. This helps to establish a sense of independence in each child and keeps all children safe from those who may not be allowed in the school building. If your child is anxious, there will always be an administrator in the lobby who will be happy to assist!

Skyward

Grades are posted electronically on Skyward. You can access student grades with a passcode, which can be obtained from our attendance clerk, Mrs. Lisa Norris.

Parent/Teacher Organization

Brown Elementary has an active PTO. This organization provides an important link between home and school. The PTO sponsors a number of activities to improve and support education and build the school community. All parents are encouraged to join and support our PTO.

Volunteers

We welcome volunteers at Brown Elementary. Several times a year, there will be opportunities for large numbers of volunteers to participate in school-wide activities. Individual teachers may make arrangements in their classrooms for regular volunteer opportunities as well. All volunteers must complete the volunteer form and return it to the school. To work one-on-one with children or ride a school bus with children, you must have a background check and be fingerprinted. **It is not our practice to allow parents to volunteer in their child's classroom.**

Parent/Visitor Dress Code

We respectfully request that all who enter our school help us set a professional example by following the dress code.

Attendance Procedures

Regular school attendance is necessary to ensure a student's academic success. Brown Elementary is committed to the philosophy that every student should attend every class, every period, every day. Daily attendance and promptness are expected in all classes and are essential for success in school. Frequent or prolonged absences are disruptive to the educational process. Many classroom experiences are difficult or impossible to duplicate as makeup work. It is with this premise in mind that the following attendance policy has been instituted in all Cumberland County Schools:

CCBOE Attendance Policy 6.200

Attendance is a key factor in student achievement, and therefore, students are expected to be present each day school is in session.

The attendance supervisor shall oversee the entire attendance program, which shall include:

1. All accounting and reporting procedures and their dissemination.
2. Alternative program options for students who severely fail to meet minimum attendance requirements;
3. Ensuring that all school-age children attend school;
4. Providing documentation of enrollment status upon request for students applying for a new or reinstatement of a driver's permit or license; and
5. Notifying the Department of Safety whenever a student with a driver's permit or license withdraws from school.

Student attendance records shall be given the same level of confidentiality as other student records. Only authorized school officials with legitimate educational purposes may have access to student information without the consent of the student or parent/guardian.

Absences shall be classified as either excused or unexcused as determined by the principal or his/her designee.

A maximum of three (3) days per semester will be recognized as an excused absence with a parent note. The note must contain an excusable reason for the absence. Excused absences shall include:

1. Personal illness
2. Illness of an immediate family member
3. Death in the family; funeral notice
4. Extreme weather conditions
5. Religious observances
6. Pregnancy
7. School-sponsored or school-endorsed activities
8. Summons, subpoena, or court order
9. Circumstances which in the judgment of the principal create emergencies over which the student has no control.
10. Other absences as pre-approved by the principal, based on appropriate documentation at least 10 (ten) school days before the day(s) to be missed. **This does not include personal family vacations.**
11. If a student is exempt from final exams per Board policy, the absence on the day of the exam is excused.
12. Driver's license/permit appointments will be excused with proof of appointment.

Tardies, including early dismissal for any reason other than previously mentioned excuses, will be considered unexcused.

Truancy

Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted present. Students receiving special education services may attend part-time days, alternating days, or for a specific amount of time as indicated in their Individualized Education Plan.

Students who are absent five (5) days without an adequate excuse shall be reported to the director of schools/designee, who will, in turn, provide written notice to the parents/guardians of the student's absence. If a parent/guardian does not provide documentation within an adequate time excusing those absences or request an attendance hearing, then the Director of Schools/designee shall implement Tier II of the progressive truancy plan described below before referral to juvenile court.

If a student is required to participate in a remedial instruction program outside of the regular day, where there is no cost to the parent(s) and the school system provides transportation, unexcused absences from these programs shall be reported in the same manner.

The director of schools/designee shall develop appropriate administrative procedures to implement this policy.

Vacations will not be excused absences

Make-Up

Students in grades K-8 will be allowed to make up work.

- 1 day absent, students have 3 days to make up work
- 2 consecutive days absent, students will have 4 days to make up work
- 3 consecutive days absent, students will have 5 school days to make up work.
- The number of consecutive days missed +2 will equal the total number of days students are allowed to submit makeup work.

Early Checkout

Students cannot be checked out after 2:15 pm. Parents must get in the car rider line after 2:15 pm. Unexcused early checkouts are equivalent to tardiness. Five unexcused early checkouts equal one unexcused absence.

Check Out Procedures

Students are not allowed to leave the building during the day unless a parent or guardian signs them out. NOTE: Students may be released to another adult designated by the parents only if a note is sent, signed by the custodial parent or guardian. We keep signatures on file and make every effort to verify signatures or telephone for verification. Also, parents or guardians will be asked for identification in order to check out students. Students must be signed out in the office and called to the office for dismissal.

Perfect Attendance

Students will be awarded certificates for Perfect Attendance if they are present from start to finish every day. Early checkouts and tardies disqualify students from receiving perfect attendance.

Extra-Curricular Activities and School Policy

Students must be at school at least half a day to be eligible to participate in extracurricular activities that day. This includes but is not limited to any sporting event or practice, dance, after-school activity, recognition programs such as 8th-grade night, or participation in homecoming activities.

