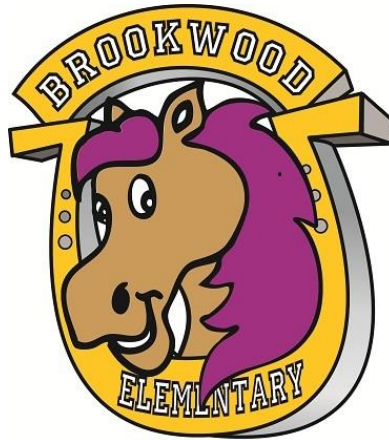


# Brookwood Elementary School

A School-Wide Title I School



2019-2020

Melissa Culpepper, Principal

Sherrilyn T. Leverett, Assistant Principal

## PRINCIPAL'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to Brookwood Elementary. Our Purpose at Brookwood is: "Inspiring excellence in all students so that they will GROW and achieve for a lifetime."

Direction Statement:

Going beyond expectations

Realizing individual differences

Overcoming obstacles

Working towards success of all

Please take an opportunity to read through this handbook. It holds many of the keys to having a successful school year. Organize your days and weeks to stay on course, come to school on time, avoid days out or early dismissals, and take advantage of all the school and community has to offer.

As part of our Title I program, we encourage parents to be active participants in school based decisions and the learning of our students. Please visit our school website for further information on school activities and ways to become involved. We will share the awesome happenings at BWE and additional school information with you via social media. Follow us on Facebook, Twitter, and Instagram.

Brookwood Elementary is a PBIS school. We teach our students the 3 R's: Respect, Responsibility, Ready! Our goal is to focus on the positive behaviors we want to replicate. Students will earn Dojo points and Bronco bucks for good behavior as well as many other forms of positive reinforcement. Of course we will also use logical consequences as needed.

We look forward to this school year with great excitement and hope all of our students will have a rewarding and successful year. I know that by working together as a team, we can ensure that all of our students GROW socially, emotionally, and academically.

Your partner in learning,

Melissa Culpepper

Principal

**BROOKWOOD FACULTY AND STAFF 2019-2020**

Principal .....Melissa Culpepper  
 Assistant Principal .....Sherrilyn Leverett  
 Principal’s Secretary .....Nicole Wallace  
 Secretary/Registrar.....Cozette Hasan  
 Secretary/Attendance Clerk .....Jennifer Murrell  
 Cafeteria Manager.....Elander Jones  
 Instructional Specialist.....Jackie Jones  
 Special Education Specialist.....Lauren Dukes  
 Behavior Specialist.....Dana McLeod  
 School Counselor .....Alice Tranam  
 After School Program Director.....Laura Yates  
 Technical Support Specialist.....KB Bell  
 Maintenance.....Wesley Harp

<p><b><u>Pre-Kindergarten Teachers</u></b>            Anne Cullinan            Caitlin Martin</p> <p><b><u>Kindergarten Teachers</u></b>            Ashley Farmer            Susan Flake            Lauren Hardaway            Kelsey Saul</p> <p><b><u>First Grade Teachers</u></b>            Stephanie Blair            Jennifer Michalove            Lindsay Tornow            Michelle Vick</p> <p><b><u>Third Grade Teachers</u></b>            Ashley Cutler            Rebecca Denson            Hattie Harris            Robin Moon            Bethany Reid</p> <p><b><u>Fifth Grade Teachers</u></b>            Caroline Ames            Stephanie Gamlin            Meredith Hinson            Caroline Smith</p> <p><b><u>Special Education Teachers</u></b>            Erinn Bagwell-Resource            Dena Cason-MOID            Ruth Hoch-MID</p>	<p><b><u>Pre-Kindergarten Paraprofessionals</u></b>            Andrea Messex            Shardae Johnson</p> <p><b><u>Kindergarten Paraprofessionals</u></b>            Faith Lavin            Leslie Green            Danielle Farrow            Chelsey Fuller</p> <p><b><u>Second Grade Teachers</u></b>            Raley Arnold            Heidj Galvin            Heather Sheron            Jennifer Smith            Ashley Taylor</p> <p><b><u>Fourth Grade Teachers</u></b>            Michelle Allison            Fran Brewer            Nicole Jones            Lisa Tyler</p> <p><b><u>EIP/Title I Teachers</u></b>            Leeann Corbitt            Colleen Hennessey            Leslie Phillips (Title I Parent Engagement Coordinator)            Laura Yates</p> <p><b><u>Special Education Paraprofessionals</u></b>            Stephanie Frails            Robin Hutto            Sarah Luckey</p>
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Jill Howe-Speech  
Missy Hughes-MOID  
Laura Kuehl-Resource  
Kristin Lange-Resource

**Horizons Teacher**

Susan Harding

**1<sup>st</sup>-5<sup>th</sup> Paraprofessionals**

Kristyl Boyd  
Amanda Hardy  
Iraida Salmond

**Custodial Staff**

Lafayette McDonald (Lead Custodian)  
Charmaine Brinson  
Shirley Brown  
Janet Johnson

