



Family Handbook

2025-2026

Students, Families and Friends,

Welcome to the Barret's Chapel Wildcat Family! We look forward to working with you to provide your child with an exceptional educational experience. To help us do that, we are providing you this Family Handbook. We believe each student's potential is best realized within a safe, supportive, and positive learning environment.

The goal of this handbook is to acquaint all students about the many aspects of Barret's Chapel. It is the foundation for learning the policies and expectations that allow our students to learn and work with one another. It is through respectful and safe school environments that our students are able to thrive and achieve success. The information in this handbook is designed to provide valuable details about school life at Barret's Chapel. Please take some moments to read through and understand the contents. The last page will have an acknowledgement section for the parent and child to sign.

The success of our school also depends on positive collaboration between home and school, so I invite you to visit the school often, take part in school activities, and show an interest in your child's progress. Please do not hesitate to contact us if you have questions, concerns, or compliments at 901-416-0325 or millerac@scsk12.org. It is my sincere wish that we all work together in fostering positive learning experiences for students.

We are excited about this school year. The faculty, staff, and I are looking forward with great optimism to working with each one of you!

Sincerely,

Mrs. Abbye Miller

Barret's Chapel Principal

Barret's Common Vision

Believing

Caring

Succeeding

The mission of Barret's Chapel School is to ensure a strong educational foundation that empowers students to become life-long learners and citizens of high moral character.



**WILDCAT
EXPECTATIONS**

Be Ready

Be Respectful

Be Responsible

Shared Vision

Believing, Caring, Succeeding

Common Mission

The Mission of Barret's Chapel School is to ensure a strong educational foundation that empowers students to become life-long learners and citizens of high moral character.

Our Beliefs

We believe that character development and the learning needs of students should be our school's primary focus when making decisions and setting policies.

We believe that all students are capable of achieving growth and reaching her/his full potential on assessments.

We believe that continuous meaningful input, support, and cooperation between parents, teachers, students and our community are vital in advancing our school's mission.

We believe the use of data is essential in matching our student's needs with current research-based practices.

We believe that all children are able to learn when engaged in creative, meaningful work that recognizes and responds to their differing learning styles.

We believe that caring for the needs of the whole child, physically, socially, emotionally, and intellectually is essential for meaningful relationships to develop and learning to occur.

We believe that a safe, clean, attractive, comfortable and nurturing environment for students and teachers conveys value, worth, and respect to both learning and teaching.

We believe that a wide variety of authentic assessment is essential for students to demonstrate their knowledge and understanding.

We believe that challenging, yet attainable academic and social expectations stimulate learning and personal growth.

We believe that mutual respect between all stakeholders creates a caring community in which diversity is valued and positive involvement and individual responsibility thrive.

We believe that commitment to ongoing, engaging, targeted professional growth enables teachers to be as enthusiastic about teaching as they expect their students to be about learning.

All families are responsible for reading the MSCS student handbook found on the website at www.scsk12.org.

ARRIVAL

Students should arrive at school between 8:00 a.m. and 8:15 a.m. daily and will be marked absent/tardy at 8:15. The school doors will open at 8:00 a.m. for students eating breakfast, as student supervision is not available until that time. All car riders will enter the school through the front doors. All bus riders will enter school through the doors by the cafeteria. All students must go through a metal detector to ensure everyone's safety. **To ensure safety and the learning of school wide procedures, we ask that parents do not escort their children to classrooms after the first week of school. We also ask that unless your child is enrolled in YCARE services, that no child be dropped off until 8:00.**

ATHLETICS & CLUBS

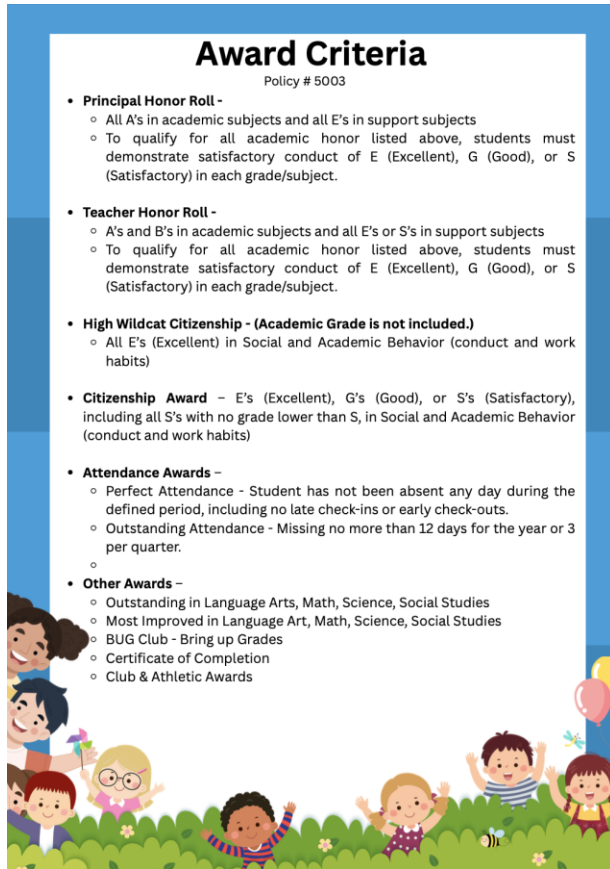
School Clubs and Athletic programs will place the highest priority on academic achievement and character development. Participation in clubs and athletics as an extracurricular activity provides students with important skills and habits that can assist in character development and academic proficiency; such as, team building, leadership, self-discipline, healthy competition, integrity and physical fitness.

