

**Brookview Elementary Parent Handbook
2024-2025**

We Are Great On Purpose...
“We Are Growing Greatness!”



Brookview Elementary School

3250 Hammarskjold Drive
East Point, GA 30344
470-254-8020

<http://school.fultonschools.org/es/brookview>



Follow us on Twitter: @BESPandaWallace

Jovita G. Wallace, Principal
Eboni Berry, Assistant Principal

WELCOME TO THE 2024- 2025 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 by discovering his or her talents and passions. As your child grows, he/she will be given additional opportunities to increase responsibility and knowledge through a well-planned curriculum and enrichment opportunities.

Your child can succeed if the school and home are collaboratively 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, Class Dojo and through written correspondences sent home daily.

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 2024-2025 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.

SCHOOL PLEDGE

I am a bright and unique member of the Brookview Elementary family.

I believe in my ability to achieve and succeed.

I will Lead proudly and confidently.

I will value others and myself as unique individuals.

I will treat others as I want to be treated with kindness, empathy, and compassion.

I recognize that my choices impact others.

I accept the challenge to walk in my Greatness.

I will be Great on Purpose!

ACCESS TO SCHOOL RECORDS

Parent rights include the right to review your child's records. Please contact the data clerk to request to view and discuss these records. All requests must be made in writing. Additionally, parents are encouraged to request a schedule conference to review the records with the child's teacher and administration. We ask that your desired appointment time be scheduled in advance and confirmed by all parties.

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. **Parents must escort students into the building if arriving after 7:40 AM and sign the student in using the Check Mate Kiosk in the front office.** Your child should be in school by 7:30 AM to avoid being tardy or late. Breakfast ends promptly at 7:30 am. **Breakfast will not be served after 7:35 AM.**

Early morning drop-offs prior to 7:00 am are not allowed.

Students will NOT be allowed to enter the building prior to 7:00 am. The school does not provide student supervision before 7:00 am.

Attendance is taken within the first hour of the instructional day to record who is physically present. Students must be present for half of the instructional day to be marked present for the day. Students can be marked Participated Remotely up to 5 times each semester by meeting the remote participation benchmarks.

If students are absent from school, they must bring written documentation from parents, guardians or physician explaining their absences when they return to school. Please note all written notices do not equate to excused absences. 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.

Written documentation should be submitted within 3 days of the absence in order for the absence to be excused. The students must be in school at least half of the instructional day to be counted present. A half-day ends at 11:45 am. It is extremely important that students arrive on time and are present. The Social Worker referral will be completed to assist in cases of excessive absence 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. Emails and phone calls will not be accepted for changes in transportation. 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.**

Attendance Information continued:

Early check-outs must be made prior to 1:30 PM. Early Dismissal 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 3:15 PM without parent pick up or notification from the parent will be referred to our social worker. Students remaining after 4:00 PM without parent pick up or notification will be referred to the Department of Family and Children Services.

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 Monthly House Team & Panda 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.

Parents are **NOT ALLOWED** to send cupcakes, pizza, cake, ice cream, or other food items to celebrate the child's birthday. The parent may donate **popsicles** to be distributed during lunch for a student's birthday. The parent may donate nonedible items (i.e. stickers, pencils, sensory toys, etc.) to be distributed to the whole class for a student's birthday. Balloons, party favors, and excessive gifts are a distraction and will not be permitted. Teachers are expected to communicate with parents and follow our policy. Contact your child's teacher and the front office to make arrangements.

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 Fulton County Schools Transportation at 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 is available on the Fulton County Schools website. Parents are required to sign the code of conduct which will indicate your current understanding of the bus 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 submitted to the front office in advance no later than 11:30 am. 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

The school cafeteria offers several choices of nutritional, well-balanced meals each day. In addition to the regular hot food lines, salads are available. Breakfast is served from 7:00 a.m. until 7:30 a.m. each school day. **All Brookview students eat free breakfast and lunch daily. Outside food purchased from local restaurants and stores are not permitted during lunch (i.e. McDonalds, Chick Fila, Chipotle, etc.).** Additionally, Brookview employees are not permitted to warm or heat food that students bring to the building in their lunches.

