



Tuttle School at  
The Briarwood School

Student and Parent Handbook

2016 - 2017

Dear Students and Parents,

August 17, 2016

Welcome to the 2016 - 2017 year at Tuttle School! We are excited to begin the 50th year and hope it will be the best school year ever for our students.

Parents, we thank you for entrusting your children to our care for their educational needs. 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 Tuttle School. With this in mind, we move forward to prepare your child for the great possibilities ahead.

This handbook has been prepared to help with any questions you may have. Please read and keep it for future reference. Please feel free to call the school office at 281.493.1070 ext. 124 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Nancy Danclovic".

Nancy Danclovic  
Head of Tuttle School at  
The Briarwood School

## TABLE OF CONTENTS

Opening Letter -----	1
Table of Contents -----	2
History of Briarwood -----	3
Briarwood Philosophy/Mission Statement -----	4
School Calendar -----	5
Administrative Offices -----	6
Carpool Rules -----	7
Arrival Time -----	8
Dismissal Time -----	8
Transportation Information -----	9
Visitor Sign-In -----	9
Health Policies/Medications -----	9, 10, 11
Absences -----	11
Lunches -----	11
Emergency Card Information -----	11
Uniforms -----	11, 12, 13
Cell Phones -----	13
Dangerous Articles -----	13
Messages-----	14
Delivery of Forgotten Items -----	14
Parent-Teacher Conferences -----	14
Lost and Found -----	14
Birthday Marquee-----	14
Severe Weather -----	14
FOB/Memorials/Gifts -----	14, 15
Tuition -----	15
Website -----	15

**YOU ARE RESPONSIBLE FOR ALL INFORMATION,  
RULES AND REGULATIONS ENCLOSED.  
PLEASE KEEP THIS BOOK TO REFER TO THROUGH OUT THE YEAR.**

***GOOD ATTENDANCE IS IMPORTANT  
FOR MAXIMUM PROGRESS.***

## 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 differences 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 differences. Briarwood offers a Lower School program for grades 1<sup>st</sup> - 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. Tuttle School, formerly known as Special School, is a non-graded program for children with developmental and intellectual disabilities, ages 5-21. Tuttle School is designed to teach children functional, age-appropriate skills within the school or community setting with the emphasis on functional and pragmatic skills.

### 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.

### Accreditation and Affiliations

Southern Association of Colleges and Schools  
Council for Exceptional Children  
Houston Association of Independent Schools  
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.

## **The Briarwood School Statement of Philosophy**

The Briarwood School is dedicated to the education of the total child focusing on the affective, cognitive, and psychomotor domains. We believe every child can learn and has the right to be taught in the way he/she learns best.

Briarwood is committed to providing a quality education to meet the varied needs of our student body. To the best of his/her ability, every learner will have the opportunity to be challenged, successful and prepared for a future as a responsible and productive citizen.

### **Mission Statement**

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.

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

# THE BRIARWOOD SCHOOL

## 2016-2017

EVERY  
WEDNESDAY  
12:00 Noon Dismissal

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	<del>17</del>	18	19	20
21	22	23	<del>24</del>	25	26	27
28	29	30	<del>31</del>			

August	
10	All Faculty Return
17	1st Day of School Parent Coffee Noon Dismissal

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

February	
17	All School Holiday
20	President's Day All School Holiday

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	<b>5</b>	6	<del>7</del>	8	9	10
11	12	13	<del>14</del>	15	16	17
18	19	20	<del>21</del>	22	23	24
25	26	27	<del>28</del>	29	30	

September	
5	Labor Day All School Holiday
24	HBIDA Conference

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

March	
13-17	Spring Break

October 2016						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	<del>5</del>	6	<b>7</b>	8
9	<b>10</b>	11	<del>12</del>	13	14	15
16	17	18	<del>19</del>	20	21	22
23	24	25	<del>26</del>	27	28	29
30	31					

October	
7	All School Holiday
10	Columbus Day All School Holiday
19	Parent Conferences Student Holiday

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

April	
14	Good Friday All School Holiday
17	Easter Monday ( <i>Weather Day</i> ) All School Holiday
26	Parent Conferences Student Holiday

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	<del>2</del>	3	4	5
6	7	8	<del>9</del>	10	11	12
13	14	15	<del>16</del>	17	18	19
20	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	26
27	28	29	<del>30</del>			

November	
2-5	Book Fair
4	Book Fair Luncheon 12:00 noon
21-25	Thanksgiving Holidays

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

May	
18	Upper School Graduation
24	6th Grade Celebration
26	Last Day of School Noon Dismissal
29	Memorial Day

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	<del>7</del>	8	9	10
11	12	13	<del>14</del>	15	<del>16</del>	17
18	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	24
25	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	31

December	
16	Noon Dismissal
19	Christmas Holidays Begin No School

June 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	

June	
HAPPY SUMMER!	

