Parent/Student Handbook

2026 - 2027

Brookwood Elementary School
1330 Holly Brook Road
Snellville, Georgia 30078
770-736-4360

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Letter from the Principal

Dear Parents and Students,

Welcome to another wonderful year of teaching and learning at Brookwood Elementary! You are such a valuable part of our success and I am so grateful for you. This handbook serves as a "go-to" guide for procedures as they pertain to Brookwood Elementary and to Gwinnett County Public Schools. Please be sure to reference this handbook, as well as, the district handbook for guidelines.

I am so proud to be your principal and I look forward to the great things we will accomplish together at BES during 2026-2027! Please feel free to reach out if you have any questions or if we can assist you in any way. Let's make this the best year ever!

Sincerely,

Karen Lillard

Brookwood Elementary Information

Principal Karen Lillard

Assistant Principals Michelle Bevel, Shanna Borders, Tiffany Pruitt, and Heather Williams

Mascot: Colts **Colors:** Maroon and Gold

School Address: 1330 Holly Brook Road, Snellville, GA 30078

Important Phone Numbers:

School Office:	770-736-4360	**Fax:**	770-736-4410
Cafeteria:	770-736-4363	**Clinic:**	770-736-4364
Media Center	770-736-4374		

Brookwood Elementary Website Address: https://brookwoodes.gcpsk12.org/

Mission Statement

Our mission is to provide every student learning opportunities in an academically challenging environment.

Vision

Brookwood Elementary will be a world-class school where the achievement of academic knowledge and skills is exceptional as compared to local, national, and world-class standards.

Beliefs

- We believe in the inherent right of each student to learn.
- We believe that each student has the right to work and learn in a safe and supportive environment.
- We believe that we should encourage our students to embark on learning as a life-long process.
- We believe that learning should capitalize on the student's natural curiosity.
- We believe that learning encompasses the whole student – emotionally, physically, intellectually and socially.
- We believe that there is a way to help every student learn and we should address the varied and individual learning styles.
- We believe that the most effective approach to learning is the team approach and we actively solicit parental and community involvement in our quest for learning.

Brookwood Elementary Policies and Procedures

ATTENDANCE

School attendance is important because class activities and direct instruction cannot be duplicated by assigning work. Please make every attempt to have your student in school every day and be on time.

Absences

Certain absences are considered to be excused according to state guidelines. Excused absences include:

- Personal illness or attendance in school endangers a student's health or the health of others.
- A serious illness or death in a student's immediate family requiring absence from school.
- A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
- Observing religious holidays, necessitating absence from school.
- Conditions making attendance impossible or hazardous to student health or safety.
- Serving as a page in the General Assembly.

Please remember that if your student is absent from school, the preferred district method is to upload absence notes to ParentVue. Upon his/her return he/she could also give the teacher a signed note, or a doctor's note stating the reason for his/her absence. Notes should be received within 5 days of the students return to be considered for review to be excused. Should the reason be one noted above, your student's absence will be marked excused. **After five, seven, and ten unexcused absences parents will receive a letter** and/or a call from our social worker or counselor. Possible interventions for unexcused absences, excessive excused absences, tardies, or excessive early checkouts may include, but are not limited to, the following: Student/Parent Conferences, Working closely with a School Counselor, Referral to School Social Worker, or Referral to Social Service Agencies.

If a student is absent one or two days, the teacher will give the make-up work when he/she returns. If the student is absent more than two days, parents may request make-up work. Please allow 24 hours for the teacher to gather needed materials. Some assignments, such as assessments, will be given once the student returns to school and may not be completed at home. Vacations and family outings are unexcused absences. Please do not ask teachers to provide make-up work in advance for planned trips. The teacher will work with the student and family upon return.

Partial Day Attendance

To be counted present for the whole day, students must attend for at least the equivalent of half the school day. This does not have to be continuous time.

BIRTHDAYS

A birthday class snack may be arranged with the classroom teacher. Teachers will decide when the snack will be served. **These snacks must be delivered to the front office.** Snacks should be limited to one food item like cupcakes or cookies and must be store-bought. Boxed drinks may also be sent (no red juice). No sodas are allowed. Large sheet cookies and cakes should be pre-sliced. Some parents may choose to send in money to buy ice cream for the class for their student's birthday. **Please do not send goodie bags, balloons, or flowers to school. We are not able to collect or distribute these items for birthdays.**

CAFETERIA

GCPS Menus

GCPS school menus can be found on the GCPS menu App. Search for NutriSlice on Google Play or the App Store and download the app, or you can find our menus at gwinnett.nutrislice.com.

Meals

Student breakfasts are $1.75. Student lunches are $2.50. Adult lunches are $4.75. Families are encouraged to set up meal accounts for their student in MyPaymentsPlus. You can pay for your student's lunch on MyPaymentsPlus using his/her student number.