Attendance can be tied to incentives such as field trips and school rewards. Truancy can also result in disciplinary action.

Excused Participation in Physical Education Classes

If your child is to be excused from activity participation in physical education classes for health reasons, a doctor's note is required. Students in grades 5-8 are required to dress out for PE class. After a student does not dress out for two class periods in a 9-week period, they will be given an after-school fitness class to make up the time that was missed in PE class. Physical education is important and is to be treated as any other class.

Nurse's Office

Prescription medications must be accompanied by a doctor's note detailing the circumstances for distribution.

All medications must be submitted in the original bottle and brought in by an adult.

Students may not carry medications with them at school.

All medications will be locked in the nurse's office.

An accurate record of the time, date, student name, medication, and the reason given will be kept on file in the nurse's office.

Emergency Procedures

911 will be called when a situation cannot be handled by school personnel.

Before and After School Procedures

Buses arrive around 7:00 am. Breakfast is free for all students, should they choose to partake. After breakfast, students in grades K-2 go into the playroom, where they sit quietly and read, listen to a teacher read, and wait for their teachers to pick them up. Students in grades 3-8 go into the gym and read or work on homework quietly until their grade level is called to breakfast and/or teachers arrive to pick them up. **All students MUST have a book every day for the playroom and gym.** This is a great time for students to read independently.

The late bell rings at 7:45 am. After this time, students will be counted as tardy and must check in through the front office.

School is dismissed at 2:45 pm. At this time, car riders will be called to the cafeteria or playroom. If your child is a car rider, you must wait in the car line until they are called out of the cafeteria. Bus riders remain in the classroom until buses are called, usually around 3:00.

Student Loading and Unloading

Your child's safety is our utmost concern. We appreciate your cooperation in the morning unloading and afternoon loading of students. Student drop-off and pick-up will be on the library side of the building. Parents who need to enter the school may park in the lined spaces on the cafeteria side of the school. Please do not leave cars unattended in the bus/fire lane.

Each student who uses the afternoon parent pickup will receive a Brown Elementary rear-view mirror sign. Your child's name will be printed on your sign.

Please remember: 7:00-7:40 is student drop-off time. Stop for all pedestrians and drive slowly. DO NOT cross the car line.

Student pick-up is from 2:45-3:15 in the parent pick-up line on the library side of the school.

Please give the buses the right of way!

Early student checkouts will end at 2:15 pm. NO student may be picked up in the office after 2:15. At that time, ALL parents must enter the car line, regardless of appointments or other reasons for picking students up from school.

With your help, we can continue to make Brown Elementary a safe place for your child.

Brown Elementary does not provide after-school child care. If an emergency arises, please call the school office so that your child will not be unnecessarily worried. Please note: When a student is consistently picked up late, the Sheriff's Department will be called. If you are going to be late, please notify the school, and we will be happy to keep your child until you arrive.

Custody Issues

Due to questions raised regarding custody issues, we must require proof of custody in the form of a court order. We will need a copy of the custody papers immediately upon enrollment of a student. **Power of Attorney will not be accepted as a custody agreement.**

Buses/Bus Room Behavior

The school building opens at 7:00 am, and buses will begin unloading at this time. School personnel are on duty and ready to receive students at 7:00 am. Students dropped off at school before the building opens will be considered abandoned and will be reported to the authorities.

All students arriving before 7:40 am should proceed in an orderly fashion to the gym or playroom. Please be aware that in order for your child to eat breakfast and arrive at class on time, they should be at school no later than 7:20 am.

Discipline

Students at Brown Elementary are expected to behave in a way that reflects the values and morals of the school's vision and mission. Brown Elementary recognizes that students are responsible for their actions and behavior and are therefore accountable for the resulting natural consequences of inappropriate actions or behavior. We believe that all students and adults in the BES family should treat all persons equally and respectfully, and refrain from using slurs willfully or negligently against any person based on race, language, color, sex, religion, disability, origin, immigration status, age, or political belief. Students are also expected to actively support and assist the school in maintaining a campus free of drugs, alcohol, weapons, and gang activity. Students should always remember that their behavior at school and school-related activities is a reflection not only on themselves but also on Brown Elementary. We also recognize the responsibility of the parents for the behavior of their children and actively include them in the disciplinary process.

Expected Student Behavior

The following is expected from all Brown Elementary students:

In the **classroom**, students should:

1. Be seated when the bell rings.
2. Be courteous to all adults and other students.
3. Follow all classroom rules and teacher directions.

At **assemblies**, students should:

1. Be courteous and quiet from the time they enter the assembly.
2. Immediately come to order and pay attention to the speaker.
3. Applaud to show approval.
4. Follow all dismissal directions.

In the **cafeteria**, students should:

1. Eat and finish their lunch in the designated eating areas.
2. Wait patiently to get their food.
3. Follow the directions and show respect for the adults on duty.
4. Clean up after themselves, not throw food, or run in the cafeteria.
5. Use manners and speak quietly.
6. Not cut lines or hold places for other students.
7. Listen to directions the first time they are given.
8. Understand that adults do not argue with students.

While on **field trips**, students should:

1. Be on their best behavior.
2. Pay strict attention to the directions that are given.
3. Not leave trash on the bus or at the field trip site.
4. Not antagonize or make fun of non-Brown Elementary people.
5. Understand that field trips are a privilege: students who do not behave while in school will not be allowed to leave the building.

