



Lower School  
Student and Parent Handbook

2017 – 2018

Carole Wills – Head of School

Lisa Landi, Lower School Head  
Allison Fernandez, Lower School Assistant Head  
Jill Wiseman, Lower School Counselor



August 28, 2017

Dear Students and Parents,

Welcome to the 2017 - 2018 year at The Briarwood School! We are excited to begin what we hope will be the best school year ever for our students.

Parents, we thank you for entrusting the educational needs of your children to our care. We believe one of your most important goals is for your child to receive the best education possible in the most caring environment. This is also the goal of the teachers and administrators at Briarwood. With this in mind, we move forward to prepare your student for the great possibilities ahead.

This handbook has been prepared to help with any questions you may have on a variety of topics. Please read and keep it for future reference. If your questions are not answered here, feel free to call the Lower School office at 281-493-2494.

Very truly yours,

*Lisa Landi*

Lisa Landi  
Head of Lower School  
The Briarwood School

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ALL THE INFORMATION, RULES AND REGULATIONS WITHIN HERE ARE IMPORTANT.  
PLEASE KEEP THIS BOOK AS A REFERENCE THROUGHOUT THE SCHOOL YEAR.

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## ABOUT THE BRIARWOOD SCHOOL

### History

The Briarwood School was started in the summer of 1967 by Yvonne Tuttle Streit, who was unable to find a school or facility capable of teaching her severely handicapped daughter. Using her degrees in psychology and education as a basis, Mrs. Streit spent several years traveling the country looking for the most effective programs. She took the best ideas, recruited a special education teacher, an art teacher, and a physical therapist, gathered six students into her backyard, and started teaching. By fall, the enrollment had tripled, and the school met at Memorial Drive Baptist Church.

Soon, children who were not handicapped and had average or above-average IQs were being brought to Mrs. Streit by frustrated and concerned parents—*their children were not succeeding in school*. Since that time, both students with developmental delays and learning disabilities are served by The Briarwood School. In June of 1969, the school moved to St. Philip Presbyterian Church and enrollment reached 100. In April of 1972, the 9.2-acre site at 12207 Whittington Drive was purchased and construction on a 37,000 square foot building began. The building was occupied in 1973 and by August of 1974, enrollment reached 200. Construction began in 1976 on a 33,000 square foot addition and athletic facilities. In 1977, enrollment reached 300. Two major milestones occurred in 1979. The remaining \$2.8 million debt was paid off and full accreditation was affirmed by Texas Education Agency.

Today, The Briarwood School is accredited by the Southern Association of Colleges and Schools, and has established itself as one of the premier schools in the country for children with a broad range of learning disabilities. Briarwood offers a Lower School program for K – 6<sup>th</sup> and Middle/Upper High School college preparatory program for grades 7<sup>th</sup> – 12<sup>th</sup> with standard classes for students with diagnosed learning disabilities. In addition, the Tuttle School segment provides training for children with developmental disorders, ages 5 through 21, in a wide range of vocational and living skills, as well as functional academics.

### Mission

The Briarwood School empowers students with diagnosed learning differences or developmental disorders to reach their maximum potential through diagnostic-prescriptive instruction in a structured academic environment.

### Statement of Philosophy

We envision a world where all children with learning differences can enjoy the benefits of an education in an environment that meets their unique and collective needs and capitalizes on their many talents. Every student can learn, and every student has the right to be taught in the way he or she learns best.

Briarwood is committed to providing a quality education to meet the varied needs of our student body. Every student will have the opportunity to be challenged, successful, and prepared for a future as a responsible and productive citizen.

## **Accreditation and Affiliations**

AdvancED (Southern Association of Colleges and Schools)  
Council for Exceptional Children  
Houston Association of Independent Schools  
International Dyslexia Association  
International Dyslexia Association – Houston Branch  
Learning Disabilities Association  
National Association of Private Special Education Centers

The Briarwood School is fully accredited by the Southern Association of Colleges and Schools. Accreditation, which is sought on a voluntary basis, assures that the institution has met the standards established by the association. Any school, regardless of its resources, must engage in a continuing program of school improvement to become accredited.

SCHOOL HOURS  
7:55 a.m. - 3:00 p.m.

# THE BRIARWOOD SCHOOL

## 2017-2018

EVERY  
WEDNESDAY  
12:00 Noon Dismissal

August 2017						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August	
7	All Faculty Return
16	1st Day of School Parent Coffee Noon Dismissal

February 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

February	
16	All School Holiday
19	President's Day All School Holiday

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

September	
4	Labor Day All School Holiday
23	HBIDA Symposium

March 2018						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

March	
12-16	Spring Break
30	Good Friday All School Holiday

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

October	
6	All School Holiday
9	Columbus Day All School Holiday

April 2018						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

April	
-------	--

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

November	
20-24	Thanksgiving Holidays

May 2018						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

May	
17	Upper School Graduation
18	Tuttle School Graduation
25	Last Day of School Noon Dismissal
28	Memorial Day

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

December	
15	Noon Dismissal
18	Christmas Holidays Begin No School

June 2018						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

June	
------	--

**HAPPY SUMMER!**

January 2018						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

January	
1	New Year's Day
2	Teacher Inservice Student Holiday
3	Students Return
15	MLK Day All School Holiday

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July	
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KEY: □ = Student/Staff Holidays    \ = 12:00 Noon Dismissal

Look for a more detailed calendar on our website: [www.briarwoodschool.org](http://www.briarwoodschool.org)

# The Briarwood School

12207 Whittington Drive  
Houston, TX 77077  
www.briarwoodschoool.org

<b>Administrative Offices</b> .....	281-493-1070
Executive Director Emeritus.....	Yvonne Streit
Executive Director.....	Vivian Shudde
Head of School.....	Carole Wills
Assistant Head of School.....	Linda Decker
Director of Admissions.....	Debbie Etheridge
Director of Technology.....	Nick Montesantos
Receptionist/Admissions Secretary.....	Brynn Matherne
Business Manager.....	Richelle Hlawek
Human Resources.....	LaWanda Burrell
Director of Development.....	Linda Peters
Building Operations Manager.....	Joe Harrison
Events, Asst. Director of Development..	Kim Black
Clinic Nurse .....	Cyndy Seynaeve, R. N.
<b>Middle-Upper School</b> .....	281-493-2494
Middle-Upper School Head.....	Janet TerLouw
Middle-Upper Asst. Head.....	Cathy Sussman
Counselor.....	Toni White
Curriculum Director.....	Olga Desai
Registrar.....	Judie Shelhamer
Attendance Secretary.....	Vicky Moscoso
<b>Lower School</b> .....	281-493-2494
Lower School Head.....	Lisa Landi
Lower School Asst. Head.....	Allison Fernandez
Counselor.....	Jill Wiseman
Secretary .....	Barbara Smith
Technology Specialist.....	Kara Leppard
<b>Tuttle School</b> .....	281-493-1070
Tuttle School Head.....	Nancy Danclovic
Secretary.....	Ruby Karimi
<b>Speech &amp; Language Pathologists</b> .....	281-493-2494
Director, Speech & Language Services..	Phyllis Chancey
Speech Pathologists.....	Stephanie Foreman, Kirby Grigsby, Shelly Howard, Jordin Lin, Melinda Skoller



## GENERAL INFORMATION

### School Hours

Monday, Tuesday, Thursday, Friday.....7:55 a.m. to 3:00 p.m.

