



Parent Handbook: for *Brentwood Families*

Welcome to the 2025-2026 school year!

We are so excited to kick-off this school year and continue to work with our amazing students and community. At Brentwood our vision focuses on **Engaging ALL students to ACHIEVE success**. We truly believe that we will work together to ensure that all of our students are achieving success. Below you will find information that is important to help us all prepare for the new school year. Please make sure you read all the information below, and do not hesitate to reach out if you have any questions after reading.

Melissa McKinley, Principal - mmckinley@wcpss.net
Emily Hardee, Assistant Principal - ehardee@wcpss.net

School Information **Brentwood Magnet Elementary** **School of Engineering**

3851 Spring Forest Road
Raleigh, NC 27616
Phone: (919) 850-8720
Fax: (919) 704-2124
School Hours: 8:00am-3:00pm
Website: www.wcpss.net/brentwoodes

At Brentwood Elementary, we follow a Positive Behavior Interventions and Support (PBIS) model. To ensure a positive school environment in which good character can flourish, all stakeholders work to show "GEARS":

- G - Give your Best**
- E - Earn Respect**
- A - Always Be Kind**
- R - Responsibility is Key**
- S - Safety First**

Staff and students work together to define, practice and show examples of the behaviors in each area in the school.

COMMUNICATIONS

Please visit our website, www.wcpss.net/brentwoodes for more information about Brentwood Magnet Elementary. It is updated on a consistent basis and we always appreciate your feedback!

Ms. McKinley will send home a weekly School Messenger to all families every Sunday evening. These messages are located on the Brentwood website at the following [link](#).

If you do not receive the School Messenger, please contact our Data Manager, Paulette Ochoa (pochoa2@wcpss.net or 919-850-8720 ext 26303).

All classroom teachers use Class Dojo as another means of communication with families. Please sign up for Class Dojo by contacting your child's teacher.

Administration and Office Staff

Office Hours: 8:00 AM - 4:00 PM (Monday - Friday)

Office Main Phone: 919-850-8720

Principal: Melissa McKinley - mmckinley@wcpss.net

Assistant Principal: Emily Hardee - ehardee@wcpss.net

Lead Secretary/Bookkeeper: Jessie Blankenship - jblankenship@wcpss.net

Data Manager: Paulette Ochoa - pochoa2@wcpss.net

Receptionist: TBD

Mission Statement

Wake County Public School System will provide a relevant and engaging education and will graduate students who are collaborative, creative, effective communicators and critical thinkers.

WCPSS Parent/Student Handbook

Review the WCPSS Parent/Student Handbook online at

<https://www.wcpss.net/handbook>

MEDICAL MATTERS

Health and Safety Guidelines; Symptoms of Illness

Please refer to the [Student Health](#) website for all Health and Safety Guidelines.

- When your child is sick:
 - The best thing you can do is to keep your children home when sick. This will help stop the spread of illness to other children and teachers. Keep them home when they show any symptom of illness.

Students who are not feeling well should stay home or if developed during the school day will be sent home using the guidance below:

- **Symptoms:**

- Fever of 100.4 or higher (***Remain home until fever free for 24 hours without the use of fever-reducing medication***)
- Diarrhea (***Remain home until free of symptoms for 12 hours***)
- Nausea and Vomiting (***Remain home until free of symptoms for 12 hours***)
- Severe headache
- Red, watery eyes with yellow discharge
- Undiagnosed rash
- Inability to attend learning activities
- Change in student's typical medical status

If you are called to pick up a sick child from school, please come quickly.

INJURIES

In the event of a serious injury, first aid is administered and parents are immediately contacted. If an injury requires immediate attention, we will call 911 and then attempt to contact you. If a child is transported to a hospital before a parent or guardian arrives at school, a staff member will accompany the child. Emergency contacts may include family members, friends, or neighbors who would be able to locate you. Please ensure that your contact telephone numbers for you and an emergency contact are ALWAYS up-to-date at the school.

MEDICATIONS

If your child needs to take any medication at school, you must have a **1702 Form** (Parent Request and Physician Order for Medication) completed by their physician **each school year**. It must also be signed by the parent/guardian. Medications must be in the original container or prescription bottle. **Parents/guardians are responsible for monitoring medication expiration dates and replacing medication when expired.**

School staff members are not permitted to dispense over the counter medications (cough drops, aspirin, etc.) at school without a physician's order - Form 1702 (available [online](#), at school, and doctor's offices). Parents must transport any medications to and from school. All medications must be delivered to the office and signed in by the parent.