Counseling

All students at Brown Elementary have access to the services offered by our counselor. Our counselor works with our students in a variety of ways. The counselor offers on-campus counseling for students who might be experiencing difficulties with academics or behavior, social problems, family issues, or adjustments to school in general.

The counselor sees students individually or in groups as needs arise. Parents are encouraged to contact our counselor when major family changes are taking place or when they have any concerns with a child's behavior, school performance, or transition through grade levels. To make an appointment, students or parents may contact the school counselor directly, through conversation, phone call, or email. Teachers, administrators, and parents may also refer students for counseling. The counseling office is located in the front office corridor. Parents may contact the front office and be connected to the counselor's office at 931-788- 2248.

Lockers

Lockers are school property. School personnel reserves the right to inspect lockers at any time deemed necessary.

Lockers are a privilege given to students in grades 6-8. Students will be assigned one locker for books and supplies, and must use this assigned locker only.

Students are discouraged from bringing valuable personal possessions to school. Valuables are not to be left in lockers.

Students must take care of their lockers. Locker privileges will be taken for messy, cluttered lockers.

Students who are late to class frequently because of forgetting things in their lockers will have locker privileges taken away. **Locker removal is a disciplinary action that the school reserves the right to use.**

Textbooks

The teacher issues textbooks. All books are numbered and recorded by the teacher, and the condition is noted. Lost or damaged textbooks or library books must be paid for before another textbook can be issued, before school records can be transferred to another school, or before grade cards can be released.

Searches By School Personnel

Any principal or designee may search any student, place, or thing on school property or in the actual or constructive possession of any student at an organized school activity off campus, including buses, vehicles of students or visitors. A student using a locker that is the property of the school system does not have the right of privacy in that locker or its contents. A student may be subject to a physical search, or a student's pocket, purse, or other container may be required to be emptied because of the results of a locker search, or because of information received from a teacher, staff member, or other student, if such action is reasonable to the principal.

Money/Valuables

The school will not be responsible for lost or stolen items.

Lunchtime/Cafeteria

We have free breakfast and lunch for all students. Extra items such as ice cream, juices, and chips may be purchased. Students may bring their lunch to school. Please do not send sodas or energy drinks to school with students. They will be taken from students.

School Office Phone Use Policy

As a general rule, students are allowed to use the office phone with a note of permission from a teacher/adult.

Students and parents are expected to make arrangements for after-school activities or to cancel after-school activities in advance, not on the day of the activity.

Cell Phones

Students may possess personal communication devices and personal electronic devices so long as such devices are turned off and stored in school approved storage systems upon arrival to school through the entirety of the school day. Devices should be off and concealed until they can be stored in a school approved storage system. Such devices include, but are not limited to, any portable wireless device that has the capability to provide voice, messaging, or other data communication between two (2) or more parties, such as wearable technology, cell phones, laptops, tablets, gaming devices, watches, glasses, air buds, and headphones. ([6.312](#))

PENALTIES: Unauthorized use or improper storage of a device will result in confiscation of device until such a time as it may be released. A student in violation of this policy is subject to disciplinary action.

- **1ST OFFENSE:** Device is collected, the offense is documented, parent/guardian is notified, device is returned to the student at the end of the day, and an explanation of the next offense is communicated to student and parent/guardian.
- **2ND OFFENSE:** Device is collected, the offense is documented, parent/guardian is notified, parent/guardian must pick up the device from the office, student is assigned after school detention/lunch detentions, and an explanation of the next offense is communicated to student and parent/guardian.
- **3RD OFFENSE:** Device is collected, the offense is documented, parent/guardian is notified, parent/guardian must pick up device from the office, student is assigned after school detentions/lunch detentions, an explanation of the next offense is communicated to student and parent/guardian, and the student is required to turn in their device(s) to the office upon arrival each day and may retrieve device(s) at the end of the school day for the remainder of the school year.
- **Additional OFFENSES:** Device is collected, the offense is documented, parent is notified, parent/guardian must pick up device from the office, parent and student conference, possible consequences include but are not limited to: detentions/lunch detentions/ISS/Out of School Suspension/ATS/ALT School and student is required to turn in their device(s) to the office upon arrival each day and may retrieve device(s) at the end of the school day for the remainder of the school year.

Student Use of the Internet

Brown Elementary provides Internet access for students to conduct school-related research and use instructional programs that will aid in student growth.

Students will:

- Act responsibly and with good behavior on any computer or device. Access is a privilege, not a right.
- Use the Internet to conduct school-related research and use instructional websites and programs.
- Understand that all communication and information accessible via the computer resources will not be regarded as private. Brown Elementary and CCBOE employees

may review any and all files, data, and messages to ensure that students are using the equipment responsibly at any time and without notice.

Dress Code

Brown Elementary recognizes that a person's appearance is indicative of their positive self-image and the ability to be self-disciplined. However, what is appropriate in recreational or leisure situations may not be appropriate in the school environment. All students must follow the CCBOE student dress code policy. [BOE Policy 6.310](#)

Student Dress Code Procedures/Expectations:

The principal's judgment shall prevail in all matters regarding the application of these rules.

