



**William Herbert Brewster Elementary School
2605 Sam Cooper Blvd.
Memphis, TN 38112
Dr. Angela L. Askew, Principal**

PARENT/STUDENT HANDBOOK

Statement from the Principal

Welcome to Dr. William Herbert Brewster Elementary School! The faculty and staff look forward to working with you to make this a successful year filled with new and exciting adventures and experiences for you and your child. The entire staff of Brewster is committed to transforming the lives of our students by exposing them to rigorous content that is relevant to their own growth and development. Our number one goal is to ensure that every child achieves, which in turn contributes to the success of the school and the vitality of the community. We must all work together to achieve this goal.

This handbook has been prepared for the primary purpose of providing students and parents with a general overview of Dr. William H. Brewster Optional Elementary School. You will find that the rules and regulations that govern our lives here at Brewster make it possible for all of us to live, learn, and play together.

As principal, I am encouraging parents and students to take time and become familiar with the information in this handbook. If you have any questions, concerns, or suggestions, please see your child's teacher, principal, or other staff members.

Dr. William H. Brewster Elementary can be whatever you make it; be proud of it, take good care of it, and become a part of it. We look forward to serving you and your child this school year!!

Dr. Angela L Askew

School Mission

Dr. William H. Brewster Elementary School will **empower** our students with rigorous instruction and experiences in **Literacy**, Math, Arts, Science, and Technology.

School Vision

Dr. William H. Brewster Elementary School will foster a thriving learning environment in which students of all ability levels can become independent thinkers and productive citizens in a global society.

School Motto

Achieving Child, Achieving School, Achieving Community



School Beliefs

- All children can learn.
- A student's self-esteem is enhanced by positive relationships and mutual respect among as well as between students and staff.
- Brewster functions as a learning organization that promotes opportunities for all those who have a stake in the success of the school **to work together as a community of learners.**
- The commitment to ongoing improvement is imperative as our school continues to enable students of all ability levels to become independent thinkers and productive citizens in a global society
- Students' learning needs are the primary focus of all decisions impacting the work of the school.
- Students learn in different ways and are provided with a variety of instructional approaches to support their learning.
- Assessment of student learning provides students with a variety of opportunities to demonstrate their achievements.
- Students will apply their learning in meaningful contexts.
- Formative and summative assessments serve as a process of continuous feedback to all stakeholders about ways to improve student learning.
- All stakeholders share the responsibility for providing a supportive learning environment within our school.

VISITORS

For the protection of your child and our students, **all school visitors must report to the main office and sign in. Visitors that wish to visit classrooms will be required to show identification.** Entry to a classroom will not be allowed unless the visitor is on the approved volunteer list. Classroom visits are observation only. Conferences with the teacher will not be held at this time. **All classroom visits must be completed by 2:30.** Exceptions are made to this requirement under the following conditions:

Approved Volunteers in the library or parents/guardians eating lunch with their children need only to sign-in at the office desk and receive a Visitor's sticker.

Special procedures will be in place for school wide assemblies and events.

ARRIVAL AT SCHOOL

The building will open at 7:45 for breakfast. For the safety and well being of students, parents are asked not to allow students to arrive at school before 7:45 unless they are in the before school program. Parents with children enrolled in the before care program must bring students through the back entrance of the school to sign them in between 6:00-7:45 a.m. Parents must also come through the same entrance when signing their children out of aftercare between 3:15-6:00 p.m. All other students arriving between 7:45 and 8:15 must enter through the back doors unless they are on a daycare van or bus. Students that walk to the front door must use the side walk and not cross the parking lot. This procedure helps to eliminate the possibility of an accident occurring on the parking lot.

Upon entering, students will go to the cafeteria and remain there until dismissed to go to classrooms. Assigned teachers will pick students up in the cafeteria and escort them to classrooms.

Breakfast will not be served after 8:05. Students not eating breakfast but still arrive at 7:45 will report to the cafeteria and will be dismissed for class at 8:00.