Beth May  
Jenny Newton

**ESOL Teacher**

Travis Sims

**Nutrition Staff**

Elander Jones (Manager)  
Jennifer Judd  
Flossie Lampkin  
Bobbie Sexton  
Marcia Williams

## 2019-2020 Calendar

## **Columbia County School District “Empowering and Inspiring ALL Learners to Excel in a Global Society”**

Columbia County Schools will prepare students to become successful, responsible, contributing members of society. Through cooperative alliances with the home and the community, we will provide an educational experience, rich in content, innovative, relevant, and diverse, that challenges all students to meet world-class standards of educational excellence. If we are to create an educational system that fulfills our mission and if we are to provide an educational experience that challenges all students to meet world-class standards of “educational excellence,” we must continuously re-examine our beliefs, continuously ensure that our actions are in conformity with those beliefs, and continuously seek to improve our instructional program.

**BROOKWOOD ELEMENTARY MISSION STATEMENT Inspiring excellence in all students so that they will GROW and achieve for a lifetime.**

**TITLE I**

Brookwood Elementary is a Title I school. Title I is the largest federally funded program for public schools. Through Title I, money is given to school districts around the country based on the number of low-income families in each district. The focus of the Title I program is to help all students meet high academic standards. Through the Title I program, students at Brookwood will receive additional academic supports in reading and math based on needs identified through various assessments. Parents are an important part of the Title I team and are partners with the school in helping all students achieve. Brookwood Elementary has an active Parent Volunteer Program (see below).

## **SCHOOL SCHEDULE**

8:10 Students begin arriving

8:40 Tardy bell rings/Instructional day begins

3:40 Dismissal

### **ARRIVAL**

School begins promptly at 8:40 a.m. Please make every effort to have your child at school by 8:35 so that he/she may prepare to start the day. Students who ride with parents, should not be dropped off earlier than 8:10. Students who are car riders and eat breakfast at school must arrive no later than 8:20 a.m. in order to be finished eating and in their classrooms by 8:40.

### **DISMISSAL**

The school day ends at 3:40 p.m. and classroom instruction continues until this time daily. Whenever possible, please schedule medical appointments for after school hours. The office will not dismiss students between 3:15 and 3:40 PM. Students leaving early miss valuable instructional time. Students who are dismissed early for medical appointments are required to provide a medical excuse from the doctor and must be signed out prior to 3:15. Failure to provide a note will be considered unexcused. Students should be picked up before 4:10 p.m. If not, students will be placed in afterschool care and a parents will be charged an hourly fee. If late pick up is habitual, students should be enrolled in the afterschool program or a referral to the school social worker will be made.

### **AFTERSCHOOL WALKER PROCEDURES**

In order to ensure the safety of all students, parents and guardians are asked to wait for walkers outside the front of the school on the benches to the left. Parents and guardians will be issued a walker pass. It will be shown to the teacher on duty daily. Walker passes are reserved for students who are walking home. Please do not request a walker pass to avoid the car line.



## TRAFFIC PROCEDURES

ALL car riders will be dropped off and picked up on the side of the school. School buses ONLY will load and unload directly in front of the school. Day Care buses will use the middle of the upper front parking lot. The following guidelines are very important for the success of this plan. We ask your cooperation in the implementation of these procedures:

- 1) Parents must remain in their cars at all times and move continuously to clear the traffic. ALL students who are being dropped off between 8:10-8:35 a.m. must enter the building on the kindergarten hall. Staff members will be at this station to receive the students. Students SHOULD NOT be dropped off or picked up in the front of the building or at the 4th & 5th grade building.
- 2) Cars will not be allowed in the bus loading and unloading area between 8:10 -8:35 AM and 3:10-4:10 PM.
- 3) Parents who report for conferences should park in a designated parking space and enter the building through the front door. Parents who are picking up students and bringing them back during the day should also enter through the front door.

In addition, parents MUST send a **written note** if there is a change in their child's transportation home. We understand that circumstances change, but for security purposes, a written note or fax to the school (706-868-2182) must be provided. We WILL NOT accept requests over the telephone.

### IMPORTANT NOTES FOR CAR RIDER LINE

- Put car in park.
- Cell phone use is prohibited at anytime while in the car rider line.
- Students must be ready to load and unload quickly with materials and other items. Please give last minute directions before moving into the loading and unloading zone.
- **ARRIVAL:** Drivers must travel through the loop to drop off students. Drivers should park next to the curb, remain in their car, and watch for the direction of the staff member on duty. In the morning, we have one lane only. Please do not pass other cars.
- **DISMISSAL:** Cars must travel through the loop to pick up students, and drivers must remain in their cars. Staff members will escort students to their vehicles for safe loading. Students will only be released to drivers with an official Brookwood Car Rider sign. Drivers without the proper sign should park in the parking lot and enter the front door to sign the student out from the office. Car rider signs should be placed in the right side passenger seat window. The sign should contain the names of the students being picked up and their grade level.

