

Brockett Elementary School

Home of the Bobcats!



Brockett Student Handbook

2017-2018

Principal: Syrenthia Venessa Bines-Truitt

Assistant Principal: Dr. Gail Browning

Counselor: Piper Watkins

Counselor: Jonathan Johnson

Secretary: Kimberlee Goettling

Bookkeeper: Valencia Allen-Love

1855 Brockett Road

Tucker, Georgia 30084

678-874-2602 (Main Office)

678-874-2610 (Fax Number)

Brockettes.dekalb.k12.ga.us

Find us on Facebook under Brockett Elementary School

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Printed on recyclable paper 

Principal Bines-Truitt's Message:

Greetings Parents and Students,

Welcome to Brockett Elementary School, home of the Bobcats! I am honored to lead and serve in such a supportive, culturally rich school and community. Along with the Brockett faculty members, PTA and School Council, I will continue to work to ensure that your student(s) receive an academically challenging education that will foster wise decision-making, a lifelong love of learning and qualities of good citizenship in a safe and nurturing school environment.

Our motto for the 2017-2018 school year is: Being a part of the BEST (Brockett Elementary School Team). As an integral part of the BEST, parents, students, staff and community members will be asked to give their BEST in the classroom, in the building, and in the community. Brockett Elementary School will focus on STEAM Education (Science, Technology, Engineering, Art, and Math), cultivating emotional understanding and kindness, effectively using data to drive instruction, and providing challenging enrichment opportunities for all students. Parental and community support is essential for us to be the BEST!

Please explore our website and Facebook page to learn more about Brockett Elementary School and how you can stay informed about the great learning and teaching taking place at Brockett Elementary School.

My door is always open and I welcome your input. Please feel free to stop in or call to make an appointment to discuss any questions, concerns, suggestions, or ideas to help make this the BEST year yet!

venessa_bines-truitt@dekalbschoolsga.org

678-874-2602

Educationally,

Syrenthia Venessa Bines-Truitt

Principal

MISSION

The mission of Brockett School is to provide a highly varied and challenging program of learning experiences to meet the needs of our diverse community. Academic excellence, wise decision-making, a lifelong love of learning, and qualities of good citizenship will be fostered in our safe and nurturing school environment. Students, teachers, staff, parents, and the community share the responsibility of supporting this mission.

SCHOOL CALENDAR

2017-2018

August 2	Registration
August 7	First Day of School
September 4	School Closed-Labor Day
Oct. 5-9	School Closed-Fall Break
Nov. 7	School Closed-Election Day
Nov. 20-24	School Closed - Thanksgiving
December 20	End of First Semester
Dec.21-Jan.2	School Closed Winter Holidays
January 4	First Day of Second Semester
January 15	School Closed-MLK Birthday
Feb. 16-19	School Closed-Presidents' Day
Mar. 9	School Closed-Work Day
April 2-6	School Closed-Spring Break
May 24	Last Day of School

Hours of Operation

School hours are from 7:00 a.m. until 2:45 p.m. each day. Students are dismissed from the cafeteria at 7:30 a.m. Please have your child at school no later than 7:40 a.m. We ask that children not arrive earlier than 7:00 a.m. or remain on campus later than 2:45 p.m. unless they are participating in a supervised activity. Brockett offers after-school child care until 6:30 p.m. on a daily or weekly fee basis.

Office Policies

Office hours are 7:00 a.m. – 3:30 p.m. All visitors are asked to enter only through the main doors closest to the office, sign the register in the main office, and pick up a visitor's badge. Please do not go directly to classrooms. These precautions are essential in providing a safe learning environment for our students. School visitors are always welcome at Brockett.

After-School Program

Brockett provides after-school care to students on a daily or weekly fee basis each school day until 6:30 p.m. Our after-school program staff is composed of Brockett teachers and paraprofessionals. Please note that students not picked up from school on time at the end of the regular school day will be escorted to the after-school program. Parents will be charged a fee for their child's participation in the program. Further information is available from the main office.