Wednesday.....7:55 a.m. to 12:00 p.m.

### Website

Please visit our website at <http://www.briarwoodschool.org>.

### Lunch

<p><b>CARBONATED DRINKS AND CANDY ARE NOT ALLOWED. NO RESTAURANT OR FAST-FOOD LUNCHES ARE PERMITTED AT ANY TIME.</b></p>
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*Epicurean Delight* caters hot lunches at The Briarwood School. Purchase information may be found on The Briarwood School website ([www.briarwoodschool.org](http://www.briarwoodschool.org)). You may also contact *Epicurean Delight* at 713-860-0041 or [epicureangroup.school@gmail.com](mailto:epicureangroup.school@gmail.com). When registering in *Epicurean Delight's* parent portal, use 77077 when prompted to enter Briarwood's school code. Students may also bring their own lunches, including a beverage. Please remember that nutrition is vital to learning. Provide a balanced diet in your child's lunch. All students should bring lunches in a plastic, metal or cloth insulated lunch box. Igloo Playmates - smallest size only - are also acceptable. **Please label lunch boxes clearly with your child's name. No glass containers or paper bags are allowed.**

Parents, if you plan to have lunch with your child, please make arrangements through the Lower School office (281) 493-2494.

### Messages for Teachers

Teachers will not be called out of class except in case of emergency. You may call (281) 493-2494 to leave a voice mail message for a Lower School teacher. Email is also an excellent way to communicate with your child's teacher. Faculty and staff email addresses are in the student directory. Teachers will return the call or email as soon as possible.

\*All teacher email addresses will be their first initial and last name [@briarwoodschool.org](mailto:@briarwoodschool.org); ie., Lisa Landi is: [llandi@briarwoodschool.org](mailto:llandi@briarwoodschool.org).

### Messages and Deliveries for Students

**In emergency situations only**, messages will be relayed through the office to your child. To minimize classroom disruptions, students will not be released from class to receive a call. **(The office is not able to deliver messages received after 2:30 p.m.)** We appreciate your cooperation in this matter. All deliveries of forgotten lunches, homework, books, etc. must be taken to the receptionist's desk in the front office. Forgotten items will be delivered at an appropriate time. **Please do not disturb classes in session.**

### Lost & Found

The Lost and Found is located in the Lower School office. Please check to see if your student is missing any articles. If items are not claimed within one week after school is out for the summer, they will be donated to charity. The school cannot accept responsibility for locating lost articles. **Please label all personal items – clothing, binders, backpacks, lunch boxes, etc. with your student's name.**

### **Birthday Marquee**

Families may make a public announcement of a student's birthday on the Birthday Marquee located in the school parking lot. Announcements are \$20 and can be ordered through the main downstairs office. Please give at least two weeks' notice.

### **Visitors**

All visitors must sign in and obtain a visitor's badge at the reception desk in the main office. The Briarwood School uses Raptor, a school visitor management system, in order to ensure student safety. Upon entering, visitors are asked to present their valid driver's license or photo ID, which is scanned into the Raptor system. Once approved, the visitor receives a date/time-stamped, personalized ID badge.

Former students are encouraged to visit during lunch periods only, and with the permission of the Head of Lower School.

### **Cell Phones**

- Cell phones must be turned off and kept in the student's backpack while on campus.
- Students are not allowed to make or receive cell phone calls or text messages while at school.
- Students may **not** take photos using cell phones.
- Cell phones may be confiscated for misuse, and returned to a parent or guardian.
- The school is **not** responsible for lost or stolen cell phones.

### **Colors**

Red and Blue

### **Mascot**

Mustang

### **Friends of Briarwood (FOB)**

As parents of a Briarwood student, you are automatically a member of the Friends of Briarwood (FOB). This group, made up of parents, faculty and all other friends, serves a dual purpose: to provide parent education and to raise money for the school. The main event of this fundraising is the annual Briarwood Benefit held each spring. Funds from this source provide additional equipment, support teaching salaries, and allow us to continue to provide the quality program each student deserves. Each year, all parents pledge at the time of student enrollment to participate in the Benefit by selling ads and by volunteering time and energy.

### **Gifts & Donations**

The Briarwood School operates on tuition and gifts only. We hope all parents will make genuine efforts to support the school by giving and soliciting special gifts whenever possible. Donations are always welcomed. Special occasions such as memorials, birthdays, and anniversaries may be honored with gifts to the school.

**Books, Supplies & Tuition**

All books and supplies will be ready for your child upon arrival at school. Please do not purchase supplies for your student. **Each student will need to bring his/her own backpack** for carrying items back and forth between home and school. Your student will also need a lunch box (see **Lunches**) if you do not plan to purchase lunch through *Epicurian Delight*.

Briarwood's current Tuition and Fee Schedule can be found on our website at [briarwoodschool.org](http://briarwoodschool.org) under the Admissions tab.

Several payment plans are available. For more information contact the Business Office at 281-493-1070.

## SPECIAL EVENTS

### ***\*Open House***

Parents are invited to an Open House on Wednesday, September 6<sup>th</sup>, beginning at 6:30 p.m. with a reception and assembly. This will be followed with a visit to classrooms where parents will hear their children's teachers talk about individual classes.

### ***\*Grandparents & Special Friends Day***

On Wednesday, October 11<sup>th</sup>, from 10:30 – 11:30 a.m., Grandparents or Special Friends are invited to visit classrooms and share stories. We're not sure who has more fun—the youngsters or the oldsters!

### ***\*Oil Ranch Field Trip***

Primary levels visit Oil Ranch on October 27<sup>th</sup> this year. This guest ranch is located northwest of Houston and provides our students with farm/ranch experiences, such as milking a cow and gathering their very own pumpkins from the field.