Participation in athletics and clubs is considered a privilege that is afforded to students by Barret's Chapel. Therefore, participation in athletics and clubs can be revoked for students whose behavior and grades violate Barret's Chapel and/or Shelby County Schools Student Code of Conduct.

A Sports Physical is required for students participating in our sports programs for they can try out or practice with the team.

Academics

Honor Roll



Award Criteria
Policy # 5003

- **Principal Honor Roll -**
 - All A's in academic subjects and all E's in support subjects
 - To qualify for all academic honor listed above, students must demonstrate satisfactory conduct of E (Excellent), G (Good), or S (Satisfactory) in each grade/subject.
- **Teacher Honor Roll -**
 - A's and B's in academic subjects and all E's or S's in support subjects
 - To qualify for all academic honor listed above, students must demonstrate satisfactory conduct of E (Excellent), G (Good), or S (Satisfactory) in each grade/subject.
- **High Wildcat Citizenship - (Academic Grade is not included.)**
 - All E's (Excellent) in Social and Academic Behavior (conduct and work habits)
- **Citizenship Award -** E's (Excellent), G's (Good), or S's (Satisfactory), including all S's with no grade lower than S, in Social and Academic Behavior (conduct and work habits)
- **Attendance Awards -**
 - Perfect Attendance - Student has not been absent any day during the defined period, including no late check-ins or early check-outs.
 - Outstanding Attendance - Missing no more than 12 days for the year or 3 per quarter.
- **Other Awards -**
 - Outstanding in Language Arts, Math, Science, Social Studies
 - Most Improved in Language Art, Math, Science, Social Studies
 - BUG Club - Bring up Grades
 - Certificate of Completion
 - Club & Athletic Awards

Academic Reports

Progress reports are distributed to students in the middle of each nine-week grading period to inform parents of the student's academic performance. Parents may also check student grades on the district PowerSchool site. Teachers update PowerSchool weekly.

ATTENDANCE

Tennessee State law requires that all children between the ages of six (6) and seventeen (17) attend school. Consistent and punctual attendance is imperative, as higher academic achievement occurs when students attend classes regularly.

Steps To Follow When Absent:

1. A parent or guardian must write an excuse indicating the date, days of absence, reason for absence, and include his or her signature.
2. Submit the excuse to the homeroom teacher or the front office within 2 school days of the student's return.
3. Ask for make-up assignments.
4. Be aware that assignments that are not made up could be reflected in academic grades.

Excused Absences

1. Illness or hospitalization of student. (Anytime a student is out for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days and at the principal's discretion, all absences will require a physician's statement to be excused.)
2. Death or serious illness in the immediate family
3. Validated court appearance of the pupil
4. Recognized religious holiday / event

*Pupils shall be permitted the opportunity to make up all work and tests missed as a result of an excused absence. Work and tests **must** be made up by the end of the reporting period. If a pupil fails to make up assignments and tests, her/his deficiencies shall be averaged with the other grades.*

Unexcused Absences

Unexcused absences will be treated as truancy. A student who accumulates 5 days of unexcused absences will be given notice to attend a Student Attendance Review Team meeting with the school administration and school counselors, at which time a plan will be created to promote consistent attendance. After 10 unexcused absences, notice will be given to attend a meeting with the Truancy Department at the North Precinct, including possible court appearance. All unexcused absences are reported to Juvenile Court. A student who is absent from school or class without permission will be considered truant and will be subject to disciplinary actions. **Anytime a student is absent for 3 or more consecutive days, a doctor's statement will be required. After the accumulation of 10 days and at the principal's discretion, all absences will require a physician's statement to be excused.**

Tardies

Students reporting to homerooms after 8:15AM will be marked tardy and must have a tardy slip from the office. A parent must accompany a tardy student into the building and sign the tardy student in at the main office. Tardiness will be excused only if the student presents a doctor's note and will follow the same procedures as unexcused absences

Behavior

School-wide Discipline Philosophy Statement

The relationships nurtured within our school community are the foundation of our school-wide discipline plan. Our school community provides preventative, proactive and positive approaches/methods in hopes of preventing challenging behavior before it occurs. We recognize that when parents and teachers work together to facilitate positive student behaviors, optimum learning and achievement will occur. We believe all behavior serves a purpose and must be viewed as a mechanism to meet

individual needs. Behavior challenges are managed as opportunities to teach acceptable behaviors. Whether preventative or reactive in nature, we safeguard the dignity and self-worth of each person in our school community.

Expectations

The following are school-wide expectations for all students.

- **School Wide Quiet Signal**
Every teacher will make sure children in their class knows the school quiet signal. When an adult's hand goes in the air, everyone is silent.
- **Hall Expectations, Remember 3,2,1,0**
 - Stand three blocks from the wall on the right
 - Two arms by my side and two hands to myself
 - One block/space between me and another student
 - Zero noise level
 - All teachers must teach and use Hallway Expectations. This will ensure other classes are not disturbed while your class is in the hall.
 - Teachers must walk in the middle of the line to supervise the class.
 - Classes should never be left in the hallway unsupervised.

