

Braelinn Elementary Family Handbook



2018-2019

975 Robinson Road
Peachtree City, GA 30269

School Office: 770-631-5410

After School Program Office: 770-487-3947 (until 6:00 p.m.)

Visit our website at: www.fcboe.org/bes

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FAYETTE COUNTY PUBLIC SCHOOLS
WHERE EXCELLENCE COUNTS

VISION

Our students will be capable of living and working effectively, responsibly, and productively in a global environment.

MISSION STATEMENT

The mission of the Fayette County School System is to forge and equip a community of learners who confidently face challenges, embrace opportunities, and positively impact the world.

BELIEF STATEMENTS

Public education is the foundation of a free society.

Schools exist to promote the intellectual, social, and personal development of all students.

All children can learn in a safe, supportive, and nurturing environment.

Education is a partnership among students, parents, schools, and community.

Students should be prepared as independent, productive problem solvers to successfully meet the challenges of the future.

BRAELINN ELEMENTARY SCHOOL
Be the kind of leader you would follow.

VISION

Empower students to learn, lead, and succeed.

VALUES

We can all be leaders.

We all have star qualities and shine in our own ways.

We strive to develop the whole person.

We empower students to lead their own learning.

Change begins with me.

MISSION

To educate, equip, and inspire students to become leaders of our school, our community, and our world.

THE FAYETTE COUNTY PUBLIC SCHOOLS CODE OF CONDUCT IS HEREBY MADE A PART OF THIS HANDBOOK. PLEASE REFER TO THE CODE OF CONDUCT FOR INFORMATION NOT INCLUDED IN THE CONTENTS OF THE BRAELINN HANDBOOK.



CURRICULUM AND INSTRUCTION

Braelinn Elementary is a student-centered school emphasizing innovative instruction. The Georgia Standards of Excellence and the Fayette County Board of Education Curriculum Guides provide a basis for the curriculum. The design of the instructional program addresses language arts, mathematics, science, social studies, health, music, art, technology, and physical education. While areas are interrelated, the emphasis is placed on language arts and mathematics.

A staff of highly competent and caring educators ensures a quality education for Braelinn students. Classroom teachers, resource teachers, and paraprofessionals provide flexibility in large-group, small-group, and individual instruction.

ENROLLMENT REQUIREMENTS



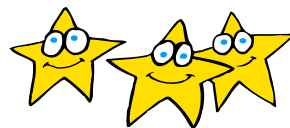
AGE REQUIREMENTS: The age at which a child may enter public school in Georgia has been established by the state legislature. Students who are five years of age on or before September 1 are eligible for entrance to kindergarten. Students who are six years of age on or before September 1 are eligible for entrance to 1st grade.

NEW STUDENT ENROLLMENT (INCLUDING KINDERGARTEN): All student enrollments are handled at the Fayette County Enrollment Center located at 205 Lafayette Ave., Fayetteville, GA, 30214, 770-460-3990 X 362. Please register on-line at www.fcboe.org BEFORE visiting the Enrollment Center. Several quick links on the right-hand side of the fcboe homepage will help you with the enrollment process. The *School of Attendance Info Link* will help you identify your assigned school(s) and the *Student Registration Link* will lead you through registration.

IMMUNIZATION: Georgia law requires that all students entering or attending school must present an adequate Certificate of Immunization stating that the child has been immunized for diphtheria, whooping cough, mumps, tetanus, polio, measles, chickenpox, Hepatitis B, and rubella. This certificate must be signed by a physician licensed under the laws of the State of Georgia or by an appropriate official of a local Board of Health on a form provided by the Georgia Department of Human Resources (Form #3231, Revised 3/00). See Health Letter at the back of this handbook.

VISION, HEARING, AND DENTAL: Georgia law also requires that a Certificate of Ear, Eye, and Dental Examinations be presented for school entry on Georgia State Form 3300. This form can be obtained from a Georgia physician or the Health Department. See Health Letter at the back of this handbook.

ATTENDANCE



Regular School Attendance is necessary for a child's academic and social development. Every effort should be made to keep absences and tardies to a minimum.

SCHOOL CALENDAR: The official calendar is approved by the Board of Education. The calendar for this school year is included in the back of this handbook. When weather conditions require school delays or closings, notifications are officially posted on the Fayette County Public Schools website. Parents may opt-in to receive school closing/delay notifications via Infinite Campus.

SCHOOL DAY: School hours are 7:40 a.m. to 2:25 p.m. **Our front doors open at 7:00 a.m.** For safety purposes, due to lack of supervision, students may not arrive before 7:00 a.m. A student must be **in homeroom** before the **7:40 a.m. tardy bell**. Classes begin promptly at 7:40 a.m. If a student must be checked-out in the afternoon, please do so **before 2:00 p.m.** Any student not picked up **by 2:40 p.m.** will be assigned to the After School Program and charged the standard daily rate.

TARDINESS: Any student who is not in his/her homeroom at 7:40 a.m. is considered tardy. A parent or guardian must sign-in a tardy student in the school office. Parents are encouraged to schedule medical, dental, and other appointments outside school hours. If this not be possible, a child must be signed-out in the school office before leaving. Students must attend school for at least one-half of the school day to be counted present for that day.