### ***\*Intermediate 3<sup>rd</sup>/4<sup>th</sup>, through 6<sup>th</sup> grade Field Trips***

Intermediate 3<sup>rd</sup>/4<sup>th</sup> through 6<sup>th</sup> grades arrange field trips to enhance academic areas specific to each grade level.

### ***\*Book Fair***

The annual Book Fair is held in the fall each year at the Barnes & Noble bookstore located in Town & Country shopping center. Funds received from the Book Fair help support our Briarwood libraries. This year the dates are November 1<sup>st</sup> - November 4<sup>th</sup>. Lower School students will attend on Friday, November 3<sup>rd</sup> beginning at 8:45 a.m.

### ***\*Winter Concert***

All Lower School students present a musical performance including holiday and concert selections. The program will be held in The Briarwood School Field House on Thursday, December 14<sup>th</sup> at 8:30 a.m.

### ***\*Go Texan Day***

On Friday, February 23<sup>rd</sup>, the Lower School students and teachers get to dress western and eat barbeque for lunch. What a fun way to celebrate our Texas heritage with the whole state!

### ***\*Art Show***

Artwork produced by students in Lower School will be displayed for viewing on Wednesday, April 11<sup>th</sup>. This well-attended event is enjoyed by parents, students and staff alike!

### ***\*TOPS Plays***

Each school year, students in Primary and Intermediate levels present plays for family and friends. These little "productions" are part of the TOPS (Teaching Opportunities for Pragmatic Skills) classes attended by Lower School students.

### ***\*Sixth Grade Speeches***

Each school year, 6<sup>th</sup> graders choose and research a person of historical significance. Parents and friends are invited to see and hear these students on stage as they portray their chosen person.

***\*Field Day in May***

Each year in May, Primary, Intermediate and 5<sup>th</sup> grade students go to a nearby country club for a day of sports, games, swimming and other fun outdoor activities. The 6<sup>th</sup> graders enjoy their own special day at a location off campus. Field Day this year will be held on Thursday, May 24<sup>th</sup>, 2018.

***\*Summer Reading and Math Party***

Summer reading lists are provided at each grade level. A math facts calendar is also provided. All students who complete the reading and math requirements over the summer participate in a party.

## POLICIES AND PROCEDURES

### ATTENDANCE

#### *\*Absences*

Regular attendance is important to the educational progress of each student. If a child is not in attendance, he/she cannot learn. **Nine (9)** absences will be considered excessive and will result in a parent conference. Excessive absenteeism could result in dismissal from The Briarwood School. Parents are requested to call the school by 9:00 a.m. if a student is going to be absent for the day.

If you know ahead of time that your child will be absent, please notify the school in writing of the date(s) of the intended absence. This will allow teachers to provide students with assignments they may need to complete during the absence.

A signed note of excuse is required after a student has been absent.

#### *\*Tardies*

It is very important to the progress of your student that he/she arrives on time. This will help to ensure the best possible start is given to the day. It is very difficult for many students to begin the day positively if they arrive even a few minutes late. Please make every effort to have your child at school on time. Morning assembly, which includes the announcement of Right Choice Awards and KCC hearts, begins at 7:55 a.m. The tardy bell rings at 8:00 a.m.

### DRESS CODE

#### **Uniforms**

Personal appearance is important to a student's self-esteem and acceptance by peers. Briarwood's school uniform is designed to look attractive, minimize distractions and avoid dress competition. Briarwood will interpret the uniform code and render final decisions regarding personal appearance. Clothing should be kept clean and neat, without holes, tears or stains. *It is the student's and family's responsibility to ensure that all clothing worn to school meets uniform requirements.* **Additional options to the 2017 - 2018 Dress Code are presented in bold italics.**

- **Parker School Uniforms** is Briarwood's provider of uniform clothing. *All students will be required to wear only shirts and outerwear from Parker School Uniforms with the Briarwood Mustang logo.*
- Parker may be accessed online at [www.parkersu.com](http://www.parkersu.com). The web ID code for Briarwood is HO201264.
- **Parker School Uniforms collared knit shirts are solid navy blue, white or red.**
- Long-sleeved collared knit shirts (no pockets) are free of any non-Briarwood logo or print.
- Long- or short-sleeved button-down oxford shirts must be white and free of any non-Briarwood logo or print.
- All shirts and blouses must be tucked in.
- T-shirts worn under uniform must be **solid white** without any visible designs. Long underwear is not uniform. Long-sleeved T-shirts may not be worn with short-sleeved shirts.

- **Parker** uniform pants, shorts, skorts and skirts must be dark khaki or navy blue.
- Shorts must be “walking shorts” length. Skirts and skorts must be within two inches of the knee.
- Belts are required for clothing with belt loops.
- Crew, V-neck or cardigan sweaters or sweatshirts are solid navy blue, white or red and free of any non-Briarwood logo or print.
- All non-uniform outerwear must be removed upon entering the building and stored in the classroom closet.
- Scout uniforms may be worn on meeting days.
- Shoes must be non-marking sneakers. Footwear must be neat and clean. Any shoelaces must be tied. Sandals are not uniform.
- Hats, caps, headscarves, etc. may only be worn outside the building.
- Sunglasses, key lanyards, and other excessive or distracting accessories may not be worn.
- Piercings may be worn only in the lower earlobes.
- Lower school students may **not** wear cosmetics.
- ***Parker School Uniforms provides sweaters. They are solid navy blue, white or red and free of any visible non-Briarwood logo, print or design. The Briarwood Mustang logo is required.***
- ***Parker School Uniforms provides hooded, zippered sweatshirts, and light fleece, full-length zippered jackets in solid navy blue.***
- ***Monogramming is allowed only on Briarwood jackets. Monograms will be located on the outside of the back of the jacket, just below the collar or hood seam. They should be clearly legible, 3 initials (first, middle, last), white and 1/2” in height. Parker Uniform will be able to direct parents to the appropriate monogramming shop.***
- ***A collared uniform shirt is required to be worn under all sweaters, sweatshirts or jackets.***

### **Grooming**

All students must be well groomed. Hair must be clean and neat. A student whose hair interferes with good vision will be asked to cut or pull back his/her hair. Hair accessories and/or jewelry must not be distracting to the student or his/her peers. Hair color should not be a distraction.

Practicing good personal hygiene is important to a student’s health and social standing. Students must bathe, wash hair and brush teeth on a regular basis. Perfume or cologne should **not** be worn, as these may be a distraction for some students. Body odor and bad breath are distracting to other students in a classroom environment. Students with these issues will be counseled and parents will be notified. Any student not dressed in Briarwood uniform will go to the office and parents will be called. If the student returns to school without the appropriate uniform attire a second time, the student will be sent to the office, parents will be called, and the student will remain in the office area until the correct uniform clothing is brought to school.