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

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

July 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	<b>4</b>	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	
4	Independence Day

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

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

12207 Whittington Drive  
Houston, Texas 77077  
www.briarwoodschoo.org

**2016 - 2017 Academic Year**

**ADMINISTRATIVE OFFICES**  
**281-493-1070**

Executive Director Emeritus—Yvonne Streit  
Executive Director—Vivian Shudde

Head of School—Carole Wills	Director of Admissions—Georgia Stanton
Assistant Head of School—Linda Decker	Director of Development—Linda Peters
Director of Technology—Nick Montesantos	Events, Asst. Dir. Development—Kim Black
Business Manager—Richelle Hlawek	Receptionist/Admissions Sec.—Brynn Matheme
Bldg. Operations Manager—Joe Harrison	Human Resources—Lawanda Burrell

**TUTTLE SCHOOL**  
**281-493-1070**

Tuttle School Head—Nancy Danclovic      Secretary—Ruby Karimi

**LOWER SCHOOL**  
**281-493-2494**

Lower School Head—Debbie Etheridge      Lower/Tuttle School Counselor—Jill Wiseman  
Secretary—Barbara Smith      Lower/Tuttle Lib/Tech. Specialist—Kara Leppard

**MIDDLE - UPPER SCHOOL**  
**281-493-2494**

Middle-Upper School Head—Janet TerLouw      Middle-Upper Assistant Head—Sandy Bairfield  
M-U Counselor—Toni White      Registrar—Judie Shelhamer  
Attendance Secretary—Vicky Moscoso

**SPEECH & LANGUAGE PATHOLOGISTS**  
**281-493-1070**

Director of Speech & Language Services - Phyllis Chancey

Stephanie Foreman	Kirby Grigsby	Shelly Howard
Jordan Linn	Melinda Skoller	

**Board of Directors**

<i>Stephen C. Beasley</i>	<i>Dea L. Larson</i>	<i>Yvonne T. Streit</i>
<i>Barbara W. Bellatti</i>	<i>Peggy McGaughy</i>	<i>J. Scott Thompson</i>
<i>Norman T. Brinkman</i>	<i>John J. Scales</i>	<i>Brad Tucker</i>
<i>Michael L. Hall</i>	<i>Vivian S. Shudde</i>	<i>Thomas H. Wilson</i>
<i>John A. Kiltz</i>	<i>David R. Streit</i>	

# WELCOME TO TUTTLE SCHOOL!

*Everyone has the right to learn.*

**COLORS**  
Red and Blue

**MASCOT**  
Mustang

## SCHOOL HOURS

**Monday, Tuesday, Thursday, Friday - 7:55 a.m. to 3:00 p.m.**  
**Wednesday - 7:55 a.m. to 12:00 noon**

## CARPOOLS:

Carpools should be organized before the opening of school. The school cannot assist in setting up carpools. A zip code roster can be provided to facilitate this.

Each car with one or more student riders must have a carpool number.

All carpools must be registered the first day of school. The driver must report to **Ruby Karimi**, in the front office, to get a carpool number for each person who will be driving. At this time, the driver must provide a complete written list of all students in that carpool.

Carpool rules were emailed to you in your "Back to School Packet", and are also in this handbook.

**REMINDER: AFTER 8:00 a.m. students are considered tardy and MUST enter the building through Door #4, the Main Office door. Students should be picked up PROMPTLY at 3:00 p.m. on Monday, Tuesday, Thursday and Friday - and at 12:00 noon on Wednesdays.**

## GENERAL CARPOOL RULES:

As we begin this new school year, we want to establish regulations for carpool that will enable our pick-up and delivery of students to be as **SWIFT** and **SAFE** as possible.