ABSENCES: A student is considered absent if he/she does not attend classes for at least one-half of the official school day. Absences may be excused for make-up work for the following reasons: personal illness, family illness, death in the family, or a religious holiday. After five personal notes written by the parent/guardian for excused absences, the principal may request appropriate medical documentation upon return to school for the purpose of validating the absences.

Parents may request up to 5 days for trips that are considered educational in nature. It is the responsibility of the parent to inform the school of the dates of this pre-arranged absence in advance of the trip. Teachers are not required to prepare assignments in advance for students who are anticipating days of absence. If the trip is approved, the student will be permitted to make up assignments missed while absent. Arrangements to make up assignments must be completed by the student no later than 5 days after the absence. We cannot legally record the days as excused. The days missed must be recorded as unexcused on the student's attendance record.

Any student who is absent a total of 15 or more days, excused or unexcused, is reported on both state and federal reports. We request that every effort be made to have your student in attendance unless ill.

A student must present to the teacher a dated and signed written excuse from his/her parent or guardian the day following the absence, and no later than the 3rd day upon return to school. Please review the student Code of Conduct for information regarding the Compulsory Attendance Laws in Georgia.

MAKE-UP WORK: Parents of students with excused absences for **2 or more consecutive days** may request make-up assignments by 12:00 p.m. of that day. Teachers will have the assignments ready for pickup on the shelves by the office by 3:00 p.m. Students with excused absences for only one day will be given appropriate make-up assignments by the teacher upon the student's return.

PERFECT ATTENDANCE: All students with perfect attendance for the school year will be recognized at the end of the year.

ACADEMIC PROGRESS AND GRADING



REPORT CARDS: The Fayette County Schools operate on the semester system; each semester is divided into 2 nine-week grading periods. All students, grades K-5, receive a report card every 9 weeks. Please utilize **Infinite Campus** to monitor student grades (4th and 5th) as well as attendance, lunch account, and ASP information.

GRADING SCALE:

Explanation of NEW Standards Based Reporting System (K and 1st)

4.0-- Exceeding proficiency of the standard 3.0-- Meeting proficiency of the standard 2.0-- Developing proficiency of the standard 1.0-- Beginning to demonstrate understanding of the standard * Not formally assessed	S Satisfactory NI Needs Improvement	
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Explanation of Grading System (2nd-5th)

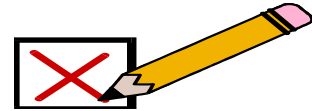
A+ 98-100 A 93-97 A- 90-92 B+ 88-89 B 83-87 B- 80-82 C+ 78-79 C 73-77 C- 71-72 D 70 F Below 70	4 Working above grade level standards 3 Working at grade level standards 2 Working at grade level standards with accommodations 1 Working below grade level standards with accommodations * Not formally assessed	S Satisfactory NI Needs Improvement
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HONOR ROLL: The principal will issue an Honor Roll each grading period of all students in grades 4 and 5 earning all A's in the following academic subjects: Mathematics, Science, Social Studies, English, Reading.

PRESIDENT'S EDUCATION AWARD: The gold award is given to fifth grade students who receive all A's in all subjects every grading period during fifth grade. Students receiving the President's Education Award will receive all satisfactory grades in all specials classes, including enrichment.

PROGRESS REPORTS: Written progress reports will be sent home periodically. In addition, if student progress drops below a 73%, his/her teacher will communicate with the parents.

STANDARDIZED TESTING



Grades 3-5

Georgia Milestones will be administered April 9 - 24, 2019.

SPECIALIZED CLASSES AND SERVICES



HOMEBOUND: Students who are absent for extended periods due to physical inability to attend school are seen by homebound teachers on a referral basis.

SPECIAL EDUCATION: Students with specific learning disabilities and/or behavior disorders are served by an interrelated teacher in a collaborative, resource, or self-contained classroom. Students with specific language processing or articulation difficulties are served by a Speech/Language Pathologist. In order to be placed in any of these programs, a student must have been referred, completed testing, and been through the placement process.

PSYCHOLOGICAL TESTING: The system provides a school psychologist to evaluate students at the recommendation of the Student Support Team.

COUNSELING/GUIDANCE: A counselor is available to work with individual students as needed. The counselor teaches guidance lessons in the classroom and leads groups on special topics.

ENRICHMENT: Enrichment classes are provided on a regular schedule for students who qualify.

RESPONSE TO INTERVENTION AND PYRAMID OF INTERVENTIONS:

If we truly believe that "all students can learn," then we need to be sure that we are doing "whatever it takes" to help all students be successful whether they struggle or they can go beyond the regular curriculum.

Response to Intervention (RtI) and our Pyramid of Interventions (PoI) provide a framework for us to ask the following questions:

- Are our kids learning?
- How do we know what they are learning? And most importantly,
- What are we prepared to do when they do not learn or they already know what is to be learned?

With RtI and the PoI, we have a four-tiered process to systematically develop and deliver instructional and behavioral interventions to struggling learners as well as extremely high-level learners. It provides us with a common focus and a common language regarding instructional practices and interventions. It can serve as a way to explore all avenues to assist students in their learning process.

The essential components of our PoI and RtI include the following:

- provide scientific, research based instruction and interventions in the general education classroom;
- monitor a student's progress in response to these changes in instruction and interventions; and
- use this information to shape instruction and make educational decisions.

