

2023-2024 Parent-Student Handbook

Theme: We Are Great On Purpose!

“We are Growing Our Greatness!”



Brookview Elementary School

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<http://school.fultonschools.org/es/brookview>

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WELCOME TO THE 2023-2024 SCHOOL YEAR!

The faculty and staff of Brookview Elementary wish you a warm welcome to a new school year! Brookview has a dedicated group of teachers and staff whose main goal is to make certain your child succeeds not only in learning, but also in becoming a person who can work with others to solve problems, create new dreams, and become college and career ready.

Our task is to help motivate your child to reach success in the crucial elementary years. As your child grows, he/she will be given additional opportunities to increase responsibility and knowledge through a well-planned curriculum.

Your child can succeed if the school and home are working together. Your child received a student agenda planner. This is provided to increase parent communication with the school. Please check your child(ren)'s planner daily for notes from the teacher or the school. Your child's teacher will also communicate with you by phone, in person, and through written correspondences sent home.

Cooperation and communication between the home and school will play a major role in your child's success. We encourage you to take every opportunity to get involved with the school.

Our goal is to ensure that this will be an enjoyable, positive, and productive year for your child.

Again, welcome to Brookview Elementary for the 2023-2024 School year!

The Brookview Faculty and Staff

SCHOOL MOTTO

We Are Great on Purpose!

BELIEF STATEMENT

At Brookview Elementary, we believe that:

All students can and will learn!

Our school should be a safe, respectful, positive learning environment where students can develop to their fullest potential.

We believe that learning is a life-long pursuit that is dependent on all stakeholders' participation.

We believe that the teacher's part is to inspire students to be productive citizens and life-long learners by providing appropriate instruction in a challenging environment.

As a school, administrators, teachers, and support staff should create an environment that fosters effective communication and respect for everyone's time, space, and individuality.

The school should assist each student to develop a sense of responsibility for his or her actions.

SCHOOL PLEDGE

I am a bright and unique member of Brookview Elementary family. I believe in my ability to achieve and succeed. I will lead proudly and confidently. I will value others and myself as unique individuals. I will treat others as I want to be treated with kindness, empathy, and compassion. I recognize that my choices impact others. I accept the challenge to walk in my greatness. I WILL BE GREAT ON PURPOSE!

A

ACCESS TO SCHOOL RECORDS

Parent rights include the right to review your child's records. Please contact the office to request a conference to view and discuss these records. An administrator, the child's teacher, and counselor should be present at the conference. We ask that your desired appointment time be scheduled in advance.

ATTENDANCE INFORMATION

Regular and punctual attendance is strongly encouraged. Students are expected to attend school **180** days per year on a regular basis.

The school day begins at **7:40 AM** and ends at **2:20 PM**. Tardy slips are issued for any student arriving to school after 7:40 AM. Your child should be in school by 7:30 AM to avoid being tardy or late. **Breakfast will not be served after 7:35 AM.**

Early morning drop-offs prior to 7:10 am are not allowed. The school building will not be open until 7:10 am. The school does not provide student supervision before 7:10 am.

If students are absent from school, they must bring written documentation from parents, guardians or physician explaining their absences when they return to school.

Written documentation should be submitted within **3 days** of the absence for the absence to be excused. Absences are excused in cases of personal illness, illness, or death in the immediate family, for religious services, and hazardous weather conditions, which makes school attendance impossible. All other absences are unexcused. The students must be in school at least half of the instructional day to be counted present. A half-day ends at 11:10 am. It is extremely important that students arrive on time and are present. The Social Worker referral will be completed to assist in cases of excessive absence and/or tardiness.

IMPORTANT: If a student is leaving at any time other than the regular dismissal time, or if changes occur regarding his/her usual dismissal procedure, the student must bring a note from home that morning to give to his/her teacher. All student check in/out must be done through the front office. The person checking the student out must be listed an emergency contact by the registering parent and show identification.

We will NOT be accepting changes via the phone unless it is an emergency situation.

Early check-outs must be made prior to 1:30 PM. Any check- outs after 1:30 pm will be asked to wait until after dismissal and announcements.

Identification will be required at the time of check out. Students remaining after 3:20 PM without parent pick up or notification from the parent will be referred to our social worker.