The following slides detail what these goals look like in various locations throughout the school. These are a few examples that you can share with your students to help them to make the right decisions each day. Here at Barret's Chapel, we are Ready, Responsible, and Respectful.

CLASSROOM EXPECTATIONS

Be Ready

- Bring materials and assignments.
- Be on time.
- Be safe.

Be Respectful

- Keep hands and feet to myself.
- Stay in my assigned seat.
- Raise my hand to gain attention.
- Use correct voice level.

Be Responsible

- Follow directions.
- Stay on task.
- Keep my area clean and safe.

BCS
Barret's Chapel School

HALLWAY EXPECTATIONS

Be Ready

- Pay attention to the line so I am ready to move.
- Stay on the right side.

Be Respectful

- Keep hands and feet to myself.
- Voice level is o.
- Enjoy displays with eyes only.

Be Responsible

- Go directly to your destination.
- Use a hall pass if not with a teacher.
- Follow directions.
- Stay in line.

BCS
Barret's Chapel School



WILDCAT EXPECTATIONS

Be Ready
Be Respectful
Be Responsible

RESTROOM EXPECTATIONS

Be Ready

- Wait patiently
- Be ready to take your turn.

Be Respectful

- Give privacy.
- Hands and feet to myself.
- Graffiti Free walls

Be Responsible

- Complete business in a timely manner.
- Place tissue in toilet and flush.
- Wash your hands.
- Place trash in the trash bin.



LIBRARY EXPECTATIONS

Be Ready

- Bring books to be returned.
- Be on time
- Be safe.

Be Respectful

- Hands and feet to myself
- Stay in my assigned seat
- Raise my hand to gain attention
- Use correct voice level

Be Responsible

- Follow directions
- Stay on task
- Keep my area clean and safe.



BUS EXPECTATIONS

Be Ready

- Watch for my stop.
- Pick up trash.
- Be safe.

Be Respectful

- Hands and feet to myself
- Use voice level 0-1
- Feet on the floor.

Be Responsible

- Listen for instructions.
- Stay in assigned seat.
- Keep personal belongings to myself.



Disciplinary Actions

Barret's Chapel School will follow the SCS Student Code of Conduct. Teachers will review the Code of Conduct throughout the school year. Additional copies are available in the school office or online at www.scsk12.org. There is a signature page on the Code of Conduct for the student and parent to sign. Please review the Code of Conduct with your child, then sign and return the Code of Conduct Signature Page.

Cell Phones and Electronics

Your child is permitted to bring a cell phone to school as long as it remains off and stored in designated spot during the school day. Toys and all other handheld electronic devices should not be brought to school. If brought to school, these items can be lost, easily broken and disruptive to the learning environment. The school is not responsible for theft, or damage. If your child would like to bring an item to share with his/her class, a parent must ask permission from the child's teacher first. If these items are brought to school without proper notification from the teacher, the items will be confiscated. Confiscated items will be returned to the student's parent/guardian when the parent/guardian can come in person to pick them up.

BIRTHDAYS

We realize that birthdays are major events in the life of a child. We request that you celebrate your child's birthday by purchasing a book to donate to your child's classroom library in his/her honor. There will be no cafeteria birthday parties, balloons or flowers. Parents that want to send in store bought cupcakes or cookies are welcome to do so, however you must communicate with, and arrange a time with, your child's teacher prior to doing so. Parents, please do not send party invitations to school or distribute them in the classroom unless all members of the class get an invitation. The school will not accept or sign for deliveries for students at school.

BUS INFORMATION

Bus transportation is a privilege and inappropriate conduct will result in this privilege being rescinded. Only regularly scheduled students are allowed to ride buses. Your child will be placed on the bus each afternoon unless you notify the teacher in writing 24 hours in advance. Each student is required to carry a bus pass to ride the bus. All kindergarten and first grade students are required by Shelby County Schools guidelines to have an adult place them on the bus and meet them at the bus stop each day after school. Any student who does not have a bus pass will not be allowed to ride the

bus to or from school. Students who are new to SCS will receive a white temporary bus pass that will allow admittance to ride for one week. In order to keep bus riding privileges, all parents and students are required to sign a transportation agreement stating that both parties agree to follow SCS guidelines. Bus students must follow the Barret's Chapel Behavioral Goals during arrival, dismissal, and time spent riding on the bus.

Disciplinary Actions for Bus Conduct

In the event that your child does not follow Shelby County Schools Bus Rules/Procedures, the following discipline steps will follow:

1 st Offense -	Written notice
2 nd Offense -	Parent conference/phone call
3 rd Offense -	3-day bus suspension
4 th Offense -	Loss of bus privileges

**Please understand that the above steps depend on the severity of the misconduct.*

CAFETERIA

Cafeteria Conduct

All school students share the cafeteria and are responsible to keep it clean and at a comfortable noise level. Each class will be responsible for cleaning and picking up paper under and around tables and trash cans. While in the cafeteria, all students are expected to maintain the following behaviors:

- Respect all adults and other students
- Remain quiet in the lunch line
- Engage in quiet conversations at the lunch table
- Remain seated
- Practice appropriate table manners
- Keep eating area clean

**Because of dietary restrictions and allergies, students are prohibited from sharing food.*

CAR PROCEDURES

Below are arrival and dismissal safety guidelines. By adhering to these guidelines and procedures, we can all help to ensure a safe arrival and dismissal of your children and our students.