Tier 1 is Standards-Based Classroom Teaching and Learning. It consists of high quality instructional and behavioral support that is provided for all students in general education. This includes implementing the Georgia Standards of Excellence using research-based instructional practices, differentiating instruction to meet student needs, and monitoring student progress on a regular basis. Parents are notified of concerns related to their child's

academic or behavioral struggles. If students still struggle or they need a more enriched curriculum, Tier 2 instruction is recommended.

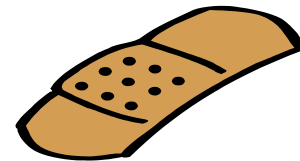
Tier 2 is Needs Based Teaching and Learning. Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team" works collaboratively to formalize interventions in addition to Tier 1 instruction. If indicators suggest a need for greater academic challenge, students will be assessed for gifted services. Otherwise, the teacher, remedial teachers, connection teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. As always, communication with parents is vital, and the school's intervention plan must be communicated to parents. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 level instruction is considered.

Tier 3 is Student Support Team (SST) Driven Teaching and Learning. At this point the SST reviews the student's progress and generally plans for more intensive and systematic instruction. Individualized assessments and evaluations are used to tailor interventions to the specific needs of a child. The interventions are provided one-on-one, in small groups, or in classes (based on gifted assessment) developed to accelerate learning and provide greater challenge. This instruction is more frequent and for longer periods of time. Progress monitoring is implemented more frequently to determine continued instructional interventions.

If, with all the interventions and intensive instruction provided, the data indicates a student still shows lack of appropriate academic or behavioral progress, Tier 4 interventions are considered.

Tier 4 is Individually Designed Teaching and Learning. At this point, the student is referred for specialized programs through special education. Grade or subject-area acceleration may be considered for learners demonstrating the need and readiness. Other students may require adapted content and instructional delivery while still having access to the general curriculum.

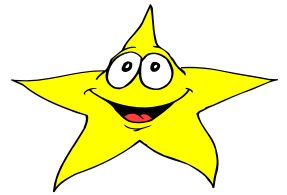
SCHOOL CLINIC



A school clinic funded by the Board of Education and sponsored by the P.T.O. is operated daily. The service is provided to those students who become ill or injured while at school. Minor injuries such as scratches or bruises will be treated in the clinic. Parents will be contacted in case of more serious injury or illness. Should your child require medication while at school, please note the School Medication Authorization and Medication Board Policy at the back of this handbook.

If your student has a severe allergy, asthma, cardiac condition, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a *Health Care Plan* available on the website or from your school nurse. **Any student returning to school after surgery or a hospitalization or Intermediate Care or Emergency Room Visit is required to present from their healthcare provider a "Release to Return to School" and instructions for care (such as Discharge Instructions) including but not limited to, PE modifications, the use of crutches or a wheelchair and/or other medical devices provided by the parents.** Please see additional health care information at the back of this handbook.

PARENTS, VISITORS, AND VOLUNTEERS



The parents of our students are a vital part of the Braelinn Elementary School community. The staff and parents form a team to educate our students to their maximum potential. Parents and other visitors must enter the main entrance and report to the office immediately upon entering the building to sign-in, **present a valid photo ID**, and receive a visitor's sticker. If you are waiting to pick up your child at the end of the school day, please remain in the lobby or in your vehicle. **Dogs/pets (even friendly pets) are not permitted on school grounds; Service Animals are the only exception.** These regulations are required to ensure the safety of all students.

Parents/Guardians (and grandparents listed as emergency contacts) may **JOIN STUDENTS FOR LUNCH**, but must sign-in, show ID, wear a visitor's sticker, and wait in the lobby for the students to enter the cafeteria. Lunch visitors are asked to eat (with their child only) at the visitors table or in the courtyard.

Parents are encouraged to **VOLUNTEER** in any area of the school program where they may have talent or expertise. Volunteers are asked to log their volunteer hours in the book in the front office. Before volunteering or chaperoning a field trip, parents are required to view the mandatory Child Abuse Reporting Video and complete and submit the verification form to the front office. Both the video and verification form are available on the Braelinn Elementary website.

CHAPERONES FOR FIELD TRIPS: After scheduling a field trip, the teacher will send home a note for parent volunteers to chaperone the trip, following the county guidelines for the number of parents needed. If a parent is interested in serving as a chaperone, he/she will return the slip indicating their interest by a designated deadline specified on the slip. If more parents volunteer than the number needed, a random drawing will be held in the office to determine which parents will chaperone. On the next trip, only parents' names who have not chaperoned will be placed in the drawing. All interested parents will be given the opportunity to chaperone. If every parent has been given the opportunity to chaperone and not enough chaperones have signed up, a parent who has already chaperoned during the school year will be placed in the drawing. This policy will ensure equity for every parent who would like to chaperone. **REMINDER:** Siblings are not permitted to go on field trips. Students may not be signed out of school while on a school sponsored field trip.

CLASSROOM OBSERVATIONS: All classroom observations must be arranged through the principal or assistant principal. Observations are limited to two adult observers at a time. Younger siblings are not permitted to attend the observation. Scheduling observations shall take place a minimum of two days prior to the visit and must be done with the consent of both the principal and teacher. Observations are limited to thirty minutes.