B

BIRTHDAY PARTIES

While we understand the importance of birthdays, we cannot have individual birthday parties during

the instructional day in the classroom. All student birthdays are recognized by the school through our morning announcements and Panda Celebrations. In order to maximize instructional time and to minimize interruptions, your child can be recognized for his/her birthday during his/her lunch period only. Popsicles or store-bought cupcakes are acceptable. They must be distributed during your child's lunch period only! Contact your child's teacher to make arrangements. Please refrain from bringing party favors, balloons, large cakes, etc.

BUS/TRANSPORTATION

Bus assignments are based on the student's home residence and may not be changed to accommodate personal family needs. Any emergencies or other situations requiring different bus assignments must be made by calling **470 254-6060** or by writing the South Fulton County Transportation Office. **ONLY** emergency childcare requests can be approved through the school office. Non-bus riders are not permitted to ride the bus at any time. Students may **ONLY** ride the bus they are assigned to daily.

Riding the bus is a privilege contingent upon proper and courteous conduct. A code of discipline for each bus rider will be sent home and/or shared on our website for a parent or guardian to view, which will indicate understanding of the behavior code.

Students are permitted to ride only the regularly assigned bus and to leave the bus only at the regular stop. Parents who need to make changes due to childcare issues must send a note to the office for approval. Using buses to go home with other students for visiting purposes is not allowed.

Only books and other items related to schoolwork, which can be held in the student's lap, are permitted on the bus. Such things as large musical instruments, glass objects, balloons, sports equipment, food, and live animals are not permitted.

Changes in transportation should be made in writing in advance no later than 12:00 noon. Parents are asked not to pick up children out of dismissal lines or retrieve them from the bus. Please allow the front office to call your child to the office for pick up.

C

CAFETERIA

The school cafeteria offers several choices of nutritional, well-balanced meals each day. In addition to the regular hot food lines, salads are available. Breakfast is served from 7:10 a.m. until 7:35 a.m. each school day. Students at Brookview eat breakfast and lunch free of charge daily. Students are allowed to purchase ice cream and fruit snacks from the cafeteria. Students are **NOT** allowed to bring in candy or junk food into the cafeteria for lunch.

Cell Phone Use:

While cell phones can be an important communication and safety device for families, their use during the school day is prohibited and can be quite disruptive. Cell phones that are visible or turned on during the school day are subject to confiscation. Confiscated cell phones will be submitted to the office for safe storage.

NOTE: Please review the district's cell phone policy contained in the Student Code of Conduct, P18f.II

CHANGE OF ADDRESS OR CONTACT INFORMATION

Please notify the teacher in writing of any change of address or phone number as soon as possible. Also, please update your Infinite Campus parent portal to add any adults to your child's record that is allowed to pick up, visit and check-out your child. It is imperative that we have working phone numbers for parents and guardians. We must keep accurate records and be able to notify parents in case of an emergency.

CLINIC

The school clinic aide provides care for students with temporary illnesses or emergencies until the student can return to class or be checked out by parents. Standard first aid procedures are followed in routine matters. Parents will be notified to pick up sick children that are unable to return to class. If the parent or legal guardian cannot be contacted, and if the principal determines that additional medical care is warranted, arrangements will be made for transportation of the student to the nearest medical facility. A faculty or staff member will accompany the student to the medical facility.

COMMUNICATION-HOME TO SCHOOL

VIP (Very Important Papers) Folders will be sent home every Thursday. Messages to teachers and/or the school office should be in writing and given to your child to bring to school. If a child is young, you may pin it to his/her clothing to prevent loss. You will receive a response as soon as possible to your message or request. If you have not heard from your child's teacher in response to your note, please contact them directly. Additionally, please be reminded that money should be placed in a sealed envelope labeled with the child's name, teacher's name, room number, and intended purpose of the funds.

SCHOOL TO HOME COMMUNICATION

The Panda Post School Electronic Newsletter is sent home weekly on Fridays. It contains information from the principal, administration, the menu for the upcoming week, PTA information, upcoming events and suggestions for parents to help their children learn at home. Please also check your child's agenda for notes and information daily.

CONFERENCES

Planned parent-teacher conferences are held with each parent during the first and second semesters. Conferences, by appointment, may be held at any time during the year as the teacher or parent consider necessary. Be reminded, teachers are asked to not hold conferences during instructional time.

D

DISCIPLINE

The Fulton County School System operates on the philosophy that all students have the right to learn. To do so, students must be in a climate that is non-threatening to their well-being. It is the teacher's responsibility to leave the students' dignity intact while reinforcing the appropriate way to respond in given situations. This also includes teaching students how to resolve problem situations through problem solving.