Arrival Safety Guidelines:

- Students may come in the front entrance at **8:00 a.m.**
- Turn **off** radios and cell phones (no calling or texting) while in your car or anywhere else on campus.
- Vehicles are to **remain** in the left lane for student drop off (**do not block fire lane**)
- Pull **all** the way forward to the staff member at the end of the drive, in front of the school.
- For safety reasons, students are to exit only on the **passenger** side of the vehicle.
- Make sure your children are **ready** to exit when the vehicle stops.
- If you park in parking spaces, **you** must escort your child to the drop off point. Do not park in reserved spaces.
- Car tags **must** be visible on the rearview mirror/visor at all times.
- Help your child/ren learn their car rider **number**.

Dismissal Safety Guidelines:

- Students will be ready for dismissal at **3:10 p.m.**
- Turn **off** radios and cell phones (no calling or texting) while in your car or anywhere else on campus.
- Vehicles are to **remain** in the left lane for students drop off (**do not block fire lane**)
- Pull **all** the way forward to the staff member at the end of the drive, in front of the school.
- For safety reasons, students are to enter only on the **passenger** side of the vehicle.
- You may not pass other cars unless directed by a staff member. Please be **cautious**.
- If needing to enter the school, **park** in the visitors' spaces (do not park in the pickup lane).
- Car tags **must** be visible on the rearview mirror/visor at all times.
- If you do **not** have your car tag number, park in the visitor space, go into the office and get a car tag.
- Help your child/ren learn their car rider **number**.
- After the first 2 weeks of school, if your child is not out front you will be asked to park or circle the line.

COMMUNICATION

Consistent parent school communication is essential for successful learning. Barret's Chapel School encourages your active participation in your child's education. The school phone number is 901-416-0325. Please call us with your questions and concerns. Our school website is: <https://schools.scsk12.org/barretschapel-k8> . Please check the web site for the monthly calendar, announcements, and upcoming events. Also, please join our Facebook page at <https://www.facebook.com/BarretsChapelSchool> .

Family Communication Folders

All parents should receive a Family Communication Folder every Wednesday for students in grades K-8. The folder contains monthly calendars, newsletters, study guides, weekly academic and conduct grades. If your child does not receive weekly communication, please notify administration.

CONCERNS

Students and parents of Barret's Chapel School are encouraged to work with the teachers and administrators to resolve problems that may arise. Grievances must be addressed immediately after learning about the event or problem. All matters should first be discussed with the appropriate classroom teacher. If all parties are not satisfied, an appointment may be scheduled with an administrator. We encourage you to make an appointment, if needed, so that we can serve you in a timely manner. Parents are welcome at all times; however, if you arrive without an appointment there may be a wait.

CONFERENCES

Parent-teacher conferences are recommended and may be initiated by the parent or teacher. Two parent-teacher conference days are scheduled by the Board of Education each year. If an additional parent-teacher conference is requested, an appointment will need to be scheduled before or after school or during the teacher's planning time. Visits are not permitted if their duration or frequency interferes with instructional time or disrupts the routine school environment.

Teacher Conferences

Teachers have times during the week when conferences can be scheduled. Please respect our students' instructional time and schedule all conferences in advance. To request a conference, leave a message for the teacher via email or calling the front office. If the teacher has not returned your call within 48 hours, please notify the office staff. **Teachers will not be called to the phone to talk to a parent during instructional time.**

The principal's job is to ensure high quality education for all students. It is imperative that the principal monitors and adjusts the instructional program to accelerate all students' learning. In order to do this, the principal visits the classrooms and works with teachers during the instructional hours of 8:15 a.m. to 3:15 p.m. If a principal conference is needed, please call 901-416-0325 to request a conference with the school principal or assistant principal.

COUNSELING

Barret's Chapel School Professional School Counselors assist children when problems hamper their peace of mind and ability to do well in school. Counselors work with children in classes, small groups, or individually to help them adjust to school and practice good study skills and work habits. Our counselors also assist students with communication skills, problem solving, making good choices, cooperating with others and preparing for future careers. Counselors also provide support for children who are experiencing academic difficulties, health conditions, behavioral issues or personal concerns which are affecting their ability to be successful. Parents are welcome to contact our school's office for more information. Students may be referred for services by parents, teachers, and school administrators or by the students themselves.

DISMISSALS

Every student at Barret's Chapel School must have a dismissal plan on file. *If you are going to change your daily procedure you must send the change in writing to the teacher 24 hours before the change.* All changes must go through the homeroom teacher, not through the school office. To ensure safety, students are dismissed daily by Barret's Chapel staff. **To facilitate student safety, we will not allow students to wait unsupervised outside of our building to wait for rides.**

Car Riders: At 3:10 p.m. we will begin escorting your children to cars according to the numbers assigned to family car tags. To help ensure a smooth dismissal, please make sure your child knows her/his car rider number.