Free or reduced price breakfasts and lunches will be provided for those students whose families meet Federal guidelines. If parents wish to apply for free or reduced price lunches, forms are available online on the GCPS website. Forms must be completed and resubmitted each year for approval and are available beginning in July for the next school year. For the 2026-2027 school year, students that qualify for free and reduced price meals will receive breakfast and lunch at no charge due to the funding from the State of Georgia. Students with full pay eligibility will be charged $1.75 for breakfast and $2.50 for lunch.

You must submit the form each year to qualify for Free and Reduced price meals. As a reminder, Free and Reduced eligibility status will carry over for the first 30 school days. (Through 9/15/2026). You must complete a new form online within the first 30 days to qualify for the 2026-2027 school year.

Food/snack/drink deliveries are not allowed for students at school. Students must bring a lunchbox from home or enjoy the school lunch.

Parent Visitors for Lunch

We do not have any parent visitors for breakfast. Parents may visit to eat lunch with their student Tuesday-Friday. (We do not have visitors on Mondays.) Parents/Guardians visiting for lunch should say "good bye" to their student in the cafeteria so that the teacher can begin instructional time after lunch. You are welcome to bring a lunch with you or you may purchase a lunch from our cafeteria. Parents/Visitors who are eating lunch with their child, must be listed in Synergy as an approved contact and must sit at the specified

visitor table with only their student. Students may not bring a friend with them to the parent/visitor table.

Please see the current month's calendar for additional days that visitors are not able to come for lunch due to testing or other special events. We do our best to communicate these days in advance. <u>Available menu items are subject to change based on current inventory and deliveries.</u>

Meal Charges

We encourage all students to purchase meals at school. Students may charge lunch four times with a charge maximum of $11.25. If your student has to charge, please take care of the charges as soon as possible.

CHANGE OF ADDRESS OR PHONE NUMBER

For emergency purposes, we must have updated information on each student. Please notify the school if there is any change to your address or phone numbers. THIS IS VERY IMPORTANT. You may also update your student's information through **ParentVue** in the **Online Registration** section.

CLINIC

Clinic Attendant

Our clinic attendant is here to care for your student in minor incidents. Parents are encouraged to seek the advice of their child's nurse or doctor with any illness or accident involving their student.

Student Illness at School

When a student becomes ill at school, the school clinic attendant determines if the parent should be contacted. Please provide the name and phone number of a friend or relative who can be reached if you are not available. This can be done through your account in ParentVue. Please ensure the school has current home, cell, or work numbers in case of an emergency.

Please do not send your student to school sick with a note requesting that the teacher send your student to the clinic. Be considerate of other students by caring for your student at home. It is the responsibility of the parents to see that medical treatment is given to their student. Our clinic is not designed for lengthy sick care. It is only appropriate as a holding area until a parent arrives.

Children's Healthcare of Atlanta Professionals recommend that students:

- Who have had a fever remain at home until the child has been "fever free" for 24 hours without the aid of medication.
- Who need an antibiotic, take the antibiotic 24 hours before returning to school.

All parents should adhere to these guidelines to help us maintain a healthy environment.

Medications

Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines apply:

- Parents must bring medication to the clinic and complete forms for medicine to be dispensed. Students may not bring the medicine with them to/from school.
- If prescription medication is necessary during school hours, the parents must complete the permission form provided by the school system which must contain the same information as that on the prescription bottle. These forms are available in the clinic.
- Prescription medications must be maintained in the original prescription container. Medications received in anything other than the original, appropriate container cannot be administered at school.
- Each time the medication dosage changes, the prescription bottle label must be changed to reflect the dose ordered by the physician.
- Medication needed for long periods of time should have an updated request from the parent/physician yearly.
- If any additional medication is required, please reach out to the clinic for guidance on processes.

When medication is discontinued, any medication remaining must be picked up from the clinic by the parent. If the medication is not picked up within two weeks of discontinuation it will be destroyed by the clinic attendant.

Medication should be administered between classes, during lunch, or recess when possible. Sending individual medications to school with the student is hazardous and not allowed. Please reach out to the clinic for any questions regarding medications.

COLLECTION OF MONEY FROM STUDENTS

Money may be collected for certain assemblies, field trips, damaged textbooks or property, and other items. Paying online through MyPaymentsPlus is the recommended option. If money must be sent to school, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name, and the student's name.

DRESS CODE

The student dress code is designed to reduce the likelihood of distraction and to maintain an academic focus in the classroom and on campus. Our staff requests a partnership with parents to observe the following guidelines when purchasing school attire:

- The wearing of or absence of any item of clothing that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be allowed. Gang attire is prohibited.
- Caps/hats and/or hoods on coats or sweatshirts are not to be worn in the building.
- Skirts, shorts/skorts should provide full coverage.
- Tops should be long enough to cover the midriff when arms are raised to shoulder level. Tops should not be low cut and an undershirt should be worn when necessary.