Attendance

Improving student attendance continues as a school goal for the 2017-2018 year. Excessive student tardiness in any grade impacts student achievement. It is important to have your child at school by 7:40 each day. Regular school attendance should be a habit. When students are absent, a written note should be sent to the homeroom teacher on the day of return to school.

Lawful absences are defined by Georgia law as illness, death in the family, religious holidays, and instances where attendance could be hazardous as determined by the DeKalb County School System. Students must be in attendance for one-half day (3 hours and 15 minutes) to be counted as present.

Excessive absences and tardies will result in consequences as specified in the DeKalb County Code of Student Conduct. **Students are marked tardy after 7:45 a.m.** Students arriving after 7:45 a.m. **MUST** be signed in by a parent or guardian in the front office before reporting to class. Students who demonstrate chronic tardiness (more than five tardies per semester) will not be eligible for perfect attendance awards. Early check-outs will also be monitored to ensure all students are receiving the necessary instruction for classes. **Attendance counts** for Brockett's College and Career Readiness Performance Index.

Changes in Student Information

It is imperative that the school office be notified **immediately** if you have a change in address, telephone numbers, or emergency information during the school year.

Clubs and Organizations

Clubs and organizations afford students the opportunity to participate in many interesting extracurricular activities. Although the list is subject to change depending on interest, the following organizations are expected to be a part of Brockett for the 2017-2018 school year:

- Art Club
- Brockett News Today
- Garden Club
- Dance Club
- Fish Club
- GEMS Club
- Science Olympiad
- LEGO Club
- Robotics Club
- Helen Ruffin Reading Bowl Club
- Photography Club
- Safety Patrols

Deficiency Reports

Deficiency reports communicate to parents and guardians that their child is not performing satisfactorily. We will inform parents any time a student is in danger of failing or is not working to his or her potential.

Discipline

Brockett's schoolwide discipline plan is aligned with DeKalb County's Code of Student Conduct. The Brockett staff requests the support of parents in helping to establish and maintain high expectations for behavior.

Dismissal

A clear plan for daily dismissal should be established for each student by parents. This plan should be communicated to the

homeroom teacher prior to the first day of school. Any change in dismissal should be communicated in writing to the homeroom teacher. Last minute phone calls disrupt the teaching and learning time and are not the most effective means of communication. If it becomes necessary for a child to leave school prior to the end of the school day, the parent or guardian must check the student out in the front office. Children will not be called to the office prior to the arrival of the parent. **In order to protect instructional time, students may not be checked out after 2:00 p.m. Please schedule extra-curricular activities for after 3:00. Students miss valuable instruction time when checked out early.**

Private vehicles arriving to pick-up students at the end of school each day are required to display a decal on the passenger side of the windshield. Please note that car riders will be dismissed only after buses have departed.

Dress Code

Dressing in uniform styles and colors is optional for Brockett students. Selected colors for shirts and blouses are maroon, gold, white, or yellow. The colors for slacks, skirts, jumpers, and Bermuda shorts are black, navy, or khaki. Parents desiring more flexibility in choices of style or color may exercise this option.

All clothes should reflect the high standards of Brockett's learning environment. Students are not permitted to wear flip flops, tank tops, bare-midriff tops, short shorts, miniskirts, baggy pants, leggings, or items of clothing that display negative or inappropriate messages or designs. Hem length must be at the fingertips or longer when standing. Tennis shoes must always be worn for physical education. Students are encouraged to show their school pride by wearing Brockett t-shirts or school colors on Fridays. Detailed dress code guidelines for Brockett are distributed to families in August. These guidelines comply with DeKalb's dress code as published in the DeKalb Code of Conduct.

Field Trips

Properly supervised and planned educational field trips are an important part of the instructional program. A signed permission trip from a parent or guardian is required for all field trips. Written permission for all Fernbank field trips may be given at the beginning of the school year.

Fire and Tornado Drills

All schools are required to have monthly fire drills, two tornado drills, and lockdown drills to ensure the physical safety of everyone on campus. The purpose of each drill is explained to students ahead of time so they know the importance of the procedures and are not afraid.