Students should not bring unnecessary items to school that are not academic in nature; this includes (but is not exclusive) cards, media/music players, cell phones, radios, dolls, stuffed animals, video games, and toys. These items will be confiscated and kept until they are returned to a parent. At the end of the semester, all unreturned items will be sent to a good-will organization. Cell phones that are not picked up by a parent or designee by the parent, will be held for up to 5 months after the New Year begins and then discarded.

NOTE: Read "Brookview Elementary School's School-wide Discipline Policy and Procedures" located in this handbook.

E

EMERGENCY SCHOOL CLOSING

Schools may close due to inclement weather, power failure, loss of water supply, etc. If schools are to be closed, the decision will be made as early as possible. The announcement will be made on WSB AM 750 radio or TV (the official Fulton County media carrier stations) after 5:00 am and no later than 7:00 am. If weather conditions change rapidly during the school day, parents should listen to the news media for the status of Fulton County Schools. Please do not call the regular school number for this information.

If for any emergency reason it is necessary to evacuate Brookview Elementary, the students will be transported to the alternate site.

G

GRADING

Grading Categories

Student grades will be determined by using the following categories:

- **Majors**: An assignment or assessment that is cumulative in nature that measures learning targets from multiple standards/skills.
- **Minors**: An assignment or assessment that measures an individual learning target, standard, or subset of learning targets/standards/skills within a unit.
- **Practice**: Daily assignments, observations, and/or engagement activities given in class or for homework to build pre-requisite skills, measure progress towards mastery of a learning target or standard, enrich, and/or remediate skills.

Grading Weights

Elementary (K-5)

- Majors: 45%
- Minors: 40%
- Practice: 15%

Grading Scale

Prekindergarten

PreK students' progress will be reported through defined criteria provided by [Bright from the Start](#). PreK students are assessed using the *Work Sampling Online* (WSO) system. Documentation includes notes, matrices, and photos. Teachers have conferences with parents/guardians at the end of each semester.

Kindergarten – 2nd Grade

Fulton County Schools will grade students in K-2nd with the following scale:

• EM	Exceeding Mastery	90-100
• M	Mastering	80-89
• AM	Approaching Mastery	70-79
• NYM	Not Yet Demonstrating Mastery	69 & Below
• NG	No Grade	

Exceeding Mastery: The student is *flexible in their ability to apply and adapt their knowledge* of the current standards introduced in this course. The student *consistently and independently demonstrates mastery* in the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (EM)

- **Mastering:** The student is *proficient and/or skilled* in the current standards introduced in this course. The student demonstrates a *strong understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (M)
- **Approaching Mastery:** The student displays partial mastery but *needs additional academic support* to address all current standards introduced in this course. The student is *developing an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (AM)
- **Not Yet Demonstrating Mastery:** The student *needs substantial academic support* to address the current standards introduced in this course. The student has *not yet demonstrated an understanding* of the knowledge and skills necessary at this grade level/course of learning, as specified in the standards. (NYM)

Report Cards and Progress Reports will show Exceeding Mastery, Mastering, Approaching Mastery, Not Yet Demonstrating Mastery, or NG. Teachers will use percentages in the grade book for each assessment/assignment/task which will convert at the end of each grading period to an overall mastery level.

Primary & Secondary Grades (3rd -12th)

Fulton County Schools will grade students in grades 3rd-12th using a 100-point grading scale as follows:

A	90 and Above
B	80-89
C	70-79
F	Below 70
W/(1-100)	Withdrawn

P/F	Pass or Fail
NG	No grade
I	Incomplete
CR	Credit
NC	Non-Credit

Based on State Board Rule 160-4-2.13., the minimum passing score is a 70.

Grades are to be rounded to the next whole number when equal to 0.5 or greater.

Based on Continuous Achievement, students in a higher-level course will follow the grade weights and grading scale based on the course in which the student is enrolled.

Grading Minimums Per 9 Weeks

All students in grades K-12 will receive, at a minimum, **eight** grades per subject within 9 weeks.

- Assignments, assessments, and/or tasks should be aligned to the prioritized and supporting standards for the course.
- Multiple practice opportunities should be provided to students before and after assessments to ensure student mastery.
- At a minimum, **two grades should be major**
- At a minimum, **three grades should be minor**
- At a minimum, **three grades should be practice**

For K-5 classes that only meet once or twice a week (**Art, Physical Education, Health, Music, etc.**), students will receive a minimum of **four** opportunities to demonstrate mastery on standards within each 9 weeks.