**PLEASE HAVE PATIENCE AND ABIDE BY THESE RULES.** If we all co-operate, carpool takes about 15 minutes and will move **SWIFTLY** and **SAFELY**.

**PLEASE READ THIS VERY CAREFULLY AND  
COMPLY WITH ALL REGULATIONS.**

**THE SPEED LIMIT ON THE SCHOOL CAMPUS IS 5 MPH AT ALL TIMES.**  
Cell phone use is illegal while in carpool lane and school zone.



### MORNING ARRIVAL PROCEDURES:

1. **DO NOT DROP STUDENTS OFF BEFORE 7:50 a.m. DO NOT DROP STUDENTS OFF IN THE FRONT OFFICE. MORNING DROP OFF AND AFTERNOON PICK-UPS ARE THROUGH DOOR #2.** Teachers are on duty at 7:45 a.m. Students are unsupervised before 7:50 a.m.
2. In the mornings, have students ready to be dropped off before entering the carpool line at Door #2.
3. **BE ON TIME** in the morning. A good beginning sets the tone for the whole day.
4. **Students are tardy after 8:00 a.m. Tuttle School students who arrive AFTER 8:00 a.m. must check in through the main office.**

### AFTERNOON DISMISSAL PROCEDURES:

**All students will be dismissed at 3:00 p.m. - Monday, Tuesday, Thursday and Friday.** Please be prompt in picking up your student(s).

**WEDNESDAY DISMISSAL time will be 12:00 noon for all students.** Wednesday afternoons are used for Staff Meetings and In-Service training for teachers.

1. At pick-up time, **REMAIN IN THE CARPOOL LINE.** Walking into the building to pick up your student slows the whole process. Again -- **STAY IN THE CARPOOL LINE.**
2. All cars must display a carpool number. Those without numbers must park and wait until last. This includes substitute drivers.
3. **BE PROMPT** when picking up in the afternoon.
4. **AT NO TIME** will students - with or without drivers - be allowed to cross the carpool line. This is very dangerous! **If you come in the building, you must park in a regular parking space and then enter and exit through the front office with your child.**
5. **At no time will a student be allowed to leave with anyone other than his/her assigned carpool without WRITTEN permission from the parent.** Phone permission is not acceptable.
6. Absolutely **NO DOUBLE PARKING** in the carpool line.
7. **If you need to leave your car, park only in marked parking areas, or on the street.**

**- - IMPORTANT - -**

**AT NO TIME WILL A STUDENT BE ALLOWED TO LEAVE WITH ANYONE OTHER THAN HIS ASSIGNED CARPOOL OR BUS WITHOUT WRITTEN PERMISSION FROM THE PARENT. THIS INCLUDES BIRTHDAY PARTIES, ETC. PERMISSION BY PHONE IS NOT ACCEPTABLE.**

## **TRANSPORTATION INFORMATION:**

**BUS/VAN SERVICE & AFTER SCHOOL CARE:** Parent volunteers to whom we owe a great deal of gratitude coordinate our buses. Please cooperate in the fullest with these parents.

**Southwest Bus** (West U/Bellaire/Sharpstown/Meyerland) is managed by Lisa Malosky: 713-305-2101; [lisamalosky@gmail.com](mailto:lisamalosky@gmail.com) and Becky Carter: 713-705-1113; [beckycarter0329@gmail.com](mailto:beckycarter0329@gmail.com). **Payments for the SW Bus service should be mailed directly to your bus coordinator.**

**Kid Fit**, 12674 Goar Rd. @ Dairy Ashford, 281-759-3488, provides pick-up and afterschool care every day.

**Samurai Karate** @ 1570 S. Dairy Ashford, 281-920-9300, pick up and after school care every day.

**Carpools** are still a very popular means of transportation. Returning students with previously registered carpools already have tags and these carpool tags are to be kept year after year. Tuttle School students who come on campus in a car must have a carpool tag.

**Carpool Registration Info:** For registering a carpool, getting a tag or for information, please call Ruby Karimi, 281-493-1070 ext. 111 or [rkarimi@briarwoodschool.org](mailto:rkarimi@briarwoodschool.org).

## **EARLY PICK-UP:**

If you must pick up your child before regular dismissal time, notify your child's homeroom teacher **in writing**. **PLEASE DO NOT GO TO THE CLASSROOM to get your child. Your child will be waiting for you in the front office.**

## **VISITOR SIGN IN:**

**All visitors must sign in at the reception desk in the Main Office.** Parents who wish to visit classes are welcome, but preferably after the first month of the school year. Please call and make an appointment with the homeroom teacher.

