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# Letter from the Principal

Dear Parents and Students,

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

I am so proud to be your principal and I look forward to the great things we will accomplish together at BES during 2022-2023! Please feel free to reach out if you have any questions or if we can assist you in any way. Let's make this the best year ever!

Sincerely,

*Karen Lillard*

# **Brookwood Elementary Information**

**Principal** Karen Lillard

**Assistant Principals** Kara Lefevre Guy, Dawn Henning, and Tiffany Pruitt

**Mascot:** Colts

**Colors:** Maroon and Gold

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

## **Important Phone Numbers:**

**School Office:** 770-736-4360

**Fax:** 770-736-4410

**Cafeteria:** 770-736-4363

**Clinic:** 770-736-4364

**Media Center** 770-736-4374

**Brookwood Elementary Website Address:** <https://www.gcpsk12.org/brookwoodes>

## **Mission Statement**

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

## **Vision**

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

## **Beliefs**

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

# Brookwood Elementary Policies and Procedures

## ATTENDANCE

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

### Absences

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

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

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

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

### Partial Day Attendance

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

## BIRTHDAYS

A birthday class snack may be arranged with the classroom teacher. Teachers will decide when the snack will be served. **These snacks must be delivered to the front office.** Snacks

should be limited to one food item like cupcakes or cookies and must be store-bought. Boxed drinks may also be sent. No sodas are allowed. Large sheet cookies and cakes should be pre-sliced. Some parents may choose to send in money to buy ice cream for the class for their student's birthday. **Please do not send goodie bags, balloons, flowers, or party invitations to school.**

## CAFETERIA

### Meal Program

NuMenus is the approach to menu planning for the School Nutrition Program. The approach emphasizes the nutrient content of the meal rather than the number and type of foods offered. Meals will be analyzed regularly to assure that the nutritional needs of the students are being met by age group in the following areas: Total calories, Fat, Saturated Fat, Protein, Carbohydrates, Calcium, Vitamin A and C, and Iron.

### Meals

Student breakfasts are \$1.50. Student lunches are \$2.25 plus \$.40 for extra milk. Adult lunches are \$3.00. Families are encouraged to set up meal accounts for their student in MyPaymentsPlus. Students in grades 3-5 are allowed to use their meal account to buy extra food items if they purchase a school lunch. If parents do not want the account to be used for extra food items, a block can be placed on the meal account. You can pay for your student's lunch on MyPaymentsPlus using his/her student number.

Free or reduced price lunches will be provided for those students whose families meet Federal guidelines. If parents wish to apply for free or reduced price lunches, forms are available online on the GCPS website. Forms must be completed and resubmitted each year for approval and are available beginning in July for the next school year.

### Parent Visitors for Lunch

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

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

### Meal Charges

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

## **CHANGE OF ADDRESS OR PHONE NUMBER**

For emergency purposes, we must have updated information on each student. Please notify the school if there is any change of address or phone numbers. THIS IS VERY IMPORTANT. You may also update your student's information through the parent portal.

## **CLINIC**

### **Clinic Attendant**

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

### **Student Illness at School**

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

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

Children's Healthcare of Atlanta Professionals recommend that students:

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

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

### **Medications**

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

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



- If over the counter medication is required on an as needed basis, the parent/guardian must furnish a written request which includes date, student's first and last name, name of medication, dose and time to be administered and reason for medication. Medications must be received at school from the parent/legal guardian in the original container. If the medication is to be administered for more than one day, the Administration of Medication Request Form must be completed.
- Medications received in anything other than the appropriate child-proof container cannot be administered at school.

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

All medication should be administered between classes or during lunch or recess. The practice of sending individual medications to school with the student is hazardous and forbidden. Reactions to the drug taken might not be recognized by school personnel and inappropriate treatment might be rendered.

