

# **Brighton Elementary School**

## **Student Handbook**

**2009-2010**

## ***BRIGHTON ELEMENTARY SCHOOL MISSION STATEMENT***

The mission of Brighton Elementary School is to provide opportunities for children to learn, achieve, and succeed in a safe and caring environment.

## ***BRIGHTON ELEMENTARY SCHOOL BELIEF STATEMENTS***

1. Academic and social achievements are enhanced when learning opportunities take place in a safe, healthy, nurturing environment.
2. Every child learns best through the combined efforts of the school, the family, and the community.
3. Character education promotes self-esteem, self-worth, respect for others, and responsibility for one's own actions.
4. School decisions and policies are made to ensure achievement, safety, and student success.
5. Instructional approaches and assessments are varied to meet the unique needs of children.

## ***BRIGHTON ELEMENTARY SCHOOL MOTTO***

**"Bright Futures Begin at Brighton Elementary."**

**Brighton Elementary School Student Handbook**

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(MUST be signed and returned by both the student & parent each year)

## **I. Academic Honors**

- ◆ **Principal's List** - All A's in reading, English, spelling, and math. All S's in science, health, and social studies in Grade 2. All A's in reading, English, spelling, math, science, and social studies in Grades 3-5.
- ◆ **A/B Honor Roll** – B's and at least one A for the nine weeks. Conduct must be all S's in all areas. Special classes (P.E., Music, Library, Art, and Computer) will count on Honor Roll and Principal's List. Students must have an S in these areas as well. Handwriting is not included.

## **II. Attendance**

- ◆ The attendance of students is to be regular, with excused absences carefully checked by the school principal or her designee. **AN EXCUSED ABSENCE MUST BE MADE IN WRITING BY THE PARENT OR GUARDIAN AND MUST INCLUDE THE NAME OF THE STUDENT, THE DATES HE/SHE WAS ABSENT, THE REASON FOR THE ABSENCE AND THE PARENT/GUARDIAN SIGNATURE.** All questions concerning school attendance records should be directed to our school attendance secretary.

### **A child's absences shall be excused in case of:**

- \*Personal Illness (A physician's statement may be required)
  - \*Family Death - (Not more than three days absence shall be excused)
  - \*Religious Observances
  - \*Absences other than those listed above will be unexcused.
- ◆ **Students arriving after 7:50 must be signed in by a parent or guardian.** This area will be marked with a sign for the convenience of parents. Signing in is very important for attendance records. Students must be signed out in the office by an adult if they leave campus during school hours. **Photo identification is required of all individuals to check a student out of school.**
  - ◆ **Perfect Attendance** - Students who have been tardy or checked out early during school hours according to the attendance program and have not accumulated a full day's absence will be considered as having perfect attendance. Any unexcused attendance event (tardies and/or check outs) will disqualify a student from perfect attendance.
  - ◆ **Tardies** - An accumulation of **four unexcused tardies to school will equal one unexcused day on the attendance record** to be used for truancy purposes.

## **III. Behavior**

- ◆ All students are under the supervision of ALL SCHOOL PERSONNEL during the school day and related activities. Students have a daily schedule to follow. Any exception to this schedule must have specific teacher permission. Students must have a HALL PASS when going outside the classroom (Example: restroom, water fountain, office, and nurse).

## **IV. Breakfast**

- ◆ Breakfast is served each morning beginning at 7:00 a.m. Students may purchase breakfast for \$1.00. All students who plan to eat breakfast must go to the dining hall upon arrival to school. After eating breakfast they are to go to their assigned areas. Breakfast will not be served after 7:40 a.m.

## V. Classroom Rules

The following are the local school rules and regulations, which are intended to provide the proper educational atmosphere:

- ◆ \*Students shall dress and groom in a clean, neat, and modest manner.
- ◆ \*Hats are to be brought to school for protection against cold weather ONLY.
- ◆ \*Personnel grooming is allowed ONLY in the restrooms.
- ◆ \*Textbooks, paper, pens/pencils, and other materials required by the teachers are to be brought to class by each student.
- ◆ \*Writing utensils MUST NOT be taken into the restroom.
- ◆ \*There will be NO sitting or hanging out of the windows.
- ◆ \*Radios, tapes, CD Players, cell phones, pagers, cards, electronic games, lasers, and yo-yo's are NOT permitted.
- ◆ -Brighton Elementary is not responsible for the loss, damage, or theft of any banned electronic equipment and is under no obligation to investigate the loss of such items since they are not permitted at school.
- ◆ \*Students must WALK at all times while in the building and when going to cars and buses.
- ◆ \*Gum is not permitted on school grounds.
- ◆ \*Rolling backpacks are NOT permitted at BES.