DRESS CODE

The SCS Student handbook states:

Pants must be worn at the waist, be appropriately sized, and of a safe length.

Footwear is required and must be safe and appropriate for indoor or outdoor physical activity. Head apparel (such as hoods, hat, etc.) must not be worn inside the school building, except for religious or medical reasons.

Clothing and accessories such as backpacks, patches, jewelry, and notebooks may not display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or sexually suggestive language or images; nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.

No shorts, dresses, or skirts shorter than four (4) inches above the knee are allowed.

No leggings without a tunic/dress that is appropriate length. (4 inches above the knee)

Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders. Shirts or tops must be no longer than wrist-length and must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited.

Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, and/or blankets; (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).

Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.

Pants with holes must have leggings underneath.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the Principal, or designee, shall prevail.

The Principal may allow exceptions in special circumstances, or for occasions such as holidays and special performances.

EARLY DISMISSALS

It is very important to have your children at school on time and to remain the entire school day. Frequent tardiness, absences and/or early dismissals will interrupt your child's daily lesson plans, cause him/her to miss important instructional time and will inhibit your student's growth and achievement. Attendance of 6.75 hours per day is required for students to be considered present for the entire school day. **Early dismissal is not allowed after 2:30pm.**

EXTENDED DAY PROGRAM (YCARE)

Barret's Chapel School provides an after-school program, which is a safe, enriching and quality before / after care, for our students. The program is designed so students will not be at home unsupervised while parents are working. Students will have opportunities to participate in arts / craft activities, indoor / outdoor games, enrichment classes, and computer / library access. Time is set aside daily for homework and we offer excellent tutoring services too, as needed. Snacks are provided daily. Parents must register for this program at the following link. ymcamemphis.org/childcare

FIELD TRIPS

Field trips are planned, educational experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. To ensure appropriate discipline and safety, each field trip will be supervised by school personnel at a minimum of one adult for every twenty children. There may be situations where the classroom teacher will advise greater supervision. Signed parental permission forms must be obtained for each student. In an emergency situation, a faxed or e-mailed permission slip will be accepted if received before 8 a.m. *All parents must complete an approved SCS Volunteer form, located on the SCS Website, to participate in the field trips.* Field trip payments are nonrefundable. When students pay for field trips, any debt owed to the school will be collected from any monies paid to the school. All fees must be paid in cash, as the school does not accept checks.

If a child is experiencing behavior issues, we may ask the parent to supervise his/her child during the field trip.

HEALTH POLICY

Parents will be notified in cases of illness and / or injury. **PARENTS MUST KEEP THE SCHOOL UPDATED ON ANY CHANGES IN ADDRESS, TELEPHONE NUMBERS AND / OR EMERGENCY CONTACT INFORMATION. This information must also be reflected in PowerSchool.**

A child, whose illness requires that the child be sent home, will be given appropriate attention and supervision until the child's parent or other authorized person arrives. A child with uncontrolled diarrhea or vomiting will be provided care apart from the other children until the child's parent or other authorized person arrives. If symptoms of contagious or infectious diseases develop while the child is in school, he/she shall be placed in an area away from other children until the child's parent or other authorized person arrives. Any child who has a temperature of 100 or more must be picked up. A child must be free of fever for 24 hours before returning to school.

Students will not be allowed to remain at school if one or more of the following exists:

- An illness which prevents the child from participating comfortably in school
- An illness which results in greater need for care than the staff can provide without compromising the health, safety, and supervision of the other students
- Oral temperature of 100 degrees or greater
- Child must be free of fever for 24 hours before returning to school

To return to school after the following, the child must bring proof of treatment to the office.

- Chicken pox (Child should be excluded until blisters are scabbed over completely)
- Hepatitis A (Child should be excluded until one week after jaundice appears or one week after the illness started and fever is gone)
- Pink Eye (Child is excluded until treatment has begun and discharge has stopped)
- Undiagnosed Generalized Rash
- Head Lice (Child is not to return to school until nits, lice and eggs are no longer present)
- Measles (Child should remain at home until four days after the rash appears)
- Mumps (Child should not return for nine days or until swelling subsides)
- Ringworm (Child should not return to school until treatment is started and lesion is covered)

HOMEWORK

Homework is defined as meaningful, quality assignment for students, which is intended to be completed during non-instructional hours. Our homework is individualized to meet the needs of each child. Your child may receive assignments for you to work on together that will assist your child in mastering skills that need more practice. Reading for 15-20 minutes a night is the recommended time to improve your child's reading ability.

LOST AND FOUND

If your child should lose any articles, he/she is to report the loss to the classroom teacher. There is a lost and found section in the cafeteria hallway. Please label all coats, caps, and book bags to make identification easier. All articles of clothing or other items not claimed at the end of each semester will be donated to charity.

