

2020-21

Braelinn Elementary



Student
Handbook

Braelinn Elementary School

Student Handbook 2020-21

"Be the kind of leader you follow."

Vision:

Empower students to learn, lead and succeed.

Mission/Purpose Statement:

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

Value Statements:

We believe:

- We can all be leaders.
- We all have star qualities and shine in different ways.
- We strive to develop the whole person.
- We empower students to lead their own learning.
- Change begins with me.

Mascot: Braelinn Star

Colors: Kelly Green, Royal Blue and Yellow

Motto: Once a Braelinn Star, Always a Braelinn Star

**www.fcboe.org/bes
975 Robinson Road
Peachtree City, Ga 30269**

Office: 770-631-5410

Fax: 770-631-5430

ASP: 770-487-3947

**Erinn Angelo, Principal
Emily Nealis, Assistant Principal**

Braelinn Elementary School

Principal	Erinn Angelo
Asst. Principal	Emily Nealis
Counselor	Heather Wible
Media Specialist	Patricia Hipps
Secretary/Bookkeeper	Shari Knapp
Student Information Clerk	Karen Mello
Front Office Secretary	Jan Oden
School Nurse	Erin Knapp
ASP Coordinator	Carol Banks
Café Manager	Emily Morris
Head Custodian	LaKeith Booker

Office Hours

7:00 am -- 3:30 pm

ASP Hours

2:30 pm -- 6:30 pm

Fayette County Board of Education

770-460-3535

www.fcboe.org

Superintendent

Dr. Joseph Barrow

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AFTER SCHOOL PROGRAM (ASP):

Braelinn Elementary offers an After School Program which operates from dismissal until 6:30 p.m. providing a safe, nurturing environment for our students. Space is limited and is offered on a first come, first served basis. Braelinn's ASP is accredited by the National School-Age Care Alliance (NSACA). **Please see the ASP Family Handbook for Registration and Fee Information, or call 770-487-3947.**

ARRIVAL AND DISMISSAL:

The school day and instruction begin at 7:40 a.m. Students are expected to be present in their classrooms by this time or they will be considered tardy. Students arriving after 7:40 a.m. must be checked into school by a parent in the front office.

ARRIVAL: We welcome your students to arrive at 7:15 a.m. If there is a family need to drop off early, we will accept your student at 7:00 a.m. where they will be directed to wait in the cafe area with a staff member until 7:15 a.m. when they will go to their homeroom. Car riders must enter through the front entrance as the side of the school is reserved for buses.

DISMISSAL: Begins at 2:20 p.m. Students not picked up by 2:40 p.m. will be placed in the After School Program and the drop-in fee will be charged. This will be done for your child's safety as staff members are extremely busy after school and supervision is not available.

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.) The only exception is for designated club pick-up after hours.** 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.

CHANGE IN TRANSPORTATION: Braelinn Elementary uses Pick Up Patrol (PUP) as our communication tool for ALL changes in transportation.

What is it? Pick Up Patrol is a web application that helps us safely manage our dismissal process by allowing parents to make changes through their PUP account. To participate, you must complete Pick Up Patrol Registration using the email delivered to you. Pick Up Patrol only accepts changes until 1:45pm each day, so please plan accordingly. Contact oden.jan@mail.fcboe.org for questions.

Remember if you plan to make a change for your child to ride the bus home with another student you will need that student's bus number.

If you choose ASP as an option, fees will apply.

If your child is a golf cart rider, walker or bike rider and inclement weather occurs after the 1:45 cutoff you may automatically pick them up as a car rider.

WALKERS AND BIKE RIDERS: Walking to and from school and riding a bike to and from school is a privilege that is reserved by the school for 3rd, 4th, and 5th graders. If a parent wishes for a K-2nd grader to walk or ride a bike to school with an older sibling, a written request is required along with a brief meeting with an administrator. In the interest of safety, students may not be

allowed to ride bikes or walk home from school in inclement weather. They will be held until the weather has passed.

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.**

EARLY DISMISSAL: Parents must come into the building to sign their child out from the office, not from the classroom. A photo ID and being listed on the student emergency card are required when checking out a child. **If we cannot verify the identity, your child will not be released. Teachers will not release students until notified by the office. We do not honor early dismissals between 2:00-2:20 due to the safety of our students.**

ATTENDANCE

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, a religious holiday, or a mandated court appearance. 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.

In order to be counted present, a student must attend at least 50% of the school day (no check-out before 11:15am), as defined by school policy.

Any student who is absent for 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.