## VI. Dress Code

- ◆ Students shall dress in a clean, neat, and modest manner so as not to distract or interfere with the operation of the school.
- ◆ All school attire must be knee length. Tennis shoes are the recommended choice for daily foot wear. Students may wear knee-length shorts/capris until Fall Break and then again after Spring Break.

### \*The following ARE NOT acceptable school attire:

- ◆ -Shower shoes/flip flops
- ◆ -Clothing with writing across the rear
- ◆ -Caps, hats, or head coverings of any type
- ◆ -Sunglasses, Biking shorts or Umbros
- ◆ -Any apparel made from spandex material
- ◆ -"Mesh" shirts, tank tops, "cut off" tops, or midriff bearing tops
- ◆ -Shirts and other apparel that displays the use or consumption of alcohol and/or drugs or apparel that displays a suggestive or inappropriate message
- ◆ -Body piercings with the exception of ear piercing

The above list is NOT all inclusive. For the orderly and efficient operation of the school, the school administration may determine other attire to be inappropriate for school wear. Students who are considered to be in violation of the student dress code will be required to be in compliance immediately or be placed in In-School Suspension until he/she is in compliance. In extreme cases of dress, the student will be sent home to make corrections.

## VII. Dismissal and Arrival Procedures

- ◆ School hours are from 7:45 - 3:15. **Students are to be in their assigned homeroom no later than 7:50 a.m.** Students arriving after 7:50 a.m. must be signed in through the office by a parent or guardian and receive a tardy slip to be admitted to class.
- ◆ If students arrive early (7:00-7:45), they will go to their designated area or to breakfast. Students eating breakfast at school must do so BEFORE going to homeroom, their hall, or the gym. Teachers will be on duty in all general areas of the school.

## Designated areas:

- ◆ Kindergarten will be in the hallways outside their homerooms and students in 1st -5<sup>th</sup> grades will go to the gym.
- ◆ **Remember:** -NO ONE WILL BE ON DUTY BEFORE 7:00 A.M. PLEASE DO NOT BRING YOUR CHILD TO SCHOOL BEFORE THIS TIME. If arrival before 7:00 a.m. is unavoidable, please enroll your child in School Age Child Care. You may call 837-5877 for more information.

## Additional Dismissal/Arrival Information

- ◆ At the end of the school day teachers are extremely busy giving final instructions and getting the students ready for home. For this reason, we ask that there be **NO check-outs after 2:15 p.m.** Any student checked out after this time will be released at 2:40 p.m. with walkers and riders. We do understand that emergencies arise and we are prepared to assist you with those cases.
- ◆ Also, we ask that you inform your child(ren) of how they will get home each day before you send them to school each morning. **All students who ride a bus MUST choose ONLY ONE bus to ride for the duration of the school year.** Students are **NOT permitted** to ride a bus other than their designated bus chosen at the beginning of the year. If their routine is to change, a written note signed by the parent or guardian, is required before we will allow them to go home a different way. This note should include your child's name, their teacher's name, as well as the address to where they are going. Please sign the note and provide us with a way to contact you for verification.
- ◆ **WE MUST HAVE A WRITTEN NOTE OF DOCUMENTATION FROM A PARENT BEFORE WE CAN RELEASE A CHILD TO GO HOME BY MEANS DIFFERENT THAN THEIR NORMAL TRAVEL.** Because our secretary has no way to verify identification over the phone, please do not call the front office to change your child's way of transportation. In case of an emergency, you must speak with an administrator for approval. Please understand that this is for your child's safety.
- ◆ **Photo Identification will be required to check out your child from school.** In addition, a written statement from the parent/guardian must be provided in order that any other person check-out your child. **NO STUDENT WILL BE RELEASED UNTIL PROPER TRANSFER RIGHTS HAVE BEEN ESTABLISHED.**