NURSE SERVICES

Brentwood Magnet ES has a school nurse assigned from the Wake County Health Department. She is on campus twice each week and is on call during other times. The school nurse provides vision and hearing screening for students referred by teachers. School-wide screening is done by teachers, partners, and parent volunteers. A dental health hygienist screens students for dental problems. Our school nurse, Latonia Bulgin, (lbulgin@wcpss.net) will also create Health Care Plans for students with serious medical conditions (diabetes, asthma, etc.) and will communicate these plans to necessary staff members and administrators.

ARRIVAL

Walkers:

While Brentwood is at the Spring Forest Modular Campus, there are no walkers. ALL students must arrive in a vehicle and be dropped off in the identified location.

Bus, Daycare and Special Transportation Students: All bus, daycare, and special transportation students will only be dropped off between buildings 2 and 4 (south side of campus, after circling campus) at 8am and report to the classroom or cafeteria for breakfast. Any students coming to campus in a personal vehicle, should be dropped off in the carpool loading/unloading zone.

Carpool: Carpoolers will ONLY be dropped off between 8:00 a.m. and 8:30 a.m. in the carpool drop-off area by the cafeteria. Staff and safety patrol members will assist students.

Please know that families are welcome to walk their students to class the first full day of school. After that time, parents will drop students off at the designated areas and staff will support students getting to class.

TARDY

All students arriving on campus after 8:30am must come into the main office building and be signed in at the front office by a parent or guardian and get a tardy pass. Please keep in mind that we stop serving breakfast after 9am. **If tardies become excessive, a referral will be made to administration and our social worker.** Students will be coded absent if they arrive after 11:45 am.

ATTENDANCE

If a student is ill or an emergency arises, please send a note, email, or class dojo message explaining the absence in writing when the child returns to school. Students will be responsible for completing any missed work. Parents should provide or arrange transportation for children who miss the bus or are suspended from the bus.

It is important that medical and dental appointments be made before or after school hours whenever possible. Every minute of the school day is valuable learning time. Please do not schedule appointments or vacations during the End-of-Grade testing week. Please ensure that your child gets to school on time on a regular basis. And, please refrain from picking them up early from school.

UPDATE for 2025-2026: Students will NOT be dismissed from the office after 2:30 pm except in the case of an emergency. Every minute of every day counts. Students dismissing around this time causes them to miss valuable classroom instruction at the end of the day.

Excused absences include:

- Student illness or injury
- a death in the family

- Student health care appointments
- court appearances
- religious observance
- natural disasters
- outside educational opportunities

You'll need to provide a note within two days of your child's return to school or the absences will be recorded as unexcused.

Regular attendance, being on time for school and full-day attendance are all important parts of student success. An attendance committee meets monthly to analyze excessive student absences, tardiness, and early check outs. Letters may be sent to parents when student absences, tardiness, and early check outs become excessive.

Please review the WCPSS website on [Attendance and Absences](#) for more information.

AFTER SCHOOL PROGRAM - RALEIGH PARKS AND RECREATION

An after school program is facilitated by Raleigh Parks and Recreation on school days, 3:00 - 6:00 pm. Their goal is to include a variety of curriculum-based programs such as arts & crafts, fitness & nutrition, and homework assistance. For questions and registration, visit the [Raleigh Parks and Recreation After School X-press Website](#) or call 919-996-4800.

BIRTHDAY PARTIES

Brentwood Magnet ES complies with Wake County Board Policy regarding the nutrition guidelines for all food and beverages available on school campuses during the day. The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy.

Students may bring store bought birthday treats (*individually wrapped*) to school and will be allowed to distribute them at school during the lunch period only. Parents should make sure to be in contact with teachers beforehand. We strongly encourage the treat to be of nutritional value. Items will need to be brought in by the student or dropped off at the front doors.

Students should not distribute birthday/party invitations at school unless they are inviting the entire class. Student birthday balloons, flowers are not permitted during the instructional day and are not permitted to be taken on a school bus.

BUS TRANSPORTATION

In the afternoon, drivers will discharge kindergarten and first-grade students only when a responsible person is present to pick them up. Drop-off times in the afternoon could vary depending on whether or not other students assigned to ride that vehicle may be absent that day. If no one is present, the child will be returned to the school or district office. [WCPSS Transportation information](#)

CHANGE OF ADDRESS OR PHONE NUMBER

In case of an emergency, we must have current addresses, telephone numbers, and emergency contacts for all students during the year. Please notify the school office or your child's teacher of any change in address or phone numbers so that we have accurate, up to date information for all students.

If you change your residence, we will need for you to bring another proof of residence (gas bill, electrical bill, water bill, or sales/lease agreement) to the office. A phone bill is not considered a proof of residence.