Teachers are not required to prepare assignments in advance for students who are anticipating days of absence..Students shall be expected to make up assignments and tests after absences. Students will be given at least one day to make up work for each day they are absent (excused or unexcused), with exceptions made due to severe or prolonged illness.

TARDIES: A student is considered tardy if s/he arrives in their classroom after the 7:40 a.m. bell. **If a student is tardy, the PARENT must check the student into school by signing in at the front office.** If a tardy is a result of a doctor or dental appointment, please provide a copy of the doctor/dentist excuse when signing your child in at the front office. We ask that you make every effort to see that your child is here on time since instructional time is so valuable.

Please read the attendance policy in the Fayette County Student Code of Conduct that encompasses the Compulsory Attendance Law. Below is the official Fayette County Public Schools Attendance Protocol for Unexcused Absences that became effective for the 2005-2006 school year.

Number of Unexcused Absences	Procedure
5 Cumulative Unexcused absences Per Semester	Ages 6-16 The school notifies parents by first class mail of unexcused absences and a summary of consequences
7 Cumulative Unexcused absences Per School Year	Ages 14-17 The Attendance/Residency Officer will notify parents by letter concerning the attendance/driver's license law and a summary of consequences
10 Cumulative Unexcused absences Per Semester	Ages 6-16 The Attendance/Residency Officer will report violations to the Student Attendance Protocol Committee to determine if court action will be pursued for formal intervention

****All children enrolled for 20 calendar days or more in the public schools of this state prior to their seventh birthday shall become subject to the provisions of the compulsory school attendance law.***

SUMMARY OF CONSEQUENCES: ANY PARENT, GUARDIAN, OR OTHER PERSON WHO HAS CONTROL OF ANY CHILD WHO ON THE TENTH UNEXCUSED DAY OF ABSENCE PER SEMESTER, AND AFTER THE CHILD'S SCHOOL SYSTEM NOTIFIES THE PARENT, GUARDIAN OR OTHER PERSON WHO HAS CONTROL OF ANY CHILD, UPON EACH DAY'S ABSENCE FROM SCHOOL SHALL BE GUILTY OF A MISDEMEANOR AND COURT ACTION MAY BE PURSUED FOR FORMAL INTERVENTION.

Penalties: Subject to;

1. **Fine** – not less than \$25 and not greater than \$100.00
2. **Imprisonment** – not to exceed 30 days
3. **Community Service**, or any combination of penalties, at the discretion of the court.

Lawful absences (excused) are defined by the State Board of Education Rule 160-5-1-.10 Student Attendance:

- Personal Illness
- Death in immediate family
- Religious holiday
- Instances in which attendance could be hazardous as determined by FCBOE
- Service as page in legislature
- Court Order
- Absence to vote in an election

BIRTHDAY / CELEBRATIONS

Birthdays are a special day and an important time to celebrate with classmates. However, we are experiencing a growing number of students with severe food allergies. For the 2020-21 school year, we have made the decision to not allow cupcakes/cakes or other birthday food items brought from home.

We would still love to celebrate your child's special day. If you would like an alternative idea for your child's birthday celebration, below are some suggestions. As always, please check with your child's teacher first to make sure your birthday plans fit into the class schedule.

- **School Ice Cream pass** for the class (\$15.00 for entire class—can be purchased in the front office). Our ice cream has been approved to comply with the Smart Snack regulations from the Federal government.
- **Read a book** to the class and/or donate a book to the classroom library in honor of your child's birthday.
- **Party Favors**, such as stickers, pens, pencils, erasers, notepads, bubbles, etc.
- **Send in an autograph book** for each classmate to write a special birthday message to your child.
- **Donate a board game, puzzle, jump rope, ball**, etc. in honor of your child's birthday.
- Have the class work on a quick **community service project** together in honor of your child's birthday. Examples—write a letter to someone in the military or collect items to donate to a local charity.
- **Donate a plant**, seeds, or a bulb for the school garden.
- **Send in a t-shirt**, stuffed animal, pillow case, etc. for the class to sign.
- Other ideas: please check with your child's teacher and share your ideas so we can add them to our list.

Balloons, flowers, etc. should not be delivered to school to celebrate a student's birthday or special event. Written invitations to birthdays or social events outside the school should be mailed unless every child in the class receives an invitation. This policy is in effect to ensure that no child's feelings are hurt because of being left out of a special activity.