All Students K-12

1. The following shall NOT be worn at school or school sponsored events during regular school hours for ALL students.
 - a. Clothing or accessories that denote affiliation with any gang associated with criminal activity or a safety hazard or security risk
 - b. Ill-fitting clothing such as saggy/baggy pants or pants dragging the floor.
 - c. Excessively oversized clothing including but not limited to coats and/or trench/duster style.
 - d. From a relaxed standing posture, clothing exposing skin mid-thigh or higher (no skin showing).
 - e. Clothing/tattoos with suggestive or inappropriate slogans, vulgar captions, or advertisements for tobacco, alcohol, or drug products
 - f. Caps, hats, or headscarves, for boys or girls, will not be worn inside.
 - g. Form-fitting/body-fitting clothes or clothes with revealing necklines.
 - h. No pajamas.
2. In addition, the following rules shall be enforced for all students:
 - a. Any color or style of shoes may be worn, with the exception of "heely" or bedroom slipper type of shoes.
 - b. Shirts or tops with leggings shall be worn so that its length appropriately covers front and behind.
 - c. From a relaxed standing posture, without leggings, shorts/skirts/dresses will be no higher than mid-thigh. Slits in skirts/dresses will be no higher than mid-thigh.
 - d. No tinted glasses/sunglasses are permitted to be worn inside the building unless prescribed by a doctor.
 - e. Large heavy jewelry chains, and any jewelry, that could be deemed harmful or dangerous, will not be permitted.
 - f. Valuable clothing and jewelry are discouraged.
 - g. Shirt and blouse length may not be so short that students raising their elbows to the height of his or her shoulder exposes midriff and must cover at least 3"

of the shoulder so as not to reveal the torso or undergarments. Halter tops, tank tops, cropped tops, or muscle shirts that reveal a bare midriff or lower back are not allowed; no midriff bare skin should be visible while standing, sitting, or raising one's hand in class, or walking in the hallways.

h. No costume attire or distracting clothing except on special dress days.

Violations may result in the following consequences:

- 1st Violation: The student will receive a written warning, and the violation must be corrected.
- 2nd Violation: Parent will be called, the violation must be corrected, and a detention will be assigned.
- 3rd Violation: Disciplinary action at the discretion of the administration.

The principal's judgment shall prevail in all matters regarding the application of these rules.

Visitors

Please understand that our utmost concern is for the safety of your child. To ensure everyone's safety, we appreciate your support in adhering to the following:

- All visitors must be buzzed in through the front entrance. Brown Elementary uses V Soft technology which requires all visitors 18 years and older to submit their driver's license for a one-time screening.
- If parents wish to speak with a teacher, they should send a note or leave their phone number with the receptionist. Please understand that from 7:30 am-3:00 pm our teachers are with students and cannot leave their classrooms unattended. **We WILL NOT interrupt the instructional day.**
- Visitors (parents, guardians, friends, family, etc.) are not allowed in hallways or classrooms during the school day. This is a safety precaution. All visitors must sign in through the front office when visiting.

Field trips

All field trips will be taken as extensions of classroom learning activities. Supervision is the responsibility of staff members sponsoring the activity. Students are expected to be on their best behavior while on field trips. Students who engage in inappropriate behavior on field trips will not be allowed to attend future field trips and are subject to disciplinary action.

Teachers reserve the right to allow or refuse to allow parents to attend field trips.

Any adult who rides the bus with students must be an approved volunteer, have a background check, and be fingerprinted.

Accelerated Reading

AR is implemented in grades 2-8. Research shows that regular exposure to vocabulary through sustained silent reading makes a significant difference in student achievement. Research also shows that a properly implemented recreational reading program brings about dramatic increases in reading performance, vocabulary development, performance on exams, writing ability, reading speed, and overall knowledge. When we look at our STAR Reading data, it is obvious which students read regularly.

Studies also show that there is a direct correlation between reading scores on standardized tests and the number of minutes per day that a student spends reading. For example, students at the 30th percentile read an average of 5 minutes per day, while students at the 70th percentile read on average 20 minutes per day.

Accelerated Reading can be counted as part of a student's Language Arts/Reading grade.

RTI

Response to Intervention is a process that provides early intervention and educational support to all students. The RTI framework uses assessment data to monitor student progress frequently in order to make decisions about how and what to teach children to ensure the highest level of academic progress is being made. The school system embraces the RTI Framework model, now part of educational law for the state of Tennessee, as a system of service delivery that uses evidence-based interventions, monitoring, and evaluation for ongoing tracking of individual students in making informed decisions about the student's educational and behavioral programming needs. This framework provides students who do not respond to instruction with increasingly intensive levels of intervention. Each school is dedicated to meeting the requirements of RTI through the school intervention team's oversight of procedures and fidelity of implementation. If you feel your child needs additional intervention, please contact the school office.

Special Education Services

Approximately 15% of America's population has a learning disability or difference. These learning differences are most often discovered during elementary years. If a student participates in the RTI program to the point of educational testing, a special education teacher, school psychologist, administrator, and classroom teacher will meet with parents to determine next steps. An IEP, or Individualized Education Plan, is written for each student who qualifies for special education services.

504

The Rehabilitation Act of 1973, commonly referred to as Section 504, is a nondiscrimination statute enacted by the United States Congress. The purpose of this act is to prohibit discrimination and to ensure that disabled students have educational opportunities and benefits equal to those provided to nondisabled students. An eligible student under Section 504 is a student who (a) has, (b) has a record of having, (c) is

regarded as having, a physical or mental impairment which substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

If you feel your child may qualify or you would like to file an oral or written complaint regarding a 504 Plan, please contact our 504 Coordinator, Kelly Thurman, at 788-2248.