**Parents remaining at school for conferences, etc, should park in one of the designated parking spaces. Do not leave cars unattended in the front drive. Parents and other visitors to the building must enter the building through the front door at all times. Please check in at the office. Do not go directly to the classroom. Thank you for your cooperation in these matters. If all parents observe the above guidelines, we can provide greater assurance of the safety of our students, as well as make certain that each student receives the maximum benefit from instruction.**

## TARDINESS

Please be aware that when students enter the classroom late, instruction is disrupted. Students who arrive

to school after the 8:40 tardy bell must be signed in at the front office by a parent.

**The parents of elementary students who arrive chronically late to school shall be referred by the school to the School Social Worker.**

## **STUDENT ATTENDANCE AND PROTOCOL**

Student absences from school may be excused for one of the following reasons, as indicated in the Columbia County Board of Education Policy JBD.

### Excused Absences

1. Personal illness
2. Serious illness or death of an immediate family (immediate family includes parents/legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Registration to vote (limited to one day)
6. Emergencies which reasonably necessitate absences from school
7. Special events which reasonably necessitate absences from school as listed below:
  - Post-secondary education visits to colleges or universities beyond 50 miles
  - Chamber of Commerce Youth Leadership events
  - Participation in events or programs sponsored by national organizations, colleges, or universities
  - Any other special event approved by the school principal.
8. Days missed from school to visit with a parent or legal guardian prior to his or her deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.

Permission to be excused for an absence due to a special event listed above must be submitted in writing to and approved by the school's administration prior to the student's absence. Requests to be absent for special events not listed above require written notification to and approval by the school's principal prior to the absence. See Attachment 5. Appeals may be made to the office of the Assistant Superintendent of Student Support.

A health care plan should be developed for any student with a health condition that may cause excessive absences during a school year. This plan, developed by **school officials** in concert with the student's **health care provider**, will assist **the school administrator in making decisions concerning excessive absences. A health care plan does not excuse absences.**

Upon a student's 5<sup>th</sup> excused absence in a semester for illness as verified by a parent note, the school will notify the student's parent/guardian in writing of the consequences and penalties associated with school absences in accordance with Policy JBD. All absences for medical reasons, beyond the 5<sup>th</sup> excused absence **in a semester**, require an original medical excuse signed by a health care professional.

Upon a student's 5<sup>th</sup> unexcused absence in a school calendar year, the school will notify the parent or guardian in writing when a student is in jeopardy of becoming truant as defined by Policy JBD.

**Upon the student's 8<sup>th</sup> unexcused absence, the school administration will convene a meeting with the parent or guardian and a school social worker to determine whether to begin the process of compiling an official truancy complaint to the Department of Juvenile Justice.**

Upon the student's 10<sup>th</sup> unexcused absence, the school will submit an official complaint to the Department of Juvenile Justice for truancy.

For elementary students, upon the 10<sup>th</sup> unexcused tardy to school in a school calendar year, the school will give written notification to the parent or guardian that, upon the child's 13<sup>th</sup> tardy to school, a report may be made to the Department of Family and Children Services for its review of the matter.

### **PROCEDURES FOR MAKE-UP WORK**

1. All excuses are required within five school days of the student's return to school; failure to provide an excuse as defined in the "Excused Absences" section of this policy may jeopardize the student's final exam exemptions, parking privilege, and extra-curricular participation. 2. Parents should call in the early morning for students' work after absences of more than (1) day. The teacher will have the assignments in the office by 2:30.

### **VISITATION PROCEDURES**

Ensuring student safety and maximizing instructional time for students is a top priority at Brookwood Elementary. For these reasons, outside doors will remain locked from 8:40 until 3:40 each day. Persons entering the school must press the buzzer beside the front door to gain entrance into the building. All parents and visitors must report to the office to sign in and receive a visitor's badge upon entering the building. Parents or other visitors shall not go directly to a teacher's classroom or other areas of the school at any time during the school day. If an appointment has been scheduled with the teacher, a pass will be issued. Please remember to schedule a conference, send a note or leave a message for your child's teacher if there is a concern that you need to address. Visitors will not be allowed to interrupt classroom instruction. The office staff will be happy to assist you with other situations. Students will not be permitted to leave the building with a visitor unless this has been done through the office. Parent volunteers must sign in at the office. A school volunteer badge will be issued upon arrival.

### **WEAPONS**

While there have been recent changes to the gun laws in Georgia, visitors are prohibited from carrying weapons on school property.

### **WITHDRAWAL OF STUDENTS**

If you are moving and are withdrawing your child from school, please call or come by the school one day prior to the withdrawal date. This will give ample time to complete the necessary paperwork. Your cooperation is always appreciated. A withdrawal form will be completed and sent to the child's next school. Please remember that all school books, materials and/ or fees owed must be taken care of prior to leaving.