## \*CAR RIDERS

- ◆ When letting your child off, please use the parking lot designated as a parent drop-off point. Car riders will be dismissed to the parent pick-up lot. Scott Street is **NOT** a designated parent pick-up point. **During morning drop-off, there will be no one available after 7:40 to supervise children.** All car riders will be dismissed at 2:40 p.m. Car riders are assigned to a pick-up lane in the afternoon. Students will wait in their assigned lanes until they see their cars. All lanes will have an attendant to help your child get to you safely. If your child has not been placed in your car and the lanes are ready to be dismissed, you will be asked to pull to the south parking area. Your child will then be sent to you when he/she arrives. Please remain in your assigned lane until you are directed to leave the parking area. This will eliminate the possibility of accidents and injuries that may occur from lane hopping. **If you have not arrived to pick up your child by 3:00 p.m., he/she will be waiting in the front office.**

### Afternoon Dismissals are as Follows:

Walkers/Riders - 2:40 p.m.

S.A.C.C. - 2:50 p.m.

Bus Riders - 3:00 p.m.

## VIII. Emergencies

- ◆ Each student must have at least two emergency numbers, other than the student's home number, listed on their registration form. **If any information on your child's emergency form changes at any given time during the school year, it is the parent's responsibility to notify the school secretary and homeroom teacher in writing so that changes can be made accordingly in our system.**

## IX. Field Trips

- ◆ Field trips are scheduled during the year as a co-curricular activity. A student may participate in a field trip only if a permission slip is signed by his/her parent or guardian and returned prior to the field trip.

## X. Homework

- ◆ Homework is assigned to give students extra practice in their studies. Our staff designs homework assignments that reinforce each day's class work and extend student learning beyond the classroom. You are encouraged to help your child set a time limit and a place for the completion of homework assignments. You may also help by listening to your child read and by taking interest in the school day happenings.

## XI. Head Lice

- ◆ Students identified by the clinic with a head lice infection will NOT be permitted to return to school until all evidence of head lice is gone. Students **MUST** be checked by the nurse before they return to class. After a total of five excused absences due to head lice, a student will NOT be excused any more days of school for this particular problem.

-In order to prevent infection or recurrence of head lice at school, we request that you do the following:

- Carefully check your child's head each day the next week and once a week thereafter.
- Shampoo daily.
- ◆ -When infection is detected, immediately use the treatment shampoo recommended by the health department. Also, wash all bedding and clothing in 140 degree water. Spray furniture and carpet with all chemicals recommended by the health department.

## XII. Injuries at School

- ◆ Students injured at school should report to a teacher for any needed assistance. As a matter of school record, all injuries occurring at school and requiring professional medical attention **MUST** be reported to school officials before insurance claims can be verified by school personnel.

## XIII. Kindergarten

- ◆ In order to ease the transition into school, the kindergarten students attend a staggered schedule for the first several days of school. This allows for individual attention and a less traumatic beginning to school for your kindergarten child. Parents are informed on this schedule at the kindergarten orientation held before school starts each year.

## XIV. Lunch Procedures

- ◆ Free lunch applications are issued to all students at the time of registration or at any time during the year. Applications **MUST** be filled out **completely and signed** before approval can be given. If you are requesting a fee waiver, the back of the application must also be checked and signed.
- ◆ Meals may also be purchased on a weekly basis of \$8.75 each Monday. Students may pay as much as they want on their meal account. (Example - \$35.00 would cover lunch for four weeks.)

Breakfast	\$1.00	Lunch	\$1.75	Milk	\$0.30
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# CARBONATED DRINKS AND/OR FAST FOOD ARE NOT PERMITTED IN THE DINING ROOM AREA!!!

## Dining Room Rules

- ◆ Speak softly and use a six inch voice.
- ◆ Use good table manners.
- ◆ Keep your hands, feet, objects, and negative comments to yourself.
- ◆ Find a seat in your assigned area and stay seated.
- ◆ Raise your hand for assistance.
- ◆ ALWAYS walk.
- ◆ Permission will NOT be given to leave school for lunch.
- ◆ FAST FOOD is NOT permitted in the dining room.
- ◆ **-Consequences for inappropriate behavior:**
  - Warning by lunchroom monitor or teacher
  - LIGHTS OUT - MEANS NO TALKING
  - Eat by yourself at a time-out seat
  - Go to the assistant principal or principal
  - Call to parents

## XV. Nurse

- ◆ Brighton Elementary has a full time nurse on staff. She is available to administer all medications and deal with most injuries and illnesses that occur while at school.