MEDICATIONS

Only medications that absolutely must be given during the school hours should be brought by a parent or guardian to the office. Students receiving medication at school must follow these guidelines:

- All medication must be brought immediately to the Main Office by the parent/guardian.
- Medication must be in the original container, with a pharmacy label, and must have the student's name, amount of dosage, and frequency/time of dosage.
- Approved possession of a student's own prescription medication during the school day is limited to life threatening conditions.
- Medication may only be dispensed through the office or clinic (EPI pens and inhalers are exempt).
- The desired plan for usage of EPI pens will be created as needed. *Aspirin, Tylenol, cough drops, and other non-prescriptions items will not be given to children during school hours. School personnel will not administer shots or injections.* Medicine that is to be taken three times daily does not need to be administered at school. It can be given before and after school and at bedtime.

OPEN ENROLLMENT/CHOICE/ADMINISTRATIVE ADJUSTMENT TRANSFER

Students on Open Enrollment/Choice Transfer or Administrative Adjustment Transfer must meet the criteria each school year in order to receive a

Renewal for the next school year. You will not be granted a Renewal of Open Enrollment/Choice or Administrative Adjustment Transfer for the following reasons:

- The student has accumulated any combination of 10 or more unexcused tardies and/or unexcused absences to school or class, early dismissals from school or class, or late pick-ups.
- The student has been referred to the District Attorney's Office for Truancy (SARB).
- Student is not maintaining acceptable academic progress (2 or more D's and/or at least one F at the end of a grading period).
- The student has received any combination of:
 - 3 office referrals **and** In-School Suspensions (ISS), or Short Term Out-Of-School Suspensions (OSS)(1-3 days)
 - 2 (or more) Short Term Out-Of-School Suspensions (OSS) of 4-10 days for any reason
 - Any Long-Term Out-Of-School Suspension/Expulsion.
- A statement from Student Services that the student is being returned to the school on probation and has not met the terms of the probation.
- Evidence that the parent/guardian has falsified or provided fraudulent supporting documents when applying for the transfer; not being forthcoming with any change in address; or other status pertinent to the transfer after receiving it.
- The school location has become overcrowded or exceeded the State's maximum class-size.

PAYMENTS

Barret's Chapel School does not accept personal checks; therefore, all payments must be made in cash. All payments made to the school must be receipted and are due by 8:30 a.m. Teachers will not be able to stop during the instructional day to take money and write receipts. All debts owed to the school must be paid in full before payments can be made for supplemental activities (field trips, etc.). All money should be turned in to teachers and they will be receipted.

PHONE USE

Students will only be allowed to use the school phone if they are sick. Students will not be allowed to use the phone to call for forgotten homework, permission slips, supplies or to ask permission to stay after school.

Teachers will not be called to the phone to talk to parents during instructional time.

The office telephones are for emergencies only. Students will need to check with a 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; however, students will not be called from class to receive telephone calls.

REPORTS for GRADES

The district's grading policy will be followed for all students in K-8.

Grades Kindergarten

Monitoring and reporting the performance of students in grades Kindergarten will be based on student progress toward expectations and academic standards.

Grades 1-8 Letter grades (A, B, C, D, and F) will be used to report student progress in the academic subjects of ELA, Mathematics, Sciences, and Social Studies.

CALCULATION OF GRADES

Academic

A = 90-100 Excellent

B = 80-89 Good

C = 70-79 Satisfactory

D = 60-69 Poor but passing-Intervention required

F = 0-60 Failure-Failure to meet expectations-intervention required

CONDUCT (Grades PreK-8)

E=Excellent, G=Good S=Satisfactory N=Need

Improvement U=Unsatisfactory

Conduct grades are based on behavior and shall not be deducted from scholastic grades. Similarly, academic performance may not form the basis for conduct grades.

Conduct will be communicated weekly in your child's Wednesday Folder.

Progress reports are sent out in the fourth/fifth week of the grading period. Parents should also review the progress report in your child's Wednesday folder. All notifications are to be signed and returned to school the following day. There should be no surprises on a report card. In an event that you do not receive a weekly communication from your child's teachers, please call the school the following school day at 901-416-0325. A list of reporting periods can be found on the SCS web page.

We encourage parents to log into the Parent Portal on PowerSchool and check your child's grades weekly. If you need assistance with that, just call the front office and we will be glad to help. 901-416-0325.

The link is <https://scstn.powerschool.com/public/home.html>.

STUDENT SAFETY

Conflict/Bullying

At Barret's Chapel School positive social interaction is taught and reinforced daily. Students learn to resolve conflicts creatively in ways that show respect for all involved. Harassment and bullying are not tolerated, and students are taught to stand up for others and report any situation that is uncomfortable. Reports of bullying will be investigated and handled according to the SCS Code of Conduct. Students may report bullying incidents to their classroom teacher or any other trusted adult in the school.

Tennessee law defines "harassment, intimidation, bullying or cyber bullying" as acts that substantially interfere with a student's educational benefits, educational opportunities, or educational performance, and:

1. If the act takes place on school grounds, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop, the act has the effect of:
 - a. Physically harming a student or damaging a student's property;
 - b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
 - c. Causing emotional distress to a student or students; or
 - d. Creating a hostile educational environment.
2. If the act takes place off school property or outside of a school-sponsored activity, it is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the educational environment or learning process.

Custody

Barret's Chapel School will be happy to work with any custodial parent in custody situations *if that parent provides a certified copy of the court order*. A school can deny a non-custodial parent access to the child only *if a copy of the custody agreement signed by a judge* is on file in the child's permanent record folder.