- Flannel PJ pants are not appropriate for school unless it is a themed PJ day.
- Undergarments should not be visible.
- See-through clothing (such as a mesh jersey) must have an undershirt.
- Shoes that have skates in the sole should not be worn to school.
- Athletic shoes should be worn on the days the students have PE for safety.
- Staff will discuss with the student/parents should a clothing item or accessory be distracting to the learning environment that is not specifically listed here.

EARLY CHECKOUT PROCEDURES

For the safety of all of our students, we have procedures which must be followed for early checkout.

- All checkouts should occur with a person listed as authorized by the parent as either parent/guardians or emergency contacts.
- If anyone other than a parent/guardian/emergency contact wishes to take a student from school, the child must bring a signed note to the teacher in the morning from the parent stating who will be picking up the student. Please instruct the person you are authorizing to bring a photo ID.
- All students must be signed out at the office where they will meet the parent or other authorized person.
- Please be prepared to show a picture ID when entering the school for any reason.
- If restrictions exist concerning individuals who may pick-up your student please notify the school in WRITING. Please keep your parent portal account updated with emergency contacts.
- If your student needs to leave early, please pick him/her up by 2:45 p.m. After 2:45 p.m, the students should go home their normal way.

EARLY DISMISSAL/CANCELLATIONS DUE TO EMERGENCIES/INCLEMENT WEATHER

If inclement weather or other emergency causes school to be canceled or dismissed early, public announcements will be made on GCPS Television, local television stations, GCPS email, notifications, and on the school system's website (https://www.gcpsk12.org/). **DO NOT CALL THE SCHOOL.** Students will follow regular dismissal/transportation home procedures if school is dismissed early due to weather.

EARLY RELEASE/PARENT-TEACHER CONFERENCE

Two times per year (once in the fall and again in the spring), parents will have an opportunity to formally conference with their student's teacher. Students are dismissed at 12:50 pm for two days to allow teachers time for these important meetings. Please plan to attend the parent-teacher conferences scheduled for your student.

EMAIL COMMUNICATION

Teachers are with students between 8:20 - 3:40 every day. They will respond to messages and/or email within 24 hours. If you need to speak with someone sooner, please call the front office and leave a message for the assistant principal.

GIFTED EDUCATION

- The Gwinnett County Public Schools gifted education program serves students by providing academic challenges for those who are intellectually advanced. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.
- Students are offered enriched academic experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills by a certified gifted teacher. This may be the homeroom teacher or another teacher. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia Department of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their student that he/she was identified as a gifted education student in the previous school.
- Please reach out to the school's gifted eligibility team with any questions regarding referral for gifted education. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

GRADES

Gwinnett County Public Schools require that students receive grades in academic areas each semester. Parent/Teacher conferences are scheduled two times per year. Parents and/or teachers may request additional parent conferences if needed. Assessments and grades reflect a student's achievement and progress of the outlined Academic Knowledge and Skills (AKS) for each grade level. Each teacher will review classroom grading policies and procedures at Curriculum Night. Contact your child's teacher if you have questions about your student's grades.

Kindergarten

The Georgia Kindergarten Assessment Program (GKIDS) is the formal assessment instrument used in all Georgia kindergartens and is an ongoing assessment throughout the year. Your student's teacher will share information with you about GKIDS.

Grades K-1

Progress reports use the following scale to report grades in all areas:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grades 2-5

Student AKS achievement is graded by grade averages defined as follows:

90-100	Excellent Progress
80- 89	Above Average Progress

70- 79	Average Progress
0- 69	Below Average/Unsatisfactory Progress

HOMEWORK

Each student may spend some time in home study in addition to scheduled class instruction to practice skills taught in class. If an assignment is not given, but you would like your child to practice additional skills, we encourage you to visit the school website to utilize programs and posted activities. If students struggle with homework, please notify the teacher. Our faculty strongly encourages each student to read every night independently or with an adult and/or write in a journal and study math facts.

To maintain an instructional focus and not interrupt the classroom, please be aware **we place all forgotten items/assignments brought by parents for students in the teacher's mailbox.** The teacher will see these items at planning time, lunch, or after school. Therefore the student cannot count on receiving these items at a specific time. It is often best to just return a forgotten item the following day. Students should not return after school to pick up items in the classroom. The building is locked following dismissal.

LOST AND FOUND

Lost and found items are located in the hallway. A student may check for a lost item at any time with the teacher's permission. Unclaimed lost and found items are periodically donated to charity.