## XVI. Outside

- ◆ Each grade level has daily recess time outside. Please dress your child appropriately for the weather and make sure that your child wears shoes that are safe for playground activities daily. The administration of Brighton Elementary School recommends that shoes suitable for P.E. and recess (Tennis shoes) be worn on a daily basis.

## XVII. Parent Center

- ◆ The Tipton County Schools Parent Center is equipped with a wide variety of materials designed to help parents with different strategies and stages of their child's academic progress. Group sessions are held throughout the year on a variety of topics. Announcements of upcoming workshops will be distributed and parents are encouraged to attend. Should you need any additional information, please call 837-5874.

## XVIII. Parent-Teacher Conferences

- ◆ School-wide Parent-Teacher Conferences will be held once each semester. We encourage open and direct lines of communication between teachers and parents. Additional conferences may be scheduled to discuss your child's academic activity when you or the teacher feels that it is needed. Please contact your child's teacher if you would like to make an appointment for a conference. School arrival and dismissal times, field trips, and other school sponsored events and activities are not appropriate for conferences. Students need the full attention of the teacher during these times. Your child's teacher will be glad to set up a formal conference time to meet so that he/she may give the full attention and counsel that your child deserves.

## **XIX. Parties**

- ◆ Please **DO NOT** send treats for birthday celebrations.
- ◆ Invitations for parties that will take place away from school will only be handed out to the entire class. Passing out invitations to select students in your child's class is **NOT ALLOWED**. The only exception is that girls may give invitations only to girls and boys may give invitations only to boys, but all girls/boys in their class must receive an invitation.
- ◆ Our classes will have a Christmas party and a Valentine party. All parties should last no longer than 45 minutes (including clean up).
- ◆ **CARS MUST BE OUT OF THE BUS LANES AT ALL TIMES.**

## **XX. Safety Procedures**

- ◆ All BES faculty and staff wear identification badges at all times.
- ◆ All visitors are required to sign in through the office, show proper identification, and wear a visitor's badge while on school grounds.
- ◆ No one is allowed to pick up your child from school unless they are listed on the student's information form in the front office.
- ◆ Custody papers and red alert papers are kept on file and carefully reviewed.
- ◆ All exterior doors with the exception of the front doors will be kept locked.
- ◆ Fire drills are conducted monthly as mandated by the state.
- ◆ Tornado, fire, earthquake, and emergency drills are conducted in a calm, orderly manner and practiced during the year as set forth in the Tipton County Policy Manual.
- ◆ All students realize that the faculty and staff of Brighton Elementary are in charge at all times and should report any unsafe condition or incident immediately to an adult.

## **XXI. School Age Child Care**

- ◆ School Age Child Care (SACC) is available at a reasonable cost for students who need supervised care before and after school hours. SACC opens each morning from 6:00-7:15 and again in the afternoons from 3:15-6:00 p.m. **The BES faculty and staff are not on duty until 7:00 a.m. All students arriving at school before this time, MUST be enrolled in SACC.** Please call 837-5977 for more information and details.

## **XXII. Telephones & Other Communication Devices**

- ◆ All school telephones are business phones. Students are not allowed to call parents without written permission from the teacher before using the phone.
- ◆ Students are **NOT** permitted to have beepers, pagers, or cellular phones on school property. These devices will be subject to confiscation and either be turned over to the parent/guardian or to the law enforcement officials. At no time shall Brighton Elementary School be responsible for preventing theft, loss or damage to personal multi-media / communication devices brought onto school property.

## **XXIII. Uniforms**

- ◆ Brighton Elementary has a voluntary uniform policy.
- ◆ Pants-(bottoms) colors are khaki, navy, denim, or black
- ◆ Shirts (tops) colors are red, white, denim, or navy.