Student Organizations and Activities

The many organizations, clubs, and activities, both curricular and extracurricular, are an essential part of the total educational package here at Brown Elementary. Faculty members guide these activities. All students are encouraged to take part in these activities. Clubs and organizations offered at BES include: Beta, Team Bears Care (Relay for Life), Band, Choir, STEM Club, Chess Club, FCCLA, Cross Country, Basketball, and Cheerleading.

Cancellations and Closings

When school is closed or canceled due to inclement weather or emergencies, an official announcement will be issued through the news media. Parents should monitor local media outlets to determine if the school has been canceled or closed early. **Please DO NOT call the school to check if school will be dismissed early.** Our phone lines will be tied up with phone calls pertaining to students getting picked up. Early dismissals and cancellations are a district decision and cannot be made at the school level.

Change of Address/Telephone Number

Please notify us immediately if you have a change of mailing address, email address, or telephone number.

Withdrawal Procedures

Parents or legal guardians must come in person to withdraw students for enrollment in another school. Our attendance clerk will be happy to assist parents with the necessary paperwork.

Student records will not be released until all books are returned or paid for, cafeteria charges are paid, and other financial obligations are met.

Severe Weather Procedures

Tornado Watch:

A tornado watch means that conditions are favorable for tornadoes to develop. If a tornado watch is issued, the school program itself will remain unchanged. Schools will be notified of the watch, and school officials will be particularly alert for any further development.

Tornado Warning:

A tornado warning means a tornado has been sighted in the area. If a tornado warning is issued, school will not be dismissed. Students will be directed to prearranged locations selected for maximum safety in each building. Students are aware of procedures, as teachers discuss severe weather precautions with students and schools perform mock drills. If the immediate area is under a tornado warning at dismissal time, students will neither be sent home nor will they be allowed to leave the building, unless a parent or authorized adult signs them out, or the warning has been lifted.

Buses

General Information Regarding Transportation of Students

Routes are planned to achieve maximum economy of operations with reasonable safety. Routes are scheduled to reflect 100% of the rated bus capacity of eligible students, subject to the following conditions:

- Routes are neither extended nor are new stops scheduled unless an eligible student would be required to walk more than a half-mile on a road. Stops that meet this requirement must have an adequate turnaround location for the school bus.
- Routes are planned to keep individual riding distances and times to a practical minimum.
- Route times are approximate and are subject to change.
- Any route is subject to changes, additions, or deletions at any time.
- In the event of road closings, unsafe road conditions, and the like, the Transportation Department may temporarily alter routes until the conditions are remedied.
- Bus stops and routes are established on the basis of safety and efficiency, and in accordance with regulations and guidelines set forth by the State of Tennessee and the Cumberland County Board of Education.

Procedures for Changes in Regularly Scheduled Transportation

Should a change in a student's regularly scheduled transportation become necessary, written authorization from the parent/guardian must be submitted to the school. This includes requests for a student to ride home on another bus with friends or relatives. This note must be signed by a school representative and presented to the bus driver when boarding the bus.

The note should include:

- Student's name
- Address for the newly requested destination
- Contact name and phone number for the newly requested destination
- Parent/guardian's name and phone number, should a question arise

Student Responsibilities on the Bus

- Understand that riding the school bus is a privilege, not a right.
- Arrive at the bus stop five minutes before the scheduled pick-up time
- Stay at least ten feet off the road, yet visible to the driver, while waiting for the bus
- Cross in front of the bus where you can see the driver and the driver can see you, and only after the driver has indicated it is safe to cross
- NEVER run in front of or behind the bus, even if you have dropped something
- Unsafe items (i.e., knives, and/or sharp instruments) are not allowed on the bus
- Cell phones and other electronic items are permitted on the bus unless they become a distraction or problem. It is then up to the discretion of the driver to direct that the device be put away.
- Hair spray, aerosol deodorant, and/or perfume should not be used on the bus.
- The bus driver is the sole authority on the bus. Follow the bus driver's instructions the first time they are given. Exercise appropriate passenger behavior on the bus at all times.
- Absolutely no misbehaving, yelling, or moving out of seats while the bus is in motion. This can be highly distracting to the bus driver and potentially hazardous to the safety of all passengers.
- Eating food or candy, chewing gum, drinking liquids, smoking, and/or possession of illegal substances or obscene materials is not allowed on the bus.
- Profane, abusive, or vulgar language, gestures, or threats will not be tolerated.
- Fighting, pushing, shoving, and/or inappropriate behavior will not be tolerated.
- The emergency door is to be kept obstruction-free and accessible at all times.
- Open windows with permission from the driver. NOTHING may be extended out of the bus window. Shouting out of the bus is not allowed.
- When the bus comes to a stop, keep hands, feet, and other objects out of the aisle to help ensure other passengers board/exit safely.
- Report any damage on the bus to the driver. Intentional damage to a bus will result in disciplinary consequences, including restitution.