DISMISSAL FROM SCHOOL

Students will be dismissed each day at 3:15p.m. unless they are involved in an after school activity. Students that walk home are expected to clear the campus immediately after dismissal. Students that are picked up will be in the following locations:

PICK-UP LOCATIONS

- Parents of Pre-K students must park in the back parking lot or on the street and pick-up students from prek classrooms.
- All students that are picked up in a vehicle must be picked up in the back parking lot. Cars picking students up should have a car tag in front of car. The student will be called out for pick up according to this tag. Tags must be visible in the front dash of cars each day.
- No walkups are allowed for car riders.
- Parents of Aftercare students must park in the back parking lot and pick-up and drop-off students from the multi-purpose room. Students cannot be picked up from after care before 3:30.
- Students that walk home will be dismissed at 3:15 each day.

If you need to change the way your child goes home, it must be submitted in writing. No phone calls will be accepted.



ATTENDANCE

Regular attendance is imperative if students are to achieve their maximum potential. ANY CHILD ABSENT FROM SCHOOL MUST BRING A WRITTEN NOTE FROM THE PARENT OR GUARDIAN STATING THE REASON FOR THE ABSENCE. Student absences shall be excused only for the following reasons:

1. personal illness of the student;
2. death or serious illness in the immediate family;
3. subpoena for court appearance;
4. recognized religious holiday;
5. representing the school on a school sponsored activity.

Students are allowed to make up work as a result of excused absences however; *it is the responsibility of the student to make up assignments and tests within a reasonable time.* Generally, students are allowed one day to make up assignments for each day missed.

ATTENDANCE POLICY

Unexcused Absence Procedures

First Two Unexcused Absences-Documented phone calls to parents/guardians each of the first two times of an unexcused absence.

Third Unexcused Absence-Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance and requesting a parent/teacher conference.

After the student's fifth unexcused absence the first official letter from the District Attorney's Office will be automatically generated by the district and sent to the parents/guardians informing them of their noncompliance with compulsory attendance laws, the consequences for failing to comply, and that their presence is requested at a meeting of the Student Attendance Review Team (SART). This team is designed to identify the cause(s) of the unexcused absences in order to bring the parent/guardian and student in compliance with attendance laws. The SART team should consist of the family specialist, guidance counselor, principal (or designee), parent/guardian, an advocate representing the student such as a teacher of the student's choosing, and the student. It is preferable that all members attend the meeting. However, the SART meeting may proceed with the student and at least two other members of the SART team.

After a student has accumulated ten or more unexcused absences, the final letter from the District Attorney's Office will be automatically generated by the district and sent to the parents/guardians requiring them bring their child to a mandatory meeting of the communitywide Student Attendance Review Board (SARB).

TARDINESS

Instruction begins promptly at 8:15. STUDENTS ARE EXPECTED TO BE IN THEIR CLASSROOMS AND READY TO BEGIN THE SCHOOL DAY AT THE APPROPRIATE TIME. A note from a parent or guardian explaining the reason for tardiness should be presented to the homeroom, teacher or the attendance secretary. If the parent does not write a note, we will assume the tardiness is unexcused.

If a student reports to school after 8:15a.m., the parent is required to bring the child to the office and state the reason for the tardiness. Students who are habitually tardy will be issued a warning letter. When the child receives two warning letters, a conference will be scheduled. If improvement is not noted after the conference, a suspension may be issued to the student.

EARLY DISMISSALS

If it necessary for students to leave school before 3:15, please adhere to the following procedures:

- A parent or guardian must come in to the office and sign students out;
- Students will not be checked out by telephone;
- Students cannot walk home alone;
- Students can only be released to adults listed on registration form.

There are no student checkouts after 2:45 p.m.

BIRTHDAY CELEBRATIONS

Parents that choose to celebrate their child's birthday at school must do so during the students' lunch times. Please check with your child's teacher for correct lunch times before bringing items for birthday celebrations. Because students' lunch time is also the teacher's lunch time, it is the parent's responsibility to serve students. We are committed to providing a school environment that promotes and protects the health of children, their wellbeing and their ability to learn by supporting healthy eating habits. Parents are encouraged not bring cake, cupcakes or any food high in sugar and fat content for birthday celebrations. **Only store bought items may be brought in.**

CONFERENCES AND CLASSROOM OBSERVATION VISITS

We invite and urge parents to consult first with their child's teacher(s) for help with problems. The school counselor, parent counselor or administrators will also be available for assistance once a teacher conference has been held. Please send a note or call the school to arrange a conference. Teachers are happy to arrange conferences after school (with notice) or during their planning time. **Please note that teachers and students cannot be interrupted during class instructional time for conferences.**

Parents and guardians have the right to visit their child's classroom at any time. **Classroom visits are not teacher conferences thus instruction cannot be interrupted during these visits.**

No classroom visits allowed after 2:30.