## **XXIV. Volunteers**

- ◆ There are a number of ways in which parents or guardians can help us to offer the best education experience possible for your child. Volunteers are needed for individual student assistance, classroom assistance, and classroom celebrations. Please contact your child's teacher if you are interested in volunteering. Volunteers **must go through a background check**. Applications are available in the office.
- ◆ **Parent-Teacher Organization** - PTO is an important part of our school. Your regular participation in PTO activities gives you the opportunity to be a part of your child's school.
- ◆ **Visitor Policy** - Please use the main entrance when coming to school during the day. The main entrance is located next to the office. All visitors must check in at the office (anyone who is not a student at BES or an employee of the school system is considered a visitor) and passes will be issued.
- ◆ BES staff will ask to see your pass and ask you to return to the office if you are in the building without a pass. We want to be sure everyone who is in the building with your child has checked in through the office.
- ◆ Visitors may not stand in the hallways before or during afternoon dismissal. If you must come in, please wait in the dining room.
- ◆ Parents who need to see the teacher will need to send a note in advance or call to make an appointment. **Dismissal time is NOT the time to conference with your child's teacher.**
- ◆ We are grateful for your support to help make our school a safe and secure place.

## **XXV. Weather**

- ◆ Radio and TV stations will be called in the event of school closings, early dismissals, or late openings. These stations will be contacted in this order:
  - ◆ 93.5-Radio-WKBL
  - ◆ Channel 29-TV- Local Cable
  - ◆ Channel 3-TV
  - ◆ Channel 5-TV
  - ◆ Channel 13-TV
  - ◆ Channel 24-TV

## **A. Medication Policy**

A student who is to take medication of any kind at school (including over-the-counter) will need a medication administration form signed by a doctor and parent/guardian. The student WILL NOT be given medication at school until this form is completed.

- ◆ FEVER: Any student sent home from school with a temperature MUST be fever free for 24 hours before returning to school.
- ◆ HEAD LICE: Any student sent home with head lice may not ride the bus to school to be rechecked. The student must be nit free before returning to school.

## **B. School Zero Tolerance Safety Policy**

Brighton Elementary School wants to ensure that all students are able to come to a school where they are safe from harm and feel safe. In order to ensure this for all students we have a Zero Tolerance Policy in effect regarding the following actions:

- ◆ Bringing any kind of weapon (i.e., knife, gun, sharp dagger-like object, play weapons) to school and having them on school property as well as using them in any kind of threatening or dangerous manner.
- ◆ Drawing pictures or writing things that communicate or depict weapons or other objects being used in a threatening or harmful manner towards others or themselves.
- ◆ Making any kind of threat to hurt or harm any other individual or themselves.

All students will be informed of the school's Zero Tolerance Policy at the beginning of the year and then given reminders throughout the year. The information will be given to them by members of the school administration, school counselor and social worker, and by their teachers. Students that disregard this policy after they have been fully informed of the expectations and the consequences associated with the School Zero Tolerance Safety Policy may expect some or all of the following discipline interventions to occur:

- ◆ In-school placement
- ◆ Out-of-school suspension
- ◆ Corporal Punishment
- ◆ Conference with parents, school administrators, teacher, school counselor, school social worker, and school law enforcement officer before student can return to school.

## **C. Attendance/Truancy Policy**

The Tipton County Board of Education believes that good attendance is considered a necessity in order to achieve success at the elementary level. Therefore, the following policy regarding absenteeism has been adopted:

- ◆ Elementary students will be permitted a maximum of 20 days absences during a school year. Any student who exceeds the maximum may be retained in his/her present grade. A hearing committee will be established in each school to deal with appeals due to unusual circumstances.
- ◆ Students with an aggregate of five unexcused absences will be in violation of the compulsory attendance law. Parents of these students will be notified that they are in violation of the law and will be referred to the Covington-Tipton County Truancy Board.
- ◆ A truancy prevention meeting will be held after the 8th absence or after the 5th absence if the student has previously been before the truancy board.

\*BES requires that all students be in their homerooms at 7:50 a.m. Students who arrive after this time will be considered tardy and are to report to the office for admittance to class. Parents are to sign students in and indicate the reason for being late. An accumulation of **four tardies and/or early check-outs** will equal one day's absence on the attendance record to be used for truancy purposes.

## **D. School Bus Procedures/Conduct**

Our goal at Brighton Elementary is to provide our students with the safest and most efficient arrival and dismissal possible. For this reason, we ask that you help us in following a few rules and regulations in regards to school transportation.

### ◆ Bus Route Assignments

One bus route assignment must be selected to ride for the entire school year. Exceptions will be made for the following reasons only:

- ◆ Change of Address (Verification must be provided)
- ◆ Change of Custody (Court Documentation must be provided)
- ◆ Other (Must meet with Administration to discuss)

### ◆ Phoning the School to Make Transportation Changes

Because safety is our top concern, we also ask that you not call the school office with changes to a student's dismissal routine over the phone. The school secretary is unable to verify the caller when changes to a student's dismissal routine are made; therefore we cannot accept phone calls requesting a change to a student's transportation arrangements.