Grading Scale

A	90-100
B	80-89
C	71-79
D	70
F	69 and below

Health Requirements

Immunizations: All children enrolled in a public school must have a certificate of immunization on file. Children entering school for the first time must present Form 3231, "Georgia Department of Human Resources Certificate of Immunization." This form is available from local physicians and the DeKalb County Health Department.

The immunization requirements for all Kindergarten students and students new to Georgia include: two MMR vaccinations and two varicella vaccinations.

Eye, Ear, and Dental Examinations: Every child admitted to a Georgia public school shall furnish school authorities Form 3300, "Vision, Hearing, and Dental Certificate." To be valid, the vision, hearing, and dental examinations must have been conducted within a one-year period prior to enrollment in school.

Homework

Homework is assigned to all students at Brockett. Students in grades one through five should record daily, weekly, and long-term assignments in this Agenda to help them manage time and homework assignments. Parental feedback on the quality and quantity of homework assignment is invited. If a student is absent, it is the student's responsibility to make up missed assignments.

Homework When Absent

When your child is absent from school and needs homework assignments, please telephone the school office by 10:00 a.m. The homeroom teacher will be notified and arrange to have the homework from each of your child's teachers put into a folder and sent home along with books if necessary. Homework assignments can be picked up at the end of the school day in the office or sent home with another child if requested.

Illness at School

Children who show evidence of illness such as high temperature or vomiting may not remain at school. Children who have a fever or are vomiting should not be sent to school. Any child becoming ill at school will be sent to the clinic, and the parent will be called. Students must be "fever free" for 24 hours before returning to school. When you register your child at the beginning of the year, you are asked to fill out a clinic card. The information on this card is of great assistance to us. Please make certain that you can always be contacted in the event of a medical emergency.

Inclement Weather and Emergency Early Dismissal

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of students and staff. If a potentially hazardous event occurs prior to the beginning of the school day, parents are asked to listen to radio or television broadcasts on **WSB 750 AM** or **95.5 FM** for further information. If an emergency early dismissal is

necessary, school personnel will follow written instructions that were provided by parents at registration.

Insurance

DeKalb County students may purchase accident insurance that covers the child during school hours and while traveling to and from school. Applications are available at registration. Insurance may be purchased any time during the school year.

Lost and Found

Clothing or books lost at school are taken to the Lost and Found bin in the cafeteria. Unclaimed items are donated to charity at the end of each semester. Students are urged to label personal possessions and check the bin for lost items.

Lunch and Breakfast

We are very pleased to offer a well-balanced breakfast and lunch program daily. All menus are prepared by certified nutritionists. We strongly encourage student participation in our breakfast and lunch programs. Applications for free or reduced price meals are available at registration. **The form must be completed each year.** Lunch prices are \$2.50 for students, \$3.50 for adults. Breakfast prices are \$1.40 for students and \$1.90 for adults. We strongly encourage parents to pay for meals in advance. DeKalb School Nutrition offers an online payment system that allows parents to add money to their children's accounts using a credit card or debit card. Parents and other guests are welcome to eat with their child at special guest tables. If you wish to purchase a meal, please call the school that morning to ensure an accurate lunch count. Breakfast service begins at 7:00 a.m. and ends at 7:30 a.m. *School guidelines prohibit bringing in food from fast food restaurants during breakfast and lunch.*

Maintaining School Property

Students are expected to assist in maintaining cleanliness in the classroom, lunchroom, corridors, restrooms, and outside grounds, and to exercise proper care in the use of school furniture and equipment. Students will be expected to pay for the deliberate damage to school property and books.

Medication

All prescription or over-the-counter medication must be kept in the clinic. If your child requires medication during school hours, the following county policies apply:

A school form requesting administration of medication must be completed by your physician and guardian or parent. Forms are available in the clinic.

Medication is supplied by the child's parent or guardian and must be in its original container.

Medication must be personally delivered to the nurse by the parent or guardian.

Medication is self-administered under the supervision of the nurse or other designated school personnel.