## **COLLECTION OF MONEY FROM STUDENTS**

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

## **DRESS CODE**

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

- The wearing of or absence of any item of clothing that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated. Gang attire is prohibited.
- Caps/hats and/or hoods on coats or sweatshirts are not to be worn in the building.
- Skirts, shorts/skortis should be at least fingertip length or leggings should be worn under them.
- Tops should be long enough to cover the midriff when arms are raised to shoulder level. Tops should not be low cut and an undershirt should be worn when necessary.
- Flannel PJ pants are not appropriate for school unless it is a themed PJ day.
- Undergarments should not be visible.
- See-through clothing (such as a mesh jersey) must have an undershirt.
- Shoes that have skates in the sole should not be worn to school.
- Athletic shoes should be worn on the days the students have PE.

## **EARLY CHECKOUT PROCEDURES**

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

- All checkouts should occur with a person listed as authorized by the parent as either

- parent/guardians or emergency contacts.
- If anyone other than a parent/guardian/emergency contact wishes to take a student from school, the child must bring a note to the teacher in the morning from the parent stating who will be picking up the student. Please instruct the person you are authorizing to bring a photo ID.
  - All students must be signed out in the office where they will meet the parent or other authorized person.
  - Please be prepared to show a picture ID when entering the school.
  - **Do not go to the classroom to get your student.**
  - If restrictions exist concerning individuals who may pick-up your student please notify the school in WRITING. Please keep your parent portal account updated with emergency contacts.
  - If your student needs to leave early, please pick him/her up by 2:50 p.m. After 2:50 p.m. the students should either ride the bus or join the car riders for carpool pick up.

## **EARLY DISMISSAL DUE TO EMERGENCIES**

If bad weather causes school to be canceled or dismissed early, public announcements will be made on GCPS Television, on the school system's website ([www.gcpsk12.org](http://www.gcpsk12.org)) and via metro Atlanta radio and television stations. Cancellations usually are announced shortly after 6 AM. **DO NOT CALL THE SCHOOL.** Students will follow regular dismissal/transportation home procedures if school is dismissed early due to weather.

## **EARLY RELEASE/PARENT-TEACHER CONFERENCE**

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

## **EMAIL COMMUNICATION**

Teachers are with students between 8:20 - 3:40 every day. They will respond to messages and/or email before or after school within 24 hours.

## **GIFTED EDUCATION**

- The Gwinnett County Public Schools gifted education program serves students by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.
- The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their student that he/she

was identified as a gifted education student in the previous school.

- Please reach out to the school's gifted eligibility team with any questions regarding referral for gifted education. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

## **GRADES**

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

### **Kindergarten**

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

### **Grades K-1**

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

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

### **Grades 2-5**

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

90-100	Excellent Progress
80- 89	Above Average Progress
70- 79	Average Progress
0- 69	Below Average/Unsatisfactory Progress

## **HOMEWORK**

Each student may spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. Students should be certain they understand the assignment when the teacher gives it and do their best to complete the task. If students struggle with homework, please notify the teacher. General homework time is: Kindergarten - 10 to 20 minutes, 1<sup>st</sup> Grade - 15 to 30 minutes, 2nd Grade - 20 to 30 minutes, 3rd Grade - 30 to 40 minutes, 4th Grade 40 to 50 minutes, 5th Grade 50 to 60 minutes. Our faculty strongly urges each student to read every night independently or with an adult and/or write in a journal and study math facts.

To maintain an instructional focus and not interrupt the classroom, please be aware **we**

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

## LOST AND FOUND

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

## MEDIA CENTER

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

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

If your student should check out a book that is damaged, have him/her bring it to our attention right away. We will note it in the book and not charge him/her for it. For more information about the Brookwood Elementary media center go to the Brookwood Elementary website and click on Media. The website contains information about the school, the faculty, the curriculum, and the PTA. By accessing this site at home or at the public library, you can email faculty, use the links that your students use at school, find lists of good books, and find fun and useful websites.