In case of **parents who are separated but no custody agreement has been reached**, the school can deny access to one parent only if a *restraining order* is in effect and a copy is on file in the child's permanent record. With no restraining order, both parents have a right to name others who may come to check the child out from school.

Parents, we encourage you to inform your child's teacher and school administration when there is a custody issue.

In the instance of custody arrangements, if the non-custodial parent would like to receive a copy of school reports, they will need to provide the teacher with a stamped, self-addressed envelope.

Please be advised that Barret's Chapel School is not a supervised visitation site. We do not have staff to supervise visits. Our staff will not be involved in custody disputes. If our staff feels the child is endangered, we are required by law to report the belief to the Department of Child Protective Services.

Technology

Please help us keep our students safe by being careful with technology and social media. If using media that includes your child, please be aware that other students' images should not be used. Be mindful that there are instances where students may be involved in custodial issues, protection services, or other programs and that each student/family has the right to privacy.

Students using technology or social media inappropriately will be given appropriate consequences as outlined in the SCS Student Code of Conduct.

TENNESSEE DEPARTMENT OF EDUCATION CONTACT INFORMATION

Answers to many questions and additional helpful information may be obtained from the State Department of Education by calling (615) 741-5158 or visiting <https://www.tn.gov/education/student-and-family-resources.html>
Special Populations and Student Support: (615) 253-1767

Child Advocacy Groups:

The ARC of Tennessee <http://thearcn.org/> 1-800 – 835 – 7077

Support Training for Exceptional Parents <http://www.tnstep.org> or (800) 280-STEP

DEVICES, TEXTBOOKS, LIBRARY BOOKS, AND MATERIALS

1. All students have access to a MSCS device and textbooks the first of school.
2. Students and parents are responsible for all devices, textbooks, library books, and materials used or issued during the current school year.
3. Parents must pay for all lost or damaged items.
4. All students owing fines will have their final report card held in the office and will not be allowed to register the following school year until all fines are paid.

Policy for Damaged Textbooks

Schools are required to collect appropriate damage fees from any pupil or guardian for abuse or improper care of textbooks.

Principals will have the authority to impose the same sanction for damaged textbooks as is outlined in the policy for lost textbooks.

TITLE I

Barret's Chapel School Notice of School wide Title I Program Eligibility and NCLB Status 2024-25

Barret's Chapel School qualifies to receive federal funds under the ESSA (Every Student Succeeds Act), Title I, Part A for this school year. This funding enables us to consolidate and use funds under Title I, together with other federal, state and local funds, in order to upgrade our entire educational program.

You will receive notices and information throughout the year to keep you informed about the progress of your child and the status of our school in ensuring that all of our students meet high academic standards. Each summer, our state releases a report on the progress our schools. This report identifies whether schools have made "Annual Measurable Progress" (AMO) – a simple yes or no grade, based on a complex set of measurements. To make AMO, each school must achieve targets: areas of test participation and performance measured across subgroups of students (grouped by such categories as race, language proficiency, and disability). In addition, schools must meet attendance targets. If just one subgroup misses just one target, an entire school does not meet AMO. We are extremely pleased to announce that Barret's Chapel School is listed as a school "in good standing", having met all Tennessee AMO guidelines for the 2018-2019 school year.

Title I Parents' Right-To-Know

ESSA (Every Student Succeeds Act) please be aware that as a parent you have the right to request:

- A teacher's professional qualifications, licensure, grade/s, certification, waivers, degree status, fields of endorsement, previous teaching experience
- A paraprofessional's qualifications

You will be provided with information regarding:

- The level of your child's achievement in each of the state's academic assessments
- Public school choice, supplemental services and additional involvement opportunities if our school should be identified as in need of school improvement
- Transfer to another school within the district if your child is a victim of a violent crime at school
- Your child being taught four or more consecutive weeks by a teacher who does not meet the states licensing and endorsement requirements

VISITORS

Parents and other visitors are welcome to visit our school. All visitors must report to the office and must wear a visitor badge or nametag issued by the office. This is a safety precaution for our students, faculty and staff.

Visits to individual classrooms are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visits should be approved of and prearranged with the teacher and / or administration.

Parents and parent designees who come to school to sign out children and remove them from school must report to the office and present appropriate ID. Students will not be released to parents from the classroom.

VOLUNTEERS & PTO

Parents or guardians are encouraged to join and become active participants in the Barret's Chapel School Parent Organization. The fee to join is \$10.00. Our PTO is a vital part of our school and organizes / facilitates opportunities for parents to volunteer in the school. This group provides needed resources and coordinates voluntary efforts of parents, guardians, and others. Please sign up for volunteer activities and membership at the registration table in August or contact the school or Parent Organization for more information. Volunteer forms are available in the office.

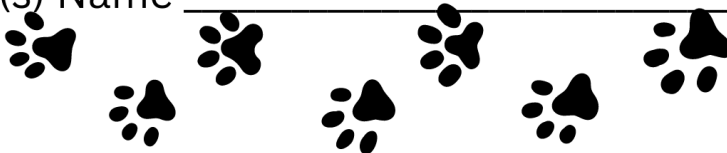
Barret's Chapel PTO \$10 Per Family



Parent Name and Phone Number _____

Parent Email _____

Student(s) Name _____



That does the PTA do?