### **Spirit Day**

Students adhering to the dress code every day will be allowed a non-uniform during some months. Dates will be announced.

**The following standards should be observed for non-uniform dress days:**

- Jeans may be worn but must not be tight fitting, overly baggy, or ride below the normal waistline. They must be clean and free of holes or frayed areas.
- Sweat pants are not allowed.
- Shorts may be worn, but must be no more than two (2) inches above the knee.
- Skirts may also be worn, and like shorts, must be not more than two (2) inches above the knee.
- Belts must be worn if clothing has belt loops.
- Shirts must be free of inappropriate language, slogans, and/or pictures.
- Overshirts with tails that are finished, box-cut, or squared-off may be worn in or out, provided the shirt is not excessively big or long.
- If a T-shirt is worn under the overshirt, the T-shirt must be free of inappropriate language, slogans and/or graphics.
- Tops must be long enough so as not to expose the midriff area.
- Shoes must be closed-toed and if backless, have a strap to secure them to the foot.
- All footwear will be properly tied, buckled or strapped to ensure safety when walking the halls or stairs.

***When in doubt whether or not your clothing conforms to the Non-Uniform Dress Code, bring additional clothing to school. Parents will be called to bring clothes if their student is not dressed appropriately on a non-uniform dress day.***

## **CITIZENSHIP & CONDUCT**

### **Character Education**

The character education program at The Briarwood School focuses on directly teaching and reinforcing positive character attributes that will enable students to lead lives that benefit themselves and other people. It is a multi-faceted program integrated throughout the day, though the majority of the character education lessons are provided in the TOPS class. This provides consistent expectations and structure for students, as well as creating a unity of purpose for creating and maintaining a positive learning environment.

### **Right Choice Awards**

The *Right Choice Award* is a central component of the character education program, and it aligns with the Character Lab. When students demonstrate character strengths at school, they may receive a *Right Choice Award*, with recognition during the morning assembly. These awards are given to students by faculty and staff.

### **Attitude and Effort**

At Briarwood, we intentionally cultivate a positive attitude and sustained effort from students toward the learning process. We believe that character strengths such as grit and a growth mindset are essential for maximizing the learning process. In a safe and positive learning environment, students are encouraged to take academic risks, try something that may be difficult for them, and learn through perseverance and making mistakes.



## **KCC Club**

The KCC Club continues the legacy of the *Rachel's Challenge* program by spreading kindness, compassion, and courage throughout our school, homes, and community. Lower School students have the opportunity to attend monthly grade-level meetings and all-school assemblies. During the KCC meetings, students participate in games and activities to learn more about kindness, community service and showing gratitude.

*Rachel's Challenge* encourages students to always look for the good in others. Students can recognize kind acts by their peers by giving them a KCC Heart award, which is announced during morning assembly twice a week. The KCC Hearts are then posted in the lunchroom so that everyone can see how small acts of kindness really add up! Several hundred KCC hearts were given to and by our students last year.

## **KCC Day**

Students are encouraged to wear their KCC shirts with uniform bottoms every Wednesday to show their KCC spirit.

## **No Place for Hate®**

The Briarwood Lower School has earned the No Place for Hate® designation from the Anti-Defamation League. This initiative promotes respect for individual differences while challenging prejudice and bigotry. Lower School continues to participate in this initiative to create and sustain an inclusive school community where all students feel valued. Many of the KCC Club activities fulfill the No Place for Hate® requirements. Additionally, students, faculty and parents are provided an opportunity to show their support by committing to a *Resolution of Respect*.

- I promise to do my best to treat everyone fairly.
- I promise to do my best to be kind to everyone – even if they are not like me.
- If I see someone being hurt or bullied I will report it to an adult.
- Everyone should be able to feel safe and happy at school.
- I want our school to be No Place for Hate®.

## **Counseling**

In keeping with The Briarwood School's philosophy and objectives to educate the total person, school counselors are on staff as part of administration for consultation and brief counseling. The goal of the counseling services is to provide additional support to a diverse school population through individual, group, and/or family therapy, counseling, or consultation. The school counselors are available to help students deal with various issues ranging from personal crises to day-to-day classroom difficulties. The object of these services is not to provide long-term counseling, but to help students cope with difficulties interfering with their learning. For students' needs beyond the scope of the counseling available at Briarwood, referrals to other service providers may be given. In the case of an emergency, please contact your child's physician or go to the nearest emergency room and ask for the psychologist or psychiatrist on call.

Confidentiality will be maintained within the limits of the law and the counselor's professional ethics. Suspicion of child or elder abuse or neglect, persons who pose a danger to themselves or

others, and suspected violations of ethics codes by other licensed professionals will be reported to appropriate authorities. When appropriate and in the student's best interest, the counselor may consult with other Briarwood administrators, supervisors, or faculty to develop a plan of intervention.

Permission from a parent or legal guardian is necessary for the school counselor to release information regarding a student to persons not employed by Briarwood, unless a release of information is court-ordered.

Students can meet with the Briarwood counselor either by requesting it directly, by staff referral, or by parental request. There is no additional fee for counseling services.

### **Honor Guard**

The Honor Guard is comprised of 5th grade students. This group is responsible for raising and lowering the United States and Texas flags at appropriate times.

### **Mustang Choir**

The Lower School Mustang Choir is a performance choir comprised of students in 4<sup>th</sup> through 6<sup>th</sup> grades. Rehearsals are held after school on select Wednesdays from noon – 1:00 p.m. during the fall semester. Our Mustang Choir performs at school and community functions throughout the fall semester. The objectives are to strengthen music skills, develop music reading, and provide performance opportunities.

## **ACADEMICS**

### **Program Description**

The Briarwood Lower School program is structured to meet the needs of the student with a diagnosed learning difference who has not reached his/her academic potential in traditional school environments. The chronological age of the Lower School population is five years through thirteen years (grades K – 6). The program is effective because of smaller class size, highly-trained, dedicated educators, and a research-based, diagnostic, prescriptive curriculum. The Briarwood School is fully accredited by the Southern Association of Colleges and Schools, a division of AdvancED.

Students are assigned to a classroom teacher and instructed in small groups with a focus on how each student learns best. Teachers and reading specialists provide additional classes in math, phonics, reading, and remedial language for children on an as-needed basis. In this way, we are able to provide extra remediation, a slower or faster pace and even smaller group numbers.

Teaching strategies are multi-sensory: auditory, visual, and tactile-kinesthetic. New concepts are taught and reinforced with readily available hands-on materials. Our approach to learning is structured, sequential and emphasizes direct teaching.