## MyPaymentsPlus

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



## PARENT PORTAL

What is the Parent Portal? Gwinnett County Public Schools' Parent Portal offers parents and guardians online, timely and secure access to their student's grades and attendance. It also includes details on your student's discipline record and test history. The Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your student's education. If you did not sign up for the Parent Portal during registration, please stop by the front office and ask about signing up.

# PLAYGROUND

## Playground Guidelines

- Students are expected to remain on the playground during their outdoor time. Students should never leave the playground without permission from their teacher or supervising adult.
- Students must follow directions during outside play. Remember to treat others with respect and to make good choices about how to solve problems that arise. Students should notify their teacher or monitoring staff member of any concerns or injuries that occur.
- Teachers may decide what sports are allowed to be played by the students. Some sports may become too rough and teachers may choose to not allow them to be played during recess. Students should follow the rules set forth by the teacher.



## POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Positive Behavior Interventions and Supports (PBIS) is a school-wide behavior system that focuses on establishing a climate in which appropriate behavior is the norm. Expectations are taught, modeled, acknowledged, monitored, and then retaught as necessary. At Brookwood Elementary, PBIS focuses on all students being respectful, responsible, and ready. The three R's are expected in all settings of the school as evidenced on the school-wide behavioral matrix.



### Brookwood Elementary School School-Wide Behavioral Matrix



Expectations	Cafeteria	Hallways	Playground	Restroom	Classroom	Arrival / Dismissal
<i>We are</i> <b>RESPECTFUL</b>	Be kind to self and others	Keep hands, feet, and objects to yourself	Take turns  Be kind to self and others	Remain in your own stall / space	Be kind to self and others	Listen to all adults
<i>We are</i> <b>RESPONSIBLE</b>	Music on = voices off  Clean up after yourself	Walk directly to destination	Play safely  Leave no trace	Clean up after yourself  Use sinks, dryers, and toilets appropriately	Use materials properly  Try your best	Board and exit promptly  Walk directly to destination
<i>We are</i> <b>READY</b>	Follow directions of teacher and monitors  Wait quietly in line	Have all needed materials  Walk quietly on the right	Line up quickly and quietly	Remain quiet	Follow teacher directions  Complete and turn in assignments on time	Backpack on front  Walk quietly on the right  Wait patiently

*We are BROOKWOOD*

## **SAFETY**

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

## **SCHOOL ENTRANCE REQUIREMENTS**

### **Birth Certificates**

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

### **Immunization Certificates**

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

### **Hearing, Vision, Dental, and Nutrition Certificate**

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

### **Social Security Numbers for Students**

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

### **Proof of Residency**

School officials must require the parent or guardian to provide two documents as proof of residency in the district and attendance zone to enroll a student. A settlement statement/lease/rental agreement and one current utility bill (gas, water, power – no phone) would satisfy this requirement. We must have the portion of the bill that shows

name and address. In a situation where residence is with a family in our attendance area, the parent must obtain paperwork (Residency Affidavit) and approval from the school office.

## **SCHOOL HOURS**

School hours are 8:50 a.m. until 3:20 p.m. Students can enter the building at 8:20 a.m. **If a student arrives at school after 8:50 a.m., an adult must “sign in” the student in the office and complete tardy information.** The car rider doors will be closed at 8:45 a.m., when the first bell rings. If you arrive after 8:45 a.m., bring your children to the front door of the school. Students must be in their classroom at 8:50 or they will be marked tardy. Counselors will work closely with students and families where 5 or more tardies occur in a semester as on time arrival is important to the success of your student.

## **SCHOOL PARTIES**

There is a limit of two school-wide parties per year. These parties occur at winter break and at the end of the year. Individual student birthday parties are prohibited. **Please do not send goodie bags, balloons, flowers, or party invitations to school.**

## **SNACKS & ICE CREAM**

A working snack time is available in the morning or afternoon according to grade/classes. If your student brings a snack from home, please make sure it is nutritious (no candy or carbonated beverages). The school offers ice cream for sale during the last 10 minutes of lunch. All ice cream is \$1.00. Please remember that snack time/ice cream is a privilege.