MEDIA CENTER

At Brookwood Elementary, we feel that the media center is an extension of the classroom. Throughout the school day, students come to browse the collection, participate in skills lessons, read, conduct research and/or share literature. With the various activities, the media staff hopes to encourage a lifelong enjoyment of reading. Whenever a student loses a book or damages a book, there is a cost for replacement. The cost for replacement is:

- **$15.00 for lost or damaged hardback books**
- **$5.00 for lost or damaged paperback books**
- **Our financial books are closed in May. No reimbursements are made after this date if books are found.**

If your student should check out a book that is damaged, have him/her bring it to the attention of the media center staff right away. We will note it in the book and not charge him/her for it.

MyPaymentsPlus

MyPaymentsPlus is your source for convenient, secure meal account management. We make it easy to apply funds to your account and check your account balance. At times we offer payment for field trips, yearbooks, etc. on MyPaymentsPlus. For more information, go to MyPaymentsPlus. MyPaymentsPlus is the preferred method for payment.

PARENTVUE

Gwinnett County Public Schools' ParentVue offers parents and guardians online, timely and secure access to their student's information. It also allows parents to change information as needed for their student. (Approved emergency contacts, phone numbers, etc..) If you did not sign up for ParentVue during registration, please reach out to the school for assistance and we are happy to help.

PLAYGROUND

Playground Guidelines

- Students are expected to remain on the playground during their outdoor time. Students should not leave the playground without permission from their teacher or supervising adult.
- Students must follow directions during outside play. Students should treat others with respect and make good choices about how to solve problems that arise. Students should notify their teacher or monitoring staff member of any concerns or injuries that occur.
- Teachers may decide what sports are allowed to be played by the students. Some sports may become too rough and teachers may choose to not allow them to be played during recess. Students should follow the rules set forth by the teacher.

POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that focuses on establishing a climate in which appropriate behavior is the norm. Expectations are taught, modeled, acknowledged, monitored, and then retaught as necessary. At Brookwood Elementary, PBIS focuses on all students being Respectful, Responsible, and Ready. The three R's are expected in all settings of the school. If a situation requires administrative intervention, the Gwinnett County Student Code of Conduct is followed. Handbook Information for Students and Families - Elementary School

Brookwood Elementary School – School–Wide Behavioral Matrix

Expectations	Cafeteria	Hallways	Playground	Restroom	Classroom	Arrival/ Dismissal
We are RESPECTFUL.	Be kind to self and others	Keep hands, feet, and objects to yourself.	Take turns. Be kind to self and others	Remain in your own stall/space	Be kind to self and others.	Listen to all adults.
We are RESPONSIBLE.	Music on = voice off	Walk directly to destination.	Play safely. Leave no trace.	Clean up after yourself. Use sinks dryers, and toilets appropriately.	Use materials properly. Try your best.	Board and exit promptly. Walk directly to destination.

Expectations	Cafeteria	Hallways	Playground	Restroom	Classroom	Arrival/ Dismissal
We are READY.	Follow directions of teacher and monitors. Wait quietly in line.	Have all needed materials. Walk quietly on the right.	Line up quickly and quietly.	Remain quiet.	Follow teacher directions. Complete and turn in assignments on time.	Backpack on front. Walk quietly on the right. Wait patiently.

SAFETY

One of our district strategic goals addresses the safety and security of students, teachers, and visitors. Thank you for your understanding and following all of our procedures. **When visiting the school, you may only go to the area designated when you arrive at the front desk. (For example: If you are present for a PTA meeting, School Council meeting, Lunch, etc.. you may not go to a classroom afterwards. If you are present as a volunteer for your student in one room, you may not go to another child's classroom to visit.)** For the safety of all students and staff, we must maintain tight security within the school including visitors. Our School Resource Officer (SRO) works with us as we plan and implement safety drills. During the school year we will practice fire drills, tornado drills, evacuation drills, and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel at all times while in the building. Please be prepared to always show picture ID when entering Brookwood Elementary.

VESTIBULE ENTRANCE

When you request to enter the school, you will engage in our video system outside the school and share the purpose of your visit. Once you enter the vestibule, you will then have your ID scanned. If you are checking out your child, you may wait in the vestibule for your child to be brought to you. Only visitors who have reason to enter the building will gain access to the main building. This is a safety feature in Gwinnett County to keep our school building as safe as possible.

SCHOOL ENTRANCE REQUIREMENTS

Birth Certificates

Kindergarten and First Grade students entering school for the first time must present a **certified copy** of their birth certificate. Students must be five years old on or before September 1st, to enroll in the Kindergarten program. Students must be six years old on or before September 1, to enroll in first grade. Please reach out to our registration office with any questions.

Immunization Certificates

Form 3231 - Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization. These certificates may be secured from local physicians or the County Health

Department.

Hearing, Vision, Dental, and Nutrition Certificate

Form 3300 - All students entering school for the first time must present a certificate of ear, eye, dental and nutritional examination by the Health Department, a physician and/or dentist licensed by the State of Georgia.