CONFERENCES AND COMMUNICATION

Teachers and parents are required to have *at least* 2 conferences (fall and spring). However, it is important that both teacher and parent establish a partnership and maintain **two way communication**. If you would like to meet with your child's teacher, please contact them to schedule a conference in advance. These can be either face to face or virtual.

Administration meetings must also be scheduled in advance. If you would like to meet with a member of the administrative team, please call or email the school to request an appointment. Administrators frequently attend meetings, conduct classroom visits, and supervise students throughout the day, so **unscheduled or drop-in meetings cannot be accommodated**.

Unexpected conferences can interfere with your child's instructional time. If you have a concern or question about policies or procedures, discipline, homework, or classroom instruction, please discuss this with the classroom teacher PRIOR to contacting an administrator. Teachers are open to listening to your concerns and working together to resolve any classroom issues. *If you have any concerns, staff will respond to you within 24-48 hrs.*

DAILY ROUTINES AND PROCEDURES

Brentwood staff and students work together to create a positive atmosphere for learning and safety. Students are expected to treat others with kindness and respect, to be responsible in completing assignments, and to support and assist each other in the learning process. All classrooms, bus, cafeteria, and playground rules are developed with these goals in mind. Students are not permitted to interfere with the well-being and learning of others.

G - Give your Best

E - Earn Respect

A - Always Be Kind

R - Responsibility is Key

S - Safety First

Please review our [PBIS matrix](#) that provides a more detailed list of expectations

DISCIPLINE

To assist students with achieving and maintaining Brentwood behavioral expectations, we have developed a school-wide discipline plan.

Students are directly taught what it means and what it looks like to display GEARS. These positive behaviors are reinforced daily by staff members.

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Minor Behavior Offense (Teacher Documented)	Major Behavior Offense (Administrative Referral)
- Physical Contact (i.e. <i>poking, bumping</i>) - Noncompliance - Disruption - Inappropriate Language - Property Misuse - Teasing	- Fighting/Aggressive Behavior - Defiance - Disruptive behavior (<i>threatens safety of others</i>) - Profanity, Obscene language - Vandalism/Destruction of school property - Bullying/Harassment (<i>repeated incidents</i>) - Theft - Pattern of minor referrals (<i>3 or more times</i>)

Behaviors will be documented in an online incident reporting system. Teachers will communicate this information with families. ***Please know that if a minor offense becomes repetitive, it will then be documented as a major offense.***

Although we ultimately want children to do what is expected of them so that they can be proud of their character, there may be times where they choose not to display “GEARS” behavior.

Administration will decide if behaviors may result in suspension based on information gathered during the investigation and the intent of the student. Depending upon the administration's findings, parents will be contacted and consequences will be determined. BMES follows all Wake County Board Policies as they pertain to suspension. Please refer to the [WCPSS parent handbook](#).

DISMISSAL

Walkers:

While Brentwood is at the Spring Forest Modular Campus, there are no walkers. ALL students must leave in a vehicle (or attend Raleigh Parks After School program) and be picked up at the identified location.

Bus, Daycare and Special Transportation Students: All bus, daycare, and special transportation students will only be picked up between buildings 2 and 4 (south side of campus, after circling campus) starting at 3pm parents in a personal vehicle, should join the carpool line unless they have an ORANGE carpool tag.

Carpool: Carpoolers will ONLY be dropped off between 8:00 a.m. and 8:30 a.m. in the carpool drop-off area by the cafeteria. Staff and safety patrol members will assist students.

Special Transportation Students

- Special transportation students will be dismissed from the area between buildings 2 and 4.
- Identified families will receive an ORANGE carpool tag which will allow them to have personal vehicles join the bus/daycare/vendor lane and take extra time to secure your student.

Carpool

- Students will be picked up near the cafeteria
- Carpool tags should be visible at all times
- Families should remain in car until the student is brought to the car
- Carpool students who have not been picked up by 3:30pm will be escorted to the office and parents called. Parents will need to park in visitor parking, come to the front office to pick up and sign out children with an ID

Families not adhering to the dismissal procedures above will be contacted by administration as the safety of our students is our top priority.

DRESS CODE

To help keep our students focused on learning without distractions, we expect each one to dress appropriately. Our [Student Dress Code](#) prohibits disruptive, provocative, revealing, profane, vulgar, offensive, obscene or unsafe clothing or bodily appearances. Here are some examples.

Refrain from wearing:

- exposed undergarments
- see-through or excessively short, tight or revealing clothes
- bare midriff shirts
- clothing with lewd, indecent or vulgar messages or illustrations
- clothing that advertises products or services illegal to minors
- chains, spikes or other accessories that could be perceived as or used as a weapon
- clothing that violates the school system's policies against gang and gang-related activities

Visit the WCPSS [Dress Code](#) website for more information.