### **DISCIPLINE**

It is necessary that children learn to develop self-discipline in order to further their learning. We ask that you discuss with your children the importance of and need for good behavior and a good attitude while at school. The school does not tolerate fighting, threats, disrespect toward others, or obscene language. The school strictly enforces the Columbia County Board of Education Policy for bullying as outlined in the Elementary Code of Conduct Handbook. Students who break the rules continuously will be sent to the

office and handled accordingly.

Students who choose to have in their possession any object which may be potentially dangerous to others (ex: knives, bullets, combs with sharp, blade like points, fireworks, etc.) will be subject to suspension. A copy of the Elementary Code of Conduct will be made available to each student. This publication provides an in-depth overview of conduct expectations across the school system.

**ZERO TOLERANCE** Violence, unlawful possession and/or use of weapons, illicit drugs or alcohol by students is illegal, wrong and harmful and will not be tolerated by the school system officials.

Compliance with this standard of conduct is mandatory.

The district complies with pertinent federal regulatory requirements with respect to students with disabilities.

### **BUS STOP**

Please talk with your children about the importance of waiting safely at the bus stops. The bus stop is considered as an extension of the school grounds. School/bus rules apply at the bus stop.

## **COLUMBIA COUNTY SCHOOL DISTRICT DEPARTMENT OF TRANSPORTATION BUS RULES AND REGULATIONS**

School transportation is furnished by the Columbia County Board of Education to all eligible pupils. The following rules are published for the safety, health and welfare of all children who ride school buses.

### **SCHOOL BUS RULES AND PUPILS' RESPONSIBILITIES**

1. Students will follow the directions of the driver
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and ten feet from where the bus stops.
3. Students must be at the stop in inclement weather as well as fair weather.
4. Students will wait in an orderly line and avoid playing.
5. 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.
6. 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 the object.
7. Students will go directly to their assigned seat when entering the bus. Keep the aisles and exits clear.
8. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and keep hands to themselves.
9. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
10. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on the bus. Students may carry only objects that can be held on their laps (no large items such as plants, trees, balloons, flowers, and posters may be carried on the bus.)
11. Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
12. Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
13. Students will not extend head, arms, or objects out of the bus windows.

14. Band instruments must be held in the student's lap or placed under the seat. No instruments may be placed in front of the exit door nor in a seat needed for students. Buses cannot transport instruments larger than a trombone.
15. Students will be totally silent at railroad crossings.
16. Students will stay seated until time to get off of the bus. The open door is the signal to get up from the bus seat.
17. Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
18. 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.
19. Students shall be prohibited from acts of physical violence, bullying as physical assault or battery of other persons on the school bus, verbal assault of other persons on the school bus, disrespectful conduct toward the school bus driver or other persons on the school bus and other unruly behavior.
20. Students must provide a written note, signed by a parent or guardian and school official giving permission to ride a different bus or get on or off the bus at a different bus stop location.
21. Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

The Columbia County Board of Education may require, upon finding that a student has engaged in unruly behavior on a school bus/school bus stop, the parent or guardian of the student and the appropriate school officials to meet to form a school bus behavior contract for the student. Such contract shall provide for assigned seating on a bus, ongoing parent involvement, and progressive age appropriate discipline for student misconduct on the bus, including possible suspension from riding the bus. These provisions are not to be construed to limit the instances when a school code of conduct or local board of education may require use of a student bus behavior contract.

#### **TRANSPORTATION EXCEPTIONS**

Students who are to leave school by means other than their normal transportation must have a written note from parents stating the specific date and means of transportation. Students will not be able to ride another bus without a note from the parents. This note must be turned in to the office for administrative approval. Any changes in transportation must be received by 2:00. If parents request a change in bus transportation exceeding five days, approval must be received from the Director of Transportation.

Students will not be allowed to make transportation arrangements by phone. Please make transportation arrangements prior to your child coming to school if variances occur from their daily routine. Please be reminded that a note to the teacher is required for all transportation exceptions. Please phone the school to make transportation exceptions only in emergency situations.

#### **LEGAL CUSTODY**

If you have legal custody of your child and you do not want anyone else picking up your child, you must inform the office. A copy of the court order must be brought to the office and filed before we can deny a

biological parent from taking his or her child. Please inform the office and classroom teacher at the beginning of the school year if you are the only one to pick up your child.

### **HEALTH AND SAFETY**

The clinic is staffed with a licensed nurse. Teachers will send any child who is not feeling well or has been hurt to the clinic. The nurse keeps a record of each child's visits, will take temperatures, and perform any minor first aid. The nurse does not have aspirin or any other types of medication and cannot administer any medications without written permission from the parents. If a child is too ill or uncomfortable to remain in school, the nurse will notify the parent by telephone to come for their child. Parents are always contacted if the child has a fever of 100 degrees or more. An emergency card must be on file in the clinic for every child. This card supplies vital information to the nurse about special health problems a child may have and whom to contact in case of emergency. It is imperative that parents keep this information updated. If and when a home or work number for any parent or guardian changes, please submit the new number to the school as soon as possible. The nurse will administer prescription and over-the-counter medication if an appropriate written permission is on file in the clinic. At the end of the year, parents are responsible for picking up any remaining medications. Those not picked up will be discarded.