PARENT-TEACHER ORGANIZATION (P.T.O.): Braelinn parents and teachers actively support the school through the P.T.O. Meetings are held regularly throughout the school year, and the meeting times alternate between mornings and evenings. Please check the school website and your Braelinn Weekly Update email for specific dates and times of the meetings. Additional information regarding P.T.O. will be sent home throughout the school year. Everyone is encouraged to become involved.

SCHOOL COUNCIL: The establishment of school councils is intended to help local school boards of education develop and nurture participation, bring parents and the community together with teachers and administrators to create a better understanding of and mutual respect for each other's concerns, and share ideas for school improvement. The council is made up of two parents, two teachers, two business members, and two administrators. **Meetings are scheduled for August 16, 2018 - November 1, 2018 - February 7, 2019 - May 2, 2019. All parents are welcome to attend. Meetings are held at 7:00 a.m. in the Braelinn Conference Room.**

STUDENT CLUBS AND EXTRA-CURRICULAR ACTIVITIES



Braelinn faculty members sponsor clubs related to special interests. All students will receive club information forms on **August 10, 2018**. Clubs have limited seating, and will be filled on a first-come first-served basis with wait lists created using the same process. Club spots are officially reserved when the front office receives (and time stamps) the completed club form. The front office will only accept forms 7am-2pm during school days. If a student is dismissed from a club, or chooses to end his/her enrollment in a club, the student will be required to wait for next school year to re-enroll in clubs.

All club meetings are scheduled 2:30-3:30pm on Tuesdays or Thursdays unless otherwise noted.

1st Semester Clubs are held September 10, 2018 - December 7, 2018. 2nd Semester Clubs are held

February 4, 2019 - March 29. Year-Long Clubs are held from September 10, 2018 - March 29, 2019.

Students enrolled in clubs will be expected to attend all club meetings (if in attendance at school that day all day or $\frac{1}{2}$ day pm) and use the same means of transportation home at 3:30pm for the entire club session.

Any student not picked up immediately after a club meeting will be assigned to the After School Program and charged the standard daily rate. Clubs/activities sponsored by outside organizations are held from 6:00-8:00 p.m. and are registered through the Fayette County Community School.

<u>CLUB NAME</u>	<u>MISSION/PURPOSE</u>	<u>FACULTY ADVISOR</u>	<u>ACTIVITIES/DAYS</u>
Morning Running Club K-5 Extra-Curricular Donation	To encourage physical fitness Register on website	Heather Allen	Morning Runs and Fun Run Nov 10 Mon-Fri 7:15-7:35 a.m. Sept 5 - Nov 10 April 8 - May 10
Morning Hoops Club 4th - 5th	To encourage physical fitness	Heather Allen	4 th Grade Tuesdays 7:15-7:35am 5 th Grade Thursdays 7:15-7:35am January 22 - March 22
Morning Kindness Kids 4th-5th	To provide school and community service learning opportunities	Heather Sherwood	Community Service Year-Long Club 7:15-7:35am 1 st Thursday/Month
Cross Country 2nd - 5th Extra-Curricular Donation PTC XC Team Challenge	To encourage physical fitness Try-Outs Required	Heather Allen	Tuesdays and Thursdays 2:30-3:10 April 16- May 16
Chorus 4th-5th Limit 50 students Extra-Curricular Donation	To develop performing arts	Amy Meyer	Tuesdays for practice and two performances September 10-May 3 Chorus Dress Rehearsal May 7
Chimes 4th-5th Limit 20 students	To develop performing arts	Amy Meyer	Thursdays for practice and two performances Dress Rehearsal 6pm May 9
Chess Club 2nd-5th	To practice chess skills with other interested students	Donna Buffington	Thursdays 2:30-3:30
Spanish Club 2nd - 5th	To develop Spanish speaking skills and celebrate the culture	Julie Taylor	Tuesdays 2:30-3:30

Art Club 2nd-5th	To provide opportunities for students to participate and contribute artistically to school events and activities	Ellen Mitchell	2:30-3:30 Tues or Thurs TBD 1 st semester: Grades 4-5 2 nd semester: Grades 2-3
Origami Club 3rd - 5th	To learn about the traditional Japanese art of folding paper	Sandra Teague	2:30-3:30 2 nd Tuesday/Month Year-Long Club
Chemistry Club 3rd - 5th	To enrich science skills	Laura Brown	2:30-3:30 Tues or Thurs TBD

TRANSPORTATION

TRAFFIC: Students may be dropped off and picked up in the front of the school. Single lane traffic only is permitted in the parking lot. During drop-off and pick-up times, drivers are asked to pull up to the **last cone** as directed by staff. **Cars and golf carts are not to be driven in the bus loop (on the side of the school.)** During the day physical education and other classes utilize the bus loop. Vehicles are not to be parked unattended in the fire lane marked by the red curb. Violators are subject to being ticketed by the police department. Golf carts must park in the two designated golf cart parking areas rather than coming through the car lane. Students may never be dropped off on Robinson Road or in the bus loop. This forces students to walk unattended through the parking lot.

ALTERNATE TRANSPORTATION AT DISMISSAL: **A hand-written/signed note** (Not an email, text, or phone call) from a student's parent/guardian is required any time a student wishes to ride a different bus, go home with a friend, or change his/her normal routine for getting home from school. Students will be issued a bus pass from their teacher to ride home on a different bus. Arrangements for after school pick up must be made with your child before coming to school and **with a note** to the teacher. For security purposes, emails and phone calls cannot be accepted. **Emergency** changes by phone must be approved by an administrator and be completed by 2:00 p.m.