Bus Conduct Reports

If a student violates his or her responsibilities while riding the bus, appropriate actions will be taken as follows:

- 1st Offense: Warning and parent notification
- 2nd Offense: Parent notification and 3-day bus suspension
- 3rd Offense: Parent notification and 5-day bus suspension
- 4th Offense: Parent notification and 10-day bus suspension
- 5th Offense: Bus suspension for the remainder of the semester

Detention

Detention is assigned to students for disciplinary issues only. Detention is served Tuesdays and Thursdays from 3:15-4:15. Students may not be picked up before 4:15. If your child receives detention, you will receive a disciplinary note. This note is to be signed and brought back to school the next day. If it is not brought back signed, the student will be given a second detention.

MIA

We offer after-school MIA for students who need to make up missing and incomplete assignments. This is an important program we offer to help our students stay on top of their assignments and submit quality work. A teacher stays with MIA students and works with them to complete their missing assignments. Please understand that MIA is not a punishment for behavioral issues, but rather an opportunity for students to get extra help with assignments that they have not submitted or completed in their entirety. If your child is assigned MIA, a note will be sent home with the date the MIA is to be served. The note is to be signed and returned the next day.

Zero Policy

Brown Elementary expects more than a "0" from our students. Our teachers are required to obtain quality work from students. We will take every measure and make every effort with students before we issue zeros on progress reports or report cards. We will get the work we know the students can produce. We appreciate your support in this effort.

Suspension

Suspension is a serious consequence that keeps students from attending regular classes. Suspensions are issued for serious violations or an accumulation of infractions over time. A suspended student will not be allowed to participate in sports or school-related activities while they are suspended. Suspended days are considered unexcused absences.

In-School Suspension

ISS is rarely used because we take every measure to keep students in class where learning is occurring and instruction is being given.

Zero Tolerance

Some school rule violations require expulsion under state law. These violations are referred to as "zero tolerance" violations and include:

- Possession of a firearm on school property
- Possession/use/sale of drugs on school property
- Battery/assault of a staff member

Tobacco and Vapes/E-Cigs

The possession, use, or transfer of tobacco or tobacco products in any form by any student is strictly prohibited. All uses of tobacco and tobacco products, including smokeless tobacco, electronic cigarettes, vapor products, and associated paraphernalia are prohibited in all of the school district's buildings. Any student caught in possession of or using or transferring any

tobacco or tobacco product while participating in a school-sponsored event shall be subject to disciplinary action, which may include corporal punishment, suspension, and/or expulsion. **An automatic citation to juvenile court will be issued in all cases of tobacco possession.**

Energy Drinks and Sodas

Energy drinks and sodas are not permitted at school. If a student is caught with an **energy drink or soda**, it will be taken away.

Use or Possession of Drugs or Alcohol by Students

Any student who possesses drugs or alcohol on school grounds or at any school-related function shall be immediately suspended from school, upon due process.

Emergency Procedures

Each class has a specific plan to follow in the event of an emergency, such as fire, tornado, bomb threat, or lockdown. We practice these plans so our students know how to react in the event of an actual emergency

Student Insurance

Student insurance is available at a nominal cost and is optional. When a student under this plan is injured, he/she will be given a claim form from the school office. All athletes must provide proof of insurance before being permitted to practice or play.

School Planner/Agenda

All students in grades 5-8 are provided with an agenda to track all schoolwork and homework. This agenda can be extremely helpful for both the student and the parent with nightly homework assignments, as well as maintaining parent/teacher communication.

Bullying Policy

Brown Elementary is committed to maintaining a learning environment for students that is free from bullying of any type. We will not tolerate, condone, or allow bullying of students while on campus or at school-sponsored functions and activities. It is important for school employees, volunteers, and students to understand that it is a violation of BOE policy to bully a student through conduct or communications as defined below.

Generally, bullying is a form of repeated aggression that is directed by one or more people towards another person. Bullying can be electronic, written, verbal, or physical. Bullying meets one or more of the following conditions:

1. Places the student in reasonable fear of harm to the student's person or property.
2. Has a substantially detrimental effect on the student's person or property
3. Has the effect of substantially interfering with a student's ability to participate in or benefit from the services, activities, or privileges provided by the educational program, including, but not limited to:

- Slurs, negative stereotyping, or threatening, intimidating, or hostile acts.
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
- Name-calling, sarcasm, spreading rumors, excessive teasing, and hazing.

School bullying takes four main forms:

1. Physical bullying- a student inflicts physical harm repeatedly on another student.
2. Verbal bullying- a student uses words to hurt another student.
3. Relational bullying- a student disrupts another student's peer relationships by repeatedly leaving them out, gossiping, or spreading rumors.
4. Cyberbullying- the use of cell phones, text messages, e-mails, instant messages, and social media websites to make threats or post insulting messages about another student. **IMPORTANT: If a student posts something at home via an online outlet and brings it into the school, it immediately becomes our problem, and we have to deal with it just as if it had happened at school.**

Weapons and Dangerous Instruments

Students shall not possess, handle, use, or attempt to use any dangerous weapon on school property, or off the grounds at a school-sponsored activity, function, or event.

Selling of Items

No items are to be brought to school to be sold, unless they are items being sold by this school in a fundraising activity. NO items may be sold for personal profit. All fundraisers must be cleared through administration.

"Oops" Policy for grades 3-8

An "oops" is when a student forgets or neglects to do their work, whether classwork or homework. After the limit is exceeded, students will be assigned MIA to do the work after school.