### **MEDICINES**

All medicines must be in the original container with the name of the child on the medication. If the medication was prescribed by a physician, the pharmacy label must be on the bottle. Many pharmacists will provide additional prescription bottles on request. This will enable you to keep a portion of the medication at home while sending the needed dosage to school. This procedure will avoid the problems of sending medication home each night.

**Written parental approval is required before the school personnel will dispense medication. All notes must include the date(s) on which the medication is to be given. Upon arrival, the medication and the note must first be shown to the classroom teacher, who will then instruct the student to bring it to the clinic.**

Any medication that is to be given at school for longer than 10 days will require a completed physician's authorization form. The forms may be obtained from the school nurse in the school clinic. This rule applies to any medication, including inhalers. Inhalers may be kept with the student under direct physician's orders. Otherwise, the inhalers will be kept in the clinic.

Please be aware that the school does not provide pain relievers, such as Tylenol. You must provide these types of medications in the original container, along with your note of dosage instructions. The pain reliever cannot be given with the instructions "give as needed". If this is an "as needed" medication, medication will not be administered until we can reach the parents by phone each time the child is requesting this medication. Please understand it is for your child's safety to prevent accidental overdose either at home or at school. It will be the responsibility of the parent/guardian to inform the school of any changes. New medication or new doses will not be given unless a new form is completed. Please list the specific problem or problems the medication is being sent to relieve. Medications of this type are also kept in the clinic. As much as possible, please try to administer medication at home if it involves a morning or afternoon dosage.

## **HEALTH**

### **Communicable Disease**

Parents are asked to notify the school if their child is diagnosed with any communicable disease at the earliest possible date. Students should not return to school after an illness unless he/she has recovered sufficiently to participate in his/her regular school program.

**Immunization and Four -Point Screening** Students entering Georgia public schools for the first time must have a four-point screening as prescribed by state law. The four-point screening may be obtained through the Health Department or a private physician. The appropriate form DHR Form 3300 (6-75) must be presented as proof of these examinations. Students may be admitted to school without the eye, ear, and dental certificate but must present it within 120 days following entrance to school.

All students regardless of grade must have the DHR immunization certificate (Form 3032) on file before the first day of school for Georgia Residents and are required to be on file within the first 30 calendar days of the first 30 days of attendance for all out of state transfer students.

All children born on or after January 1, 1992 are required to have 3 doses of Hepatitis B vaccine with age appropriate intervals for initial entrance into schools. New students are required to have the Varicella (chicken pox) vaccine.

## **PARENT NOTIFICATION REGARDING INTERNET**

The universal nature of the Internet makes it necessary to use care when identifying students on individual school and system websites. Unless a parent objects in writing to the principal of the school where the child is enrolled, the Columbia County School System and individual schools may periodically acknowledge student work, activities, and /or achievements on their websites. Such information about your child will be limited to photographs, student's first name, school, grade level, and / or student work.

## **ACCIDENTS AND EMERGENCIES**

In case of an accident, authorized school personnel give first aid. In cases of serious accidents or illness, every effort is made to contact the parents. The school follows the parent's directions on the health card and enrollment form if unable to reach them when a child needs first aid.

## **EMERGENCY INFORMATION**

During the first week of school, your child's teacher will be sending home an information sheet/card requesting the following information.

1. Parent(s) or guardian(s) name(s) 2. Complete and up-to-date address 3. Home phone, parent(s) work phone, cell phones 4. Emergency phone number of friend or relative 5. Any pertinent medical information 6. Authorized person(s) allowed to pick up the child

This information must be returned promptly. Telephone numbers and addresses must be accurate and clearly written. **Please notify the school immediately if this information changes during the school year.**

## **FIRE, TORNADO, AND CRISIS MANAGEMENT DRILLS**

Drills are held periodically to train students and staff in safe procedures when an emergency occurs. Students should follow the rules of the teacher and remain quiet.

## **STUDENT USE OF THE TELEPHONE**

Please remember to give your child instructions before they leave home. Students may not use the phone to call if they forget homework, for transportation changes, books, lunch, etc. Cell phones must be turned off and remain in student's book bags.

## **SCHOOL INSURANCE**

School insurance is available to all students. A packet will be sent home for you to review. Purchase of the insurance is optional.

## **CARE OF TEXTBOOKS, LIBRARY BOOKS**

All students are expected to take care of library books and textbooks. Textbooks must be covered and handled carefully at all times. Students will be required to pay for lost or damaged books. All monies collected are recorded by the school bookkeeper and paid to the proper fund for replacement purposes. If a lost book is found, money paid will be refunded. Students who withdraw will need to return all textbooks and/or library books to school before clearance can be given. Library books must be checked out through the Media Center and returned on the proper date. Fees will be charged for lost and/or damaged library books.