All other visitors must obtain permission from the Head of Tuttle School. Although the Briarwood staff continues to remain interested in former students and those who have graduated, it discourages their visits during school hours because of the interruption to students and teachers. With the permission of the Head of Tuttle School, they may visit during lunch periods. **Any class visitation must have prior approval of the Head of Tuttle and the homeroom teacher involved.**

## **HEALTH POLICIES:**

### **MEDICATIONS:**

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

Please send medication to the homeroom teacher in the original container bearing the prescription label marked with student's name and dosage or in a seven-day container with name of medicine, dosage and student's name clearly marked. **The student, even cough drops, may carry no medication.** Any medication and dosage change must be accompanied by written permission from the doctor or the parent. **Please notify the teacher immediately any time there is a change in medication given at home and/or at school.**

**Tylenol or Advil will be administered if written permission is on file and accompanied by a note from the parent regarding dosage. We do not carry Tylenol or Advil in the clinic so you will need to provide this for your student.**

An adult should pick up any medication remaining at the end of the school year; it will **NOT** be sent home with the student. Any medication not picked up will be properly disposed of.

### **COMMUNICABLE DISEASE:**

As a preventative 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.

School children 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 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 their child.

- **Vomiting** - When a student is sent home from school due to vomiting, he/she may return to school **24 hours** after vomiting ceases and the child is back to his/her regular diet. This is often a symptom of a viral infection that may be contagious to classmates.
- **Fever** - If a student is sent home with a fever, he/she may not return to school until he/she is fever-free for **24 hours**.
- **Diarrhea** - When a student is sent home due to diarrhea, he/she may not return to school until **24 hours** after the diarrhea subsides and the child is back to his/her regular diet. This is often a symptom of a viral infection that may be contagious to classmates.
- **Head Lice** - Students shall be excluded from class if nits or lice are found.  
**Re-admission criteria:**
  1. Appropriate treatment - NIX Creme Rinse, etc.
  2. Removal of all nits
  3. Physical assessment by school nurse to re-enter class
- **Rashes/Skin Eruptions** - All rashes should be evaluated by the school nurse and at that time it will be determined if the child should be sent to the doctor and excluded from school. If the student is sent home, he/she will not be allowed to attend classes until the proper documentation signed by the physician is presented.

- **Chicken Pox** - Early signs of illness: fever and rash consisting of blisters that may appear first on the head, and then spread to the body. There are usually 2 - 3 crops of new blisters that heal leaving scabs.

**Re-admission criteria:**

After 7 days from onset of rash, or until all blisters have crusted over.

**ATTENDANCE POLICY:**

**ABSENCES:**

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

**TARDIES:**

School begins at 8:00 a.m. and it is very important to the progress of your student that he/she arrives on time each day. Arriving on time will help ensure the best possible start to the school day. Late arrivals are very distracting and disturbing for the other students. Briarwood's attendance policy is designed to promote student success. **Nine (9) tardies will be considered excessive and will result in a parent conference.**

**Excessive absenteeism may result in dismissal from Tuttle School.**

**LUNCHES:**

**CARBONATED DRINKS AND CANDY ARE NOT ALLOWED. NO RESTAURANT OR FAST-FOOD LUNCHES ARE PERMITTED AT ANY TIME.**

All students have access to a hot lunch program catered by **Epicurean Delight**.

All students may bring their own lunch including 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. **Please label lunch boxes clearly with your child's name. For safety reasons, NO glass containers or glass-lined containers are allowed.**

**EMERGENCY CARDS:**

An up-to-date Emergency Card, **with vital medical information listed on back**, must be on file at all times. If any emergency should occur and the parents cannot be reached, we must know how to call another responsible party.

**If you have a change of home address, home/cell phone, email, business phone, medication change, or change in medical condition, please advise the school IMMEDIATELY in writing.**

**UNIFORMS:**

Mustang logo acquired only at Parker School Uniforms. Mustang logos to be bought at Parker School Uniforms: short-sleeved polos, hoodies \* and fleece jackets.

