

2020-2021 Parent Handbook  
We Are Great on Purpose (GOP):  
"Change Begins With You!"



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# WELCOME TO THE 2020-2021 SCHOOL YEAR

The faculty and staff of Brookview Elementary wish you a warm welcome to a new school year.

Brookview has a dedicated group of teachers and staff whose main goal is to make certain your child succeeds not only in learning, but also in becoming a person who can work with others to solve problems, create new dreams, and become college and career ready.

Our task is to help motivate your child to reach success in the crucial elementary years. As your child grows, he/she will be given additional opportunities to increase responsibility and knowledge through a well-planned curriculum.

Your child can succeed if the school and home are working together. This student planner is provided to increase parent communication with the school as well as to acquaint you with the school's programs, services, policies and procedures. Your child's teacher will also communicate with you by phone, in person, and through written correspondences sent home.

Cooperation and communication between the home and school will play a major role in your child's success. We encourage you to take every opportunity to get involved with the school.

Our goal is to ensure that this will be an enjoyable, positive, and productive year for your child.

Again, welcome to Brookview Elementary for the 2020-2021 School year!

*The Brookview Elementary School Faculty and Staff*

## SCHOOL MOTTO

***We Are Great on Purpose!***

## BELIEF STATEMENT

At Brookview Elementary, we believe that:

- All students can and will learn!
- Our school should be a safe, respectful, positive learning environment where students can develop to their fullest potential.
- We believe that learning is a life-long pursuit that is dependent on all stakeholders' participation.
- We believe that the teacher's part is to inspire students to be productive citizens and life-long learners by providing appropriate instruction in a challenging environment.
- As a school, administrators, teachers, and support staff should create an environment that fosters effective communication and respect for everyone's time, space, and individuality.
- The school should assist each student to develop a sense of responsibility for his or her actions.

## PEACE BUILDER'S PLEDGE

***This pledge is recited each morning. Help your child to learn it.***

I am a Peace Builder.

I pledge to...

- Praise people
- Give up put-downs
- Seek wise people
- Notice and speak up about hurts I have caused
- Right wrongs
- Help others

I will build peace at home, at school, and in my community each day.

## ACCESS TO SCHOOL RECORDS

Parent rights include the right to review your child's records. Please contact the office to request a conference to view and discuss these records. An administrator, the child's teacher, and counselor should be present at the conference. We ask that your desired appointment time be scheduled in advance.

## ATTENDANCE INFORMATION

Regular and punctual attendance is strongly encouraged. Students are expected to attend school 180 days per year on a regular basis.

The school day begins at 7:40 AM and ends at 2:20 PM. **Tardy slips are issued for any student arriving to school after 7:40 AM. All children arriving after 7:40 AM, must be escorted and checked in by a parent or guardian. Your child should be in school by 7:30 AM to avoid being tardy or late. Breakfast will not be served after 7:35 AM.**

**Early morning drop-offs prior to 7:10 am are not allowed.** The school building will not be open until 7:10 am. **The school does not provide student supervision before 7:10 am.**

If students are absent from school, they must bring written documentation from parents, guardians or physician explaining their absences when they return to school. Written documentation should be submitted within 3 days of the absence in order for the absence to be excused. Absences are excused in cases of personal illness, illness or death in the immediate family, for religious services, and hazardous weather conditions, which makes school attendance impossible. All other absences are unexcused. The students must be in school at least half of the instructional day in order to be counted present. **A half-day ends at 11:10 am. Early check outs can impact a student's academic performance due to the loss of instructional time. A parent or guardian may be required to bring appropriate documentation for Early Checkout at the time the student is released from school.** (District Policy, Section J-Code JBD)

It is extremely important that students arrive on time and are present for the full day. **The Social Work referral will be completed to assist in cases of excessive absence, early check-outs, and/or tardiness.**

**IMPORTANT:** If a student is leaving at any time other than the regular dismissal time, or if changes occur regarding his/her usual dismissal procedure, the student **must** bring a note from home that morning to give to his teacher. All student check in/out must be done through the front office. The person checking the student out must be listed an emergency contact by the registering parent.

**Early check-outs must be made prior to 1:30 PM.** check-outs after 1:30 pm will be asked to wait until after dismissal and announcements.

**Identification will be required at the time of check out. Students remaining after 3:10 PM without parent pick up or notification from the parent will be referred to our social worker.**

## ACCIDENTS & MEDICAL EMERGENCY/ INJURY REPORTS

If a student has an accident or a medical emergency, the student will be sent to the clinic. The employee sending the students must report the incident immediately to the clinic assistant and administration. The parent must be contacted at the time of the incident by the clinic aide and reporting staff member after the clinic aide exams the student injury.