## **CARE OF SCHOOL AND PERSONAL PROPERTY**

The faculty and staff of Brookwood strive to instill pride in students for the appearance of our school. Students must not mark school furniture, wall, floor or equipment with pen, pencil, marker on any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees or any electrical system in the school. Anyone who willfully destroys school property or creates a hazard to the safety of students will be subject to disciplinary action.

Students are cautioned not to bring large amounts of money, electronics, or other personal items to school. If a student wears glasses or watches, we ask that the student take responsibility for the care of them.



Students should not leave money or other valuables in the desks.

## **DIRECTORY INFORMATION**

The Columbia County School System has designated the following information as directory information:

- student's name, address, and telephone number;
- student's birth date and place of birth;
- student's participation in official school clubs and sports;
- weight and height of student, if member of an athletic team;
- dates of attendance at the system's schools;
- any awards received during the time enrolled in the school system.

Unless you, as a parent/guardian request otherwise, this information may be disclosed to the public upon request. You have the right to refuse to allow all or any part of the above information to be designated as directory information and to be disclosed to public request. If you wish to exercise this right, you must notify the school in writing. Directory information about former students will be disclosed upon request.

## **STUDENT DRESS CODE**

In order to facilitate a safe educational environment conducive to learning, the Board of Education has determined the following:

A student shall not dress, wear or use emblems, insignias, oversized chains, badges or symbols, to include excessive or extreme hairstyles, body piercings, or tattooing, which are likely to distract the attention of other students in the classroom, cause disruption or interference with the operation of the school, or violate health and safety standards of the school. No clothing shall be worn which is excessive or extreme in appearance, displays messages that are profane, lewd, indecent or sexually suggestive, or advocates criminal activity. Students shall abide by the following guidelines at all times:

- Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Headdresses, hats, sweatbands and scarves, which are meant to be worn outside, are not to be worn inside the school building. Undergarments are not to be exposed.
- Shirts and Blouses – Unacceptable attire includes clothing that exposes the torso such as see-through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.
- Skirts, Shorts and Dresses – Skirts, shorts, and dresses should be appropriate in length. As a general rule, appropriate length would be at fingertips, provided this measurement is mid-thigh or below. This includes dress and skirt slits or openings.
- Skirts, Shorts, and Pants – Skirts, shorts, and pants must be fitted at the waist and not be torn, tattered, ripped, or with holes above the appropriate length as defined above. Unacceptable shorts include, but are not limited to, spandex-style 'bicycle' shorts, cut-off jeans, cut-off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts. Leggings, "jeggings", or any other tight fitting pants may only be worn with a top or dress of appropriate length.

- Belts and Straps – Belts, if worn, must be secured at the waist and buckled. All straps should be fastened, and sashes must be tied.
- Hats – No hats or head covers may be worn in the school building, unless worn for religious reasons.
- Bandannas – No bandannas of any type will be allowed.
- Fraternity and sorority insignias on clothing are forbidden.
- Sunshades and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such recommendations.
- Students shall not wear clothing, (shirts, caps, etc.), that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any such student to use.
- Suggestive, vulgar, or obscene pictures and/or language on clothing or body are forbidden.
- Cheerleading uniforms – During school hours, cheerleading uniforms can be worn only during pep rallies. Cheerleaders must comply with the dress code all other periods of the school day.

Extreme and/or out-of-season dress may be questioned by school administration.

For safety reasons, flip-flops or slides must not be worn. Shoes must be worn at all times. Cleats or other shoes that might damage carpet or floors should not be worn. Parents will be called to provide appropriate clothing if requirements are not met. Tennis shoes with wheels are not permitted.

### **DRESS FOR PHYSICAL EDUCATION**

All students will receive physical education instruction. Tennis shoes and shorts or pants should be worn on those days. Shirts and/or sweaters should be long enough to cover the upper body.

### **EMERGENCY SCHOOL CLOSINGS**

When inclement weather occurs, district administrators will decide early if schools will open. This decision will be broadcast on the radio and television. It will also be posted on the county website at [www.ccboe.net](http://www.ccboe.net). Please listen to these reports to avoid tying up the phone lines at school.

### **SCHOOL LUNCH**

An excellent hot lunch is provided each day for the students at a cost of \$2.85 per day. Student breakfast is \$1.50. Adult lunches are \$3.75 each day. School lunches are handled through a computerized system. Please take advantage of our online EZ Pay System. This system can be accessed from our county webpage ([www.ccboe.net](http://www.ccboe.net)). Students may bring their lunch and buy milk for \$.50. A thermos may also be brought to school; however, cans and bottles are not allowed in the lunchroom, as per state regulations.

When a student has five meals charged, a lunchroom notice will be sent home. When a student has ten meals charged, the child will need to bring his or her lunch until the bill is paid in full. If parents need a free or reduced lunch application they may contact the school office or cafeteria at any time. **Parents are responsible for any meals charged. If a parent qualifies for free or reduced lunch, they are responsible for any meals charged prior to the free/reduced lunch program taking effect.**

### **BEFORE AND AFTER SCHOOL PROGRAM**

Our extended day program offers daily snacks, homework time, supervised recreation, arts and crafts, computer time and more. Before-school hours are from 6:30-8:00 AM. After-school hours are from 3:30-6:00 PM. There will be a non-refundable fee of \$25 per student due at the time of registration. Before school

care is \$20 per week and after school care is \$45 per week.