Each student receives instruction in reading, math, language arts (spelling, grammar and writing), science, and social studies. Briarwood's math curriculum follows the TEKS (Texas Essential Knowledge and Skills) and incorporates the Woodin Math Methodology. All programs utilized are research-based, and carefully chosen to meet the needs of our students.

Computers are in each classroom and the children have scheduled time in the computer labs, access to iPads and laptops. Lower School students utilize a variety of programs/apps to enhance instruction.

Each Lower School student has 30-minute classes for gross motor/physical education, art, music, pragmatics and library. Physical Education classes meet daily and other specialty classes meet two or three times each week. Selected students are enrolled in our speech and language program. Every student in the Lower School at Briarwood participates daily in his/her own carefully planned schedule of classes, which are designed to teach the whole child and to help maximize his/her potential academically and socially.

### **The Diagnostic-Prescriptive Approach**

Briarwood School is a diagnostic-prescriptive school with a program designed to instruct while addressing the learning disabilities of the students who attend. The utilization of this approach enables the academic remediation provided to be most effective.

The psychoeducational evaluation that is required to be on file for each student provides the diagnoses and recommendations which enable the teacher to apply the diagnostic-prescriptive approach. With this information, we are able to address the learning disabilities of each student in various ways:

- We provide accommodations and/or modifications for each student's classwork and homework.
- The instructional methods used by our teachers approach the learning process in an auditory (hearing), visual (seeing), and kinesthetic (touching) manner.
- We teach compensatory techniques and strategies to our students so that each one can better manage his or her disability.

### **Grading & Report Cards**

**Primary classes** receive non-graded Quarterly Reports in which parents are presented with a narrative about individual student progress for each content area including language arts, reading, math, science and social studies, art, music, and physical education. Learning objectives within each content area are identified and indicators given as to the level of progress each student is making.

**Grades 3, 4, 5, and 6** receive graded Quarterly Reports in which parents are presented with a narrative about individual student progress within each of the content areas, and progress indicators for learning objectives, which have been set for each student. A numerical grade is also received in the content areas and a letter grade is received in the areas of Effort and Attitude.

### **Achievement Testing**

Lower School students take achievement tests called Measures of Academic Progress<sup>®</sup> (MAP<sup>®</sup>) from the Northwest Evaluation Association (NWEA). Results help educators make student-focused, data-informed decisions and to track a student's academic growth throughout the school year and from one year to the next. Students take the untimed reading and math tests on a computer two times a year. MAP tests are based on the Texas Essential Knowledge and Skills

(TEKS) standards, and the tests adapt to be appropriate for your child's level of learning. The level of difficulty increases or decreases according to whether or not the child is answering questions correctly. As a result, each student has the same opportunity to succeed and maintain a positive attitude toward testing. Parents receive detailed reports about their child's performance on the MAP test during parent-teacher conferences.

### **Homework**

Homework is an integral part of the learning process for any student. Reinforcement of the concepts learned during the school day is the primary reason teachers assign homework. The homework process also enables a teacher to see how well a student has mastered a particular concept when it is completed independently. Homework at the Lower School level is also a tool to teach students good work habits, which they will use throughout their school years and beyond.

Homework is an important component of the educational process, but should not be overwhelming to the student or the student's family. Parents should communicate with their child's teacher if/when homework difficulties arise.

#### The twenty minute rule - Grades 5 and 6

When a student has made a concerted effort on any homework assignment for 20 minutes, we suggest the parent impose what we term, 'the 20 minute rule'. The parent draws a line across the page under the completed portion of the work, signs it, and has the student move on to the next homework assignment. The student will not be penalized, and the teachers can see what must be done to enable the student to complete subsequent assignments.

Each teacher will provide an assignment sheet or an assignment book (depending on the grade level) in the student's homework folder or notebook. Although parents are seldom expected to help with homework (exceptions do arise), they should sign the assignment sheet to verify that each night's assignment is completed. Every morning, the teachers will check to see that the homework has been completed.

### **Mastery Center**

Mastery Center, a monitored, structured study hall, is offered Mondays, Tuesdays, and Thursdays from 3:00 – 3:45 pm. Any student is welcome to attend Mastery Center to work on homework in a quiet environment. Teachers from various grade levels are available to help students when needed. Teachers, students, and/or parents may initiate a request for Mastery Center at any time throughout the school year.

To enroll in Mastery Center, parents must notify the homeroom teacher. Please include the beginning and ending dates that you would like your child to attend Mastery Center. If there is a change in plans, please notify the homeroom teacher and the office as soon as possible so that proper arrangements can be made. Parents are responsible for making arrangements for their child to be picked up by 3:45 pm.

## **Special Areas of Direct Instruction**

### ***\*Pragmatics***

All Lower School students attend TOPS (Teaching Opportunities for Pragmatics Skills) classes two or three times each week. Through the TOPS class, children receive direct instruction for practical social skills and behaviors. The TOPS classes are not intended to replace social skills therapy.

### ***\*Organizational Skills / Landmark Master Notebook System***

The disorganization exhibited by many learning disabled students can profoundly affect performance at school. Briarwood teachers supervise and help students maintain an organizational system for classwork and homework.

The Landmark Master Notebook system is used schoolwide at Briarwood. Through this program, students receive direct instruction in organization of school assignments and materials. Students learn to set up a binder notebook and keep an assignment book for homework. Teachers routinely check to make certain each student maintains his or her notebook properly.

### ***\*Technology in Lower School***

Briarwood incorporates technology throughout the day utilizing iPads, laptop computers, SMART boards, interactive projectors, and state-of-the-art computer labs. Every 6<sup>th</sup> grade student is issued a laptop, which they use throughout the day while at school.

## **Additional Instructional Support**

### ***\*Speech and Language Services***

The Briarwood School has speech and language pathologists on staff to serve students who experience difficulties relative to speech, language learning, and pragmatics. Areas that are addressed include fluency, voice, reading, decoding and comprehension, written expression, receptive/expressive language, study skills, and social skills. There is an additional fee if speech and language services are provided.

### ***\*Focused Intervention Time (F.I.T.)***

The Briarwood School has teachers on staff to address special concerns for students from primary through grade 6. These teachers provide opportunities for sub-grouping which allow for more individualized teaching in math, phonics, reading comprehension, and writing. All students participate in a F.I.T. class that provides extra remediation or a faster-paced class in the area of greatest need.