BICYCLES: Students arriving from north of the school must park bicycles in the mulched area in front of the gymnasium. Students arriving from south of the school must park bicycles in the mulched area at the end of the cart path by the bus loop. **The state of Georgia requires all children riding bikes to wear a hard shell bicycle helmet.**

SCHOOL SERVICES



ICE CREAM: Ice cream will be sold in the lunchroom after lunch three to five times per week. The classroom teacher will inform parents as to the days that ice cream will be available for \$0.75.

SCHOOL INSURANCE: Student accident insurance is available through the school system. Information is sent home at the beginning of the year.

MEDIA CENTER: The Braelinn Elementary Media Center is accessible to students every day during the school year. Students will come with their class but are also encouraged to come when they need a new book. Students are responsible for books checked out to him or her. Lost or damaged items may result in replacement fees.

PUBLISHED PICTURES OF STUDENTS: From time to time pictures are made of students engaged in school activities and published in the local newspapers. If you do not want your child's picture released to a newspaper or

other publication, please submit your request in writing to the school principal.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT: Parents have a right to inspect and review, within 45 days of a request, the education records of a student who is your child. Parents should submit to the school a written request identifying the records they wish to inspect. The school will make arrangements for access and provide notice of such arrangements.

RETURNED CHECKS: There will be a \$10.00 charge for returned checks.

LUNCHES: Students may buy a lunch from school or bring a lunch from home. **Bringing "fast food" to students for lunch is discouraged.** The cafeteria menu is available for review on the Braelinn website. Students are assigned a lunch account number. Parents may deposit money into their student's account to be used by the student to purchase lunches. **No canned drinks, glass containers, or soft drinks are allowed in the lunchroom. Elementary student lunches will be \$2.75.** Milk, juice, and bottled water will be \$0.50 (lunch prices are subject to change by the Fayette County Board of Education). If you would like to eat lunch with your child, adult lunches will be \$3.75. Lunchtime visitors are asked to eat with students at the visitor table.

MISCELLANEOUS STUDENT INFORMATION



The Leader In Me (LIM):

The Leader in Me is a whole-school transformation model in which our emphasis lies in teaching students to truly lead their own lives and meet the great challenges and opportunities of the 21st century. The Leader in Me is modeled after *The 7 Habits of Highly Effective People* and includes the following habits: Be Proactive; Begin with the End in Mind; Put First Things First; Think Win-Win; Seek First to Understand, then to Be Understood; Synergize; and Sharpen the Saw.

STUDENT CHROME BOOKS: All Fayette County Schools are equipped with wireless internet access. All 2nd - 5th grade students are issued Fayette County Schools chrome books. Kindergarten and 1st grade students also have access to chrome books.

ROLLING BOOK BAGS: Rolling book bags are NOT permitted due to safety concerns in the hallways.

PHYSICAL EDUCATION: Georgia law requires physical education instruction, and participation is mandatory except for health reasons. A written note from a physician or parent explaining the nature of the illness or injury and stating specifically the length of time before normal participation can be resumed should be presented to the physical education instructor. Sandals and flip flops are not recommended for physical education classes and recess, due to safety concerns.

CLASSROOM PARTIES: Two classroom parties (Holiday and End of Year) are permissible. Room parents should consult with the classroom teacher to determine if any students have food allergies.

BIRTHDAY CELEBRATIONS: Parents may bring small, individual cupcakes, ice cream, or cookies; however, these must be eaten in the lunchroom rather than the classroom. These refreshments should be delivered to the office before the student's lunch period so that they can be taken to the lunchroom at the appropriate time. Parents must be aware of food allergies and food restrictions for students in the classroom. Party bags, balloons, hats, and candles are not permitted.

PRIVATE INVITATIONS OR CORRESPONDENCE: Invitations to private parties or other personal correspondence cannot be distributed at school. The practice of distributing invitations at school can cause

student conflicts and class disruptions.

NO PETS ON SCHOOL PROPERTY: For health and safety purposes, pets are not permitted on school property before, during, or after school. Pets are not permitted on school property during arrival and dismissal unless pets remain safely inside cars/golf carts. Service animals are the exception to this rule. We love animals, so our goal is simple: to keep all students, staff, parents, and animals safe. Thank you for your help.

LOST AND FOUND: It is strongly recommended that items such as jackets, caps, and sweaters be identified with name labels. A designated location for lost and found is available in the front hall skylight area where lost items may be claimed. Articles not claimed will be sent to a charitable organization several times during the year.

STUDENT USE OF SCHOOL TELEPHONES: The telephones are reserved for school use only. Students will not be allowed to use school phones except in an emergency.

SALES AND SOLICITATIONS: Students are not allowed to sell any ticket or merchandise of any type at school without permission being granted by the principal.

SCHOOL SAFETY AND VIOLENCE TASK FORCE HOTLINE: The Georgia Department of Education has instituted a statewide toll free school safety hotline 1-877-SAY-STOP (1-877-729-7867). It will be manned by a certified safety expert and supervised by the Safe and Drug Free Schools and Communities Coordinator. The hotline hours will be Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m. all calls will be forwarded to the Georgia Bureau of Investigation headquarters. Information received over the hotline relating to potential violations of state law will be forwarded to the appropriate law enforcement agency.