## **LOST AND FOUND**

A lost and found is located at the school on the lunchroom hallway. To help minimize lost articles, student's names should be put on all personal items such as: jackets, sweaters, coats, scarves, hats, lunchboxes, and water bottles.

## **P.T.O. (PARENT - TEACHER ORGANIZATION)**

The Brookwood Parent Teacher Organization is an integral part of the total school program. We urge all parents to become involved by participating in established meetings and special school functions which support our children. The P.T.O. is an organized body of parents, teachers and staff working together to provide a common bond which strengthens home and school. Various activities are initiated which allow for positive interaction among parents, students, staff and community. Please support this worthwhile organization by becoming an active member.

**Please visit us on Facebook**

## **GUIDANCE AND COUNSELING PROGRAM**

The guidance counselor is available to students to help them develop their educational, social, career and personal strengths and become responsible and productive citizens. Guidance services may be provided through:

**Classroom Guidance:** large group instruction in the classroom focusing on the general needs, interests, concerns, and behaviors of all students.

**Small Group Counseling:** two or more students working with a counselor discussing a specific area of concern to develop positive relationships, solve problems, and work toward goals. Parental permission is required.

**Individual Counseling:** personal and private interaction between a counselor and a student in which they work together on a personal or academic concern. Parent will be notified if the concern affects the safety of the student or others. Parental permission is required for individual counseling.

A student can make a self-referral for counseling by completing a Student Referral Form or indicating to a teacher, administrator, or counselor a desire for individual counseling. A parent has the right to elect, by signing a waiver form that his/her child not participate in guidance counseling activities.

## **POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS**

Positive Behavior Interventions and Supports is a research-based method to encourage safe and appropriate behavior in the school setting. We know that when good behavior and good teaching come together, our students will excel in their learning. Brookwood Elementary School is proud to be a part of this exciting program.

As part of the PBIS program, we have established several clear rules/ expectations for the behavior we expect in all areas of our school. We will teach those expectations to the students and reward them frequently with praise and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building and playground areas, cafeteria, gymnasium, and classrooms. You will be

able to ask your student, “What are the rules (expectations) in your school?” “How do you follow those expectations?” “What happens when a teacher sees you following the expectations?”

Our school rules will specifically address bullying behaviors, provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all kids. We believe that by helping students practice good behavior, we will build a school community where all students have an environment where they can succeed and grow! Please help support us by reinforcing the three R’s at home! **Respectful, Responsible, Ready**

### **Student of the Month**

Each month a student from each homeroom is recognized for his/her positive attitude, citizenship, cooperation, good conduct, and use of appropriate manners. The student will receive a letter, certificate, and pencil from the office as well as be recognized on the morning show. The student and parent will be invited to “Donuts with the Principal” on a designated day during the month.

### **Birthdays**

Students are recognized on the morning show for their birthdays and choose a book from the Birthday Book Bin in the Learning Commons. If you wish to recognize your child’s birthday at school, please send in a store bought treat to share during the lunch period. Birthday treats *cannot* be distributed or enjoyed in the classrooms. Party invitations may only be given out at school if **all** children in the class are invited or if **all girls** or **all boys** in the class are invited. Please no deliveries of flowers, balloons, etc. Parents may pay \$5 to have their child’s birthday posted on the digital sign.

### **Homework**

Home study is a necessary part of each student’s educational program to reinforce skills taught in the classroom and enrich classroom experiences, increase student success, develop student responsibility, and provide opportunity for parent involvement. Planned study eliminates spending an excessive amount of time completing assignments in one sitting.

Homework at each grade level should not exceed the times below:

- Kindergarten- 15 minutes
- First Grade- 30 minutes
- Second Grade- 45 minutes
- Third Grade- 45 minutes
- Fourth Grade- 60 minutes
- Fifth Grade- 60 minutes

**NOTICE TO PARENTS /GUARDIANS OF RIGHTS UNDER FERPA/NCLB (FERPA = Family Educational Rights and Privacy Act; NCLB = No Child Left Behind**

Under the Family Education Rights and Privacy Act (20 USC S. 1232g), parents/guardians have a right to: 1. Inspect and review the student's education records of a student who is your child, or in the case of a student who is eighteen years or older, your own education records. 2. Request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3. Consent to disclosures of personally identifiable information contained in the student's education records, except "Directory of Information", which may be released unless a parent objects in writing. Parents/ guardians have the right to "opt out of participation" under the No Child Left Behind Act of 2001. The Columbia County Board of Education has designated as "Directory of Information" the following:

- Student's name, address, and telephone number;
  - Student's date and place of birth;
  - Student's participation in official school clubs and sports;
  - Weight and height of student if member of an athletic team;
  - Dates of attendance at Columbia County Schools;
  - Awards received during the time enrolled in Columbia County Schools.
4. File a complaint with the United States Department of Education under 20 C.F.R.99.64 concerning the alleged failures by the Columbia County Board of Education to comply with the requirements of FERPA. 5. Obtain a copy of the Board of Education Policy JR — Student Records, which the Columbia County Board of Education has adopted regarding access to student records.