### ***\*Tutoring***

The programs and curriculum in place at Briarwood are diagnostic-prescriptive, intensive and comprehensive, enabling teachers to meet the academic needs of students. In view of this, tutoring services are not usually necessary, and this outside help is not typically recommended. If you believe your student would benefit from having a tutor, please speak with the Head of Lower School and a conference will be arranged to discuss your concerns.

*It is school policy that Briarwood teachers do not tutor either their own students or students entering their grade/level the following year.*

## EMERGENCY PROCEDURES

The Briarwood School is compliant with local and state authorities and has in place a crisis management plan. The safety of students, staff, and visitors is paramount and drills are practiced regularly.

### **Inclement Weather**

Should severe weather conditions (ice, flooding, etc.) necessitate the closing of school, families will be contacted by telephone and/or email. We have an emergency calling system, so please keep your lines open during times of bad weather. Please ensure the school has the most up-to-date phone numbers for your family.

### **Fire/Safety Drills**

Fire and other safety and evacuation drills are practiced regularly. Parents will be informed by telephone or email in the event of any true emergency.

### **Shelter In Place**

Shelter-In-Place is a procedure whereby The Briarwood School implements a “lock-down” of the school in accordance with the recommendations of Federal, State and local authorities in response to an environmental or other catastrophic event outside of the school. Should the Shelter-In-Place procedure be implemented, the school will close and lock all doors, and no persons may enter or exit the building once the doors have been secured. All persons shall remain inside the building until such time as local emergency officials have issued an official “All Clear” notice, and the Head of School has terminated the Shelter-In-Place procedures.

Shelter-In-Place drills are conducted several times a year and parents are notified of the drill via email messages. Should a Shelter-In-Place occur, parents would be notified of the implementation via email messages.

### **Emergency Contact Information**

(See Emergency Cards on p. 23)

## PARENT MEETINGS

### **Parent Conferences**

Parent/teacher conferences are formally scheduled for *all* students each fall and spring. A mid-year conference is scheduled for all *new* students, and as-needed for returning students. It is imperative that parents keep appointments and be on time for conferences. If you have questions between conferences, please arrange for a telephone conference by calling the Lower School office 281-493-2494 or emailing the teacher directly. Teacher email addresses may be found in the Student Directory.

---The first parent-teacher conferences are Wednesday, October 18<sup>th</sup>, 2017. *This is a student holiday* and conferences are scheduled throughout the day.

---The second round of conferences is scheduled for Wednesday, January 24<sup>th</sup>, 2018 for 5<sup>th</sup> – 6<sup>th</sup>, and January 31<sup>st</sup>, 2018 for K – 4<sup>th</sup>. Students will be working with specialty teachers the morning of their designated conferences; therefore, conferences will be scheduled throughout the day. These are **not** student holidays.

---End-of-year conferences will be held on Wednesday, April 25<sup>th</sup>, 2018. *This is a student holiday* and conferences are scheduled throughout the day.

October conference appointment times will be confirmed after the opening of school so you may mark your calendar. We ask you to make outside arrangements for the care of your Briarwood student as well as other children in the family during your conference time. We do not have childcare facilities available during conferences. This is a time for you and your child's teacher to discuss the educational planning and progress of your student without distractions.

### **New Student Orientation**

Each year new students and their parents are invited to visit the school before the starting date. This allows students and parents to get acquainted with each other, meet their teachers and become more familiar with the new surroundings.

### **Parent Education Programs**

Each year The Briarwood School hosts free of charge informational presentations for parents of Briarwood students and the community at large. These have included presentations such as the *Houston Branch of the International Dyslexia Association Parent Panel*, the *Community Education Series of "At-Risk Behaviors of LD Students"* with Cheryl Simmons, Psychologist; *Developmental Milestones and Multisensory Instruction* by Dr. Sherry Sellers Vinson, Developmental Pediatrician; and a *Texas Children's Hospital Simulation*, acquainting the audience with what it is like to be dyslexic; and *Parenting Impulsive Teens in the Information Age: How to Not Get Caught in the Web*, with Dr. Walter Peacock, psychologist.

### **Communication with Other Professionals and Schools**

Briarwood personnel are frequently asked to provide information about a student to professionals outside of school. We welcome the opportunity to collaborate with other professionals who work with your child; however, the following guidelines must be followed.

- A *Release of Information* form must be signed and returned by the parent to give us written permission to share information about a student. Emails and handwritten requests are not sufficient. These forms may be obtained from an Administrator.
- Please allow at least two weeks for us to complete student questionnaires, evaluation forms, and requests for records. At busy times of the year, it may take longer. Public school referral packets require at least two weeks for us to complete.
- It is Briarwood policy to mail or fax the information directly to the professional or other school.
- Please do not send evaluation forms or questionnaires during the last month of school. We need sufficient time to be able to provide quality information for you.
- Briarwood does not release reports or other information provided to us by outside professionals or other schools. We only forward records generated at Briarwood. For example, we may send report card and achievement test scores as requested, but we will not send a psychoeducational report written by another professional.

## BEHAVIOR MANAGEMENT

### **Behavior Management Plan**

“Students have the right to learn. Teachers have the right to teach.” To ensure the success of this basic tenet, parents of Lower School students are asked to review Briarwood’s Behavior Management Plan with their children at the beginning of each school year.

#### ***\*Schoolwide Behavioral Expectations***

- Students will be expected to walk in hallways.
- Students will be expected to be quiet in common school areas.
- Students will be responsible for keeping all school properties (books, desks, all classroom and school materials, and building) in good condition.
- Students will be expected to dress in the approved uniform each day.
- Students will act with courtesy and respect toward other students, faculty and staff. Both their actions and their words will reflect this courtesy and respect.
- Bullying, whether physical, verbal, emotional, or cyber, will not be tolerated.

#### ***\*Playground Expectations***

- Use playground equipment appropriately. Running is prohibited in the covered area.
- Play tag games on grassy area only – not on equipment.
- Fighting on the playground or anywhere else will not be tolerated.
- Use appropriate language on the playground.

#### ***\*Bus Expectations***

- Walk to the bus.
- Wait patiently in line to board the bus.
- Be courteous.
- Keeps hands and feet to yourself.
- Use appropriate language.
- Use no verbal, written or body language threats.

#### ***\*Bicycle Expectations***

- Bicycles **must be walked** on school campus.
- Bicycles **must remain on sidewalks** (not in parking lots) while on school campus.

#### ***\*Morning Carpool Expectations***

- Sit under your homeroom teacher’s name in the Lower School gym and remain seated until morning announcements begin.
- Keep all books, papers, toys, etc. in your backpack.
- Disruptive (inappropriate) language or behavior is not allowed.