## BIRTHDAY PARTIES

While we understand the importance of birthdays, we cannot have individual birthday parties during the instructional day in the classroom. All student birthdays are recognized by the school through our morning announcements and Town Hall Celebrations. In order to maximize instructional time and to minimize interruptions, your child can be recognized for his/her birthday during his/her ***lunch period only***. Popsicles or cupcakes are acceptable. Contact your child's teacher to make arrangements. Please refrain from bringing party favors, balloons, large cakes, etc.

## BUS/TRANSPORTATION INFORMATION

Bus assignments are based on the student's home residence and may not be changed to accommodate personal family needs. Any emergencies or other situations requiring different bus assignments must be made by calling 470 254-6060 or by writing the South Fulton County Transportation Office. ***ONLY*** emergency childcare requests can be approved through the school office. Non-bus riders are not permitted to ride the bus at any time. Students may ***ONLY*** ride the bus they are assigned to daily.

Riding the bus is a privilege contingent upon proper and courteous conduct. A code of discipline for each bus rider will be sent home for a parent or guardian signature, which will indicate understanding of the behavior code.

Students are permitted to ride only the regularly assigned bus and to leave the bus only at the regular stop. Parents who need to make changes due to childcare issues must send a note to the office for approval. *Using buses to go home with other students for visiting purposes is not allowed.*

Only books and other items related to schoolwork, which can be held in the student's lap, are permitted on the bus. Such things as large musical instruments, glass objects, balloons, sports equipment, food, and live animals are not permitted.

**Changes in transportation should be made in writing and sent to the front desk in advance no later than 12:00 noon. NO CHANGES TO TRANSPORTATION WILL BE ALLOWED VIA PHONE OR TEXT MESSAGE. A photo I.D. will be required for all changes in transportation.** Parents are asked not to pick up children out of dismissal lines or retrieve them from the bus. Please allow the front office to call your child to the office for pick up.

## CAFETERIA GUIDELINES

In addition to the regular hot food lines, salads are available. ***Breakfast is served from 7:10 a.m. until 7:35 a.m. each school day.***

The cafeteria menu is sent home at the beginning of each school month. Parents are expected to notify the teacher and cafeteria staff of any food allergies via a letter. In addition, parents may prevent their student from purchasing certain items from their prepaid account such as ice cream, fruit chews, cookies, etc., by providing a written request to the school nutrition manager.

All students must bring a lunch from home or eat a lunch provided by the school cafeteria. Students cannot refuse to have a lunch. In the event of a forgotten lunch, parents may deliver it to the front office; however, students will not be called to the office or notified that the lunch has arrived. Students can pick up their lunch during their lunch time.

## Student Cafeteria Responsibilities

All students need to get all utensils, condiments and extras when they go through the line. Students will not be permitted to go through the line a second time. If a student needs something, he or she should raise his or her hand. Each student must either bring a lunch from home or purchase a school lunch, unless arrangements have been made with the principal. In an effort to lesson disruptions of learning no outside food deliveries are allowed for students. If a student forgets his lunch money, the student is required to charge their lunch.

Students should use the restroom prior to entering the cafeteria. However, if an emergency should occur, he or she is to notify the assistant and use a pass. During lunch, students should talk quietly and refrain from sitting on their feet or knees. Electronic devices (i.e. iPods, radios, headphones, game boys, toys or games, and string toys, etc.) are not permitted. Also, scissors and glue are not permitted in the cafeteria.

### Cafeteria Rules

1. Students should enter the cafeteria by showing PAWS.
2. Students should get all required utensils and items needed for lunch prior to sitting down.
3. Students should talk in low, quiet tones.
4. When dismissed, students should clean the table area and on the floor.
5. Students should exit the cafeteria by showing PAWS.

Note: Outside vendor foods (fast food restaurants) and carbonated soft drinks are not allowed in the cafeteria.

## CELLPHONES AND ELECTRONIC DEVICES

The use of cell phones is not permitted during instructional times. Students are allowed to carry cell phones in their book bags. The phone must be in the off position and cannot be used during the school day. Should the phone ring during the school day, the phone should be confiscated and given to an administrator. The teacher is responsible for all items taken by students until it is turned into an administrator. An administrator and or teacher will contact the parent/guardian to pick up the phone. The phone or device will remain secured in the vault until picked up by a parent or guardian.

## CHANGE OF ADDRESS OR CONTACT INFORMATION

*Please notify the teacher in writing of any change of address or phone number as soon as possible. Also, to add any adults to your child's record that is allowed to pick up, visit and check-out your child.* We must keep accurate records and be able to notify parents in case of an emergency.

## CHILD ABUSE

School employees are mandated under Georgia Law (Code Section 74-111 and Code 19-7-5) to report suspected cases of child abuse and neglect of children under the age of eighteen. If a staff member suspects child abuse, DFACS will be notified immediately. A Child Abuse Reporting Form will also be completed. After completing the form and calling DFACS, the staff member will report the incident to the principal or principal designee.