- At a minimum, **one grade should be major**
- At a minimum, **one grade should be minor**
- At a minimum, **two grades should be practice**

For K-5 **Science and Social Studies**, students will receive a minimum of **five** opportunities to demonstrate mastery on standards within each 9 weeks.

- At a minimum, **1 grade should be major**
- At a minimum, **2 grades should be minor**
- At a minimum, **2 grades should be practice**

Non-Academic Skills

Non-Academic Skills- Feedback provided to students and/or parents/ guardians in areas beyond academic mastery.

Non-academic skills will be reported in a separate section from academic performance. Feedback will be given to students and parents/guardians every 9 weeks on the progress report/report card for K-12 students.

Fulton County Schools will use the following key to report non-academic skills critical to student success.

- Consistently demonstrates
- Often demonstrates
- Sometimes demonstrates
- Rarely demonstrates

- Self-Direction: The student follows directions and procedures, can work independently, and/or acts safely.
- Collaboration: The student is considerate of others, asks for help when needs it, and/or offers to help others.
- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and is aware that all actions have outcomes.
- Work Habits: The student follows directions, participates in class, and/or completes tasks or assignments.

3–5

- Self-Direction: The student follows directions and procedures, works with focus, and/or resists distractions.
- Collaboration: The student works well with others, asks for help when needs it, and/or demonstrates appropriate social interactions.
- Problem Solving: The student can describe a problem, finds more than one way to solve a problem, and/or is aware that all actions have outcomes.
- Work Habits: The student is organized, participates in class, and/or stays on task.

Recovery: Administered throughout a unit to students who have failed to demonstrate mastery of the standards. Recovery should cover the standards that the student has not mastered.

Teachers should provide opportunities for each student K-12 to continue learning material that has not yet been mastered even if the student’s grade is not replaced.

Students in K-12 should be afforded the opportunity to recover all major assessments if they score below a 75% on the assessment.

- Students are limited to one recovery attempt per major assessment that meets the threshold for recovery.
- Recovery of a major assessment should occur before the next major is given.
- Students are eligible to earn a replacement grade on a recovery that is no higher than 75%.
- If a student’s recovery is below the original score, the original score should stand in the grade book.
- Before recovery, the teacher should work with the student to complete missing work and/or ensure delivery of the content through reteaching and relearning.
- The original score should be noted in the comment section of the grade book if a student recovers a major assessment.

Missing/Late Work

- Schools and teachers will make a good faith effort to have structures in place to clear late/missing assignments before grades are impacted.
- When a student has missed instruction, the teacher should work with the student to ensure the delivery of content before the student is assessed.
- Should there be an extenuating circumstance for a prolonged absence and/or missing assignments/assessments and/or tasks, the teacher and student will create an appropriate plan to deliver content and assess student learning.

Student Misses Work Due to Absence (Excused/Unexcused)

- Upon return to school, students will have an equal number of days as they were absent to complete any late/missing assignment, assessment, and/or task(s) for full credit.
- After the deadline of an equal number of days a student was absent, teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Student Present but Fails to Turn in Assignment, Assessment, and/or Task(s)

- Teachers may begin deducting points from a late/missing assignment, assessment, and/or task(s) (maximum 25% deduction).
- If a student fails to turn in a late/missing assignment, assessment, and/or task(s), then a zero may be entered in the grade book.

Incompletes

At the conclusion of a semester, with the approval of the principal, teachers may give students who are absent for extended periods of time an "Incomplete" grade (I). The student will be given the opportunity to make up the work and have the Incomplete grade changed to a numerical grade.

- All Incompletes should be cleared within 30 school days of the start of the next semester.
 - If the Incomplete was given in the Spring semester, the student should clear the Incomplete during Summer School
 - Exceptions can be made for students with a 504, IEP, or other health plans
- Students can also clear Incompletes during a school-provided intersession, summer school, or through another school/district-provided credit recovery strategy.
- Students must clear all Incompletes for credit-bearing courses or courses required for graduation.
- For students taking noncredit-bearing courses, students are only required to clear Incompletes for reading and math.
- Failure to clear the Incomplete in one of these opportunities can result in the grade reverting to a withdrawal failure (WF).

Communications to Parent(s)/Guardian(s)

Each school is required to notify the student and the parent/guardian of a student's academic progress. Please refer to the FCS Parent, Teacher, and Student Bill of Rights.