## **SPECIAL AREA CLASSES**

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

### **Technology/Innovation Lab – Gr. K-5**

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

### **Physical Education – Gr. K-5**

The physical education program is based on a movement education concept. Students are encouraged to participate in every aspect. Students are provided with a lot of physical activity and very little waiting time. Our goal is to help students become more skillful and develop positive attitudes toward themselves and towards physical activity. Our physical education program emphasizes fitness through nutrition. It is important that students learn to eat and exercise correctly so they will continue to do so as adults. The students will be participating in a physical education class regularly. Comfortable clothing appropriate for class is recommended such as jeans, sweat pants, or shorts. Some type of athletic shoe should be worn. Dress shoes, heels, flip flops and cleats are not

recommended to be worn in the gym. All students are expected to participate in physical education unless a doctor's excuse has been provided.

### **Music Education – Gr. K-5**

Music is integral to Brookwood's well-rounded educational program. Designed to give the students skills and opportunities to express themselves creatively and imaginatively, students are introduced to the elements of music through singing, movement, playing classroom instruments, and beginning music theory. In addition there are opportunities for composition and performance, advanced music theory, music history and appreciation. Many activities in music relate directly to content in math, science, social studies, and language arts. Fourth and Fifth grade students have an opportunity to participate in Guitar Club and Fifth grade students have an opportunity to participate in the 5<sup>th</sup> Grade Chorus which will perform a Winter concert and a Spring concert.

### **Art Education – Gr. K-5**

Art is an important part of the curriculum at Brookwood Elementary. We believe that all our students have imaginative, expressive, and creative potential and that through an organized visual arts program this potential can be enhanced. All students involved in the art program receive an introduction to art methods and techniques as well as specific artists and art history. Special emphasis is placed on the 1.) Elements of Art (line, shape, form, texture, color, space, and value), 2.) Principles of Design (balance, rhythm, movement, emphasis, unity, variation, repetition, and contrast), 3.) Art Appreciation, and 4.) Cultural Art Awareness. Many projects in art enhance content areas in other subjects such as history, science, math, and literature. Art students are encouraged to wear appropriate clothing on days of art instruction.

### **STEM – Gr. K-5**

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

### **Math – Gr. K-5**

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

### **Science- Gr. K-5**

Students will explore science concepts and complete tasks that cultivate curiosity.

### **Entrepreneurship – Gr. K-5**

Students will learn entrepreneurial skills and concepts by integrating these skills into the Language Arts AKS.

### **Guidance - Gr. K-5**

Guidance lessons are offered at various times throughout the year. Guidance lessons cover a wide range of topics, all of which are in accordance with the Standards and



Competencies of the Office of Advisement and Counseling of the Gwinnett County Public Schools, as well as the American School Counselor Association. Subjects include Study Skills, Peer Relations, Motivation/Goal Setting, Careers, Sexual Abuse Prevention, and a wide variety of other topics throughout the school year. For more information on Guidance classes, please contact the Brookwood Elementary Counseling Department at (770) 736-5278.

## **SPIRIT WEAR**

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

## **STUDENT OPPORTUNITIES**

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

## **STUDENT RECOGNITION**

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

1. A certificate of excellence will be given to students in grades 2-5 who get all As on their report cards each semester.
2. A certificate of excellence will be given to students in grades 2-5 who get all As and Bs on their report cards each semester.
3. Students who have exhibited positive behavior throughout the school have the opportunity to earn BES Golden Tickets and participate in a variety of PBIS rewards.
4. Brookwood Bucks will be given school wide to promote positive work habits through our Entrepreneurship program.

## **TECHNOLOGY EDUCATION**

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

- Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- Online student accounts are to be used for educational purposes only.
- Students' actions will be monitored, and they will be held responsible for information viewed, received and sent. These guidelines are in accordance with the Gwinnett County Student Behavior Code.