CLASSROOM DISRUPTIONS: Parents/Guardians must have a **confirmed** appointment/conference scheduled with a teacher in order to visit a Braelinn classroom. For security purposes, and to eliminate classroom disruptions, our teachers utilize a confirmed calendar to communicate appointments/conferences directly with our front office staff. Teachers read and respond to email immediately before and after school each day. Teachers do not read and respond to email while students are present in the classroom. The front office will deliver forgotten lunches and homework and will place messages in teacher mailboxes.

RETURNING TO CLASSROOM: In order to maintain a safe and orderly school, **students are unable to return to the classroom to retrieve books/assignments after dismissal.** Custodians are not permitted to unlock classroom doors for returning students, and we kindly ask that they not be asked to do so.

OVERDUE/LOST BOOKS AND TEXTBOOKS: Parents will receive notification when a media book is overdue. Students are responsible for overdue or lost media books and textbooks. If you determine that a media book is lost, the media center can provide documentation regarding the replacement cost.

SCHEDULE OF EVENTS: Visit www.fcboe.org/bes for full calendar



AUGUST	August 14	Curriculum Night 6:00-8:00pm for K-2 nd
	August 21	Curriculum Night 6:00-8:00pm for 3 rd -5 th

Before each Curriculum Night, arrive at 5:30pm if you would like to join our Chat w the Principal

	August 23	Fall School Photo Day
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SEPTEMBER	September 5	Fayette County Vision & Hearing Screenings during school day
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September 10 Grandparent's Breakfast A-L 8:30am M-Z 9:30am

NOVEMBER November 9 Veteran's Day Assembly
November 10 Braelinn Fun Run

DECEMBER December 13 Chorus & Chimes Evening Concert

We kindly ask that restaurant food not be brought to school during your designated Holiday Lunch.

NOVEMBER November 14 Kindergarten and 4th grade Thanksgiving Lunch

DECEMBER December 12 1st and 2nd grade Holiday Lunch

FEBRUARY February 7 3rd and 5th grade Valentine's Lunch

MARCH March 18-22 Braelinn Staff Appreciation Week

APRIL April 30 Rising 6th Graders RSMS Parent Orientation

MAY Visit our school website for our MANY MAY events. www.fcboe.org/bes

PTO MEETINGS August 23, September 20, October 19 w PTO Movie Night, November 15, No December Meeting, January 25 w PTO Bingo Night, February 21, March 21, April 18@7PM, May 16.
All PTO Meetings are held 9:30-10:30am in the Media Center unless noted otherwise.
Arrive before any PTO meeting at 9:00am to join our Chat with the Principal.

SCHOOL COUNCIL MEETINGS August 16, November 1, February 7, May 2 (All meetings are open to the public @7:00 a.m.)

PROGRESS AND REPORT CARD Information

Please visit our website for progress report and report card dates. www.fcboe.org/bes
And visit Infinite Campus for up-to-date attendance and grading information.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS

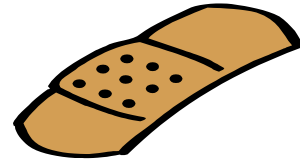


In compliance with the requirements of the *Every Student Succeeds Act*, parents may request the following information:

- Whether the student's teacher -
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/or paraprofessional's qualifications, please contact the Principal, Jennifer Couch, at 770-631-5410.

SCHOOL HEALTH SERVICES



Dear Parent or Guardian:

August 6, 2018

School Health Services is proud to be part of the team effort that supports student success in our county. As your school nurse works with you this year, we need your assistance and cooperation in preparing for the possibility that your student might need to take a medication, become ill, or have an injury during school hours. **This parent letter, Immunization Information, the School Medication Policy, School Medication Authorization and Health Care Plans are available on the Fayette County Board of Education web site at www.fcboe.org under Departments, “School Health Services”.**

STUDENT EMERGENCY/SAFETY INFORMATION

Please make corrections, sign and return your student’s Emergency Safety Card. This information must be updated annually to enable us to contact you in case of an emergency. **If any phone numbers or contact information changes, please notify the school or make changes on Infinite Campus’s Parent Portal.**

SCHOOL MEDICATION ADMINISTRATION

The Fayette County School’s Medication Policy is available on the website e-Board under Policies and will be followed for all medications given at school.

- The parent or legal guardian must complete and sign the *School Medication Authorization for ALL* medications given at school. For prescription, homeopathic or supplement medications, a duly-licensed, Georgia physician must also complete and sign the *School Medication Authorization or Health Care Plan* available on the website or from your school nurse.**
- A parent/legal guardian or other designated adult must bring all medication, accompanied by the *School Medication Authorization or Health Care Plan*, to the school clinic unless special permission given by the principal or school nurse.**
- All over-the-counter, prescription, homeopathic and supplement medications must be in their original containers with unexpired dates and labeled in English.** Prescription medications must be clearly labeled with the physician’s name, medication’s name, strength, dosage, date, time for administration, and dispensing pharmacy. **Parent/Guardian must provide over-the-counter medications to the clinic.**
- If your student has a serious condition (i.e. asthma, diabetes, or severe allergy), permission may be granted to carry the medication (such as inhaler, glucose tablet, epinephrine injector, or internal Insulin pump) on his or her person from the student’s physician and parent/guardian on a completed and signed *School Medication Authorization or Health Care Plan*.**
- Alcohol, aloe vera gel, antibiotic ointment, anti-itch lotion (i.e. Calamine lotion, Hydrocortisone cream), antiseptic wash, oral Benzocaine (i.e. Anbesol), Calcium Carbonate (i.e. Tums), lotion, peroxide, petroleum jelly (i.e. Vaseline), Saline eye drops, topical wound dressing (i.e. QR or Styptic Pencil), and throat lozenges/cough drops/chews are routinely used in the school clinic unless instructed differently by the parent/guardian.