The following is a list of communications that are expected to inform students and parent(s)/guardian(s) of student academic progress:

- Elementary School
 - Progress Reports (Every 4.5 Weeks)
 - Report Cards (End of the Semester: 18-week and 36-week)
 - Parent-Teacher Conference(s) via phone, virtual, or Face-to-Face (at least once per year preferably in the first semester)

Grades are posted consistently in Infinite Campus. Parents can access his/her students' grades via the Parent Portal. Report Card is sent electronically through Infinite Campus at the end of the 9th and 18th week of each semester. A student must be in attendance thirty days of the grading period to be eligible for receive grades.

I

INSTRUCTIONAL PROGRAM

Brookview's highly qualified teachers are committed to teaching daily. If for any unforeseen reason a teacher is absent for four consecutive weeks or more, a competent substitute will be assigned to the class.

Brookview Elementary serves Pre-K to Fifth Grade. Wonders is the primary reading program in Grades K to 5. All grade levels will use a variety of nonfiction and fiction text to teach the Common Core Georgia Performance Standards. The Fulton County Curriculum is aligned with the State of Georgia curriculum in the areas of language arts, mathematics, social studies, science, health, music, physical education, and art.

L

LOST AND FOUND

Lost and found articles are turned in to the office and then placed in the Lost and Found area. Have your child check with the secretary to recover lost articles or to turn in items that are found. It is important that you label all personal articles.

M

MEDICATION

Students who must take a prescribed medication during the day must complete an authorization packet and submit to the clinic aide or designee with the medication prior to any medication being administered. The medicine will be stored in a safe, secured place until needed. A designated school employee will administer the medication to the student under the following conditions:

The parent/legal guardian must provide the following:

- Written certification by a licensed physician that the medication must be administered during school hours.
- Written certification by a licensed physician that the student needs assistance for the administering of the medication
- Written instructions from a licensed physician regarding administering the medication including dosage, expected duration of the administration of the medication, and any side effects.
- The parent/legal guardian should take the following action:
- Provide written certification that, according to the doctor's instructions, a medication must be administered to their child.
- Execute a release (sign the required form) releasing the Fulton County Board of Education, the school system and any system employee from any liability for administering medication.
- Deliver the medication to the school nurse or principal/ designee in the original prescription bottle.

P

PARENT-TEACHER ACCOCIATION (PTA)

- The PTA is an active and important part of our school. We encourage all parents to become members, to attend meetings, and to volunteer for committees.

PARENT VOLUNTEERS

- We encourage and welcome parent volunteers to help in the classroom and our school. There are a number of assignments and activities for which a parent can volunteer. A few examples are library aides, hall and cafeteria monitoring, tutors in the classroom, room parents, chaperones on field trips, etc. If you are interested in helping at the school, please contact the

school's parent liaison, Mrs. Freeman, or your child's teacher.

POSSIBLE DENIAL OF STUDENT RIGHTS

- If a parent or student believes that the student is being improperly denied participation in any educational activity or function in a Fulton County school or that the student is being subjected to an illegal rule or standard, a conference to discuss the matter should be held with the teacher and/or principal.
- If after contacting the local school and the student or parent feels the matter has not been fully answered or given the proper consideration, the concern may be directed to the Fulton County Elementary School Administrative Office.

S

SCHOOL GOVERNANCE COUNCIL

Overview:

The purpose of the School Governance Council is to provide parents, school staff, and community members with a leadership role in the management of the school. The School Governance Council is a governing body that is representative of the community and the school but operates under the control and management of the Board of Education. The Council is responsible for making decisions regarding the strategic direction of the school, including:

Approve the school strategic plan and updates
Approve the annual budget recommendations and resource allocations
Manage Request for Flexibility process
Participate in the hiring of a principal (in the case of a vacancy)
Provide annual feedback on principal performance

SCHOOL UNIFORM DRESS CODE

Students in the Fulton County school system are expected to dress and groom in such a way as to reflect neatness, cleanliness, and safety. All students should dress appropriately so as not to disrupt or interfere with the educational program or the orderly operation of the school.

Brookview students and staff participate in a school wide uniform program. Students are strongly encouraged to wear uniforms daily. Uniform bottoms (pants/skirt) are black or khaki which may be worn with a black, red, or white top.

Students are strongly discouraged from wearing:

- Ripped jeans with skin showing
- Shorts, skirts and dresses that are above the finger- tip length (finger-tip test)

- Spaghetti straps
- Strapless shirts
- Tight fitting apparel
- Leggings without shirts that cover appropriately
- Clothing with inappropriate advertisements
- Clothing with language apparel that may gang related
- Pants/shorts worn with/without a belt that do not hang at the waist line
- Flip flops, slides

The administrators will make reasonable accommodations regarding a student's religious beliefs and/or medical condition.