DISCIPLINE

The school provides each student with the maximum opportunity to acquire education. Students do not have the right to interfere with this opportunity with their actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with others in mind. School rules apply on the school grounds, going to and from school, and at any school related event.

Students are expected to behave as young ladies or young gentleman at all times.

APPROPRIATE DRESS

Research has proven that when students wear uniforms to school, behavior problems are few if any. Consequently, there is a higher level of teaching and learning in the classroom.

Parents are encouraged to practice the uniform policy by dressing their child(ren) in the appropriate uniform Monday through Friday.

DRESS CODE /UNIFORMS

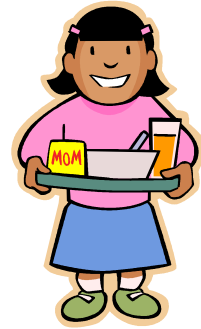
Basic Uniform:

- **Khaki, navy blue or black pants, skirt or jumper and a navy blue , antique gold or white long sleeve or short sleeve shirt with a collar (polo style, dress style or turtle neck style). Brewster shirts can be worn at any time.**
- Pants must be straight-legged or boot cut. Full-length pants, crop pants, cargo pants and straight-legged capri pants are permitted. Jeans, pedal pushers, and bell-bottoms are not permitted.
- Walking shorts are permitted for elementary students. (Walking shorts are straight-legged shorts that are at the knee.)
- Pants must fit at the waist and not be oversized (e.g., Baggy pants, sagging pants, tights, or pants made of spandex are prohibited.). **Belts must be fitted and put through belt loops.**
- Skirts or jumpers must be at or below the knee.
- Shirts must be tucked on the inside unless they are over shirts made to be worn over pants and skirts.
- Manufacturers' logos or brand names cannot be visible on the clothing.
- Shoes can have heels no higher than one and one-half inches. Athletic shoes, sandals with straps on the heel, and boots are permitted. **SKATE SHOES or FLIP FLOPS MAY NEVER BE WORN TO SCHOOL. Students should wear sports shoes on days they attend PE.**
- According to district policy all children are required to wear their uniform each day. Compliance to the policy is enforced. There will be written notice provided if students are exempt from the policy on a particular day.
- Continual violations of the uniform policy may result in in-school or home suspension. Any problems regarding the uniform policy should be discussed with the principal.



CAFETERIA

School Breakfast and Lunch is free for students!!!



Breakfast will be served from
7:45 a.m. – 8:00 a.m.
All students are encouraged to
eat breakfast.

DEFICIENCY NOTICES AND REPORT CARDS

Grades are calculated over a nine-week marking period. Report cards are distributed at the end of these reporting periods. Report cards contain academic, conduct, and attendance information. Deficiency notices are distributed to students in the middle of each nine week term. Notices should be signed by the parent or guardian and returned to classroom teacher.

EMERGENCY DRILLS

Periodic fire, tornado, and earthquake drills are necessary for the safety of students, faculty and staff and are conducted unannounced throughout the year. Teachers will provide students specific information and procedures for the drills. In the event that an actual fire, tornado, earthquake, or other emergency situation occurs, student safety will be the primary concern of school personnel. During an emergency situation or unusual circumstance, parents and guardians should come to the front area of the school to check children out of school.