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 please update Infinite Campus of those changes in the Parent Portal.** Additionally, please note that only approved adults on your child's transportation pick up list, visitor list, or school check-out list will be allowed at Brookview. Thus, the Parent Portal should be updated frequently as changes arise in order for Brookview to keep accurate records and be able to notify parents in case of an emergency.

CLINIC

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. The clinic assistant will complete incident reports for all documented injuries. 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. Please note, the medical facility social worker will be contacted if parent(s)/guardian(s) are unable to be reached.

SCHOOL TO HOME COMMUNICATION

Panda Posts, the school newsletter, is sent digitally each week on Fridays evenings. It contains information from the principal, the menu for the upcoming week, upcoming activities, PTA and SGC information, and suggestions for parents to help their children learn at home. Teacher will communicate how the child's day went in the agendas daily. Please check your child's agenda for notes and information. Lastly, if you are sending any money to the school (i.e. fundraisers, picture day, etc.) please make sure the money is placed in a sealed envelope labeled with the child's name, teacher's name, and grade level.

CONFERENCES

Planned parent-teacher conferences are held with each parent during the first and second semesters. Conferences are made by appointments only. Conferences may be held at any time during the year as the teacher or parent deem necessary. Please be reminded, teachers are asked to not hold conferences during instructional time.

POSSIBLE 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 School Board 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) playing or trading cards, tablets, CD/audio 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.

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 which is Woodland Middle School.

INSTRUCTIONAL PROGRAM

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

Brookview Elementary serves Pre-K to Fifth Grade. 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.

Progress reports will be sent home every 45 days beginning in September. Report Cards will be 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.

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

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. If you are interested in joining PTA, please contact the principal.

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 school's parent liaison.

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

Parents of students who must take a prescribed medication during the day must complete an authorization packet and submit it 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.

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. Uniform bottoms (pants/skirt) are black or khaki which may be worn with a black, red, or white top.

Students should refrain from wearing:

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

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.

SPECIAL SERVICES & ACTIVITIES

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

After School Clubs or Programs :

Beta Club
Girl Scouts
Cub Scouts
Chorus
Boom whackers
Panda Steppers
STREAM Club
Math (Pi) Club
Principal's Student Panel
Pearls of Excellence Girls
Mentoring Club
Student Safety Patrols
Helen Ruffin Reading Club
Art Club
Hands on Atlanta Discovery Saturday Enrichment
Gardening Club
Running Club
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:

- iReady Reading and Math Assessments
- Georgia Milestones Assessment System (GMAS)
- MAP Assessments (2nd & 4th Grade)
- Georgia Kindergarten Inventory of Developing Skills (G.K.I.D.S.)
- Fulton County Assessments (Common Assessments; District Interim Assessments; 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.

School doors will open at 7:10 am and close at 7:40 am.

They will remain closed and locked until dismissal time.

An intercom buzz –in and camera operating system is installed.

No entry will be allowed without presenting ID and buzzing in.

Identification must be presented before guests are buzzed in.

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 allow 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

(2024-2025)

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. **All students and parents will be provided the link of the Fulton County Code of Conduct during the first week of school. This information needs to be reviewed thoroughly with each student and the parent is requested to sign off in Infinite Campus to document that the information has been reviewed.**

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

1. Verbal Reprimand
2. Time Out in Class (Cool Down Corner- not to exceed 15 minutes)
3. Send to teammate for Time Out (BUDDY ZONE- not to exceed 15 minutes)
4. Telephone Call to Parents during non-instructional times
5. Loss of privilege (i.e. alternate recess, think sheet, etc.) (REFLECTION ZONE)
6. Referral to an Administrator with continuous minor infractions documented in PBIS.

TYPES OF DISCIPLINE THAT WILL NOT BE SUPPORTED IN THE CLASSROOM:

- Sending students to the office without approval
- Placing student(s) in the hall (unsupervised);
- Telling students to get out;
- Writing words or sentences repeatedly;
- Screaming, yelling and name calling;
- Mass punishment for actions of a few;
- Corporal punishment.