You may contact the school at 470-254-8020 if you have any questions.

SPECIAL SERVICES & ACTIVITIES

In addition to regular classroom experiences, students have the following available to them as afterschool clubs or programs:

- Beta Club
- Cooking Club
- Chorus
- STEM Club
- Math (Pi) Club
- Principal's Student Panel
- Pearls of Excellence Girls
- Mentoring
- Cub Scouts/ Girl Scouts
- Gardening Clun
- Comic Book Club
- Art Club
- Student Safety Patrol
- Talented and Gifted Program (TAG)
- Y Achievers Afterschool Program

SCHOOL-WIDE DISCIPLINE POLICY & PROCEDURES

Effective teachers expect students to be actively engaged in meaningful learning experiences and display appropriate social behaviors in the classroom in order to increase student achievement. These same teachers handle minor behavior problems (talking, making noises, not working, playing, minor conflicts, out of seat without permission, running in hallway, etc.) in their classrooms by using effective classroom management techniques and strategies that maintain a safe and learning-conducive environment.

When needed, these same effective teachers use such interventions as: warnings, student-created action plans, timeout (in classroom or in other teachers' classrooms), home-notes, phone calls, change of student seating, after school (pre-approved) teacher detention, school social worker referrals, and parent conferences. These interventions can be an effective means of addressing inappropriate behaviors in the classroom which negatively impact student achievement. Effective teachers know the classroom is the most appropriate place to instruct students in the art and benefits of self-controlled discipline rather than externally controlled discipline.

All grade levels are required to create and submit their classroom discipline plans electronically to the assistant principal. The teacher's plan should be aligned with district's student code of conduct and school's discipline cycle.

Brookview Elementary School's Classroom Discipline Cycle:

- Step 1 - reminder of expected behavior (formal verbal warning)
- Step 2 - student action plan with note home to parent (may follow change of seat), parent contact by phone or note in agenda signed and returned to teacher
- Step 3 - time-out in classroom (or another classroom), parent contact by phone or note in agenda signed and returned to teacher, loss of recess, approved after school detention, lunch detention
- Step 4 – counselor/school social worker referral
- Step 5 - student support team referral (SST)
- Step 6 - parent, student, teacher, and administrator conference requested & conducted
- Step 7 - referral to school administrator (Student Office Referral Report required)

If a teacher's interventions have not been effective (Steps 1-3 of the classroom discipline cycle) in modifying a student's inappropriate behavior(s), or a serious/unsafe behavior (fighting, cursing, disrespect of teacher, theft, destruction of property, etc.) has occurred that may jeopardize or has jeopardized the safety of the student, classmate(s), and/or school staff member, the teacher is required to refer the student to a school administrator. When a student

is referred to the office, the referring teacher or staff member must have a completed Classroom Intervention Document Form and enter the referral in Infinite Campus unless the student was involved in a physical altercation and/or Employee Battery or Assault.

The teacher is also required to refer the student to the Student Support Team (SST) if not already done so. Remember a SST referral for a student is required: 1) if student has been referred to a school administrator for a serious unsafe behavior, 2) if classroom discipline interventions have had little or no impact on inappropriate behavior(s), or 3) if the teacher would like assistance in developing additional strategies to use in meeting the needs of the student.

Teachers at Brookview Elementary School are required to distribute and/or share the link to each of their students the Fulton County Board of Education - Student Code of Conduct. Inside the code of conduct is a parent response form, which must be signed, returned to school, and filed in teacher's classroom. This form may also be signed online in Infinite Campus.

PBIS AT BROOKVIEW ELEMENTARY SCHOOL

WHAT IS PBIS?

Positive Behavioral Intervention and Support (PBIS) is a school-wide approach to teaching and supporting positive behavior, maximizing instructional time, while meeting the needs of ALL students.

<p>The foundation of PBIS at Brookview are the following four school-wide expectations, P.A.W.S.:</p>	<p>Students are expected to transition through the hallways using “H.A.L.L.”:</p>
<p>Pay Attention Always Be Responsible Work Hard Show Respect</p>	<p>Hands at your side All eyes to the front Lips zipped Legs walking safely</p>

In addition to our behavior expectations, PBIS has other components:

- A behavior matrix which explains behavior expectations in each school setting
- Direct teaching of the expectations
- Behavior tracking sheets to record and address inappropriate behaviors

BEHAVIOR MATRIX

The behavior matrix is a detailed description of expected behavior in each setting of the school. For example, in the dining hall it is respectful to say “please” and “thank you.” It is responsible to clean your space. The matrix will be posted in classrooms, around school and sent home.

