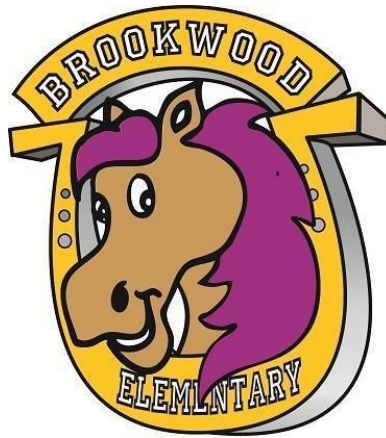


Brookwood Elementary School

A School-Wide Title I School

Parent and Student Handbook



2024-2025

Dr. Leslie Dial, Principal

Kelli Robertson, Assistant Principal

PRINCIPAL'S MESSAGE

It is with great pleasure that I take this opportunity to welcome you to Brookwood Elementary. We are a Title I school who takes pride in working collaboratively both inside of our building and within our community to meet the needs of our students and community at large. We focus on building positive relationships with all of our stakeholders and look forward to a wonderful school year.

Our Vision: BWE: Meaningful learning every day because each student matters.

Our Mission: Brookwood Elementary works collaboratively with our school community to provide meaningful learning opportunities that ensure success and maximum achievement for each student.

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 house points 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 will provide meaningful learning opportunities that ensure success and maximum achievement for each student..

Your partner in learning,

Melissa Culpepper

Principal

BROOKWOOD FACULTY AND STAFF 2024-2025

Principal	Melissa Culpepper
Assistant Principal	Kelli Robertson
Principal's Secretary	Nicole Wallace
Secretary/Registrar	Jessica Napier
Secretary/Attendance Clerk	Holleigh Murphree
Cafeteria Manager	Elander Jones
Instructional Specialist	Bethany Reid
Special Education Specialist	Melinda Lott & Laura Putnam
Behavior Specialist	Amanda Pennington
School Counselor	Brittany Bing
After School Program Director	Holleigh Murphree
Technical Support Specialist	Dee Thornton
Maintenance	Angelo Hatcher

<p><u>Pre-Kindergarten Teachers</u> Alison Tom Caitlin Martin</p> <p><u>Kindergarten Teachers</u> Kaylee Coleman Anne Cullinan Amy Shaffer Amber Rawlins Ashley Taylor</p> <p><u>First Grade Teachers</u> Taylor Anderson Elizabeth Beitzel Ashley Farmer Taylor Williams</p> <p><u>Third Grade Teachers</u> Ben Atkins Charvette Collier-Curry Hattie Harris Jennifer Smith</p> <p><u>Fifth Grade Teachers</u> Raley Arnold Ashley Cutler Becca Herrity Heather Sheron</p> <p><u>Special Education Teachers</u> Torey Fifer-ASD Vacant-ASD Ruth Hoch-Resource Jill Howe-Speech Laura Kuehl-Resource Cameron Stadler-Kindergarten Inclusion</p>	<p><u>Pre-Kindergarten Paraprofessionals</u> Amanda Hardy Andrea Messex</p> <p><u>Kindergarten Paraprofessionals</u> LaManda Bennett Sandy Ivey Patrice Welcher Denise Lowe Lisa Flanders</p> <p><u>Second Grade Teachers</u> Rebecca Denson Robin McCauley Christine Morales Ayanna Sims</p> <p><u>Fourth Grade Teachers</u> Michelle Allison Fran Brewer Avery McNair Lisa Tyler</p> <p><u>EIP/MTSS Teachers</u> Leeann Corbitt Shannon Reeves Catherine Wenner Laura Yates</p> <p><u>Special Education Paraprofessionals</u> Amber Bates-Kindergarten Inclusion Anne Sample-Resource</p>
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<p><u>Horizons</u> Vacant</p> <p><u>1st-5th Paraprofessionals</u> Jessica Childs Katherine Negron Hollie O'Brien Katelyn Ouzts</p> <p><u>Custodial Staff</u> Anthony Garnett (Lead Custodian) Eddie Collins Janet Johnson Quindeic Rhones</p>	<p><u>Specials Teachers</u> Deborah Sailors-Art Kim Chavous-Music Allison Spurlock-PE Trevor Figgins-PE Jenny Pressley-Media Specialist Toni Caron-Media Clerk</p> <p><u>ESOL Teacher</u> Colleen Hennessey</p> <p><u>Nutrition Staff</u> Elander Jones (Manager) Sharon Lyons Luis Dominguez Dalmaris Perez Torres Marcia Williams</p>
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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 after school care and 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.