BUS TRANSPORTATION

Most students ride school buses to and from school. To ride a bus is a privilege, and a student is required to behave in an acceptable manner in order to be allowed this privilege. The driver must be able to concentrate without distractions and student-related problems. Bus safety rules are part of the Fayette County Code of Conduct. Please review these safety rules with your child.

School bus drivers may assign students to seats. If further disciplinary action is necessary, the driver may refer students to the administration, and the administration may take further action. A bus driver should be considered an authority figure on the bus and should be treated in a respectful manner by the students. If a student continually fails to behave in a respectful and safe manner, the student will be denied the privilege of riding the bus. Students suspended from riding one bus may not ride another bus. The student is not suspended from school and is expected to attend.

BUS RULES

1. Being on time at the bus stop is essential. Each student should be at the bus stop five to ten minutes before the time the bus normally arrives.
2. Most school buses have a seating capacity of 66. Students are expected to sit three to a seat unless otherwise directed by the driver. The driver has the right to assign students to specific seats.
3. Students are expected to sit facing the front of the bus and to remain in their seats until the bus stops for unloading.
4. Students will be permitted to carry only books and other items related to school work which can fit in the student's lap. This includes musical instruments. Exceptions must be cleared with the bus driver.
5. No eating or drinking is permitted on the school bus.

6. The route will be run the same way each day. Exceptions may be made for rain or cold weather.
7. Students are permitted to talk in a normal tone while on the bus. Loud talking or screaming cannot be tolerated. Absolute silence will be enforced at all railroad crossings and hazardous intersections.
8. Students should always cross in front of, never behind, the bus.
9. Students should not open or close windows without permission from the driver.
10. Students should not behave in any manner that would jeopardize their safety.

CAFETERIA

Braelinn Elementary has a 'Point of Sale' program in the cafeteria, which allows parents to pay in advance for student lunches. Each student is assigned a PIN number that s/he enters into a keypad at the cafeteria cash register, and the price of the meal is deducted from the student's account. You will receive notification when the account is getting low. When paying for your child's lunch please place the check/cash in an envelope clearly marked with the student's name, teacher, PIN number, and amount enclosed. Another option for paying for lunch is MyLunchMoney.com. This is an online option for automatic payment into your child's lunch account. Go to www.MyLunchMoney.com for more information.

Students should not have charges in the lunchroom. A written notification of lunch debt will be sent to parents. If money is owed, the lunchroom will provide the child an alternative lunch. Students who have lunch charges will be denied the privilege of purchasing ice cream until their lunch charges are cleared.

Bringing "fast food" to students for lunch is discouraged. No canned drinks, glass containers, or soft drinks are allowed in the lunchroom. Lunchtime visitors are asked to eat with students at the visitor table or in the courtyard.

The cafeteria menu is available for review on the Braelinn website. Two entree choices and a salad option are available each day, along with a variety of side dishes. Extra milk and/or water may be purchased.

CAFETERIA PRICES Meal	SY 2020-21
Elementary Lunch	\$2.75
Adult Lunch	\$4.25
Reduced Price Lunch	\$0.40
Extra Milk or Juice	\$0.50
Ice Cream	\$1.00

CARE TEAM

The Fayette County CARE (**C**hildren **A**t **R**isk in **E**ducation) Team chaired by our school counselor is dedicated to helping our students and families who may need assistance both in and outside of the school setting. The CARE program also sponsors the Parent Enrichment Series, Systematic Training for Effective Parenting (STEP) classes for parents, and the tutoring/mentoring program. The school counselor can provide specific information to you about these programs.

CELL PHONES/GAMES/PERSONAL PROPERTY

Electronic devices and personal property such as games, toys, Pokemon Cards and similar items are not allowed in the school or on school buses unless arrangements are made with the classroom teacher. Book bags and other personal items may be subject to search. Please label

all personal property with your child's full name. **At no time are cell phones allowed to be used on the school bus, on the playground, in the restroom, etc.** If you need to get an important message to your student during the day, please call the school and we will relay the message.

Smart Watches must not be used during the school day to make phone calls, text messaging, videos, music, etc. If a Smart Watch disrupts the learning environment, the teacher may ask the student to remove the watch to be placed in a safe location.

CHECKS AND MONEY

The school accepts personal checks for all activities or materials. Separate checks should be issued for each child and for each activity. School lunch checks must be issued separately. Ice cream money cannot be included in a check for lunches. There is a \$15.00 service charge for each returned check. If a family has a returned check on file, all school transactions must be made in cash until the matter has been resolved. **After April 30, all financial transactions must be made using cash.**

CIVILITY POLICY

The Fayette County Board of Education has a civility policy to encourage positive civil and professional behavior between school system employees and citizens. All exchanges between employees and citizens are to be considerate, respectful and professional. Under no circumstances should unpleasant exchanges with inappropriate language take place in the presence of children. Please see Civility Policy in the Student Code of Conduct.