TEACHING EXPECTATIONS

Throughout the school year, students will be taught how to behave according to the four expectations. Teachers will help students learn how the expectations “look” and “sound” in every setting during the school day.

These lessons will be re-taught and reinforced throughout the school year and become a regular part of our instructional program.

BEHAVIOR TRACKING SHEETS

Even with clear expectations and positive reinforcement, sometimes children will misbehave. To address inappropriate behavior, a Behavior Tracking Sheet has been implemented. Discipline issues are divided into major and minor infractions.

Major infractions are issues that result in office time.

Minor infractions are behaviors that are disruptive to the learning environment, but are handled by the supervising staff member.

When a child repeatedly receives major or or minor infractions, parents/guardians, teachers, support staff and the principal will meet to build an effective behavior intervention plan for that child.

PBIS TEAM AT BROOKVIEW

Mrs. Wallace, Principal

Mrs. Purifoy (*Internal Coach Facilitator*)

PBIS Leadership Team

PARENTS/GUARDIANS AND PBIS

To be successful, our behavior program needs to be a partnership between home and school.

Throughout the school year the PBIS team will send updates and information about PBIS. We invite your comments, concerns and ideas to make PBIS work at our school.

Please support PBIS at Brookview by:

- Reviewing behavior expectations with your child
- Using the expectations at home
- Providing positive reinforcement at home (*rewarding good choices with compliments or quality time*)
- Sharing comments with or asking questions of PBIS team members
- Joining our PTA to learn more about PBIS

PANDA PBIS Points

Teachers and staff members will model and practice the school-wide expectations (outlined above) with students daily. Throughout the school day students will earn Panda PBIS points for exhibiting PAWSitive behavior. Each day, teachers and staff members will be looking for students that are following our school-wide expectations. Students will keep track of the Panda Points they earn and will have monthly opportunities to cash them in for prizes at the Panda Den. The Panda Den is our school store where students can use their Panda Points to “buy/purchase” prizes of their choosing.

PBIS INITIATIVES BEING IMPLEMENTED AT BROOKVIEW

CAFETERIA DOJO

Classes are recognized for the following PAWSitive behaviors in the cafeteria:

Cleaning up their area	Staying in their seat and raising their hand for assistance
Following the cafeteria monitors' directions	Using walking feet in the cafeteria
Using goodmanners (i.e. "Please", "Thank you", "May I...", "You're welcome"...))	Using their inside voices
Quietly entering and exiting the cafeteria in a line	Working hard as a team

Every two weeks the classes with the most points on each grade level will be recognized for their team work! We have a chart near the cafeteria exit to track classes' progress towards respectful cafeteria behavior!

HOUSE TEAMS

Pre-K through 5th grade students and staff members will be divided into 4 houses. Each house will be represented with a unique color:

- House of **Respect** – Red
- House of **Responsibility** – Blue
- House of **Integrity** – Orange
- House of **Knowledge** - Green

House Teams will come together each month to review school-wide behavior expectations and celebrate student successes. Each day teachers will model and practice PAWSitive expectations with students daily. Students will earn Panda Bucks for following our school-wide expectations. Panda Bucks that students spend at the school store will be placed in the house boxes that the students belong to (*Respect, Responsibility, Integrity or Knowledge*).

The house with the most Panda Bucks for the month will win a special celebration! As a school, we will also have monthly goals so that we can all celebrate together! **Please help your student support their team's efforts, as well as, reach our school-wide goals by reviewing and practicing our school expectations at home.** We appreciate your support!

STUDENT AGENDAS

Students have received agendas for the school year. Teachers will use agendas to send home notes about student behavior for the day. **Please sign or initial your child's agenda daily** so that the teacher knows the agenda was checked by an adult at home.

Behavior notes will reflect the following PBIS color codes:

- **Superior** (RED) – prime model for positive behavior, promotes other students' positive behavior and good character
- **Outstanding** (ORANGE) - above the norm positive behavior

- **Good (YELLOW)** – standard behavior (*all students start the school day on yellow*)
- **Warning (BLUE)** – take a break and think/reflect on choices
- **Teacher Choice (PURPLE)** – consequence for negative behavior

PBIS Color Codes



SUPERIOR
Your child exceeded the expectation throughout the day. They exhibited PAWS-itive behaviors.