STUDENT ILLNESS/INJURY

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or might spread a contagious disease to other students. If your student has been **diagnosed with a contagious disease, please contact the clinic** so other student's parents and school staff may be alerted of the symptoms.

Reasons Your Child will be Sent Home from School

1. Fever >100.4 degrees F or 38.0 degrees Celsius*

Student should stay home until there is NO FEVER for 24 hours WITHOUT MEDICATION. Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea.

(*Based on CDC Recommendations)

2. Vomiting or Diarrhea

Student should stay home with ONE event of vomiting or watery diarrhea. Call your doctor if vomiting or diarrhea continues or with fever, rash, or weakness.

3. Drainage from a wound, rash, eyes or nose

Student should stay home with drainage from a wound, rash, or eyes. Call your doctor for treatment.

4. Head Lice or Scabies

Student should stay home until after treatment is complete and no lice or nits. Contact the health department or your doctor for treatment. The student must be cleared by the Clinic to return to school.

5. Unexplained Rash

Student should stay home with an unexplained rash. Call your doctor for treatment.

Your student may not return to school until they have been fever-free and symptom-free for ONE FULL school day (i.e. If your child goes home sick anytime during the school day on Monday, your child can not return to school until Wednesday.). When there is doubt in your mind about sending your student to school, consult your doctor. **Your school nurse or principal may ask for a "Release to Return to School" from your doctor before returning to school.** Please make sure that your student's school knows how to reach you during the day.

CERTIFICATES

All students entering or attending Grades Pre-KG through 12th grade in the Fayette County School System are required to have a complete Georgia Certificate of Immunization (Form 3231) and issued by a licensed Georgia physician, Advanced Practice Registered Nurse, Physician Assistant or qualified employee of a local health department or the State Immunization Office in accordance with Georgia State Law, O.C.G.A. 20-2-771 and Regulations, Chapter 290-5-4. **All students must be immunized against disease as specified by the Georgia Department of Human Resources, or have medical or religious exemption on file at the school.** ALL 7th grade students and NEW entrants into Georgia schools grade 8th through 12th grade, are required to have one dose of Meningococcal (meningitis) conjugate vaccine and Tdap (tetanus, diphtheria, pertussis) booster. Immunization information and flyers for Pre-Kindergarten and Kindergarten and 7th Grade students are available on the website. All students enrolled in a Georgia Public School for the first time are required to file a completed Certificate of Vision, Hearing, Dental and Nutrition Screening (Form 3300) in accordance with Georgia Regulations, Chapter 290-5-31.

HEALTH CARE PLANS

If your student has a severe allergy, asthma, cardiac condition, diabetes, seizures or other health condition which may require medication or special care during school hours, we recommend you and your healthcare provider complete and sign a *Health Care Plan* available on the website or from your school nurse. **Any student returning to school after surgery or a hospitalization or Intermediate Care or Emergency Room Visit is required to present from their healthcare provider a "Release to Return to School" and instructions for care (such as Discharge Instructions) including but not limited to, PE modifications, the use of crutches or a wheelchair and/or other medical devices provided by the parents.**

Working together, we can promote the health and well-being of your student and ensure they obtain the maximum educational benefit while at school. Please contact your School Clinic if you have any questions or concerns.

Sincerely,

Debbie King, RN, BSN

School Health Services Coordinator 770-460-3990 Ext. 182

Fayette County School Health Services
SCHOOL MEDICATION AUTHORIZATION

Please bring or mail this School Medication Authorization to the school or send to the secure FAX to Braelinn at 770-631-5430.

Student's Name: _____ **Birth Date:** _____

School: _____ Grade: _____ Homeroom Teacher: _____

List any drug allergies/reactions: _____

PARENT OR LEGAL GUARDIAN AUTHORIZATION

(Required for ALL Medications)

If medications must be given during school hours, this form must be completed. The parent/guardian must provide the school with the over-the-counter or prescription or homeopathic/supplement medication in the original container with unexpired date and will be given as directed on the package or as directed by the below physician. It is the responsibility of the parent/guardian to notify the school of medication changes and complete a new Authorization.

Name of medication: _____ Daily OR As Needed

Dosage: _____ **Frequency/Times to be given:** _____ **Medication Expiration Date:** _____

Medication for: This School Year 20__ - 20__ Following Dates Only _____

Physician's Name: _____ **Phone Number:** _____

I, this child's parent/guardian, hereby authorize the named Healthcare Provider who has attended to my child, to furnish to the School Health Services Coordinator and/or School Clinic Staff any medical information and/or copies of records pertaining to my child's medication and for this information to be shared with pertinent school staff at my child's school. I understand that as of April 14, 2003, under the Health Insurance Portability and Accountability Act ("HIPAA") disclosure of certain medical information is limited. However, I expressly authorize disclosure of information so that my child's medical needs may be served while in attendance in the Fayette County Schools. This authorization expires as of the last day of the school year.