## CLASSROOM PARTIES

There are only two school approved parties during the year, one for the Winter Holidays Celebration and one for the End of the Year Celebration. Parents can be contacted to provide support for these parties. To protect students with certain allergies, all donated items must be store bought, prepackaged and unopened. As these are the only two (2) approved parties, no other parties are permitted during the instructional day. **Individual student birthdays are not celebrated in the classrooms. Therefore, parents / students are not allowed to bring balloons, gifts, food, etc. to the classroom for a student's birthday.**

## CLINIC GUIDELINES

The school clinic aide provides care for students with temporary illnesses or emergencies until the student can

return to class or be checked out by parents. Standard first aid procedures are followed in routine matters. **Parents will be notified to pick up sick children that are unable to return to class. If the parent or legal guardian cannot be contacted, and if the principal determines that additional medical care is warranted, arrangements will be made for transportation of the student to the nearest medical facility.** A faculty or staff member will accompany the student to the medical facility.

If a student must take medication (i.e. inhalers) during the school day, the medication is to be left in the clinic and not in the classroom, unless the student has an Authorization to Carry Medication form. Teachers will be notified of any medications being administered in the clinic. **Parents must provide a completed parental permission form and return the physician's statement signed. Blank Authorization forms are available in the clinic.** A log of medications dispensed is maintained in the clinic. Non-prescription medications need to be delivered to the clinic by the parent. Before any medication (prescription or non-prescription) can be administered, the authorization form needs to be completed. Teachers may not distribute any medication (pain relievers, cough drops, etc.).

## COMMUNICATION - HOME TO SCHOOL

VIP (Very Important Papers) Folders will be sent home every Thursday. Messages to teachers and/or the school office should be in writing and given to your child to bring to school. If a child is young, you may pin it to his/her clothing to prevent loss. You will receive a response as soon as possible to your message or request. **Money should be placed in a sealed envelope labeled with the child's name, teacher's name, and room number.**

## SCHOOL TO HOME COMMUNICATION

*Panda News*, the school newsletter, is sent home weekly on Thursdays. It contains information from the principal, the menu for the upcoming week, PTA/ SGC information, and suggestions for parents to help their children learn at home. This will be sent home with selected student work and any other additional information in the VIP folders. **Please also check your child's agenda for notes and information daily.**

## CONFERENCES

Planned parent-teacher conferences are held with each parent during the first and second semesters. Conferences, by appointment, may be held at any time during the year as the teacher or parent consider necessary. Be reminded, teachers are asked to not hold conferences during instructional time. **Conferences will not be allowed during instructional time or mandatory staff trainings or meetings.**

## DENIAL OF STUDENT RIGHTS

If a parent or student believes that the student is being improperly denied participation in any educational activity or function in a Fulton County school or that the student is being subjected to an illegal rule or standard, a conference to discuss the matter should be held with the teacher and/or principal.

If after contacting the local school and the student or parent feels the matter has not been fully answered or given the proper consideration, the concern may be directed to the Fulton County Elementary School Administrative Office.

## DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, students must be in a climate that is non-threatening to their well-being. It is the teacher's responsibility to leave the students' dignity intact while reinforcing the appropriate way to respond in given situations. This also includes teaching students how to resolve problem situations through problem solving.

Students should not bring unnecessary items to school that are not academic in nature; this includes (but is not exclusive) cards, media/music players, CD/tape players, cell phones, radios, dolls, stuffed animals, video games, and toys. These items will be confiscated and kept until they are returned to a parent. At the end of the semester, all unreturned items will be sent to a good-will organization. Cell phones that are not picked up by a parent or designee by the parent, will be held for up to 5 months after the New Year begins and then discarded.

**NOTE:** Read "**Brookview Elementary School's School-wide Discipline Policy and Procedures**" located in this agenda.

## EMERGENCY SCHOOL CLOSING

Schools may close due to inclement weather, power failure, loss of water supply, etc. If schools are to be closed, the decision will be made as early as possible. The announcement will be made on WSB AM 750 radio or TV (the official Fulton County media carrier stations) after 5:00 am and no later than 7:00 am. If weather conditions change rapidly during the school day, parents should listen to the news media for the status of Fulton County Schools. ***Please do not call the regular school number for this information.***

If for any emergency reason it is necessary to evacuate Brookview Elementary, the students will be transported to the alternate site.