Parent-Teacher Association

The PTA provides valuable support to the Brockett school community. PTA efforts result in enhanced instructional opportunities and incentives for learning that complement the curriculum. The group also encourages meaningful, constructive parental involvement in education. Membership in the PTA is offered for the fee of \$10.00.

The PTA conducts a major fundraising effort in the fall; your support is needed and appreciated. The PTA publishes a monthly newsletter, *Bobcat Tales*, to provide information about school and PTA activities. Look for it in the Wednesday school courier envelope. You will also find helpful information in the PTA Handbook and online at BrockettPTA.org. Sign up to receive the weekly e-Blast!

Parent Involvement

At Brockett, we recognize that parents are their children's primary teachers. The involvement and support of parents are critical in our efforts to provide a quality education to children. Brockett's Parent Involvement Policy, created under the guidelines established by Title I, is revised each year, distributed to all families in the school's first courier or at the time of registration, and available throughout the year on the school's information table. Title I Parent Compacts for 2017-2018 are signed at Open House or at the time of registration and

document the responsibilities and commitment of students, parents, teachers, and administrators in the educational process. Survey results guide the planning of the other parental involvement opportunities found on the policy.

Parent-Teacher Conferences

We welcome your requests for conferences. Please schedule all conferences by contacting the teacher at 678-874-2602. Conferences are scheduled for Mondays, Tuesdays, and Thursdays (no Wednesdays) between 2:45 and 3:15 p.m. Conferences may also be scheduled before school or during planning periods. In addition, four late-afternoon conference sessions will be held during the year to accommodate parents' work schedules. Instructional time will not be interrupted for unscheduled conferences.

Parking Areas

Parents are expected to use the marked parking areas in front of the school building and near the cafeteria. Cars will not be parked in the driveway directly in front of the school building. This is a fire lane and loading zone for our buses. Please cooperate and keep our driveway accessible.

Parties

There are two parties per year allowed for our students, usually before winter holidays and at Valentine's Day. To protect our educational environment and instructional time, other parties are not permitted, including birthday parties, parties for the teacher, or going-away parties. Student birthdays may be recognized with cake, cupcakes, or similar treats brought during lunch time.

Parents must be present to pass out birthday treats in the cafeteria.

Partners in Education

Brockett is proud to have a partnership with the following community businesses:

- Tucker Station Chick-fil-A
- Tucker Publix
- Georgia Home Builders Association

Our partners provides valuable support to our school.

Physical Education

Physical education is an integral part of the instructional program. All children will be required to participate unless a doctor's statement is presented. If your child cannot participate on a particular day, please send a signed note to your child's teacher. A daily note will be satisfactory for up to three consecutive days. Laced tennis shoes required!

School Council

Local school councils are established by Georgia law to help bring parents and the community together with teachers and school administrators to create a better understanding of and mutual respect for each other's concerns and share ideas for school improvement. Brockett's school council is composed of six parents, two teachers, one business person, and the principal. Notice of meetings is posted at the school, and the public is invited to attend.

Student Evaluation

Progress reports are issued for DeKalb County students after each 4 ½ week grading period. Report cards are issued at the end of each semester. Issue dates for 2017-2018 will be sent home in courier once dates have been confirmed by the district. Report cards will be issued upon return from the winter break and on the last day of school.

Testing Program

Approximate dates, type of test, and participating grades for the 2017-2018 school year are:

Ongoing throughout the school year: Georgia Kindergarten Inventory of Developmental Skills

September: Iowa Tests of Basic Skills (ITBS) Grades 1, 3, 5

October: Cognitive Abilities Tests (COGAT) Grades 1, 3, 5

November: Renzulli Grades 1, 3, 5

January-March: ACCESS ELL Students

April: Georgia Milestones End of Grade Assessment

June: Georgia Milestones End of Grade Retest 3, 5

A calendar with specific dates for all tests will be distributed via school courier. You also will receive additional information before each DeKalb County testing period.

Textbooks

Textbooks are furnished by the DeKalb School District and should be treated as borrowed property. Students must pay replacement costs for the loss or abuse of textbooks.

Too Sick for School?