Students not adhering to the above Dress Code may be asked to change or parents may be asked to bring a change of clothing.

EARLY DISMISSAL FOR INCLEMENT WEATHER

Schools in Wake County will rarely dismiss early. However, if threatening weather is predicted, please listen to local radio and television stations for announcements about delayed openings or early dismissals. We will also send out information on School Messenger and Class Dojo. Buses will transport students in either case at announced times. ***The After School Program will NOT operate when school is dismissed early due to inclement weather.***

ELECTRONICS

UPDATE: Under the new district policy, all student personal devices must be “silenced and away” during instructional time.

Please note that the below technology policy includes: Cell phones, Smart Watches, Gab Watches, and any other technology devices. Devices should be ‘silenced’ and placed in students' backpacks. If a device becomes a disruption to the learning environment students will be given a warning. If the device continues to be a disruption after being given a warning, school staff will confiscate the device. Parents will then be required to pick this item up from the front office.

WCPSS Board Policy - 4318 Student Use of Personal Wireless Communication Devices:

‘For the purpose of this policy, “personal devices” are any portable electronic devices that have the capability to provide voice, messaging, or other data communication between two or more entities. Personal devices may include, but are not necessarily limited to: cellular telephones, paging devices, two-way radios and similar devices, smartphones, smartwatches, smart glasses, tablet computers, laptop computers, gaming devices, Bluetooth® headphones, earbuds, smart glasses, smartwatches that depend upon a connection to a smart phone or other communication device, and other such internet-accessing devices (whether by cellular, wired, or wireless connection. Smartwatches may be worn and used as watches throughout the school day, but any features that require wireless connections to a smartphone must be disabled when use of the wireless communication device is prohibited.’

*‘Students are permitted to possess personal devices (and device accessories) at school. **Students must keep them silenced and put away between morning and afternoon bells.** For the purpose of this policy, a device is “put away” when it is out of sight and not easily accessible (e.g., stored in a locker, backpack, or bag. Students may not display, use, or make devices visible during this time period unless one of these exceptions’ listed in the [board policy](#) apply. Additional information found at <https://www.wcpss.net/cellphones>.*

Student Devices (Chromebooks)

Students in 3rd-5th grade will have assigned WCPSS Chromebooks. K-2nd grade students will use Chromebooks **in class only - no devices will go home with students and no devices will be individually assigned to students**. Students in 3rd-5th grade who experience damage to their device during the school year who have already received their replacement will not receive a second replacement and must use

school devices during the school day only. Your student will not have a device assigned if they are in Kindergarten, first or second grade or they have been denied technology use.

FIELD TRIPS

Field trips are established in alignment with the curriculum to enhance the learning experiences of our students. These are planned as an extension to your child's curriculum. Please know that we cannot refund field trip money since the expenses are paid ahead of time.

Parent or legal guardian permission is required for student participation in field trips. We must have a signed permission slip before a student can leave school. There will be no exceptions to this policy.

Only WCPSS approved volunteers will be allowed to chaperone on field trips. Chaperones can go directly to the destination or follow the school bus, **but are not permitted on WCPSS school buses. Approved volunteer chaperones can ride charter buses used for field trips outside of our WCPSS bus radius.**

If you are chaperoning a field trip you are responsible for supervising a small group of Brentwood students. Therefore, siblings can not attend these field trips.

We **HIGHLY ENCOURAGE all those who wish to volunteer to register early as it can take weeks to get approval.**

Volunteers

- **Who is a volunteer?** Volunteers are visitors who provide assistance to schools for school events, school activities or other school needs. School volunteers often, but are not required to, provide assistance on a regular basis.
- **Can I supervise students?** Yes. School volunteers may supervise students, work directly with students, and may be alone with students.
- **Do I have to be supervised by school personnel?** No. School volunteers may work with students with or without school personnel.
- **Do I have to have a background check as a volunteer?** Yes. All volunteers must undergo and pass a criminal background check. The requirement of a background check to volunteer is not dependent upon the length of the volunteer activity. We recognize that not all volunteer activities are recurring.
- **What are some examples of volunteer activities?**
 - tutor (in person or online)
 - **field trip chaperone, including overnight activities (Note: Parents accompanying their child on a field trip must undergo volunteer background searches.)**
 - helping with the front office
 - coaching sports
 - activity/club sponsor
 - room parent
 - **field day worker**

- testing proctor
- **regular/recurring readers for classrooms**
- **PTA members assisting in volunteer activities**

Volunteer Registration: <https://www.wcpss.net/domain/42>

Feel free to call the front office at (919) 850-8720 to confirm if you are on the volunteer approval list.