Copies of this policy may be obtained by contacting the Board of Education at 4781 Hereford Farm Road, Evans, Georgia 30809, or by the internet at [www.ccboe.net](http://www.ccboe.net), click on BOE Policies.

**NONDISCRIMINATION POLICY AND GRIEVANCE PROCEDURE Columbia County Board of  
Education Policy GAAA - Equal Opportunity Education Programs and Employment**

**EQUAL OPPORTUNITY ASSURANCES**

It is the policy of the Columbia County Board of Education not to discriminate on the basis of sex, age, race, handicap, religion, or national origin in the educational programs and the activities, or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education. The Columbia County School System shall comply with all aspects of Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (Amended, 1974), Title XXIX of the Age Discrimination Act of 1967 and Section 504 of the Rehabilitation Act of 1973.

To ensure compliance with this equal opportunity policy, the Superintendent of Schools shall designate staff members to:

a. Coordinate efforts of the Department to comply with this policy; b. Develop and ensure the maintenance of a filing system to keep all records required under this policy; c. Investigate any complaints of violations of this policy; d. Administer a grievance procedure for employees, students and/or parents of students enrolled in the Columbia County School System, or community members who reside in Columbia County.

The Superintendent of Schools has appointed the following staff members to coordinate all aspects of compliance with the indicated act:

Assistant Superintendent of Student Learning Title VI of the Civil Rights Act of 1964  
4781 Hereford Farm Road (Amended 1974) Evans, Georgia 30809  
Title VII of the Civil (706) 541-2723  
Rights Act of 1964

Deputy Superintendent Title IX of the Education of Student Support Amendments of 1972 Columbia County Board (Interscholastic of Education Athletics/Equity) 4781 Hereford Farm Road Section 504 of the Evans, Georgia 30809 Rehabilitation Act of 1973 (706) 541-2723

Executive Director of Human Resources Title IX of the Human Resources Department Education Amendments 4781 Hereford Farm Road of 1972 Evans, Georgia 30809 (706) 541-2723

Director of Special Services Age Discrimination Act Department of Special Services of 1967 4781 Hereford Farm Road Americans with Evans, Georgia 30809 (706) 541-2723 Disabilities Act of 1992

Any student enrolled in the Columbia School System, parent of a child enrolled in the Columbia County School System, employee of the Columbia County Board of Education, or resident of Columbia County who believes the school system has violated any aspect of the laws governing equal opportunity is encouraged to file a complaint identifying the policy, act or practice deemed to be in violation.

The grievance procedure for filing such complaints shall be as follows, with the exception of charges of sexual harassment which shall follow the grievance procedures outlined in Policy GAEB/JCAC Prohibition of Sexual Harassment. The compliance officer of the building administrator shall assist the complainant in filing a complaint through the proper channels.

1. The student, parent, employee or community member with a complaint shall submit a written statement to the appropriate compliance officer describing the practice or action believed to be prohibited by the provisions of law.
2. Upon receipt of a written complaint, the compliance officer shall investigate the allegation to determine if the district is in noncompliance.
3. When violations are found to exist, the compliance officer shall confer with the appropriate school personnel to determine the most appropriate course of action to correct the situation. Such action will then be submitted to the Superintendent of Schools for approval.
4. Upon securing the Superintendent's approval, the compliance officer shall supervise the administration of the new procedures and communicate the response to the person who initiated the complaint.
5. Should the compliance officer fail to agree that a violation exists, the complainant has the right to appeal to the Superintendent of Schools. Should the Superintendent of Schools fail to agree, the complainant has the right to appeal to the Columbia County Board of Education.
6. Should the Columbia County Board of Education fail to agree, the complainant may appeal to the office of Civil Rights, Department of Health, Education and Welfare.

The Superintendent of Schools shall also provide for the publication of this policy and/or grievance procedure in publications should include the name, office address, and telephone number of the compliance officer designated pursuant to this policy.

## **NONDISCRIMINATION STATEMENT**

The Columbia County Board of Education does not discriminate on the basis of sex, age, race, handicap, religion or national origin in the educational programs and the activities or admissions to facilities operated by the Columbia County School System, or in the employment practices of the Columbia County Board of Education. State law prohibits discrimination based on gender in athletic programs of local school systems (Equity in Sports, O.C.G.A. 20-2-3 i 5). Students are hereby notified that Columbia County School System does not discriminate on the basis of gender in its athletic programs. The sports equity coordinator for this school system is Dr. Sandra Carraway, Deputy Superintendent, 4781 Hereford Farm Road, Evans, GA 30809 - 706-541-2723. Inquiries or complaints concerning sports equity in this school system may be submitted to the sports equity coordinator.