Please refer to the guidelines posted by Children's Healthcare of Atlanta or your personal physician if you have questions regarding your child's health. The site is: http://www.choa.org/Menus/Documents/ForProfessionals/01sick_for_school.pdf or you may pick up a copy in the front office.

Traffic Safety

Please help us prevent the risk of serious injury by carefully adhering to these rules of traffic safety:

Students should be dropped off and picked up beside the curb closest to the building. Supervision is provided both morning and afternoon in this area only. Please do not put your child in a hazardous situation by dropping him or her off in an unauthorized or unsupervised area.

Children **must** exit/enter vehicle from the **curb** side.

When picking up your child, always pull to the curb. Do not stop in the middle of the driveway or street to pick up or discharge a child because the child could be injured by another vehicle.

Parents are asked to remain in their cars in the carpool line. Parking and crossing the traffic lane is dangerous even though pedestrians have the right-of-way at all times on school property.

Do not park in any area marked by red or yellow curbs.

Walkers and bike riders are dismissed at 2:15 p.m. Students who ride buses are dismissed next. Car riders are dismissed after buses have departed, usually about 2:25 p.m. See the "Dismissal" section for procedures regarding car riders.

Bicycles may be ridden to school by students and parked in the bike rack. Locks are recommended. Upon entering the school

zone, a student must get off the bike and walk it inside the school zone. When leaving school, bicycles must be walked out of the school zone.

Use of School Telephones

Telephones are located throughout the building and in all classrooms. Although messages may be left for teachers during the school day, messages that must be delivered to students before the end of the day should be avoided. The delivery of last minute messages via our intercom system disrupts instruction and is not the safest or most effective means of communication. Written notes from parents are requested in order to communicate a change in the established dismissal plan. Students are not allowed to use the telephone in order to arrange after-school plans. Students participating in afternoon clubs or meetings must make transportation arrangements in advance.

Valuables

Students should not bring excessive amounts of money, expensive collectibles, expensive jewelry, hand-held electronic devices to school or to any school-sponsored event. Brockett Elementary will not be liable for the loss of any such property belonging to students.

Visiting Brockett

We have an open-door policy regarding visitation. We are pleased to have parents visit classrooms **with 24 hours notice**, the Media Center, and the lunchroom at any time. Visitors must sign in at the school office and wear a visitor's badge. Parents observing a classroom must be accompanied by an administrator. Visitors are not allowed to interrupt instruction in order to conference with their child or with their child's teacher.

Weekly Courier

To ensure that each parent or guardian receives important notices, graded school work, and pertinent school and PTA information, students will bring home a "courier folder" each Wednesday. Each parent or guardian is requested to sign the envelope and return it to the homeroom teacher with their child.

The red courier folders are re-used, so please return the folder the last week of school to cut costs.

Withdrawal from School

A note should be sent to the office several days before withdrawal stating the child's last day in school, new address and new school. This note will allow the office to prepare the necessary forms so your child's records can be sent to the proper place. Make sure textbooks and library books are returned before your child withdraws and any lunch charges are paid.

Important Websites:

DeKalb County School District: <http://www.dekalb.k12.ga.us/>

Brockett Elementary School: <http://brockettes.dekalb.k12.ga.us/>

School Nutrition:

<http://www.dekalb.k12.ga.us/www/school-nutrition/>

Bus Routes:

<http://www.dekalb.k12.ga.us/transportation/bus-routes/brockettEs>

Transportation: <http://www.dekalb.k12.ga.us/transportation>

Bullying:

<http://www.dekalb.k12.ga.us/bullying-harassment-hazing-awareness>

Title I: <http://www.dekalb.k12.ga.us/office-of-federal-programs>

Online Instructional Programs:

<http://www.dekalb.k12.ga.us/www/instructional-technology/launchpad/>

Georgia Milestones Assessment:

<http://www.dekalb.k12.ga.us/www/instructional-technology/georgia-milestones-assessment/>

Infinite Campus:

<http://www.dekalb.k12.ga.us/www/infinite-campus/>

Registration: <http://www.dekalb.k12.ga.us/registration>