## FIELD TRIPS

Two field trips per grade level are allowed between late September and early May. Field trips are an integral parts of the instructional program. Field trips are planned to supplement and enrich the total instructional program. In an effort to ensure student safety, transportation is provided by Fulton County school buses. A donation is requested to help cover the cost of the trip. No child will be denied permission to attend field trips due to inability to pay. However, if there is not enough money to cover the cost of the field trip, the field trip will be canceled. Every child must have written permission from a parent or guardian before he/she can attend a field trip. No verbal permissions will be accepted from parents. **Any student who receives a discipline referral thirty (30) days prior to a field trip, which results in disciplinary consequences, may not be permitted to attend the upcoming field trip. Decisions to whether students may not attend a field trip based on discipline will be made by the principal or assistant principal only. Refunds for field trip fees will not be issued to students who lost the privilege of attending the trip.**

Parents of currently enrolled students may be permitted to attend field trips for the purpose of assisting with chaperoning students if they have completed their volunteer paperwork and have been approved by Fulton County Schools. It may be necessary for chaperones to pay for the cost of the field trip and ride the school bus with the

students. **Siblings and students not enrolled at the school are not permitted to attend the field trip. For overnight trips, parent chaperones must first undergo a background check through the school system. Parent chaperones should not be alone with an individual student unless specifically directed to do so by a staff person in charge, and then only under emergency or exceptional circumstances.**

Transportation may be provided by school bus or private carriers approved by district transportation officials. If such transportation is not provided, other adults (21 or older) may transport students.

**If a student is going to be transported in an automobile of a parent, the following must take place:**

1. A copy of a valid driver's license is provided.
2. A copy of current automobile insurance is provided.
3. The driver acknowledges in writing the liability for transporting students.
4. Parents or guardians of students to be transported acknowledge in writing that the school system is not liable for accident or injury and consents to allow their students to ride with another adult.

## GRADES AND DOCUMENTATION

All teachers are expected to adhere to Fulton County's grading policy/guidelines when assigning grades to report cards. **A minimum of 9 grades are required for each 9-weeks grading period per subject at Brookview ES.** Teachers are expected to record their grades in the electronic grade book on Infinite Campus weekly. This is called the publish score in Infinite Campus (IC). When entering assignments in Infinite Campus, teachers must always click the publish item in IC. This will allow parents to see when you have assigned work and help them remind their child of due dates. All graded student work that will be used as a part of the student's academic average must be posted within 3 school days of the date the student completed the assignment.

**Missing Assignments:** The final recovery window for students to complete and submit missing assignments is 3-4 days before the last day teachers enter grades. Missing assignments must be recorded as "NHI" or "Missing" in the electronic grade book to indicate the assignments have not been submitted. The teacher must notify parents of the missing assignments. If the assignments are not submitted by the end of the 9 weeks grading period, the "NHI" or "Missing" must be changed to 60%. **No score below 60% is allowed in the gradebook.**

**Progress Reports:** All teachers in grades K-5th will send home progress reports for each subject printed from TAC every 20 day marking period.

**Recovery Policy:** Grade recovery must be offered to students when they score below 70% on quizzes and/or tests. Teachers must reteach the standards/skills being assessed on the quiz and/or test using another method of instruction. Parents should be contacted and informed. Students must be given an opportunity to redo the quiz

and/or test or a similar quiz and/or test one time. The teacher will record the highest score of the original quiz and/or test and the make-up quiz or test in the electronic grade book and note the make-up score in the note's sections of Infinite Campus. A student can't have a recorded grade of 70% or higher for the make-up quiz or test, unless the teacher offers the same recovery opportunity to the entire class. When recovery is only being offered to select students, who failed the quiz or test the first time, the highest percentage that can be recorded for the make-up quiz or test is 70%.

**The Lowest Recorded Score:** The lowest score that can be recorded in a gradebook for student work, assessments, projects and homework is 60%.

If a student's grade drops a letter grade or more in one 9-week grading period, the parent must be notified prior to the next grading period. If a student receives more than two "Fs, Ns, or Us" on the 9-week grading report card or progress skills checklist for academics or conduct, the student must be in the RTI process. There should be evidence of this reflected in the RTI minutes. Student progress reports and report cards are to be used to communicate with parents concerning student grades. Communications in addition to written progress reports or report cards by teachers and other school personnel are encouraged. Informal notes, telephone calls and conferences are effective and often necessary follow-ups to formal progress reports or report cards.

Teachers should notify parent(s)/guardian(s) by personal contact or in writing if a student is in danger of receiving an F or U (grades K -5) as a final grade or is experiencing a significant decline in achievement. This contact should occur as early as possible during the grading period.

### **Grade Weights**

Semester grades are issued twice during the year. Grades are weighted as follows:

#### **K-5**

Summative Grades: 45%

Formative Grades: 50%

Homework: 5%

Progress Monitoring (Informational Purposes Only): 0%

## **HOMEWORK**

Teachers will provide meaningful homework. Homework will include any activity related to classroom study that the students continue after school. Homework should be applied practice of work that has been taught in the classroom by the teacher. **Homework for children in the primary grades (K-2) should be an average of 15-25 minutes per night. Homework assignments for students in the intermediate grades (3-5) should average 30-60 minutes per night.**

**Board Policy: Homework should not count more than 10% (K-5) and 15 % (6-12) in the final grade.**

Office phones may not be used for students to phone home for forgotten homework. If a student is absent due to illness, homework should be provided upon the date of the student's return. Parents may request homework for excused absences by 9:00 am to the front office. Work can be picked up at the end of the day or sent home with another student. Make-up work must be provided for all students with excused absences. Students are permitted two days per absent to complete and turn in all make up assignments.