Social Security Numbers for Students

The state requires a social security number for each student. Parents may bring a copy of their student's social security number or elect to sign a waiver.

Proof of Residency

School officials must require the parent or guardian to provide proof of residency in the district and the school attendance zone to enroll a student. Documents are reviewed carefully for accuracy and validity. Please call the Registration office with any questions related to school enrollment.

SCHOOL HOURS

School hours are 8:50 a.m. until 3:20 p.m. Students can enter the building at 8:20 a.m. **If a student arrives at school after 8:50 a.m., an adult must "sign in" the student in the office and complete tardy information.** The car rider doors will be closed at 8:50 a.m. If you arrive after the car rider lane is closed, please bring your children to the front door of the school and walk them into the vestibule to check-in. Students must be in their classroom at 8:50 or they will be marked tardy. Counselors will work closely with students and families where 5 or more tardies occur in a semester as on time arrival is important to the success of your student.

SCHOOL PARTIES

There is a limit of two school-wide parties per year. These parties occur at winter break and at the end of the year. Individual student birthday parties are not allowed**. Please do not send goodie bags, balloons, or flowers to school for birthdays.** (See the section labeled **Birthdays** in this handbook for more information.)

SNACKS & ICE CREAM

A working snack time is available in the morning or afternoon according to the grade/classes. Students are welcome to bring water for use during the day (please no sodas, red juices, etc..). The school offers ice cream for sale during the last 10 minutes of lunch. All ice cream is $1.00. Please remember that snack time/ice cream is a privilege.

SPECIAL AREA CLASSES

"Specials" provide students with many opportunities to learn more about themselves and develop their talents and abilities. This year, students will have a variety of special classes including Art, Music, Physical Education, STEM, Math, Entrepreneurship, Wellness/Health

and Technology.

Technology/Innovation Lab – Gr. K-5

All students will attend Technology special. Curriculum will include Language Arts AKS for Accessing Information/ Reference skills for each grade level in addition to some of the Computer Science AKS.

Physical Education – Gr. K-5

The Physical Education program is designed to help students develop new skills and a positive attitude about physical activity. Students are encouraged to participate in every aspect. Comfortable clothing appropriate for class is recommended. Some type of athletic shoe should be worn. Dress shoes, heels, and flip flops are not recommended to be worn in the gym. All students are expected to participate in physical education unless a doctor's excuse has been provided.

Music Education – Gr. K-5

Music is integral to Brookwood's well-rounded educational program. Students are introduced to the elements of music through singing, movement, playing classroom instruments, and beginning music theory. Fifth grade students have an opportunity to participate in the 5th Grade Chorus which will perform a Winter concert and a Spring concert.

Art Education – Gr. K-5

Art is an important part of the curriculum at Brookwood Elementary. We believe that all students have imaginative, expressive, and creative potential and that through an organized visual arts program this potential can be enhanced. All students involved in the art program receive an introduction to art methods and techniques as well as specific artists and art history.

STEM – Gr. K-5

Students will explore and extend Science, Technology, Engineering & Math concepts during STEM. STEM will focus on inquiry based learning, problem solving, and vocabulary development. STEM will include computer science AKS.

Math – Gr. K-5

Students will explore math concepts and solve problems through problem-based learning.

Wellness/Health- Gr. K-5

Students will have lessons around Social Emotional Learning (Such as Kindness, Conflict Resolution, Building Friendships, and Recognizing our own Emotions) and Physical Health and Wellness.

Entrepreneurship – Gr. K-5

Students will learn entrepreneurial skills and concepts by integrating these skills into the

Language Arts AKS.

Guidance - Gr. K-5

Guidance lessons are offered at various times throughout the year. Guidance lessons cover a wide range of topics, all of which are in accordance with the Standards and Competencies of the Office of Advisement and Counseling of the Gwinnett County Public Schools, as well as the American School Counselor Association. Subjects include Study Skills, Peer Relations, Motivation/Goal Setting, Careers, Sexual Abuse Prevention, and a wide variety of other topics throughout the school year. For more information on Guidance classes, please contact the Brookwood Elementary Counselors.

SPIRIT WEAR

Our wonderful PTA Spirit Wear committee has great items available to help you show your "school spirit". Remember that there are also adult sizes available. Contact PTA to purchase items.

STUDENT OPPORTUNITIES

We have several opportunities for leadership and club participation within our school. When an opportunity is available to students, information will be sent home with the appropriate grade levels for parent permission and registration. Clubs such as Running Club, Intramurals, Robotics, Beta Club, Witzzle Pro Math, Art Club, Guitar Club, and Fifth Grade Chorus are a few opportunities that may be available during the year.