### ◆ School Bus Behavior

The school bus is an extension of school activity; therefore, students shall conduct themselves on the bus in a manner consistent with the established standards for safety and classroom behavior. Proper behavior on the bus is required of all students in the interest of safety for all passengers. Students are under the supervision and control of the bus driver while on his/her bus, and all reasonable directions given by him/her shall be followed at all times. Video cameras may be used to monitor student behavior on school vehicles transporting students to and from school events.

Students in violation of bus conduct rules shall be subject to disciplinary action in accordance with established Board policy and regulations governing student conduct and discipline. The following steps will be taken at the discretion of the school administrator when a violation of the **SCHOOL BUS CONDUCT CODE** occurs:

- ◆ STEP 1 - Probation, Corporal Punishment, Saturday School, or 3-Day Bus Suspension
- ◆ STEP 2 - 5 Day Bus Suspension
- ◆ STEP 3 - 10 Day Bus Suspension
- ◆ STEP 4 - 6 Week Bus Suspension
- ◆ STEP 5 - Loss of Bus Riding Privileges for the Remainder of the School Year

**Refer to the Tipton County Schools Student Handbook 6.308 for further explanation of the STEP level School Bus Conduct Policy.**

## *Brighton Elementary School Family Involvement Plan*

Brighton Elementary School wants to strengthen partnerships with families and the community. BES has developed with parents, guardians, teachers, and administrators a family involvement plan which correlates with Strategy Three Community Involvement, of the Tipton County Five-year Strategic Plan, 2005-2010. The plan for BES will be included in the student handbook and all Family Involvement documents.

Policy, legal requirements, and parent/guardian rights will be explained at an annual meeting in the fall.

Meetings will be offered at times that are convenient for families and teachers. Also, meetings can be offered on an individual basis.

BES will continue to involve parents, guardians, teachers, and the community in the development, review, and improvement of our school program.

- ◆ Families will be provided with timely, on-going information through our web site, newsletters, calendars, conferences, and meetings.
- ◆ Progress reports will be sent home each 4  $\frac{1}{2}$  weeks.
- ◆ Scheduled parent-teacher conferences will be provided twice a year.
- ◆ The teacher will discuss the "Student-Parent-School Compact" as it relates to the individual child's achievement at the conference.

BES monthly calendars, individual teacher newsletters, and our school web site will provide information about the activities and programs. The school staff will communicate the information in a language families understand.

BES will have a back-to-school night in which the curriculum and academic assessments are highlighted. The proficiency levels students are expected to meet will be discussed with families.

BES will provide information that helps families work with their children to improve academic achievement and to provide literacy training as necessary. This will be done through programs such as the BES Literacy Lab, the Tipton County Family Learning Center, and the Adult Basic Education Program.

Each year the "Student-Parent-School Compact" is reviewed and revised according to parent and staff input gathered by the School Improvement Planning (SIP) Team and staff.

# Brighton Elementary Policy & Procedures

Student's Name: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

**\*\*\*Please read and review the following policies and procedures with your child and then sign and return this completed page to your child's homeroom teacher.**

**I have read and agree to comply with the following policies and procedures from Brighton Elementary School: (please initial beside each item)**

Parent	Student	
_____	_____	Medication policy
_____	_____	School Zero Tolerance Safety Policy
_____	_____	Attendance/ Truancy Policy
_____	_____	School Bus Procedures and Conduct
_____	_____	BES Family Involvement Plan
_____	_____	Brighton Elementary School Handbook (May be reviewed in its entirety on our website at <a href="http://www.tipton-county.com/bes">www.tipton-county.com/bes</a> or you may request a hard copy from your child's homeroom teacher.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian's Signature

\_\_\_\_\_  
Date

\*Please remember that corporal punishment is a recognized form of discipline in the State of Tennessee. The administration and faculty of BES feel that only in extreme cases should corporal punishment be administered. Parents/guardians desiring an alternative form of discipline may pick up a form addressing this in the school office. This form must be completed with input from your child's homeroom teacher and then submitted to the office.