## **INSTRUCTIONAL PROGRAM**

Brookview's highly qualified teachers are committed to teaching daily. If for any unforeseen reason a teacher is absent for four consecutive weeks or more, a competent substitute will be assigned to the class.

Brookview Elementary serves Pre-K to Fifth Grade. Good Habits Great Readers is the primary reading program in Grades K to 5. All grade levels will use a variety of nonfiction and fiction text to teach the Common Core Georgia Performance Standards. The Fulton County Curriculum is aligned with the State of Georgia curriculum in the areas of language arts, mathematics, social studies, science, health, music, physical education, and art.

A *Progress Skills Checklist* is sent home three times during the school year and a *Report Card* is sent home at the end of the 9th and 18th week of each semester. A student must be in attendance twenty days of the grading period to be eligible to receive grades.

## **LOST AND FOUND**

Lost and found articles are turned in to the office and then placed in the Lost and Found area. Have your child check with the secretary to recover lost articles or to turn in items that are found. It is important that you label all personal articles.

## **MEDICATION**

Students who must take a prescribed medication during the day must complete an authorization packet and submit to the clinic aide or designee with the medication prior to any medication being administered. The medicine will be stored in a safe, secured place until needed. A designated school employee will administer the medication to the student under the following conditions:

The parent/legal guardian must provide the following:

- Written certification by a licensed physician that the medication must be administered during school hours.
- Written certification by a licensed physician that the student needs assistance for the administering of the medication
- Written instructions from a licensed physician regarding administering the medication including dosage, expected duration of the administration of the medication, and any side effects.

The parent/legal guardian should take the following action:

- Provide written certification that, according to the doctor's instructions, a medication must be administered to their child.
- Execute a release (sign the required form) releasing the Fulton County Board of Education, the school system and any system employee from any liability for administering medication.
- Deliver the medication to the school principal or designee in the original prescription bottle.

### **PARENT-TEACHER ASSOCIATION (PTA)**

The PTA is an active and important part of our school. We encourage all parents to become members, to attend meetings, and to volunteer for committees.

### **PARENT VOLUNTEERS**

We encourage and welcome parent volunteers to help in the classroom and our school. There are a number of assignments and activities for which a parent can volunteer. A few examples are library aides, hall and cafeteria monitoring, tutors in the classroom, room parents, chaperones on field trips, etc. If you are interested in helping at the school, please contact the office or your child's teacher.

### **PARENT OBSERVATIONS**

At Brookview Elementary School, we strive to provide the best education possible for all students. Parent observations are allowed, starting the first week in September. When a parent is observing, it is not the time to conference with the child's teacher. Parents must follow these guidelines when observing in a classroom:

1. Report to the front desk and inform the front desk secretary of their request to observe in the classroom of their child's teacher.
2. Provide the front desk secretary with the proper ID.
3. Complete and submit or state that the Fulton County Volunteer Form is on file. (Once the form has been completed and submitted, the parent is also checked to make sure he or she is not listed on the sex-offender's list).
4. Complete or state that he or she has completed the required Child Abuse Training.
5. Sign-in. Obtain and wear a visitor's badge.
6. Report to their child's classroom and refrain from interacting with students or the teacher during your observation, as instructional time is valuable and must not be interrupted.

7. Maintain confidentiality regarding the performance of individual students in the classroom.
8. A thirty-minute time limit is placed on all observations. At the end of that the thirty minutes, the parent must leave the classroom and sign-out in the front office.
9. Parents are allowed one thirty-minute classroom observation per week, unless otherwise approved by the principal or assistant principal.

### **PARENTS' RIGHT TO KNOW**

In compliance with the requirements of the No Child Left Behind statute, Fulton County Schools informs parents that they may request information about the professional qualifications of your student's teacher(s). The following information may be requested: • whether the teacher has met the Georgia Professional Standards Commission requirements for certification for the grade level and subject areas in which the teacher provides instruction; • whether the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived; • the college major and any graduate certification or degree held by the teacher; • whether the student is provided services by paraprofessionals, and if so, their qualifications

### **PBIS**

Positive Behavioral Interventions and Supports (PBIS) is a school-wide approach to teaching and supporting positive behavior, maximizing instructional time, while meeting the needs of ALL students. The foundation of PBIS at Brookview are the following four building-wide expectations:

**P.A.W.S.**

**Pay Attention**

**Always Be Responsible**

**Work Hard**



## Show Respect

### PBIS in the CLASSROOM

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn how the expectations “look” and “sound” in every setting during the school day. These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

Every classroom has a color chart to help track students’ behavior throughout the school day. Teachers reinforce students’ positive behavior choices by moving students’ clips up throughout the entire day.