- Build community through family fun events!
- Enhance educational enrichment and culture through Wildcat Celebrations and other assemblies.
- Support our amazing staff by reimbursing for classroom supplies, providing meals, and planning appreciation events.
- Fund school enhancements such as school decorations, technology upgrades, landscaping, and playground equipment.

**PLEASE JOIN OUR FACEBOOK PAGE FOR INFO AND UPCOMING EVENTS.
*BARRET'S CHAPEL SCHOOL-SCS**



<https://www.facebook.com/BarretsChapelSchool>

Barret's Chapel School

Title I Parent/School Compact

The compact has been jointly developed and agreed upon by Barret's Chapel School, parents, students, and school staff. The faculty, staff, students and parents will share in the responsibility for improving student academic achievement. Barret's Chapel along with parents will develop a partnership through an ongoing open line of communication to help children achieve the State's high standards.

School's Responsibility

I, the undersigned partner in the education of children at Barret's Chapel School commit to the following:

- *Provide an environment that allows for ongoing two-way communication between the teacher, parent, and student.*
- *Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.*
- *Attendance of students and teachers will be monitored and celebrated in line to our SIP (School Improvement Plan).*
- *Encourage the **importance of strong teacher/parent communication** that allows parents to be a part of the learning process.*
- *Provide a **supportive and effective learning environment** that promotes **high quality curriculum and instruction**.*
- *Hold flexible and annual parent/teacher conferences to discuss school/parent compact in relationship to individual child's achievement.*
- *Will give **reasonable access to staff** and **provide opportunities to volunteer, participate and observe in their child's class**.*
- *Enforce truancy guidelines as outlined by the SCS attendance policy.*

Teacher Agreement

I, the undersigned partner in the education of children at Barret's Chapel School commit to the following:

- *Provide homework assignments the reinforce skills taught in the classroom at least 2-3 times per week per subject.*
- *Provide necessary assistance to parents when needed.*
- ***Give frequent student progress reports*** (i.e. mid-nine week's progress reports each nine weeks).
- *Provide ongoing communication between teachers and parents [week/y contact logs]*
- *Structure lessons that promote academic growth towards mastering TN Standards [beginning in August through end of May]*
- *Dedicated to continuous professional development*

Teacher's Signature _____

Student Agreement

It is important that I work to the best of my ability. I shall strive to do the following:

- *Report to school on time and on a daily basis*
- *Come to school each day dressed appropriately and with the necessary tools for learning (pencil, paper, and book)*
- *Commit to studying on a regular basis*
- *Conform to the rules outlined in the student code of conduct*
- *Commit to be a responsible student by completing all assignments and self-monitoring my behavior and academic progress.*

Student's Signature _____

Parent's/Guardian's Agreement

The following describes the ways in which I, the parent and the undersigned partner, will be responsible for supporting my child's learning and commit to:

- *Ensure that my child is on-time and attends school every day.*
- *Support the school in its efforts to maintain a safe and orderly place to learn by ensuring that my child adheres to SCS dress code policy and School Attendance policy.*
- *Establish homework and study routines and review them daily.*
- *Provide a quiet place to study.*
- *Encourage and support my child's effort and be available for questions*
- *Know what my child is learning*
- *Read with my child and let him/her see me read*
- *Participate in parent training and student learning activities*
- *Participate in the Parent/Teacher Organization*

Parent's Signature _____

At Barret's Chapel K-8 of all core subject area teachers are Highly Qualified (HQ) according to the ESSA Standards. They are provided with high quality, relevant, on-going professional development and training to meet the diverse educational needs of all learners including those from historically underserved populations. Professional development is focused on best teaching practices, using assessments, integrating technology and meeting state student academic achievement standards. Professional development is readily available to aid all teachers' techniques/strategies that are designed to strengthen the core academic program of the school. Teachers as well as all stakeholders are involved in the planning of all professional development activities.

**Memphis Shelby County Schools does not discriminate in its programs or employment on the basis of race, color, religion, national origin, handicap/disability, sex or age.
Revised and distributed August 2023**

Parents, please initial all statements after you read through them and return this page to your child's teacher within five (5) school days.

_____ I understand the benefits, responsibilities and penalties outlined in the Barret's Chapel School Student /Parent Handbook.

_____ I have read the Barret's Chapel Health Policy and will abide by the provisions of the policy.

_____ I understand that my child will be held accountable for the behavior and consequences outlined in the Student/Parent Handbook, MSCS Student Code of Conduct and the Barret's Chapel School Behavior Plan. I also realize that the afore mentioned policies, procedures, and consequences are applicable at school, at all school-sponsored or related activities regardless of time or location.

_____ I understand that if I object to my child reciting *The Pledge of Allegiance* or if I have other objections to procedure / curriculum, I must present the objections in writing to the principal.

_____ I realize that SCS policy requires that all volunteers complete a Volunteer Registration Form. To ensure the safety of Barret's Chapel School students, background checks may be required.

Print Student's Name:

Student's Signature:

Print Teacher's Name:

Print Parent's Name:

Parent's Signature:

Date: _____