CLASS PARTIES

In an effort to provide a safe and healthy environment for all of our elementary students, school parties and activities should emphasize activities (such as crafts or games) and limit refreshments and/or treats. Room parents are expected to consult with the classroom teacher to determine if any students have food allergies or diet restrictions.

Classes have two parties each year—winter holiday and end-of-year. We do enjoy smaller celebrations for Halloween, Valentine's Day and Egg Hunts/Spring Snacks. Parents may be asked to contribute money and or refreshments for these special occasions. We invite parents to come and participate, but ask that **younger children do not attend (this does not include infants in a car seat and/or stroller)**. Attention must be on the students and the younger children may prove to be a distraction.

CLINIC

Our clinic is staffed with a full-time Registered Nurse trained in basic First Aid, Red Cross lifesaving techniques, and CPR. If a child is injured or is too ill to be at school, we will contact you to pick up the child. It is imperative that the child be picked up in a timely manner. If we feel that the illness or injury is beyond our capabilities, we will immediately notify the parents and call the paramedics. We want our children to attend school as much as possible. Consult the School/Health Services section of the FCBOE Student Code of Conduct for information regarding the dispensing of medicine.

SCHOOL MEDICATION ADMINISTRATION:

The Fayette County Schools 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 is 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 at least 72 hours (that is 3 full days of no fever WITHOUT MEDICATION that reduces fever). Call your doctor if the fever is with pain, rash, weakness, vomiting or diarrhea. (*Based on 4/16/20 CDC Recommendations)*

Students with the following symptoms should stay home for 24 hours and may not return until symptoms are resolved or a "Release to Return to School" is submitted from a healthcare provider. (i.e. If your child is sent home during the school day on Monday, your child can not return to school until Wednesday)

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.

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 GA Department of Human Resources, or have medical or religious exemption on file at the school.** Immunization information, Religious Exemption Form, and flyers for Pre-Kindergarten, Kindergarten, 7 th Grade and 11th 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, Nutrition Screening (Form 3300) in accordance with GA 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 or healthcare provider 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 or supplies (i.e gloves, masks) provided by the parents.**

COMMUNICATION

Communication between parents and teachers is valuable in establishing a positive relationship focused on student success. Communication can be in the form of notes, emails, letters, newsletters, telephone calls and conferences. If you wish to contact your child's teacher, please call the front office or email the teacher. It is our goal to respond to all messages within 24 hours.

CONFERENCES

Parents are encouraged to schedule conferences with their child's teachers. It is recommended that parents have at least one scheduled face-to-face conference with their child's teacher. Parents should not expect teachers to conference about their child's progress during arrival time, lunch time, etc. without an appointment. The counselor, support teachers, and administrators are also available for scheduled conferences by contacting the office or by e-mail. For the 2020-21 school year, we will hold one student-led conference. More information about this will come home during the second semester.

DISCIPLINE

The faculty and staff strive to establish a positive school climate. Braelinn Elementary is a place where students are taught guidelines to live successfully with others, where students are encouraged and recognized, and where natural or logical consequences for misbehavior are consistent and fair. The Fayette County Student Code of Conduct will be issued to all students/parents. Parents should read the Code of Conduct with their child(ren) in order to help them to understand the document. As per Fayette County Board of Education policy, there will be no corporal punishment. When it is necessary to impose discipline, school administrators and teachers will follow an age-appropriate progressive discipline process.

The use of consistent school-wide positive behavior expectations encourages children to make responsible choices for their personal behaviors. Every staff member will monitor student behavior throughout the school setting. Braelinn Elementary is a Leader in Me and PBIS (Positive Behavior Interventions and Support) school. All staff members will teach and model our school pledge and behavior matrix expectations (*chart below*).