Students in grades 3-5 will be allowed 2 "oops" per nine weeks.

Students in grades 6-9 will be allowed 1 "oops" per nine weeks.

Grade Cards

Grade Cards are issued every nine weeks.

Progress Reports

When progress reports are issued, the student has 5 days to return them. Failure to do so will result in detention until returned or a parent conference.

Grading Policy for Grades 3-8

Grades should be considered an indication of student accomplishment in each subject matter. They do not necessarily reveal potential or capability. The following are basic definitions for each grade:

"A" 100-92.5

Indicates quality work, which is outstandingly superior to the work of most other students. Those who receive the "A" grade should not only complete all assignments but also show enthusiasm in the subject area and exhibit the ability to analyze and apply principles learned.

"B" 92.4-84.5

Indicates high quality of work and mastery of the subject. This grade reflects above-average achievement and some ability to analyze and apply principles.

"C" 84.49-74.5

Indicates that the work of the class has been done acceptably and that the student secured a satisfactory knowledge of the material of the course. The student has not, however, gone beyond the minimum amount required.

"D" 74.49-69.5

Indicates below-average accomplishment and/or grasp of the subject matter. A student who earns a "D" grade has done only the minimum amount, has been somewhat negligent in turning in assignments, and/or has not done well on tests and quizzes.

"F" 69.49-0

Indicates that the quality and/or quantity of work is so far below what is expected that it cannot be considered adequate for gaining a passing grade in the course.

Grading Policy for Grades Pre-K-2

Grades Pre-K-2 receive a standards-based report card. The grade level standards are ranked based on a scale of 1-4.

"1" Below Basic- Beginning

I am starting to learn this. I cannot do it by myself yet.

"2" Basic- Developing

I am starting to understand. Sometimes I need help or an example.

“3” Proficient- Meets Expectations

I can do it by myself. I can show how I understand. I make little or no mistakes.

“4” Advanced- Exceeds Expectations

I am working on a higher level. I can explain how to do this. I can teach others.

Special Area Grading

Art, Music, Computer, and Physical Education will receive letter grades of A, B, C, D, or F.

Homework

Brown Elementary believes that homework is essential to the educational process. Homework is not necessarily only written work; it may require studying, reading, and/or research. **ALL students will receive homework.** Homework is assigned to:

- Complete work that has been started in school.
- Help students become more self-reliant and develop independent work habits.
- Give an opportunity for drill and improvement of skills.
- Prepare students to meet competition in upper grades and high school, and develop good work habits.
- Expand upon and personalize concepts taught in class.

If a student misses any classes, he/she is responsible for getting missing assignments from the teacher.

The role of the parent in homework is one of encouragement and support. Students should be allowed to do their assignments with minimal assistance.

Homework should not take hours to complete. If, at any time, you have an issue with the amount/type of homework your child is receiving, please feel free to contact the teacher.

Teachers are available before school to help with homework. This is not an opportunity to do all the homework, but rather to seek clarification on work in which the student may need further explanation.

3rd Grade Promotion

Tennessee state law states that a student must be proficient in 3rd grade Reading before they can be promoted to 4th grade. This proficiency is determined by the student's end-of-year report card grade for Reading, which now includes the TNReady state test. You are encouraged to review your child's progress for all subjects, particularly Reading/Language Arts. Please contact your child's teacher or school administrator for further guidance on this topic.

Migrant Occupational Survey

Upon initial enrollment in all Cumberland County Schools, each family will be asked to complete the required “Migrant Occupational Survey” and “Home Language Survey.” This documentation should be returned to your school to help us determine if your child(children) qualify for additional Federal Education programs.

Gum

BES has a NO GUM policy. Our students will know this from day one. Detention will be issued for violation of our gum policy.

Safe and Drug-Free Schools Programs

A district receiving safe and drug-free school program funds must inform and involve parents in violence and drug prevention efforts. The district must make reasonable efforts to inform parents of the content of safe and drug-free school programs and activities other than classroom instruction. If a parent objects in writing, the district must withdraw the student from the program or activity.

Brown Elementary provides a drug-free program through the TAD Center.

Frank P. Brown Elementary School will not tolerate discrimination based on your gender. If you feel you have been the victim of discrimination because of gender, please immediately contact Kelly Thurman in our office by phone at 931-788-2248 or by email at kthurman@ccschools.k12tn.net.

Frank P. Brown Elementary School will not tolerate discrimination based on race, color, or national origin. If you feel you have been the victim of discrimination because of your race, color, or national origin, please immediately contact Kevin Lewis in our office by phone at 931-788-2248 or by email at kevin.lewis@ccschools.k12tn.net

Do you or does someone you know lack a fixed, regular, adequate nighttime residence? If so, please immediately contact Frank P. Brown Elementary School's Homeless Coordinator, Kelly Thurman, in our office, by phone at 931-788-2248, or by email at kthurman@ccschools.k12tn.net. Our school will immediately help you!!

PARENTAL NOTIFICATION
Cumberland County School System
Crossville, TN 38555
Phone 931-484-6135
Fax 931-484-6491

Cumberland County School System-Mission Statement

The mission statement for the Cumberland County School System is to empower each student with the skills to be a productive citizen. Parents play a vital role in this mission. The Board encourages parental involvement and strives to keep parents informed of their rights.