GRADING SYSTEM (1-5)

Academic Grades

Elementary

Grading Scale

A	Excellent Progress	93-100
B	Above Average Progress	85-92
C	Average Progress	75-84
D	Below Average Progress	70-74
F	Failure	69-0

CONDUCT GRADE

Elementary

E	Excellent Conduct	N	Needs Improvement
S	Satisfactory Conduct	U	Unsatisfactory

ELEMENTARY HONORS

Principal's List:

Academic subjects:	All A's
Special subjects (Art, Music, etc.):	E or S (No Ns)
Social and Academic Behavior (Conduct):	E or S (No Ns)

Honor Roll:

Academic subjects:	A or B (no grade lower than B)
Special subjects (Art, Music, etc.):	E or S
Social and Academic Behavior (Conduct):	E or S (no Ns)

Citizenship Honors:

Social and Academic Behavior (Conduct):	E in conduct
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Perfect Attendance:

No absences, no more than a total of 3 late arrivals or early check-outs during a nine-week period.

High Achiever (K only) :

Exemplifying high achievement and good conduct in various standards each nine weeks.

LOST AND FOUND

A lost and found area is kept at the school. Please clearly label student possessions. Items not reclaimed are donated to charities at the end of each nine week grading period.

MEDICATION

Students receiving medication at school must follow these guidelines:

- Students are not allowed to bring any type of medication to the school.
- All medication must be prescribed and brought to the nurse in the Main Office by the parent/guardian.
- Medication must be in the original container from the pharmacy, and must have the student's name, amount of dosage, and frequency/time of dosage.
- Additional paperwork must be filled out with the nurse when medication is first brought to school.
- Medication may only be dispensed through the office or clinic (EPI pens and inhalers are exempt).

TELEPHONE

Telephones in the office are for business use. Students may use the office telephones for emergencies only. Students should check with the secretary in the office before calling and must have a pass from a teacher requesting that the students be allowed to use the telephone. Urgent messages will be delivered to students; students will not be called from classroom to receive telephone calls.



TEXTBOOKS

Students are responsible for all textbooks and library books issued to them. Therefore, it is mandatory that each student has a bookbag. It is being recommended that rolling bookbags not be purchased because of safety reasons and daily upkeep of the school's floors. All books must be accounted for; or paid for when lost or damaged. Fines will be charged for books damaged beyond the

extent of normal use. A lost book must be paid for before a new book can be issued. A refund will be made to the student up to the last of school if a lost book is found and returned. Report cards will also be held until the fine has been paid.

VOLUNTEERS & PTO

Parents or guardians are encouraged to join and become active participants in the Dr. W. H. Brewster's PTO. This group provides needed resources and coordinates voluntary efforts of parents, guardians, and others. Please contact the Parent Counselor at 901-416-7150, if you wish to volunteer at school.

CELL PHONES

Students should not bring cell phones to school. If a cell phone is discovered, it will be taken from the student by school personnel and the parent will be notified. The parent or guardian has 3 days to pick the cell phone up from the school.

I AM DETERMINED TO BE SOMEBODY, SOMEDAY

*The present conditions and dark circumstance
May make it appear that I have not a chance.
The odds may be against me, this fact I admit,
I haven't much to boast of just a little faith and grit;
In spite of the things that stand in my way
I'm determined to be somebody, someday.*

*There's no royal blood coursing in my veins,
No great family background for me remains;
I haven't had a chance as others have had,
My living conditions have been kind of bad;
But it makes no difference what folks think or say,
I'm determined to be somebody, someday.*

*Some may think that I have made a poor start.
Well, maybe I have, but I'll handle that part;
At the end of each round I'll be on my feet,
For there's something in me that's hard to beat;
The fight may be tough, but I'm in it to stay,
For, I'm determined to be somebody, someday.*

*There's really somewhere I would like to go,
There's truly some things that I would like to know;
There's certainly some things that I'd like to see,
And something special I'd like to be;
Let others do as they will or may.
But, as for me, I'm determined to be somebody, someday.*

*As a member of a once down-trodden race,
To the courts of Heaven, I've appealed my case;
I know that Jehovah is the judge on the bench,
Tho men may curse, deride and lynch;
My blood will cry from the ground and say;
Tho you slay me, I'll be somebody, someday.*

*My head may be bloody and my skin may be black,
But nothing shall throw me off the track;
I'll climb the ladder, round by round,
Until my fee strike higher ground;
And when I do, just remember what I say,
I'm determined to be somebody, someday*

By Rev. Dr. William Herbert Brewster