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

Look for additional information regarding technology on our website or teacher eClass pages.

## TESTING

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

## TRANSPORTATION CHANGES

Anytime there is a change from your normal plans to go home in the afternoon, send a note to your student's teacher to make sure the student and teacher know what to do. If a change must be made for a student to begin riding an alternate bus, you must come to the front office to implement that change. You must call the school office with an emergency change before 2:50 p.m. Please do not only email it. Teachers and office staff might not see the email in time. Many changes cannot be made at the last minute, but we are able to hold your child in the front office for pickup.

## TRANSPORTATION PROCEDURES

- If your student changes his/her book bag, he/she must come to the office upon arrival and get a new transportation tag for his/her book bag.
- Cars are not allowed in the front drive when a school bus is already parked in the drive.
- **The last check out is 2:50 pm. This is for the safety of everyone since buses are beginning to arrive.**
- The building is locked at 4:00 p.m. each day. Students should gather all needed materials and books before leaving at dismissal time. Parents, do not bring your student back to the school to retrieve items.

## Arrival and Dismissal Procedures

### ● School Bus Procedures

Please encourage students to ride the bus as often as possible.

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

### ● Car Rider Procedures

1. We encourage you to let your student ride the bus to and from school. **If you choose to bring or pick up your student, you must get in the carpool line and follow these procedures. Never park in an adjoining neighborhood, on the street, or in our parking lot to pick up or drop off your student.**
2. The carpool line begins in the lower bus parking lot off of Holly Brook Road.
3. Please do not make a U-turn in the middle of Hollybrook Road to enter the carpool line. Making a U-turn is unsafe and a **traffic violation**. **Also, do not use the Brookwood Manor entrance or the neighborhoods across the street to make a U-turn.**
4. In order to arrive on Holly Brook Road in the correct direction to get in the carpool

line, there are a couple of routes that can be taken. One option is to take Five Forks Trickum Road to Oak Road. Turn left onto Oak Road, then turn left onto Highpoint Road, which turns into Holly Brook Road. Another option is to take Dogwood Road to Mountain View Road. Turn right onto Mountain View Road. Then take a right onto Oak Road. Next, take a right onto Holly Brook Road.

5. Cars are **not** allowed to use the front drive during arrival and dismissal times. (8:20 am – 8:45 am and 3:00 pm – 3:45 pm)
6. **FOR THE SAFETY OF ALL STUDENTS DO NOT DROP OFF STUDENTS BEFORE 8:20 AM.** You will know it is time to let them out when you see the staff members come outside.
7. Students must be **in their classroom** by 8:50 am to avoid being tardy. BES staff members on duty will close the side doors at 8:45 am when the first bell rings to allow BES staff to get to their designated work locations within the building on time.
8. **If for any reason your student arrives after 8:50 am**, you must escort your student into the building to check in and provide information regarding the reason for your student's tardiness. The front drive may be used **after** all buses have left.
9. Please also help us be safe in the car rider lines by **not talking on your cell phone** when you are dropping off or picking up students. We really want your attention on the students as they arrive and leave each day and on helping us keep them all safe.
10. Please pull down as far as you can so that we can unload and load several cars at once. Please be patient and **do not pass other cars while we are unloading & loading students**. Please stay in line between the cones and the curb. Do not move until directed by BES staff.
11. Students should open and close their car doors independently. We are trying to allow several cars to drop off and pick up their students at once and our attention needs to be focused on the safety of students. Do not get out of your car to open your child's door.
12. Staff members on duty will look for the student's number on the car rider tag provided to you. **Your car rider tag needs to be hung on your mirror each day and remain there until your student is safely in the vehicle.** If you do not have your tag, you will be asked to provide photo identification and the pick up process will take longer. You are welcome to request additional tags as needed through our front office.
13. If someone different is picking up your student you will need to send a note to the office in the morning. We will then give your student a pass to take to the staff that is on duty. The person picking up will be required to present photo ID that matches the name on your note.
14. When exiting please follow the directions of staff members. Please note you cannot make a left turn out of the bottom parking lot during arrival and dismissal.
15. **Please know that safety is our priority and we appreciate your help by following our procedures.**