#### *PBIS Color Codes:*

- ✦ **Superior** (RED) – prime model for positive behavior, promotes other students’ positive behavior and good character
- ✦ **Outstanding** (ORANGE) - above the norm positive behavior
- ✦ **Good** (YELLOW) – standard behavior (*all students start the school day on yellow*)
- ✦ **Warning** (BLUE) – take a break
- ✦ **Teacher Choice** (PURPLE) – consequence for negative behavior

### BEHAVIOR MATRIX

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the cafeteria it is respectful to say “please” and “thank you.” It is responsible to clean your space. Matrices are posted in classrooms, around school and will be sent home.

### BEHAVIOR TRACKING SYSTEM

Even with clear expectations and positive reinforcement, sometimes children will misbehave. Teachers will use the following guidelines:

- **1<sup>st</sup> Reminder – Non-Verbal:** When possible – no movement of clip (*i.e. tally marks, correctional card, hand signal, stop sign hand, snap finger, “eyes on me”, etc.*)
- **2<sup>nd</sup> Reminder – Verbal:** Teacher will inform student which consequence is being chosen if they continue with inappropriate behavior (*i.e. “If you choose to \_\_\_\_\_, then you choose to \_\_\_\_\_”*)
- **3<sup>rd</sup> Reminder – Consequence at Teacher Discretion** (*i.e. move clip down, loss of privilege, removal from group within the classroom*)

To address consistent inappropriate behavior, a Behavior Tracking Sheet will be implemented. Discipline issues are divided into major and minor infractions:

- Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member.
- Major infractions are issues that result in office time.

When a child repeatedly receives minors or majors, parents/guardians, teachers, support staff and an administrator will meet to build an effective behavior intervention plan for that child.

### PRAYER/RELIGIOUS INVOCATIONS

No religious prayers, speeches, invocations, or other messages advocating any particular religion or religions in general shall be delivered by or with the consent of school personnel at any school functions or events, including classroom functions, other in-school activities, athletic events or other extracurricular activities of which the school or the school system is the sponsor.

This procedure does not prohibit delivery of purely secular messages or inspirational speeches at school-sponsored activities, nor does it prohibit classroom instruction concerning religions or topics related to religions, as long as the messages, speeches and instruction do not advocate, advance or inhibit any particular religion or religions in general.

### SEXUAL HARASSMENT

A student shall not harass another person through unwelcome conduct or communication of a sexual nature. Prohibited acts of sexual harassment include: verbal harassment, such as sexual jokes or comments about an individual or his/her physical characteristics, physical harassment, such as unwanted touching, visual harassment such as the display of sexually suggestive objects or pictures, or requests or demands for sexual involvement, accompanied by implied or explicit threats.

### SCHOOL UNIFORM DRESS CODE

Students in the Fulton County school system are expected to dress and groom in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

Brookview students and staff participate in a school wide uniform program. Students are required to wear uniforms daily except on Fridays. Uniform bottoms (pants/skirt) are black or khaki which may be worn with a black, red, or white top.

Students are strongly discouraged from wearing:

- Shorts, skirts and dresses that are above the finger-tip length (finger-tip test)
- Spaghetti straps
- Strapless shirts
- Tight fitting or ripped apparel
- Leggings without shirts that cover appropriately
- Clothing with inappropriate advertisements or clothing with language apparel that may gang related
- Pants/shorts worn with/without a belt that do not hang at the waist line
- Flip flops and slides are not permitted.

The administrators will make reasonable accommodations regarding a student's religious beliefs and/or medical condition.

You may contact the school at 470-254-8020 if you have any questions.

## **SCHOOL GOVERNANCE COUNCIL**

Overview:

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school, but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school, including:

- Approve the school strategic plan and updates
- Approve the annual budget recommendations and resource allocations
- Manage Request for Flexibility process
- Participate in the hiring of a principal (in the case of a vacancy)
- Provide annual feedback on principal performance

## **SEMESTER DATES**

- First semester begins: August 12, 2019
- First semester ends: December 20, 2019
- Second semester begins: January 6, 2020
- Second semester ends: May 22, 2020

## **SMOKING**

There is a no smoking policy (to include e-cigarettes and vapor pens) in place in Fulton County Schools. Effective August 1, 1992, the use of tobacco products is prohibited by employees and the public in all Board of Education buildings and on Fulton County Schools' property.

## **SPIRIT DAYS**

Every Wednesday students and staff may wear College paraphernalia and attire.

Every Thursday and Friday are school spirit days. Students and staff may wear any Brookview paraphernalia or school colors of red, black and white.