Briarwood's 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. It is the student's and family's responsibility to ensure that all clothing worn to school is appropriately sized, clean, neatly pressed and meets uniform requirements.

- **Parker School Uniforms** is the only provider of uniform clothing for Briarwood. (www.parkersu.com) Parker School Uniforms is selling only the monogrammed version of short-sleeved polos, hoodies\*, and fleece jackets. Other approved apparel for Briarwood is available, but has not been monogrammed. Long sleeved polos, oxfords, and turtlenecks along with sweaters and vests may be bought without our logo. These articles are approved and may be worn as is or monogrammed by Parker for a nominal fee. Parker further promises to monogram any item previously bought at any of their stores for the same fee. \*Hoods must remain off the student's head while in the building and a collard uniform shirt must be worn underneath.
- All shirts and blouses must be tucked in.
- T-shirts worn under uniforms must be a **solid color without visible designs**. Long sleeved shirts may not be worn with short-sleeved shirts.
- **Parker School Uniform** pants, shorts, skorts, and skirts are khaki or navy blue.
- **Parker School Uniform** shorts are "walking shorts" length (no more than **TWO INCHES ABOVE** the knees). Skirts must also be within **TWO INCHES ABOVE** the knees.
- **A school appropriate belt worn within the loops of the garment is required. Ornamental buckles are permitted as long as they are not grossly oversized or contain a decoration inappropriate for school (vulgarity, drugs, alcohol, tobacco use, etc.).**
- **A variety of footwear is acceptable. If tennis or athletic shoes are worn, they must be neat and clean and worn with socks.** Students may not wear house shoes, slippers, moccasins, flip flops, or sandals. All footwear must be closed-toe with a heel strap. Shoelaces must be tied. Shoes must also have non-marking soles.
- **Parker School Uniforms provides sweaters. They are solid navy, white or red. A collard uniform shirt is required to be worn under all sweaters.**
- All non-uniform outerwear must be removed upon arrival to the homeroom class.
- Briarwood jackets are uniform.
- Hats, caps, etc., may **not** be worn in the building.
- Girls optional tights or leggings should be solid white, navy blue or black
- Any tattoos, including fake and temporary tattoos, must be covered.
- Piercings may be worn only in the ears. Tongue, nose, lip, chin, or belly button piercings are **not** allowed.
- Sunglasses, key lariats, and excessive or distracting accessories may **not** be worn. (See belts)
- All students must be well groomed and showered with clean hair that does not cover the brow. Hair must be of natural color. For boys, hair should be no longer than to the top of the collar.
- **Males must be clean-shaven. Failure to comply will result in males having to shave at school before attending classes. Repeated failure to comply will result in disciplinary action.**
- Scout uniforms may be worn on meeting days.

## NON-UNIFORM DRESS DAYS (NUD)

Non-uniform dress days will be held only on special occasions. Dates will be announced.

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

- Jeans are fine, but must **not** be tight fitting, overly baggy, or ride below the normal waistline. They must be clean, 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 knees. Cut-off shorts are **not** permitted.
- Skirts may be worn, but must be no more than two (2) inches above the knees.
- Belts must be worn if jeans, pants, or shorts have belt loops.
- Shirts must have a collar and be free of inappropriate language, slogans, and/or pictures.
- Over-shirts may be worn in or out, provided the shirt is not excessively big or long.
- If a T-shirt is worn under the over-shirt, the T-shirt must be tucked in and free of inappropriate language, slogans, and/or pictures.
- **NO** T-shirt may be worn as a primary shirt.
- Tops must be long enough so as not to expose the midriff area.
- Any collard outerwear, i.e., on a vest, sweater, jacket, etc., may **not** substitute for the shirt's collar.
- Shoes must be closed-toed and if backless, have a strap to properly secure them to the foot.
- All footwear will be properly tied, buckled, or strapped to ensure safety when walking the halls or stairs.

## CELL PHONES:

- Lower Tuttle School (Brinkmeyer – Easton) students may **not** bring cell phones to school.
- Cell phones must be **turned off** and **kept in the student's backpack** while on campus.
- Students are **not** allowed to make or receive calls or text messages while at school.
- Students may **not** take photos or video using cell phones.
- The school is **not** responsible for lost or stolen cell phones.