#### ***\*Afternoon Carpool Expectations***

- Sit quietly.
- Listen and look for your carpool name or number.
- Keep all items inside your backpack.
- Change carpool line seating only when directed by a teacher.



***\*Disciplinary Actions May Include (but are not limited to)***

- Brief reminder or redirection
- Warning
- Classroom time-out
- Quiet Room (in the office area) time-out
- \*Critical – student is sent to office to see the Head or Assistant Head of Lower School.  
(See **Critical Actions**)

***\*Homework***

- Students who do not complete their homework will be expected to finish it at the discretion of the teacher.
- Students may be required to stay after school (from 3:00 – 3:45 p.m.) with the teacher on duty. Parents will be notified in time to arrange transportation.
- Mandatory homework times will be required when homework is consistently incomplete or not turned in on time.

***\*Dangerous Articles***

- Students will not carry or bring dangerous articles to school.
- Dangerous articles include, but are not limited to: weapons, such as BB or pellet guns or replicas of guns; any type of ammunition, bullets, or explosive devices or replicas; knives of any size or any objects designed to cut that are reasonably believed to be possessed for use as weapons, such as razor blades, utility knives, x-acto knives and knife key chains; any laser-pens and/or laser-pointers.
- If such items are brought to school, they will be confiscated, and the student will be subject to disciplinary action, which may include suspension or expulsion.

***\*Critical Actions***

- Critical Actions include, but are not limited to: obscene language, fighting, threats (verbal, written or body-language threats), harassment, destruction of property; and public displays of affection such as: hand-holding, hugging and/or kissing.
- Students will not make any physical, verbal, written or body-language threat(s) against any person or against the Briarwood campus or facility.
- Unauthorized use of cellphones, including but not limited to: photos, videos, text, social media, games or phonecalls.
- Bringing any Dangerous Article to school will be treated as a Critical Action.
- Critical Actions will be taken seriously and may result in suspension or expulsion.
- Critical actions also include actions that seriously threaten the safety or well-being of others or that clearly breach Briarwood's honor code or honor pledge.

**The Briarwood School  
Lower School Policy on Bullying  
2017 - 2018**

The Briarwood School is committed to providing a safe, civil and positive learning environment free from all harassment, intimidation, and bullying. We practice a pro-active approach to preventing bullying by establishing a positive school climate with support for students and recognition of positive actions. School rules and expectations are clear and consistent from class

to class, and we strive to respond to incidents in a fair and consistent manner. Students receive frequent praise in the classroom with the opportunity to earn tangible rewards (tickets, tokens) for following classroom expectations. The Right Choice Awards character education program affirms individual students with school-wide recognition. Students are directly taught how to make and maintain friendships, and they are provided opportunities to meet and socialize with students from other homerooms.

The TOPS class teaches students to differentiate between bullying behaviors that happen repeatedly with the intention of hurting someone, versus normal conflict and teasing that occur occasionally without intended malice. Students learn how to respond to acts of bullying if they are the targets, and how bystanders can help others who are being bullied. In the TOPS class, students learn and practice strategies for resolving normal conflict and teasing, and they develop more awareness of how they themselves might contribute to bullying.

**Bullying** is an aggressive behavior that is repeated over time with the intention of hurting someone. It involves an imbalance of power or a perceived imbalance of power. Often, bullying behavior involves intimidation or harassment. People often think of bullying as being **verbal aggression** (including name calling or insults) or **physical aggression** (including hitting, kicking, biting, pinching, pushing, or taking someone's possessions). However, bullying also occurs in several other ways. Forms of bullying include: physical, verbal, social, and cyber-bullying.

**Social Aggression** (relational aggression) harms others by damaging, threatening, or manipulating peer relationships; or by injuring one's feelings of social acceptance. This form of bullying uses lies, rumors, secrets, betrayals, gossip, taunts, social exclusion, silent treatment, isolation and cliques.

**Cyber-bullying** occurs when a person bullies another person using the Internet, cell phone, or other interactive digital technology. This includes social networking websites, e-mail, instant messaging, text messaging, voice mails, videos, and photographs.

Although inappropriate use of social media may occur among our students off campus, it negatively affects our students and their ability to maintain respectful relationships with one another while they are at school. School Administration may respond to off-campus inappropriate use of social media if the incident(s) significantly disrupt(s) the students' right to learn or causes disruption to the school's mission of creating a positive learning environment.

**Reporting Bullying:** Students and parents are encouraged to report bullying incidents to the school. If your child is being picked on, teased, or excluded by another student, please let us know as soon as possible so we can respond in a timely manner. We would like to resolve conflict between students before it reaches the level of bullying. Reports can be made to the teacher, counselor, or Head of School. Confidentiality is respected to the extent possible. Bus parents are also encouraged to continue to communicate with the Head of School regarding reportable incidents that occur on the bus.

**School Response:** Once a report of bullying has been received, the school will take steps to appropriately investigate and intervene accordingly. Our goals are to protect the target/victim,

help the child doing the bullying to change his/her behavior, and to restore a safe and positive learning environment. Parents will be notified in order to elicit their support in resolving the situation. Collaboration between student, parents, teachers, counselor, and Head of School is important for responding to bullying in a productive manner.

Consequences for bullying behavior include but are not limited to: speaking with the Head of School, spending time in the Quiet Room (time out), lunch or recess detention, changing classes and school suspension or expulsion. Students who intentionally provide false reports of bullying are subject to disciplinary action. Additionally, any form of retaliation is strictly prohibited. This is to protect any person who in good faith provides information regarding a bullying incident.

Responding directly with as much information as possible will enable us to more quickly and effectively resolve the bullying situation. When possible, we will work to reconcile the students involved. However, we are sensitive to a student's fear of retaliation for reporting an incident. There are times when it is not in the target/victim's best interest to directly confront the student doing the bullying. Referrals to professionals outside of the school will be made if additional support is needed.

## HEALTH

To ensure the safety and well-being of your child during all activities, your child's teacher and The Briarwood School should be made aware of all special medical conditions and/or precautions relating to your child by the first day of school.

### Immunization Report

A complete health report is required before entering school. Each student must have a physician's certificate to verify smallpox vaccination, a negative Schick test, and immunization against diphtheria, tetanus, measles, and rubella.

### Medication

All medication taken at school will be dispensed through the clinic. **No medication may be carried by the student, even cough drops.** Prescription medication must be brought in the original container bearing the prescription label and clearly marked with the student's name and dosage. Any dosage change must be accompanied by written permission from the doctor or the parent. Please notify the school nurse as soon as there is any change in medication given at home or at school.