TRAFFIC PROCEDURES

ALL car riders will be dropped off and picked up on the side of the school. School buses and day cares ONLY will load and unload directly in front of the school. DayCare buses will use the left lane in front of the school. School buses will use the right lane.

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 first grade hall. Staff members will be at this station to receive the students. Students **SHOULD NOT** be dropped off or picked up at the West Wing 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 (706-854-5828) must be provided. We **WILL NOT** accept requests over the telephone.

IMPORTANT NOTES FOR CAR RIDER LINE

- Pull forward, put the car in park.
- Cell phone use is prohibited at any time while in the car rider line.
- Tobacco, Vapes, and drugs of any type are forbidden on school property.
- Please make sure your radio is turned down so as not to interfere with an orderly arrival or dismissal.
- 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 pull all the way forward and watch for staff members. **In the morning, we will use two lanes coming in to try to keep South Old Belair Road from backing up. All cars must be put in park. Both lanes will unload before traffic moves since children will be crossing in front of cars. Please stay attentive and watch for students crossing and look for staff members to signal when to move. Please see Officer Westbrook if you have concerns.**
- **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.

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 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 or when attendance in school endangers the student's health or the health of others.
2. Serious illness or death of an immediate family (immediate family includes parents/legal guardians, grandparents, siblings, and stepfamily)
3. A court order or mandated order of government agencies
4. Special and recognized religious holidays recognized by their faith
5. Conditions rendering attendance impossible or hazardous to student health or safety
6. Registration to vote or voting in a public election (limited to one day)
7. Days missed from school to visit with his or her parent or legal guardian who is in military service in the armed forces of the United States or the National Guard prior to 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.
8. 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.
9. Days missed from school to attend military affairs sponsored events with his or her parent or legal guardian who is currently serving or previously served on active duty in the armed forces of the United States, in the Reserves of the armed forces of the United States on extended active duty, or in the National Guard on extended activity duty up to a maximum of five school days per school year, not to exceed two school years, for the day or days missed.

Documentation must be provided prior to the absence from:

- (i) A provider of care at or sponsored by a medical facility of the United States Department of Veterans Affairs; or
 - (ii) An event sponsored by a corporation exempt from taxation under Section 501(c)(19) of the Internal Revenue Code
10. Any other absence not explicitly defined herein but deemed by the local school board of education to have merit based on circumstances, which may include non-school sponsored activities that meet the requirements set forth in section (2)(f)2. of this rule.

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 Associate 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 5th 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 5th excused absence in a semester, require an original medical excuse signed by a health care professional.

Upon a student's 5th 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 8th 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 10th unexcused absence, the school will submit an official complaint to the Department of Juvenile Justice for truancy.

For elementary students, upon the 10th unexcused late check-in to school and/or early checkout from school in a school calendar year, the school will give written notification to the parent or guardian that, upon the child's 13th late check-in to school and/or early checkout from school, a report may be made to the Department of Juvenile Justice and the Department of Family and Children Services for its review of the matter.

PROCEDURES FOR MAKE-UP WORK

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 3:00.

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 doorbell 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 verified with the parent 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 the misbehavior will be addressed by administrators.

A copy of the Elementary Code of Conduct is available on the school webpage and a written copy is provided upon request of the parent. This publication provides an in-depth overview of conduct expectations across the school system.

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.