OUTSTANDING
Your child had a great day and followed most of the expectation in class.



GOOD
All students start here each day



WARNING
Your child struggled to make good choices throughout the day. Please speak to them about the school's expectations and how they can improve their day tomorrow.



TEACHER CHOICED
Your child's behavior is impacting the classroom or school's positive learning environment and needs to be addressed. Please make sure to speak with your child's teacher as soon as possible

STUDENT OF THE MONTH

Students will be recognized for Student of the Month during their monthly town hall meetings with their House Team. Parent/Guardian invitations will be distributed in advance, so that you may join us in recognizing your child's hard work!

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TELEPHONE CALLS

Students may not leave class to make or receive telephone calls during school hours except in extreme situations. As part of an effort to teach responsibility, students may not call home for forgotten items. The office staff will not take messages for delivery to students.

Calls of an emergency nature may be directed to the principal or assistant principal.

TESTING AND SCREENING

The Fulton County Board of Education has established a system-wide testing program designed to provide information concerning the knowledge and skills acquired by students essential for further learning and instruction.

Instruments used but not exclusive include:

- I-Ready Assessment
- Georgia Milestones Assessment System (GMAS)
- Georgia Kindergarten Inventory of Developing Skills (G.K.I.D.S.)

- Writing Assessment will be included in the ELA section on the GMAS
- M.A.P. Testing

Fulton County Assessments (Common Assessments; Exit Tickets; Performance Assessments; Fast Bridge; Advanced and Acceleration Assessments).

TEXTBOOKS AND OTHER RESOURCES

Textbooks and other instructional materials are furnished by the Fulton County School District free of charge to all students. Fees will be collected for lost and damaged textbooks and materials. Written notice will be sent to parents or guardians when the student needs to make restitution for material.

TECHNOLOGY USE (Personal Communication Devices (PCD))

Prohibited Use of Personal Communication Devices (PCD) During the School Day

Possession of personal communication devices (PCD) (e.g. cell phones, tablets, recording devices) by a student at school during school hours is a privilege that will be forfeited if a student fails to abide by the Student Code of Conduct.

- The use of PCDs during the school day is NOT allowed in grades Pre-K through 5.

Inappropriate Recording and Distribution Using Personal Communication Devices (PCD)

The use of cell phones and other PCDs for noneducational purposes, including but not limited to, recording staff and/or students without permission or other inappropriate content is strictly prohibited.

- In addition, using a cell phone or other PCDs to record a fight, battery, or any other inappropriate content and either sharing with others (e.g. airdrop, nearby share, ShareIT, etc.) and/or uploading the video to any other type of social media/web-based media is also strictly prohibited.

**Consequences for doing so may result in up to a 10 Day suspension and a referral for a discipline hearing with a recommendation for long term suspension*

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VISITORS TO THE SCHOOL

For the protection of our students, all parents and visitors must show identification before entering the building, report directly to the office and sign in if they are in the building for classroom visitation, delivering articles and/or messages to students, reporting as a volunteer, and for any other reason.

- School doors will open at 7:10 am and close at 7:40 am. They will remain closed and locked until dismissal time.
- An intercom (doorbell) and camera operating system is installed.
- No entry will be allowed without presenting ID and buzzing in.
- Identification must be presented before guests are buzzed in.
- All guests are to report to the office once granted entry into the building.

Parents are welcome to visit and volunteer in their child's class if they have completed the FCS volunteer orientation. As a courtesy to the teacher, it is suggested that an appointment be scheduled for all visitations. However, when the need arises, an administrator may escort a parent down for a quick pop-in visit.

Volunteer opportunities are available. Be sure you have completed the FCS on-line volunteer application and screening process. Contacting the teacher by note or telephone at least one day in advance is recommended. If it is not possible to contact the teacher before or after school hours, the office should be contacted by telephone or note to schedule the visit.

- Classroom visitations are not to be used for teacher-parent conferences.
- Teachers are not allowed to conference during instructional time. Instructional time will not be interrupted for conferences.

WITHDRAWALS

Parents of students who are planning to withdraw during the year are asked to notify the school in advance. Please allow 24-48 hours for completion of the withdrawal paperwork. On the last day of attendance, please send name and address of the new school so that records can be forwarded. All books, lunch monies, and any other fees owed must be paid before the withdrawal process can be completed.

With your continued support with our school initiatives, we hope to have another successful year at Brookview Elementary School!