## VISITATION/OBSERVATIONS

Any parent/guest visiting the school grounds must sign in at the Main Office and request a visitor's pass. Visitors should only go to the area designated when registered at the main office. The visitor's pass must be clearly visible the entire time the visitor is on campus. In order to avoid disrupting instruction, parents must make an appointment for teacher conferences or classroom observations. Classroom observations are limited to 45 minutes or less to avoid disrupting instructional time for the students. Please contact your child's

assistant principal or teacher if you wish to observe in the classroom. Parents are welcome as partners and seen as major players for student success.

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

## **WITHDRAWAL FROM SCHOOL**

When withdrawing from school, it is necessary for the parent/student to notify both his/her teacher and the office. Withdrawal forms must be completed, bills paid, and textbooks/chromebooks returned before a student's record is cleared. If a parent comes to the school to withdraw a student, he/she must visit the registration office.

## **Special Events at Brookwood Elementary**

### **BOOK FAIR**

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

### **FAMILY SPIRIT NIGHTS**

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

BRUSTER'S FAMILY FUN NIGHT

CULVER'S SPIRIT NIGHTS

DOGWOOD PIZZA SPIRIT NIGHTS

ZAXBY'S SPIRIT NIGHTS

TEXAS ROADHOUSE SPIRIT NIGHTS

### **5<sup>th</sup> GRADE END OF YEAR CELEBRATION**

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

### **PARENT CURRICULUM NIGHTS**

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

student's classroom upon arrival. We will have Spirit Wear available to purchase as well as PTA memberships.

## **REFLECTIONS**

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

## **FALL/SPRING PICTURE DAY**

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

## **TEACHER/STAFF APPRECIATION WEEK**

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

## **SPECIAL FAMILY EVENTS**

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

# Brookwood Elementary PTA

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

## 2022-2023 PTA Board

[Email PTA](#)