SCHOOL BUS RULES AND REGULATIONS

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

Rules and pupils' responsibilities

- Students will 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 ten feet from where the bus stops.
- Students must be at the stop in inclement weather as well as fair weather.
- Students will wait in an orderly line and avoid playing.
- 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 the object.
- Students will go directly to their 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 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.)
- Students will refrain from using loud voices, profanity, vulgarity, and/or obscene gestures, and respect the rights and safety of others.
- Insolence, disobedience, fighting, and pushing will not be tolerated on the bus.
- Students will not extend head, arms, or objects out of the bus windows. • 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.
- Students will be totally silent at railroad crossings.
- 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.
- Students shall be prohibited from using any electronic devices during the operation of a school bus, not expressly permitted by school administration.
- 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.
- 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. • 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.
- Students will keep their bus clean and in good, safe condition. Students will be charged for any damage to the bus.

- Large athletic sports equipment should not be transported on the bus.
- Once the driver arrives at the school, students will remain seated until the driver signals for the students to exit.

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 the 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 over the counter medications 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.

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 information if unable to reach them when a child needs first aid.

EMERGENCY INFORMATION

The Existing Student Registration must be completed each year in Infinite Campus. Emergency information is included in the process. 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, and Technology Devices

All students are expected to take care of library books, textbooks, and technology devices. Students will be required to pay for lost or damaged books and devices. 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 and restitution charged for damaged/broken devices.

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 and parents are subject to pay restitution. 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

DRESS CODE FOR STUDENTS

It is essential that students respect the learning environment by being appropriately dressed for school. The purpose of the student dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of dress which instill excellence and pride. The guidelines below have been created to help students make informed decisions when deciding what to wear to school. If a student is dressed in a style that does not follow the guidelines below or the style is considered extreme or excessive, the student will be asked to correct the situation and change, as well as be assigned the appropriate disposition.

Clothing that does NOT promote an image of excellence is an outfit that:

- Has an extremely low neckline
- Shows bottom, backside, midriff, or bare shoulders
- Shows upper thighs
- Shows undergarments
- Includes head covering such as hoodies or hats
- Includes inappropriate pictures or text
- Promotes gang, sorority/fraternity, or criminal activity
- Includes clothing that is considered pajamas, sleepwear, or costumes

Jewelry and accessories should not pose a danger to self or others such as spiked rings, collars, bracelets,

extreme piercings, safety pins, and bulky chains. Sun glasses should not be worn inside the school building. Health and safety regulations require that shoes be worn at all times at school and are appropriate for the designated activity.

DRESS FOR PHYSICAL EDUCATION

All students will receive physical education instruction. Tennis shoes and shorts or pants should be worn on those days.

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. Please listen to these reports and look for communication from the district and/or school.

SCHOOL LUNCH

The cost for school breakfast is \$1.50 and school lunch is \$3.10. If you need to apply for free or reduced lunch go to www.ccboe.net/nutrition/

Parents are responsible for any charges to the students account prior to free or reduced lunch applications being approved by the government. If parents are joining their child for lunch, please bring cash. We do not accept credit/debit cards. The cost for non-students lunch is \$4.25. You can pay for lunches at ezschoolpay.com. You can also set it up to send you reminders once the account drops below a certain amount.

Because we participate in the federal school lunch program, outside food from restaurants cannot be brought in.

BEFORE AND AFTER SCHOOL PROGRAM

Our extended day program offers daily snacks, supervised recreation, games, hands-on manipulatives, 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.

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. Parents will be notified if the concern affects the safety of the student or others. Parental permission is required for individual counseling.

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 expectations in your school?" "How do you follow those expectations?" "What happens when a teacher sees you following the expectations?"

Our school expectations(of respectful, responsible, ready) provide for a safer school environment and give more time for instruction. We will apply consistent consequences and positive reinforcement for all students. 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 brag tag from the office as well as be recognized on the morning show. The student is 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 notify the teacher 24 hours in advance. Parents can send in an individually-wrapped, 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 \$10 to have their child's birthday posted on the digital sign.

HOMEWORK

Homework 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. Homework will be minimal but will include fluency practice and studying new content prior to assessments.