PBIS Behavior Matrix

Braelinn Leaders Are	 CAFETERIA	 HALLWAY	 PLAYGROUND	 RESTROOM	 LARGE GROUP
Respectful	Voice level 1 or 2 Respect personal space Use kind words	Voice level 0 Respect student work	Share equipment Show kindness Respect playground property	Voice level 0 Keep restroom clean Respect privacy	Voice level 0 Face presenter
Responsible	Eat your lunch Clean up your area Stay seated Raise hand for help	Go where you are supposed to go Keep hallways clean	Play safely Use equipment correctly Report problems to an adult	Flush Wash hands Report problems to an adult	Stay seated Participate appropriately
Ready	Voice level 0 while in lunch line Get supplies before sitting Restroom before lunch	Feet on assigned square Eyes forward and alert	Be where you are supposed to be Be alert for teacher signals	Wait your turn Return to class quickly	Be where you are supposed to be Be alert for teacher signals

DRESS CODE

All Fayette County students are expected to be neatly groomed and dressed appropriately. Students' dress and hairstyles should not distract from the educational process. School administrators are responsible for determining dress code violations. The principal reserves the right to interpret or add to these provisions as deemed in the best interest of the school. Inappropriate dress for all students includes clothing containing inappropriate language, advertisements for drugs, tobacco, or alcohol, suggestive lettering or pictures, or any clothing that glorifies death and/or violence. An appropriate shirt needs to be worn underneath transparent or

mesh clothing. Hats or caps are not to be worn inside the building. Shorts are acceptable as long as they are finger-tip length or longer. If a student is dressed inappropriately, parents may be asked to bring a change of clothing to school and/or the student will be provided a change of clothing from the clinic. Please dress your child appropriately, including safe and comfortable shoes, for P.E., recess, and the weather. **Refer to the Student Dress Code Section in the Student Code of Conduct for more specifics.**

EARLY INTERVENTION PROGRAM (EIP)

First through fifth grade students who are experiencing difficulties in reading and/or math may be referred to the Early Intervention Program (EIP). Students qualify for EIP by meeting state eligibility requirements. EIP teachers work with groups of students to help them learn the skills necessary to be successful in reading and/or math.

EMERGENCY INFORMATION CARD AND FAMILY PASSWORD

Parents must update and/or complete student emergency cards at the beginning of the school year. These contain basic information such as address, home and office telephone numbers, place of employment, and the **names of at least two emergency contacts who live close to school**. Children will not be released to anyone whose name does not appear on the card. If any of the information on the card should change during the school year (i.e. new work number), please send these changes to the teacher and the front office so that we will always have up to date information.

At the beginning of the school year, all families will be asked to give the front office a family password. This password will be logged in our online student information system. The purpose of the password is to provide an additional level of security when making student changes over the phone.

ENRICHMENT PROGRAM

Enrichment classes are provided for students who meet state eligibility requirements for the enrichment/gifted program. These classes meet once a week for an entire day. The remainder of the week these students work in their regular classrooms with needed differentiated instruction provided by the classroom teacher.

ENROLLMENT

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).

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.

EXTRA-CURRICULAR ACTIVITIES

Braelinn faculty members sponsor clubs related to special interests. 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.

Students enrolled in clubs will be expected to attend all club meetings (if in attendance at school that day all day or ½ 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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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. Please see Fayette County Student Code of Conduct

FIELD TRIPS (SUBJECT TO CHANGE)

To participate in a field trip, students must have the parent/guardian's written permission on the official permission slip. No verbal or phone permissions will be accepted. Because Fayette County does not fund field trips, donations are requested. No child will be denied participation in the field trip for not making a donation; however, if adequate donations are not received, the trip may be canceled. Field trip payments are nonrefundable. Appropriate behavior and attire is expected. As needed, students may be placed on a behavior contract to earn the privilege of attending the field trip. Students may not be signed out of school while on a school sponsored field trip.

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.**

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.

GRADES AND 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 as well as attendance, lunch account, and ASP information.

Kindergarten Through Third Grades--Standards Based Report Card

The reporting scale for core content areas: English Language Arts, Mathematics, Science and Social Studies consists of 4 performance levels. Students in K-3 will not receive a traditional progress report at the 4 ½ week mark.

- 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 an understanding of the standard
- * Not Formally Assessed

4th Grade--Standards Based/Hybrid Report Card

Students in 4th grade will receive both letter grades for academic subjects and performance levels (same as above) for standards assessed in all content areas.