Jenny Daniels, Co-President

Tiffany Washington, Co-President

Kendra Scruggs, Vice-President

Teri Moore, Secretary

Mea Hill, Treasurer

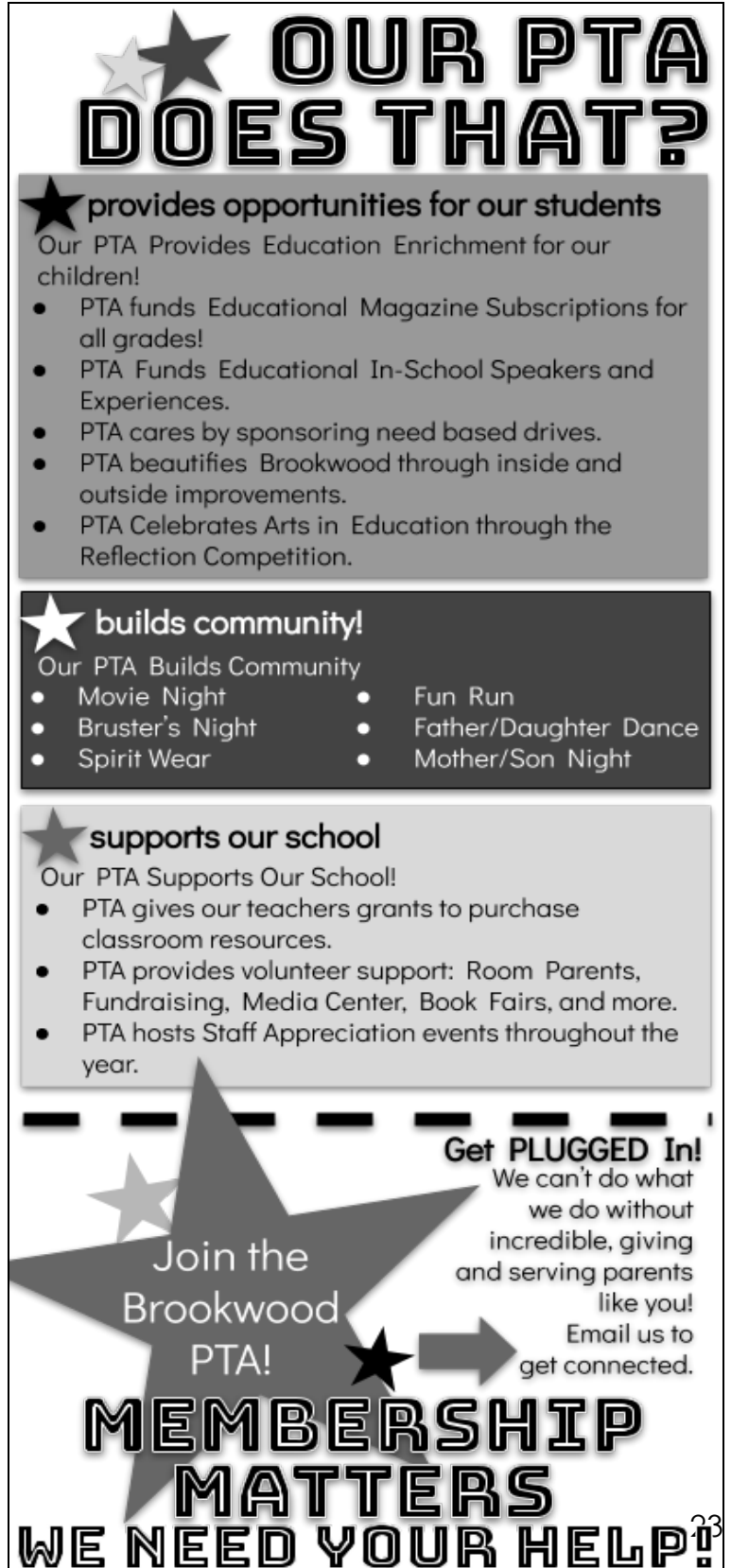
## Brookwood Elementary PTA

### Web Sites:

[Brookwood Elementary PTA](#)

[National PTA](#)

[Georgia PTA](#)



**OUR PTA DOES THAT?**

- ★ **provides opportunities for our students**  
Our PTA Provides Education Enrichment for our children!
  - PTA funds Educational Magazine Subscriptions for all grades!
  - PTA Funds Educational In-School Speakers and Experiences.
  - PTA cares by sponsoring need based drives.
  - PTA beautifies Brookwood through inside and outside improvements.
  - PTA Celebrates Arts in Education through the Reflection Competition.
- ★ **builds community!**  
Our PTA Builds Community
  - Movie Night
  - Bruster's Night
  - Spirit Wear
  - Fun Run
  - Father/Daughter Dance
  - Mother/Son Night
- ★ **supports our school**  
Our PTA Supports Our School!
  - PTA gives our teachers grants to purchase classroom resources.
  - PTA provides volunteer support: Room Parents, Fundraising, Media Center, Book Fairs, and more.
  - PTA hosts Staff Appreciation events throughout the year.

Join the Brookwood PTA! →

**MEMBERSHIP MATTERS**

**WE NEED YOUR HELP!**

**Get PLUGGED In!**  
We can't do what we do without incredible, giving and serving parents like you!  
Email us to get connected.

# Important Telephone Numbers

## Important Phone Numbers:

<b>School Office:</b>	770-736-4360	<b>Fax:</b>	770-736-4410
<b>Cafeteria:</b>	770-736-4363	<b>Clinic:</b>	770-736-4364
<b>Media Center</b>	770-736-4374		

## Brookwood Cluster Schools

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



Get Connected to



# Brookwood Elementary

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

## Ways to Stay Connected to Brookwood Elementary School...



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Read [the Giddy Up e-Newsletter.](#)