STUDENT RECOGNITION

Students are recognized as often as possible to promote positive behavior, and to recognize academic achievements.

1. A certificate of excellence will be given to students in grades 2-5 who get all As on their report cards each semester.
2. A certificate of excellence will be given to students in grades 2-5 who get all As and Bs on their report cards each semester.
3. Students who have exhibited positive behavior throughout the school have the opportunity to earn BES Golden Tickets and participate in a variety of PBIS rewards.
4. Brookwood Bucks will be given school wide to promote positive work habits through our Entrepreneurship program.
5. A student of the month is chosen by each classroom teacher to align with our character trait of the month as shared by our counselors and PBIS committee. (Determination, Courage, Perseverance, Kindness, etc…) Students participate in a donut breakfast with the principal and assistant principals.

TECHNOLOGY EDUCATION

A variety of innovative uses of technology, including student Chromebooks, innovation lab, school-wide networking, video production, and telecommunications including Internet access, are incorporated into all aspects of our instructional services. There is a need for emphasis on proper and ethical use of this technology.

- Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- Online student accounts are to be used for educational purposes only with activities assigned by the teacher.
- Students' actions will be monitored, and they will be held responsible for information viewed, received, and sent. These guidelines are in accordance with the Gwinnett County Student Behavior Code.
- When using the Internet, students must understand they are responsible for their actions. They must keep in mind the following rules:

    1. Internet use is limited to the gathering of information and production related to classroom assignments.
    2. Brookwood Elementary students may only go to Internet sites that have been previewed by a teacher and/or linked to the Brookwood Elementary website, their teacher's eClass page, or provided by the teacher on a classroom assignment.
    3. Brookwood students may not gain unauthorized access to other people's files, work, or programs.
    4. Brookwood students may not make changes to the hardware or software configurations of any machine. Inappropriate use will result in a loss of this privilege as well as disciplinary action. All students must follow the GCPS acceptable use agreement.

Look for additional information regarding technology on the GCPS Parent/Student Handbook and/or teacher eClass pages.

CHROMEBOOK ACCEPTANCE FORM

All parents must sign a Chromebook Acceptance Form accepting the responsibility of a chromebook from GCPS for their student. Parents may be financially responsible for loss or damage to the chromebook and fines are listed on the acceptance form.

TESTING

A variety of local, district, and state assessments are given throughout the year to assess student understanding and determine next steps for instruction. Local and district assessment dates are shared by teachers in the classroom. State testing information can be found on our website. Please reach out to your child's teacher or Assistant Principal with any questions regarding assessments.

TRANSPORTATION CHANGES

Anytime there is a change from your normal plans to go home in the afternoon, send a note to your student's teacher to make sure the student and teacher know what to do. If a change must be made for a student to begin riding an alternate bus, you must come to the front office to implement that change. **You must call the school office with an emergency change before 2:45 p.m. Please do not only email transportation changes.**

Teachers and office staff might not see the email in time or may be absent on the day you email. Many changes cannot be made at the last minute, but we are able to hold your child in the front office for pickup.

TRANSPORTATION PROCEDURES

- If your student changes his/her book bag, he/she must come to the office upon arrival and get a new transportation tag for his/her book bag.
- Cars are not allowed in the front drive when a school bus is already parked in the drive.
- **The last check out is 2:45 pm. This is for the safety of everyone since buses are beginning to arrive.**
- The building is locked at 4:00 p.m. each day. Students should gather all needed materials and books before leaving at dismissal time. Parents, do not bring your student back to the school to retrieve items.

Arrival and Dismissal Procedures

- **School Bus Procedures**
  We encourage students to ride the bus as often as possible.
  - Riding the bus means your student will always be on time for school.
    - Students must follow the directions of the driver.
    - Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic, and 10 feet from where the bus stops.
    - Students will wait in an orderly line and avoid playing at bus stops.
    - Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
    - Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up an object.
    - Students will go directly to the assigned seat when entering the bus. Keep the aisles and exits clear.
    - Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
    - Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
    - Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons onto the bus. Students may carry only objects that can be held in their laps.
    - Students will refrain from using loud voices, profanity, and /or obscene gestures, and respect the rights and safety of others.
    - Students will not extend their heads, arms, or objects out of the bus windows.
    - Students will be silent at railroad crossings.
    - Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
    - Students will keep their bus clean and in good, safe condition.
    - Students shall be prohibited from using any electronic devices during the operation of a school bus that might interfere with the school bus, communication equipment, or school bus driver's operation of the school bus.
    - Students shall be prohibited from using mirrors, lasers, flash cameras, or any other

lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

- **Car Rider Procedures**
  1. We encourage you to let your student ride the bus to and from school. **If you choose to bring or pick up your student, you must get in the carpool line and follow these procedures. Never park in an adjoining neighborhood, on the street, or in our parking lot to pick up or drop off your student.**
  2. The carpool line begins in the lower bus parking lot off of Holly Brook Road.
  3. Please do not make a U-turn in the middle of Hollybrook Road to enter the carpool line. **Making a U-turn is unsafe and a traffic violation**. **Also, you are not allowed to use the Brookwood Manor entrance or the neighborhoods across the street to make a U-turn.**
  4. In order to arrive on Holly Brook Road in the correct direction to get in the carpool line, there are a couple of routes that can be taken. One option is to take Five Forks Trickum Road to Oak Road. Turn left onto Oak Road, then turn left onto Highpoint Road, which turns into Holly Brook Road. Another option is to take Dogwood Road to Mountain View Road. Turn right onto Mountain View Road. Then take a right onto Oak Road. Next, take a right onto Holly Brook Road.
  5. Cars are **not** allowed to use the front drive during arrival and dismissal times due to buses.
  6. **FOR THE SAFETY OF ALL STUDENTS DO NOT DROP OFF STUDENTS BEFORE 8:20 AM**. You will know it is time to let them out when you see the staff members come outside.
  7. Morning Car Riders: We request that you enter the car rider line between 8:20-8:40am. This will be during the timeframe that the line will be moving for arrival. You cannot block streets or roadways at any point. It has been determined that once the line is moving, it moves quickly with processes in place for safety. Afternoon Car Riders: We request that you enter the car rider line between 3:20-3:40pm. This will be the timeframe that it will be moving for dismissal.
  8. Students must be **in their classroom** by 8:50 am to avoid being tardy. BES staff members on duty will close the side doors at 8:50 am.
  9. **If for any reason your student arrives after 8:50 am**, you must escort your student into the building to check in and provide information regarding the reason for your student's tardiness. The front drive may be used **after** all buses have left.
  10. Please also help us be safe in the car rider lines by **not talking on your cell phone** when you are dropping off or picking up students. We really need your attention on the students as they arrive and leave each day and on helping us keep them all safe.
  11. Please pull down as far as you can so that we can unload and load several cars at once. Please be patient and **do not pass other cars while we are unloading & loading students**. Please follow the directions of all BES staff.
  12. Students should open and close their car doors independently. We are trying to allow several cars to drop off and pick up their students at once and our attention needs to be focused on the safety of students. Do not get out of your car to open your child's door. Students must exit the car on the sidewalk side. (Passenger side)
  13. Staff members on duty will look for the student's number on the car rider tag provided to you. **Your car rider tag needs to be hung on your mirror each day and remain there until your student is safely in the vehicle.** If you do not have your tag, you will be asked to provide photo identification and the pick up process will take longer. You are welcome to request additional tags as needed through our front

office.

14. If someone different is picking up your student you will need to send a signed note to the office in the morning. We will then give your student a pass to take to the staff that are on duty. The person picking up will be required to present photo ID that matches the name on your signed note.
15. When exiting please follow the directions of staff members. Please note you cannot make a left turn out of the bottom parking lot during arrival and dismissal.
16. **Please know that safety is our priority and we appreciate your help by following all procedures.**

- **Walker Procedures**
  1. If your child has permission to walk or ride a bike to or from Brookwood Elementary, you must complete a walker form with the school to give permission for your child to walk/ride home alone or with a group from your neighborhood.
  2. If you choose to meet your child at the walker door or somewhere in your neighborhood to walk them home, that is certainly your decision. Staff members do not confirm students have a buddy or parent to meet or walk home with them. Students are released at the door to walk/ride home.
  3. Students should only be walkers if they can walk all the way home. Students should never walk to a car. If students do not live close enough to walk home, they should be a car rider or a bus rider. Extra cars moving in the neighborhood decreases the safety of our walking students.
  4. Staff members check off students as they exit the walker door to make sure they are on the list of students who have been given parental permission to walk or ride a bike home. We are not making sure students are with an adult or friend.
  5. The students that walk to Brookwood Manor may no longer cut through yards due to fencing. Brookwood Manor walkers go up the hill and around on the sidewalk. The students that need to cross the street go up the hill from the side door to the crossing guard for assistance in crossing the street.
  6. Only students who live in the following subdivisions should be considered for walking or riding a bike to and from school: Brookwood Manor, Nash Farms, Hollybrook Farms, or Brookwood Estates.

VISITATION/OBSERVATIONS

Any parent/guest visiting the school grounds must sign in at the Main Office and request a visitor's pass. Visitors should only go to the area designated when registered at the main office. The visitor's pass must be clearly visible the entire time the visitor is on campus. In order to avoid disrupting instruction, parents must make an appointment for teacher conferences or a classroom observation. Classroom observations by parents are limited to one visit of 30 minutes or less to avoid disrupting instructional time for the students. Please contact your child's assistant principal and teacher if you wish to observe in the classroom for guidance on the process.