5th Grades--Traditional Report Card and Progress Reports

- 4 – Working above grade level standards
- 3 – Working at grade level standards
- 2 – Working at grade level standards with interventions
- 1 – Working below grade level standards with interventions
- S – Satisfactory
- NI – Needs Improvement
- * Not Formally Assessed

In addition to the above rating, 4th-5th graders receive letter grades in academic subjects:

- | | | |
|-----------|------------|----------|
| 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 | |

Other Codes for All Elementary Grades

Used in Specials (Art, Music, PE and Technology) and Learning & Life Skills

- S - Satisfactory
- NI - Needs Improvement

Report Card and Progress Reports

Reporting Period	Type of Report	Date Sent Home
1st 4-1/2 weeks	Progress Report	

1st 9 week period	Report Card	
2nd 4-1/2 weeks	Progress Report	
2nd 9 week period	Report Card	
3rd 4-1/2 weeks	Progress Report	
3rd 9 week period	Report Card	
4th 4-1/2 weeks	Progress Report	
4th 9 week period	Report Card	

GUIDANCE AND COUNSELING

Braelinn Elementary has one counselor to assist with the social and emotional needs of our students. The counselors teach classroom guidance lessons on a variety of topics including a unit on careers and character education, and are available for individual and small group sessions. They also support parents, teachers, and administrators to meet the needs of our students.

HOMEBOUND

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

ICE CREAM

Ice cream will be sold in the lunchroom after lunch daily. The classroom teacher will inform parents as to the days that ice cream will be available for \$1.00. If a student owes cafeteria charges, s/he may not purchase ice cream on that day. Parents may consider purchasing ice cream for their child's class to celebrate their child's birthday.

INTERNET USE POLICY

See information in the Fayette County Student Code of Conduct.

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.

LEGAL NOTICES

The Fayette County Board of Education does not discriminate on the basis of age, gender, race, color, creed, religion, national origin, or disabilities in educational programs, activities, or employment practices. Complaints of discrimination or harassment procedures and school system contact personnel are listed in the Fayette County Student Code of Conduct.

LOST AND FOUND

If your child is missing an article of clothing check our lost and found box. It is very important that you write your child's name in all coats, jackets, sweaters, caps, etc. This makes for easy identification. When the lost and found rack "runneth over," parents will be notified via the school website that any items still remaining after a specific date will be donated to charity.

MAKE-UP WORK

Parents of students with excused absences for **2 or more consecutive days** may request make-up assignments. Students with excused absences for only one day will be given appropriate make-up assignments by the teacher upon the student's return.

MEDIA SERVICES

Students go to the media center as a class on a flexible schedule. In addition to this, students may be sent to the media center at various times to check out or return books and to browse or do research. Books are checked out for two weeks at a time. Students are responsible for all books they check out and must pay for any book they lose. Overdue notices are sent on a regular basis to help students be responsible for their books. Overdue notices are also periodically sent to parents via email to inform parents if their child has an overdue book. Parents can visit the media center to assist their child in book check-out from 7:15-7:40 a.m. if desired. Parents are welcome to come to the media center at any time to ask questions or volunteer!

READING COUNTS: Our school participates in the Scholastic Reading Counts (RC) Program (<http://teacher.scholastic.com>), which is designed to develop reading skills and motivate students to achieve reading success. Quiz results help assess and monitor reading progress. Various honors are given to students as they reach their personal Reading Counts goals. **We urge parents to encourage their child to read or to read with their child nightly to support success in reading.**

Notice for Language and Disability Assistance for the School Nutrition Program

If you have difficulty communicating with us or understanding this information because you do not speak English or have a disability, please let us know. Contact (770-460-3535 ext 1058). Free language assistance or other aids and services are available upon request.

Spanish Español:

Si tiene dificultades para comunicarse con nosotros, o para entender esta información porque no habla inglés o tiene alguna discapacidad, por favor infórmenos. Comuníquese con (770-460-3535 ext 1058). Tenemos disponibilidad de servicios gratuitos de ayuda en otros idiomas y otro tipo de asistencia y servicios cuando lo solicite.

Chinese 中文 :

如果您因为不会说英语或有残疾而无法与我们沟通或了解这些信息, 请与我们联系。联系方式 (770-460-3535 ext 1058)。我们会根据需求提供免费语言援助或其他辅助和服务。

Korean :한국어

귀하께서 영어를 알지 못하거나 장애로 인해 저희와의 의사소통 또는 이 정보에 대한 이해에 어려움이 있는 경우에는 저희에게 알려주십시오. 연락처 (770-460-3535 ext 1058)요청에 따라 무료 언어 지원 또는 기타 보조 수단 및 서비스를 이용하실 수 있습니다.

Vietnamese Việt:

Vi: Vui lòng cho chúng tôi biết nếu quý vị gặp khó khăn khi giao tiếp với chúng tôi hoặc khó hiểu thông tin này vì quý vị không nói tiếng Anh hoặc bị khuyết tật. Liên lạc theo (770-460-3535 ext 1058). Luôn có hỗ trợ ngôn ngữ miễn phí hoặc trợ giúp và dịch vụ khác theo yêu cầu.