FIRE DRILLS, LOCKDOWN, AND HIGH WIND/TORNADO DRILLS

Brentwood students will participate in Fire Drills monthly. During this time, we teach them the importance of being quiet and listening so that they would be prepared in the event of a real fire. Once or twice during the year, we will also practice “Lockdown” drills. These would be used in case a potentially dangerous intruder was on campus or an event happened near enough to the school that we could be in danger. If the intruder is on campus, students would need to stay in their classrooms with lights off. If an event happened near the school, students would not be permitted to leave the building they are in, but would be free to move about. In March of each school year, we practice our High Winds/Tornado drill. During this drill, students crouch in designated areas, away from glass, with their heads covered.

MEALS (BREAKFAST & LUNCH)

IMPORTANT - Please note that for the 25-26 school year, all students will receive **FREE meals (breakfast and lunch)**.

[WCPSS Free Meals information](#)

OUTSIDE FOOD

To ensure meals are of nutritional value and not interrupting instruction, we allow outside food occasionally. Outside food must be delivered to the front office before your child’s scheduled lunch and will not be allowed on a daily basis. **Fast food/restaurant meals will be eaten in the front office.** *This privilege will be removed at the principal’s discretion if it begins to occur on a daily basis or interrupts normal school operation.* If your child is off campus during their scheduled lunch, please make arrangements to avoid class interruption.

PETS

Pets are not permitted on campus unless they are clearly marked as a service animal. Please refer to WCPSS policy [4202/5029/7272](#) regarding service animals. The appropriate and safe inclusion of live animals in instructional programs is allowed. Parental notification and an opportunity to object or opt out will be provided prior to the use of animals for classroom or instructional purposes. Please refer to school board policy [4203/5031/7273](#).

SCHOOL CALENDAR

View the [school calendar](#) at the following link.

SCHOOL SUPPLIES

Here is the [link](#) for school supplies.

SEPARATED/DIVORCED PARENTS: GUIDELINES FOR RELEASING THE CHILD

If there is no court order or separation agreement concerning custody of your child, either parent (or legal guardian) has the same rights to see your child or have your child released to her/him at the end of the school day. Parents must notify the principal and provide a copy of the court order specifying custody agreements and/or restrictions. Please ensure that your child's information card in the office is up-to-date **at all times** with names and telephone numbers of those who have your permission to pick up your child.

TRANSFER STUDENTS

In Wake County Public Schools (WCPSS), a transfer student is defined as a student who is attending a school other than their assigned base school through an approved transfer request.

Revocation of Transfers

Student transfers may be revoked by the superintendent or designee for any of the following reasons:

- Excessive absences or tardies
- Significant disciplinary infractions
- Transfer granted based on false or misleading information

Attendance, punctuality, and behavior will be closely monitored. Families will be notified if concerns arise, and a meeting will be scheduled with school administration to discuss next steps. **Maintaining regular attendance, timely arrival, and positive behavior is essential to remain eligible for a transfer placement.**

VISITORS

We prioritize student and staff safety and protection of instructional time. All visits to the school shall be by appointment.

Visitors must ring the doorbell near the front doors of the school and check-in at the office before entering the building. Visitors will remain outside the building and a staff member will provide assistance.

IMPORTANT: Visitors should be prepared to show proper identification before entering the building. You will also be required to check-in at the front office. All visitors will be given a visitor badge for identification. Please remember to sign out before leaving the school. Staff members are directed to stop anyone not wearing identification and will ask them to return to the office for a visitor badge. This is a safety precaution.

If you wish to visit your child's classroom, please make arrangements with the teacher at least 24 hours in advance. Please understand that visiting/volunteering in the classroom is not the time for a teacher conference.

Keep in mind that unannounced visits during the school day take instructional time from your child and others and therefore, will **NOT** be permitted. If you have an urgent situation, please come to the office and we will assist you. Please refer to school board policy 2521. **Please do not park in bus or FIRE lanes.**

VOLUNTEERS

Parents/Guardians and community members interested in volunteering must complete a WCPSS volunteer application and background check. Visit the [WCPSS website](#) for more information about volunteering and access the application. Volunteers will be used at the principal's discretion.

We HIGHLY ENCOURAGE all those who wish to volunteer to register early as it can take weeks to get approval.

Volunteer Registration: <https://www.wcpss.net/Page/55232>

Feel free to call the front office at (919) 850-8720 to confirm if you are on the volunteer approval list.