Tylenol, cough drops, and/or any other **non-prescription medication will not be dispensed unless sent from home in a container clearly marked with the student's name and accompanied by a note from the parent or guardian authorizing the school to administer the medication and specifying the exact dosage.** An adult must pick up any medication remaining at the end of the school year; it will **not** be sent home with the student.

### Communicable Disease

If a student is sent home with fever or any contagious illness, he/she **may not return to school until at least 24 hours after the fever, illness, or condition subsides** and the child is back to

his/her regular routine. At the discretion of administration, a physician's statement of wellness may be required before the student may return to school.

As a preventive measure against a flu outbreak, Briarwood will continue to monitor guidelines and recommendations set out by the CDC, the Center for Disease Control and Prevention, as well as local public health officials.

Schoolchildren are among the groups most vulnerable to illness and the flu. Parents are encouraged to have their children vaccinated when those vaccines become available. If your child becomes ill with an influenza-like illness (fever with a cough or sore throat), he/she should be kept at home. If a child becomes ill with these symptoms while at school, parents will be called to pick up the child.

Briarwood teachers will be diligent about making certain that students follow good hygiene habits while at school. Hand washing and covering one's mouth and nose during a cough or sneeze will be emphasized.

Parents are encouraged to emphasize the importance of good hygiene and healthy lifestyle activities with their children at home. The CDC recommends the following activities to promote good health:

- Wash your hands often.
- Avoid touching your eyes, nose or mouth.
- Cover your nose and mouth when sneezing or coughing.
- Stay home from work, school or errands when you are sick.
- Avoid close contact with people who are sick.
- Get plenty of sleep and exercise regularly.
- Drink plenty of fluids and eat nutritious food.

In view of the fact that it is difficult for many working parents to be away from work, **families are encouraged to have a plan in the event a child gets sick and needs to stay home from school for several days.** The CDC recommends having only one caregiver when possible, further limiting the spread of germs.

### **Emergency Cards**

An up-to-date Emergency Card with medical information must be in the school office at all times. If you have a ***change of home address*** or ***change of home, business, email or cell phone number***, please advise the Lower School Secretary immediately by phone and in writing. It is also important that we are able to reach another responsible party if parents cannot be contacted.

### **CARPOOLS, BUS SERVICE, & PARKING**

As we begin this new school year, we want to establish regulations for carpool that will enable afternoon student pick-up to be as **safe** and **swift** as possible. Students should be picked up promptly at 3:00 p.m. on Mondays, Tuesdays, Thursdays, and Fridays (unless attending Mastery Center and/or Mustang Madness) – and at 12:00 noon on Wednesday.

### ***Dismissal***

- \* Normal carpool begins at 3:00 p.m. on Monday, Tuesday, Thursday and Friday.
- \* **Wednesday dismissal time is 12:00 noon.** Wednesday afternoons are used for staff meetings and in-service training for teachers.
- \* Mastery Center carpool begins at 3:40 p.m.
- \* Mustang Madness carpool begins at 4:55 pm.

Please always be prompt in picking up your student(s).

**Note: Students will not be released to anyone other than their assigned carpool without written permission from a parent or guardian. When there is a birthday party or other event, every student must bring a note if he/she is going in a different carpool. The drivers must also send notes or emails stating exactly who they are picking up, before 9:00 a.m. the day of the party.**

**At dismissal, 6th grade students are released to the Middle-Upper side of the school, by the Field House.**

### ***\*Early Pick Up***

If you must pick up your child before regular dismissal time, notify your child's homeroom teacher **in writing**. Parents should check in at the downstairs office with the receptionist. Your child will be sent to the downstairs office. **Please do not go to the classroom to get your child.**

### **Organizing a Carpool**

Carpools should be organized before the opening of school. The school cannot assist in setting up carpools. A student roster is provided to facilitate parents in locating other families living in nearby areas.

### **Registering Your Carpool**

All carpools must be registered with the main office. Each car with one or more student riders must have a carpool number. For registering your carpool, getting a tag or for more info, please see Ruby Karimi at the front desk in the main office. Each driver will receive a card with his/her carpool number for the year. If numbers are lost, new ones must be obtained in person from Ruby Karimi. Carpools will not be loaded without their official number clearly displayed.

### **Morning Arrival Procedures**

The first bell rings at 7:55 a.m. Students are tardy after the final bell at 8:00 a.m. Lower School students who arrive after 8:00 a.m. must check in with the Lower School secretary before going to class to avoid being marked absent. The doors of the school will be opened at 7:45 a.m. Students are to go directly to the Lower School Gym. The tardy bell will ring at 8:00 a.m. **It is very important for all students to arrive on time every day.**

### **Mustang Morning Fitness**

Students may arrive as early as 7:20 am on Tuesday and Thursday mornings, and participate in before-school physical activities and exercises led by staff.

### **Afternoon Carpool Procedures**

All students must be picked up in the carpool line. If you must leave your car to pick up your child, park in a marked parking space or along the street. You must enter and exit through the main office (Door #4) and not through the carpool doors. **Absolutely NO DOUBLE PARKING** in the carpool line. Please be prompt when picking up students. Teachers remain on carpool duty until 3:20 p.m. After that time, students must be picked up in the main office.

**At No Time will carpoolers on foot--with or without driver--be allowed to cross the carpool line.** This is very dangerous! If you come into the building, you must park in a regular parking space or along the street, then enter and exit through the front office, Door #4. **Absolutely no walk-ups will be permitted to pick up children at the carpool door.**

We ask drivers to refrain from talking or texting on cell phones after the carpool line begins moving.

**Please be patient and abide by these rules.** The safety of everyone is our primary concern.

### **Bus / Van Services**

The buses and vans at Briarwood are run and supervised by parent volunteers to whom we owe a great deal of gratitude. Please cooperate to the fullest with them. Payments and transportation arrangements are handled by these volunteers.

- **KidFit** 12674 Goar Rd. @ Dairy Ashford, 281-759-3488, provides pick-up and after-school care every day.
- **Northwest SUV:** Organized by parents. Pick-up/drop-off is @ Cypresswood Dr. & Hwy 249  
Parent coordinator – Marilyn Feray Email: gigitomball@aol.com  
Phone: 713-825-1462
- **Samurai Karate** at 1570 S. Dairy Ashford, 281-920-9300, provides pick-up and after-school care every day.
- **Southwest Bus:** This bus is hired by parents and managed by parent volunteers.  
Parent coordinator 1 – Lisa Malosky Email: lisamalosky@gmail.com  
Phone: 713-305-2101  
Parent coordinator 2 – Becky Carter Email: beckycarter0329@gmail.com  
Phone: 713-705-1113