Parent/Legal Guardian Signature

Date

Home Phone

Work Phone

PHYSICIAN AUTHORIZATION

(Required for Prescription or Homeopathic OR Supplement Medications ONLY)

Name of medication: _____

Dosage: _____ Route: _____ Frequency/Time to be given: _____

Start Medication On: _____ Stop Medication On: _____

Condition/Illness Requiring Medication: _____

Common Side Effects of the Medication: _____

Student may carry and self-administer medication due to a life threatening condition: Yes No

Special Instructions: _____

Physician's Signature: _____ **Date:** _____

Physician's Name: _____ **Telephone Number:** _____

Policy Level: BOARD POLICY	Descriptor Code: JGCD	Rescinds Code:
Descriptor Term: MEDICATION		Effective Date: June, 2001
<p>It is the policy of the Fayette County School District that the administration of medication by the staff members of the Fayette County schools to students shall be permitted if it is not feasible for the parent or legal guardian to administer the medication at home. In the event the administering of medication to a student during school hours is necessary, each school will provide appropriate control and assistance in the administration of the medication.</p>		
<ol style="list-style-type: none"> <li data-bbox="16 401 1395 485">1. The principal or staff member designated by the principal shall be responsible for administering or assisting the student in self-administration of medication, documentation of administration of medication, and storage of all medications in a locked cabinet. <li data-bbox="16 520 1395 793">2. The parent or legal guardian must complete and sign a <i>School Medication Authorization</i> for administration of any medication at school detailing the student's physician, medication's name, dosage, and frequency. For a prescribed medication or homeopathic medication/supplement, a duly-licensed, Georgia physician must also sign the <i>School Medication Authorization or Health Care Plan</i> detailing the medication's name, dosage, time of administration, and potential side effects. The medication will be administered only in accordance with the written instructions from the prescribing physician. The parents or legal guardians shall authorize the staff member assisting with the administration of medication to correspond directly with the student's physician in the event the staff member deems it appropriate or necessary. The parent/guardian should also be contacted as soon as possible if this should occur. Only medical information related to this instance shall be discussed. <li data-bbox="16 829 1395 976">3. A parent or legal guardian or other designated adult must bring all medications, accompanied by the <i>School Medication Authorization or Health Care Plan</i>, to the school clinic. In the event that a parent or legal guardian cannot bring the medication to school, it is the parent or legal guardian's responsibility to notify the school. The principal or staff member designated by the principal can give approval for the student to transport the medication and <i>School Medication Authorization or Health Care Plan</i> to school before the beginning of the school day. <li data-bbox="16 1012 1395 1190">4. All over-the-counter and prescription medications must be in their original containers with unexpired dates and labeled in English. Prescription medications must be clearly labeled with the physician's name, medication's name, strength, dosage, date, time for administration, and dispensing pharmacy. Prescription medication at school shall be limited to no more than a 30-day supply. Parent or legal guardian must provide over-the-counter medications to the clinic. Homeopathic medications/supplements will only be accepted if the <i>Medication Authorization or Health Care Plan</i> is signed by a physician. <li data-bbox="16 1226 1395 1499">5. Under certain circumstances, a student who has a serious medical condition (i.e. asthma, diabetes, or allergic reaction) may be granted permission to carry medication (such as inhaler, glucose tablets, Epinephrine injection, or internal insulin pump) on his or her person. Such permission will only be granted in response to a written statement from the student's physician and parent or legal guardian that such a need exists based on a serious medical condition on a completed and signed <i>School Medication Authorization or Health Care Plan</i>. The parent or legal guardian must also sign a statement releasing the school district and its employees and agents from civil liability if the self-administering student suffers an adverse reaction as a result of self-administration of such medication or for a designated staff member administering such medication to students who are unable to self-administer because of age or any other reason. <li data-bbox="16 1535 1395 1650">6. Nurses or other school employees are authorized to administer epinephrine, if available, to a student who is having an actual or perceived anaphylactic adverse (allergic) reaction, regardless of whether the student has a prescription for epinephrine. Any school employee who in good faith administers or chooses not to administer epinephrine to a student in such circumstances shall be immune from civil liability. <li data-bbox="16 1686 1395 1801">7. All over-the-counter and prescription medication or homeopathic medication/supplement require an appropriate completed and signed <i>School Medication Authorization or Health Care Plan</i> by a parent or legal guardian and/or physician for each new school year or whenever there are changes in the student's medication to be administered at school. 		

Policy Level: BOARD POLICY	Descriptor Code: JGCD	Rescinds Code:
Descriptor Term: MEDICATION CONTINUED		Effective Date: June, 2001
<p>8. Any student not complying with this policy and possessing any medication (prescription or over-the-counter medication or homeopathic medication/supplement) on the school campus shall be subject to discipline as set forth in Fayette County School's Student Code of Conduct policy.</p> <p>ADOPTED: March 17, 1980 REVISIED: June 17, 1985; July 13, 1998; June 18, 2001; July 31, 2007; May 17, 2011; June 7, 2011 Board of Education of Fayette County</p>		