PBIS AT BROOKVIEW ELEMENTARY SCHOOL

WHAT IS PBIS?

Positive Behavioral Intervention and Support (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 school-wide expectations, P.A.W.S.:	Students are expected to transition through the hallways using "H.A.L.L.":
P ay Attention A lways Be Responsible W ork Hard S how Respect	H ands at your side A ll eyes to the front L ips zipped L egs walking safely

In addition to our behavior expectations, PBIS has other components:

A behavior matrix which explains behavior expectations in each school setting

Direct teaching of the expectations

Behavior tracking sheets to record and address inappropriate behaviors

BEHAVIOR MATRIX

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

TEACHING EXPECTATIONS

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.

BEHAVIOR TRACKING SHEETS

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a Behavior Tracking Sheet has been implemented. Discipline issues are divided into major and minor infractions.

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

When a child repeatedly receives major or minor infractions, parents/guardians, teachers, support staff and the Principal will meet to build an effective behavior intervention plan for that child.

PBIS TEAM AT BROOKVIEW

Mrs. Jovita Wallace, Principal

Mrs. Eboni Berry, Assistant Principal

Mr. Jerron McMillian (*PBIS Internal Coach Facilitator*)

PBIS Leadership Team

PARENTS/GUARDIANS AND PBIS

To be successful, our behavior program needs to be a partnership between home and school. Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support PBIS at Brookview by:

Reviewing behavior expectations with your child

Using the expectations at home

Providing positive reinforcement at home (*rewarding good choices with compliments or quality time*)

Sharing comments with or asking questions of PBIS team members

Joining our PTA to learn more about PBIS

PBIS Panda Points

Teachers and staff members will model and practice the school-wide expectations (outlined above) with students daily. Throughout the school day students will earn PBIS Panda Points for exhibiting PAWSitive behavior. Each day, teachers and staff members will be looking for students that are following our school-wide expectations. Students will keep track of the Panda Points they earn and will have monthly opportunities to cash them in for prizes at the Panda Den. The Panda Den is our school store where students can use their Panda Points to “buy” prizes of their choosing.

STUDENT AGENDAS

Students will receive agendas for the school year. Teachers will use agendas to send home notes about student behavior for the day. **Please sign or initial your child’s agenda daily** so that the teacher knows the agenda was checked by an adult at home.

PBIS INITIATIVES BEING IMPLEMENTED AT BROOKVIEW

CAFETERIA Panda Points

Classes are recognized for the following PAWSitive behaviors in the cafeteria:

Cleaning up their area	Staying in their seat and raising their hand for assistance
Following the cafeteria monitors’ directions	Using walking feet in the cafeteria
Using goodmanners (<i>i.e., “Please”, “Thank you”, “May I...”, “You’re welcome” ...</i>)	Using their inside voices
Quietly entering and exiting the cafeteria in a line	Working hard as a team

Every two weeks the classes with the most points on each grade level will be recognized for their teamwork! We have a chart near the cafeteria exit to track classes’ progress towards respectful cafeteria behavior!

HOUSE TEAMS

Pre-K through 5th grade students and staff members will be divided into 4 houses. Each house will be represented with a unique color:

House of **Respect** – Red

House of **Responsibility** – Blue

House of **Integrity** – Orange

House of **Knowledge** - Green

House Teams will come together each month to review school-wide behavior expectations and celebrate student successes. Each day teachers will model and practice PAWSitive expectations with students daily. Students will earn Panda Points for following our school-wide expectations. Panda Points that students spend at the school store will be placed in the house accounts that the students belong to (*Respect, Responsibility, Integrity or Knowledge*).

The house with the most Panda Points for the month will win a special celebration! As a school, we'll also have monthly goals so that we can all celebrate together! **Please help your students support their team's efforts, as well as reach our school-wide goals by reviewing and practicing our school expectations at home.** We appreciate your support!

STUDENT OF THE MONTH

Students will be recognized for Student of the Month during their monthly Panda House Team meetings with their House Team. Parent/Guardian invitations will be distributed in advance, so that you may join us in recognizing your child's hard work! ***With your continued support with our school initiatives, we hope to have another successful year at Brookview Elementary School!***