Notifications

- The Cumberland County School System does not discriminate based on race, sex, color, religion, national origin, age, or handicap in the provision of educational opportunities, activities, or other administered programs.
- Parents have the right to request information about the professional qualifications of their child's teacher(s). Teacher certifications can be found by accessing the Tennessee Department of Education Teacher Licensing website (www.state.tn.us/education/llchome.htm) or by contacting the Central Office at 931-456-8347. Parents may also request the qualifications of a paraprofessional that provides educational assistance to their child.
- Parents must receive notification if their child is being taught for 4 or more consecutive weeks in a core curriculum subject by a teacher who is not highly qualified.
- Parents will have access to system/school report cards as developed by the State Department of Education and available (usually in late fall of each year) through the state department website (www.state.tn.us/educ), at the school and/or at the Central Office.
- Parents will be given the option to transfer their child to another public school or to obtain supplemental educational services if the school fails to meet adequate yearly progress.
- Parents will receive academic results for mid-reporting periods, end of reporting periods, TCAP Achievement results in grades 3-8, Writing Assessment in grades 5, 8, and 11, End of-Course and Gateway Exams in a timely manner as required by local Board policy and the Tennessee Department of Education.
- Parents can visit the state's website (www.state.tn.us) to access a description of the Tennessee Curriculum Standards, assessment, and proficiency levels students are expected to meet.
- Parents of secondary school students have the right to request that their child's name, address, and telephone number not be released to a military recruiter without their prior consent.
- Parents of a student identified as limited English proficient (ELL-English Language Learner) will be notified in a timely manner of their child's level of English proficiency, their child's opportunity to participate in an ELL program, details of the program, and the right to waive participation.
- Title I Schools: A written parental involvement policy will be developed jointly with and distributed to parents of children participating in Title I programs. The parental involvement policy is printed in the school's handbook, or a copy is available at the school's office (this is also available on the Brown Elementary school system website at <http://ccschools.k12tn.net/FrankPBrown>). An annual meeting will be held to inform parents of the school's participation and status in programs funded

under No Child Left Behind.

- A school-parent-student compact that outlines the responsibilities of each party for improved student academic achievement will be distributed and agreed upon annually.
- Federal law affords parents and students over 18 years of age certain rights regarding educational records. The school board policy relating to student privacy and parental access to information is available in the school board policy manual located at each school and the Central Office.
- Students and parents are encouraged to participate in safe and drug-free school programs/activities. If parents object to these programs/activities, they may submit a written request to the principal that their child not participate.
- Information on the rights granted by federal law to students with disabilities may be obtained by contacting the Special Education Department of the Cumberland County School System at 931-484-3301.
- The Cumberland County School System has the responsibility to locate, identify, and evaluate all children ages 3 to 22 years who are suspected of having a disability. If you have any questions or concerns, please contact the Special Education Director at 931-484-3301.
- School health requirements, policies, and procedures can be obtained from the Cumberland County Health Department, the school principal, or the school nurse.
- Students attending a persistently dangerous public school, or students who become victims of a violent criminal offense while in or on the grounds of a public school that they attend, are provided the opportunity to transfer to a safe public school within the local education agency.
- A program or activity funded as part of a 21st Century Community Learning Center that provides before or after-school activities must be evaluated to assess its effectiveness. The results of the evaluation(s) are available upon request at the Federal Programs Department at 931-456-8347.

Tennessee Department of Education Contact Information

Answers to many questions and much helpful information may be obtained from the State Department of Education by calling 1-888-212-3162 or visiting:

<http://www.state.tn.us/education/speced/index.htm>.

Legal Services Division

Division of Special Education, Tennessee Department of Education

710 James Robertson Parkway

Andrew Johnson Tower, 5th Floor

Nashville, Tennessee 37243-0380

Phone: 615-741-2851

Fax: 615-253-5567 or 615-532-9412

East Tennessee Regional Resource Center

2763 Island Home Blvd.

Knoxville, TN 37290

Phone: 865-594-5691 Fax: 865-594-8909

Child Advocacy Group Contact Information

In addition to the state and local resources available to parents and children, there are many agencies and organizations that offer support, information, training, and help in advocating for persons with disabilities in Tennessee.

A few of these organizations are listed below:

The Arc of Tennessee

<http://www.thearctn.org/>

44 Vantage Way, Suite 550 Nashville, TN 37228

Phone: 615-248-5878 Toll free: 1-800-835-7077

Fax: 615-248-5879

E-mail: pcooper@thearctn.org

Support and Training for Exceptional Parents (STEP)

<http://www.tnstep.org/>

712 Professional Plaza

Greenville, TN 37745

West Tennessee: (901) 756-4332 jenness.roth@tnstep.org	Middle Tennessee (615) 463-2310 information@tnstep.org	East Tennessee (423) 639-2464 karenharrison@tnstep.org
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AHERA Asbestos Management Plan

Public Notice:

Parents, Teachers, Students, and Cumberland County School Employees

A copy of the Cumberland County Schools Asbestos Management Plan is on file at the Cumberland County Maintenance Department located at 736 Old Mail Road, Crossville, TN. This plan can be viewed Monday through Friday during normal business hours, 8 AM to 4 PM CST. The plan is also available during normal business hours at each Cumberland County School.

For further information, please call:

CCBOE Maintenance Office at 931-484-5763

Cumberland County Board of Education Central Services at

931-484-1635