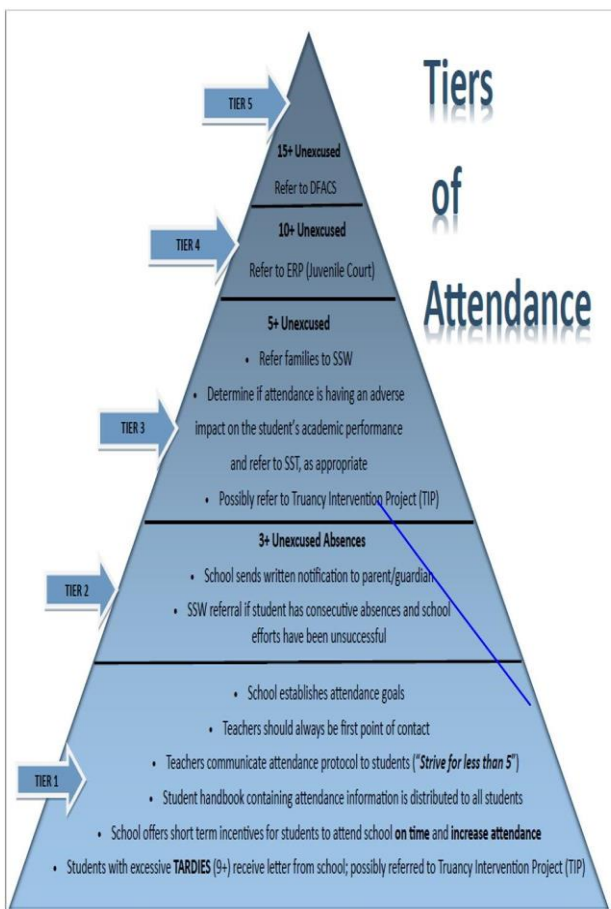
## **STUDENT RETENTION**

Specific guidelines will be followed concerning student retention at the current grade level. All students being considered for retention have to go through the RTI process first. Parents must receive written notification of the possible retention a minimum of twice a year. The initial notification should be made in writing and in person by December 10, 2019 of the school year. A second documented face to face conference be made by March 13, 2020. A retention conference must be held with the parents, teacher, school counselor, assistant principal, or principal.

## **SOCIAL WORK AND DFACS REFERRAL PROCEDURES**

The school social worker is here to support the overall well-being of the whole child. All staff will be trained on various situations that may call for a school social worker referral. It is important that once trained, the all staff follow the referral process as outlined by the school social worker. Attendance and Child Abuse/Neglect are two areas in which staff will need to pay close attention to. Referral forms may be obtained from the assistant principal. Each form requires the signature of an administrator. Please complete the form and submit it to the assistant principal. Below you will find information on how to seek support in those types of situations.

**Steps for referring students to the Social Worker for Attendance**



**SUPPLEMENTAL ACTIVITIES**

In addition to regular classroom experiences, students have the following available to them:

**After School Clubs or Programs**

- Art Club
- Beta Club
- Chorus
- Cooking Club
- Cub Scouts
- Girl Scouts
- STREAM Club

- Math (Pi) Club
- Principal's Student Panel
- Mentoring Groups
- Panda Pride Ambassadors
- YMCA Prime Time After-School Program
- Student Safety Patrol
- Talented and Gifted Program (TAG)
- Y Achievers Afterschool Program

**TELEPHONE CALLS**

Students may not leave class to make or receive telephone calls during school hours except in extreme situations. As part of an effort to teach responsibility, students may not call home for forgotten items. The office staff will not take messages for delivery to students.

Calls of an emergency nature may be directed to the principal or assistant principal.

**TESTING AND SCREENING**

The Fulton County Board of Education has established a system-wide testing program designed to provide information concerning the knowledge and skills acquired by students essential for further learning and instruction. Instruments used but not exclusive include:

- Iowa Test of Basic Skills (ITBS)
- Georgia Milestones Assessment System (GMAS)
- Georgia Kindergarten Inventory of Developing Skills (G.K.I.D.S.)
- Writing Assessment will be included in the ELA section on the GMAS
- Fulton County Assessments (Common Assessments; Checkpoints; SLOs; Performance Assessments; Fast Bridge; Advanced and Acceleration Assessments).

**TEXTBOOKS AND INSTRUCTIONAL MATERIALS**

Textbooks and other instructional materials are furnished by the Fulton County School District free of charge to all students. Fees will be collected for lost and damaged textbooks and materials. Written notice will be sent to parents or guardians when the student needs to make restitution for materials.

**TECHNOLOGY USE**

**Cell Phone Use**

While cell phones can be an important communication and safety device for families, their use during the school day is prohibited and can be quite disruptive. **Cell phones that are visible or turned on during the school day are subject to confiscation.** Confiscated cell phones will be submitted to the office for safe storage.