German Deutsch:

Falls Sie Schwierigkeiten haben, mit uns zu kommunizieren, Sie kein Englisch sprechen oder behindert sind, so teilen Sie uns dies bitte mit. Kontakt (770-460-3535 ext 1058). Auf Anfrage erhalten Sie kostenfreie Sprachunterstützung oder sonstige Hilfen und Dienstleistungen.

French Français:

Si vous avez des difficultés pour vous communiquer avec nous ou pour comprendre ce document car vous n'êtes pas anglophone ou parce que vous êtes en situation d'handicap, veuillez nous en informer. Contact (770-460-3535 ext 1058). Une assistance linguistique gratuite ou d'autres aides et services sont disponibles sur demande.

Portuguese Português:

Se você tiver qualquer dificuldade para se comunicar conosco ou entender estas informações porque não fala inglês ou tem alguma deficiência, informe-nos. Entre em contato com (770-460-3535 ext 1058). Oferecemos assistência gratuita para o idioma ou outros tipos de auxílio e serviços, mediante solicitação.

Hindi नहीं:

अगर आपको अंग्रेजी में बात नहीं कर पाने या अंग्रेजी समझने में असमर्थता के कारण हमसे बातचीत करने या इस जानकारी को समझने में कठिनाई होती है, तो कृपया हमें बताएँ। (770-460-3535 ext 1058) पर संपर्क करें। निःशुल्क भाषा सहयोग या अन्य साधन और सेवाएँ अनुरोध पर उपलब्ध हैं।

Gujarati ગુજરાતી:

જો તમને, ઇંગ્લિશ નથી બોલતા તેને કારણે કે કોઈ વિકાંગતાને કારણે, અમારી સાથે ચિતચીત કરવામાં કે આ માહિતી સમજાવવામાં તકિફ પડતી બિય તો, કૃપા કરી અમને જણાવો. સાંપકક (770-460-3535 ext 1058). ભાષા અંગે મદદ કે અન્ય સિાય વિનતાં િ કરાથી વન:શલ્ુ ક મળશે.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer>, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

OBSERVATIONS

Parents are welcome to visit their children's classrooms. **All observations must be pre-arranged through the school principal or assistant principal and are limited to two adult observers at the same time.** Younger siblings are not allowed during the observation. Outside observers should respect the confidentiality of all students within the classroom setting; therefore, no personally identifiable information should be shared. A staff member may be assigned to accompany the observer during the observation. Observations should be limited to thirty minutes and should occur no more than one time during any school week. Observations for any other purpose than to address instructional needs of enrolled students are scheduled at the discretion of the school administration.

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.

We ask that you not bring younger siblings when volunteering in the classroom or school, as often your attention must be given to them instead of the students in the class.

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. 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.

Parents/Guardians should have a confirmed appointment/conference scheduled with a teacher in order to visit a Braelinn classroom during the instructional day. The front office will deliver forgotten lunches and homework and will place messages in teacher mailboxes.

PARENT-TEACHER ORGANIZATION (P.T.O.)

The Parent Teacher Organization benefits all families of Braelinn Elementary, and both the parents and teachers at Braelinn are encouraged to become members of this valuable organization. The PTO Board is composed of the officers and the chairs of our various committees. The principal, assistant principal and a teacher representative also attend the board meetings. The board meetings occur monthly, and all parents are encouraged to attend. If you have any questions or would like to become involved, please feel free to contact a PTO officer, or the school office for more information.

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.

PHYSICAL EDUCATION

Georgia law requires physical education (PE) instruction and participation as mandatory except for health reasons. A written note is required 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. The note needs to be presented to the PE instructor and the school nurse if the student is to have none or limited PE participation for more than one week. Appropriate shoes and clothing should be worn on the days when the children have PE classes.

PUBLICITY, PHOTOGRAPHS, LISTS, AND VIDEO TAPES

Students are often photographed or they may participate in activities which may be videotaped for school related news stories or broadcasts. These may be released to newspapers, social media, radio or television. **If you would prefer your child's picture and/or name NOT be published, please write a letter to that effect to the principal and your child's teacher.**

When photographing school events/parties/field trips, we ask that all stakeholders respect the privacy of our students. We ask that any photos posted on social media do not include student names and/or any other specific details.