Parents are invited to eat lunch with their students Tuesdays-Fridays. (We do not have lunch visitors on Mondays.) Parents must say "good-bye" to their student in the cafeteria so instructional time can be maximized. Please see the calendar on the school website for other dates when we are not able to welcome visitors. (See the section labeled **Cafeteria** in this handbook for more information.)

WITHDRAWAL FROM SCHOOL

When withdrawing from school, it is necessary for the parent/student to notify both his/her teacher and the office. Withdrawal forms must be completed, accounts paid, and textbooks/chromebooks returned before a student's record is cleared. Our registration office can assist families with withdrawal requests.

Special Events at Brookwood Elementary

BOOK FAIR

Our Media Center provides a Book Fair for our students and parents twice a year. This is a great time to buy great books for our young readers. Don't forget to ask your student's teacher for their favorite book selections. Books make great teacher gifts!

FAMILY SPIRIT NIGHTS

Family spirit nights are a great way to fellowship with the staff, students, and families of Brookwood Elementary and also to support local businesses. Each business donates a portion of the sales back to Brookwood Elementary. Look for more information on family spirit nights in our weekly Giddy Up school newsletter.

CULVER'S SPIRIT NIGHTS

DOGWOOD PIZZA SPIRIT NIGHTS

5th GRADE END OF YEAR CELEBRATION

Our wonderful 5th graders will have a day to celebrate their accomplishments and reflect on their time at Brookwood Elementary. Our PTA works with the school to provide some fun and rewarding activities for our students as they celebrate their accomplishments.

PARENT CURRICULUM NIGHTS

This is the time for parents to come and meet your student's teacher and hear about a typical day at school. The evening takes place in August.

REFLECTIONS

Look for information to come home with your student. "Reflections" is a program sponsored by the National PTA. Specific Reflections Program Rules are available online at http://www.georgiapta.org.

FALL/SPRING PICTURE DAY

Pictures will be taken in the fall and spring. In the fall, individual pictures are taken for the yearbook. Parents will have an opportunity to purchase these pictures. Spring pictures do not go in the yearbook, but parents will have an opportunity to purchase both individual pictures and class pictures.

TEACHER/STAFF APPRECIATION WEEK

This is the time to show your student's teacher how much you appreciate his/her hard work and dedication to your student. Appreciation can be shown in many ways. A note or picture from your student and/or you, a small gift of appreciation, a book or school supplies for the classroom are just a few suggestions. We love and appreciate all of our staff members!

SPECIAL FAMILY EVENTS

We love special events at Brookwood Elementary that invite our parents into the school. Traditions such as the Kindergarten/1st grade Pretend Parade, Candlelight Luncheon, Lunch on the Lawn, Field Days, Spotlight on Learning, and Boosterthon are all opportunities for our families to visit our school. Please look for information on special events in our weekly Giddy Up newsletter.

The officers, employees and officials identified in this Parent/Student Handbook are charged with using their personal judgment and deliberation in executing the functions and tasks set forth herein and nothing in the handbook should be construed or interpreted to create any ministerial duties on behalf of any officer, employee or official.

Brookwood Elementary PTA

We are so pleased to have such a wonderful PTA that supports our students and staff at Brookwood Elementary. Our PTA provides engaging learning opportunities for our students and supports our staff through resources and appreciation. We are thankful for the partnership between our families and the Brookwood Elementary staff. If you are not already a part of our PTA, please consider becoming a member. We also encourage you to reach out to the PTA board if you are interested in volunteering.

2026-2027 PTA Board

Email PTA

Jill Smith and Victoria Jones, Co-Presidents

Sarah Kimbrough, Vice-President

Allison Williams, Secretary

Huong (Holly) Vo, Treasurer

Brookwood Elementary PTA

Web Sites:

Brookwood Elementary PTA

National PTA

Georgia PTA



Important Telephone Numbers

Important Phone Numbers:

School Office:	770-736-4360	**Fax:**	770-736-4410
Cafeteria:	770-736-4363	**Clinic:**	770-736-4364
Media Center	770-736-4374		

Brookwood Cluster Schools

- Brookwood Elementary School 770-736-4360
- Crews Middle School 770-982-6940
- Five Forks Middle School 770-972-1506
- Brookwood High School 770-972-7642
- Brookwood Community School 770-978-5064

Get Connected to

Brookwood Elementary

1330 Holly Brook Road
Snellville, Georgia 30078
Phone - 770-736-4360
Fax - 770-736-4410

Ways to Stay Connected to Brookwood Elementary School...

Visit the Brookwood Elementary website.

Follow Brookwood Elementary on Facebook.

Follow Brookwood Elementary on Twitter.

Follow Brookwood Elementary on Instagram.

Read the Giddy Up e-Newsletter.