*NOTE:* Please review the District's cell phone policy contained in the *Student Code of Conduct, Procedure JD*

**VISITORS TO THE SCHOOL**

For the protection of our students, **all parents and visitors must show identification before entering the building, report directly to the office, and sign in if they are in the building for classroom**

**visitation, delivering articles and/or messages to students, reporting as a volunteer, and for any other reason. Parents must complete the Fulton County Volunteer Orientation in order to be able to volunteer or attend field trips with students.**

School doors will open at 7:10 am and close at 7:40 am. They will remain closed and locked until dismissal time.

1. An intercom buzz –in and camera operating system is installed.
2. No entry will be allowed without presenting ID and buzzing in.
3. Identification must be presented before guests are buzzed in.
4. All guests are to report to the office once granted entry into the building.

Parents are welcome to visit and volunteer in their child's class. As a courtesy to the teacher, it is suggested that an appointment be scheduled for all visitations. However, when the need arises, an administrator may escort a parent down for a quick pop-in visit. Volunteer opportunities are available. Be sure you have completed the on-line volunteer application and screening process. Contacting the teacher by note or telephone at least one day in advance is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone or note to schedule the visit.

***Classroom visitations are not to be used for teacher-parent conferences. Teachers are not allowed to conference during instructional time. Instructional time will not be interrupted for conferences.***

## **WITHDRAWALS**

Parents of students who are planning to withdraw during the year are asked to notify the school in advance. Please 24-48 hours for completion of the withdrawal paperwork. On the last day of attendance, please send name and address of the new school so that records can be forwarded. All books, lunch monies, and any other fees owed must be paid before the withdrawal process can be completed.

**Brookview Elementary School**  
**SCHOOL-WIDE DISCIPLINE POLICY & PROCEDURES**  
**(2019-2020)**

Effective teachers expect students to be actively engaged in meaningful learning experiences and display appropriate social behaviors in the classroom in order to increase student achievement. These same teachers handle minor behavior problems (talking, making noises, not working, playing, minor conflicts, out of seat without permission, running in hallway, etc.) in their classrooms by using effective classroom management techniques and strategies that maintain a safe and learning-conducive environment.

When needed, these same effective teachers use such interventions as: warnings, student-created action plans, timeout (in classroom or in other teachers' classrooms), home-notes, phone calls, change of student seating, after school (**pre-approved**) teacher detention, school social worker referrals, and parent conferences. These interventions can be an effective means of addressing inappropriate behaviors in the classroom which negatively impact student achievement. Effective teachers know the classroom is the most appropriate place to instruct students in the art and benefits of self-controlled discipline rather than externally-controlled discipline.

All teachers are required to create and submit their classroom discipline plans electronically to the assistant principal (date to be determined). The teacher's plan should be aligned with district's student code of conduct and school's discipline cycle.

**OUR DISCIPLINE BELIEFS**

We believe in a school environment in which students have the right to learn and teachers have the right to teach. True learning takes place in an atmosphere of acceptance, high expectations, encouragement, and motivation. Our objective at Brookview Elementary is to provide a school in which learning is facilitated by flexible, creative, and constructive interaction.

We believe that all students possess dignity and worth. It is the joint responsibility of the school, home and community to work together toward providing the support system.

The general discipline cycle listed below will be followed and documented by the classroom teacher in the event of classroom/school disturbances. These steps are intervention strategies that must be implemented to avoid a possible suspension:

**Brookview Elementary School's Classroom Discipline Cycle:**

Step 1 - Reminder of expected behavior (verbal reprimand)

Step 2 – Moving of the clip- note home to parent (may follow change of seat)

Step 3 - Time-out in classroom (Cool Down Corner- not to exceed 15 minutes)

Step 4 - Send to a teammate for cool down (Buddy Zone- not to exceed 15 minutes)

Step 5 - Parent contact (Phone call to parent)

Step 6 -Loss of privilege (i.e. alternate recess, think sheet, etc.) (REFLECTION ZONE)

Step 7 - referral to school administrator (Student Office Referral Report required)

If a teacher's interventions have not been effective (Step 5 & 6 of classroom discipline cycle) in modifying a student's inappropriate behavior(s), or a **serious/unsafe behavior** (fighting, cursing, disrespect of teacher, theft, destruction of property, etc.) has occurred that may jeopardize or has jeopardized the safety of the student, classmate(s), and/or school staff member, the teacher is **required** to refer the student to a school administrator (Steps 8-10). When a student is referred to the office, the referring teacher or staff member must complete a Student Office Referral form, the teacher may also be required to refer the student to the Student Support Team (SST) if deemed necessary.

Step 8 - school conduct referral and counselor referral

Step 9 - student support team referral (SST)

Step 10 - parent, student, teacher, and administrator conference requested & conducted