## DANGEROUS ARTICLES AND BEHAVIORS:

The following articles are considered dangerous and will not be allowed in school. Dangerous articles include, but are not limited to, weapons such as BB or pellet guns or replicas of guns, any type of live ammunition, bullets or explosive items; knives of any size, including replicas of knives, knife key chains or any other objects that are designed to cut; laser pens and laser pointers.

Any aggressive or threatening behaviors toward others **may** result in removal, suspension, or dismissal from Tuttle School. Dangerous or threatening behaviors include but are not limited to, bullying, hitting, biting, scratching, kicking, fighting, throwing objects, and profanity.

### **MESSAGES:**

Teachers and students will **not** be called out of class for phone calls except in cases of emergency. Teachers will return calls during a planning period.

Please call **281-493-1070** to leave a message for a **Tuttle School** teacher/student.

### **DELIVERY OF FORGOTTEN ITEMS:**

All deliveries (forgotten lunches, homework, books, etc.) must be brought to the front office to the receptionist. **PLEASE DO NOT GO DIRECTLY TO THE CLASSROOM.**

### **PARENT-TEACHER CONFERENCES:**

Parent-Teacher Conferences are scheduled 2 times during the school year. It is imperative that parents keep appointments for conferences. If you have questions between conferences, you may arrange for a telephone conference.

**Conference appointment times will be sent to you after the opening of school so that you may mark your calendar. We ask that you make arrangements for the care of your Briarwood child as well as other children in the family during your conference time. We have no facilities for childcare during conferences, and we feel that this is a time for you and your child's teacher to discuss the educational planning and progress of your student without distractions.**

**January/February Conferences are for new students, for Lower Tuttle School (Brinkmeyer - Easton) students, or are available by request.**

### **LOST AND FOUND:**

The Lost and Found is located in the Upstairs Workroom. Please check to see if your child is missing any articles. If items are not claimed within one week after school is out for the summer, they will be given to a charitable organization. The school cannot accept responsibility for locating lost articles. **PLEASE LABEL ALL PERSONAL ITEMS - CLOTHING, LUNCH BOXES, ETC.**

### **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. Please give at least two week's notice.

### **SEVERE WEATHER PROCEDURE:**

Should severe weather conditions (snow, flooding, etc.) necessitate closing school, you will be contacted by telephone. We have an emergency calling system, so please keep your lines open during times of bad weather.

**KTRH NEWS RADIO 740-AM** has an Emergency Communications System. We will also have any information on that station, if possible.

### **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.

### **MEMORIALS/GIFTS:**

The Briarwood School operates on tuition and gifts only. We hope that all parents will make genuine efforts to support the school by giving and soliciting special gifts whenever possible.

Cash donations for the Endowment Fund, for Scholarships, and for materials and equipment are welcomed and needed.

Special occasions such as memorials, birthdays, and anniversaries may be honored with gifts to the school. Checks should be made out to *The Briarwood School*.

### **TUITION & SUPPLIES:**

All 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.

Annual Tuition	\$21,218.00	Due August 1, 2016
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### **REGISTRATION FEES: Must accompany registration contract (non-refundable)**

New Students	\$650.00	Due August 1, 2016
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Returning Tuttle School	\$350.00	Due August 1, 2016
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### **FEES FOR SUPPLIES AND CONSUMABLE MATERIALS:**

Book/Curriculum Fee	\$150.00	Due August 1, 2016
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Activity Fee	\$175.00	Due August 1, 2016
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Transportation Fee	\$150.00	Due August 1, 2016
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**Payment Plans are as follows: NOTE: All methods other than annual payment includes a service charge. Payments received 30 days past agreed terms will be assessed .05% monthly financing charge.**

**Annual:** One (1) payment of \$21,218.00, due August 1, 2016

**Bi-Annual:** Two (2) payments of \$10,742.00\*, due Aug. 1, 2016 and Jan. 1, 2017  
(\*This payment option includes a 1.7% service charge)

**Monthly:** Ten (10) payments of \$2,175.00\*, due 1st of each month, August 1, 2016 - May 1, 2017 (\*This payment option includes a 3% service charge)

**For your convenience, the school Business Office now has the ability to automatically draft your bank account for tuition at NO ADDITIONAL CHARGE to you. Please contact Richelle Hlawek, 281-493-1070, ext. 143, in the Business Office for details.**

### **WEBSITE:**

Please visit our web site at <http://www.briarwoodschoool.org>