RAINBOWS

The Rainbows Program is for children who have experienced a significant loss in their life either through divorce, death, or separation from a family member. The children meet in small groups with a trained adult leader once a week for approximately 12 weeks. The program includes a Celebrate Me Day when all children and their leaders come together for a special time of sharing and learning. For more information please contact a school counselor.

RETAIL COMMITMENT CARD PROGRAMS

Proceeds earned from these and the following programs go directly to the children in the form of supplies, computer equipment, books, etc.

- Box Tops for Education - Box Top certificates can be found on many grocery products; more information can be found at www.boxtops4education.com.
- Publix - Enroll at www.publix.com/partners, select our school and enter the phone number at checkout

- Kroger - Enroll at <https://www.kroger.com/topic/school-programs>
- Target - You can also designate 1% of your Target Visa and Guest Card purchases to be donated to Braelinn Elementary. Please contact Target @ 1-800-316-6142 or target.com for more information.

RETURNED CHECKS

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

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.

RIGHT TO KNOW PROFESSIONAL QUALIFICATIONS

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

1. 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.
2. 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 at 770-631-5410.

SALES AND SOLICITATIONS

Students are not allowed to sell any tickets or merchandise of any type at school without permission being granted by the principal.

SCHEDULE OF EVENTS

Visit www.fcboe.org/bes for full calendar DUE to COVID-19, many scheduled events are on hold at this time

SEPTEMBER TBD

OCTOBER TBD

NOVEMBER TBD

DECEMBER TBD

FEBRUARY TBD

MARCH TBD

APRIL TBD

MAY TBD

PTO MEETINGS TBD

All PTO Meetings are held 9:30-10:30am in the Cafe unless noted otherwise.

SCHOOL CLOSING DUE TO INCLEMENT WEATHER

School closing due to inclement weather will be broadcast on WSB Radio 750 AM, WSB TV, WXIA TV, WFOX TV and www.wsbtv.com. Please tune to one of these if the weather is threatening.

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 20, November 12, February 11, April** (All meetings are open to the public @7:15 a.m All parents are welcome to attend. Meetings are held at 7:15 a.m. in the Braelinn Conference Room.

SCHOOL DAY/HOURS

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.

SCHOOL INSURANCE

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

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.

SMART SNACKS IN SCHOOLS

USDA's "All Foods Sold in Schools" Standards Effective July 1, 2014

Due to the Food Guidelines set forth by the USDA, all schools have to make changes to current practices. The changes that will be made at Braelinn Elementary to comply with these federal regulations include: eliminating bake sales, eliminating the sale of popcorn during the school day, and purchasing approved ice cream products. We are still allowed to have classroom parties and events with food that is not "sold" to the students. After-school events, such as Spring Fling and movie nights do not fall under these guidelines.

Food Guidelines

Nutrition Standards for Foods (per item as packaged or served)

Any food sold on the school campus, during the school day must:

- Be a whole grain-rich grain product; **or**
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food; **or**
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; **or**
- Contain 10% of the Daily Value (DV) of a nutrient of public health concern in the *2010 Dietary Guidelines for Americans* (calcium, potassium, vitamin D, or dietary fiber).*

AND

Foods must also meet all of the specific nutrient standards (with accompaniments):

Calorie limits

Entrée items: ≤ 350 calories

Snack/side items: ≤ 200 calories

Sodium limits

Entrée items: ≤ 480 mg

Snack/side items: ≤ 230 mg**

Fat limits

Total fat: ≤ 35% of total calories

- *Exemptions: Reduced fat cheese (including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats, seafood with no added fat*

Saturated fat: < 10% of total calories

- Exemptions: Reduced fat cheese(including part skim mozzarella), nuts and seeds and nut/seed butters, dried fruit with nuts and/or seeds with no added nutritive sweeteners or fats

Trans fat: zero grams (<0.5g)

Sugar limit

Total sugar: ≤ 35% of weight from total sugars

SPECIAL EDUCATION/EXCEPTIONAL CHILDREN'S SERVICES

Students with specific learning disabilities, intellectual disabilities, other health impairments, emotional behavior disorders, speech language disabilities, etc. are provided services by a special education teacher. In order to be placed in a program, students must have gone through the response to intervention process, been referred, evaluated, and staffed into the program through an Individualized Education Plan (IEP).

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.

STUDENT COMPLAINTS

In accordance with the FCBOE policy, students shall have the right to present and resolve complaints related to matters affecting the student relationship at the lowest organizational level possible. Our school encourages all students to resolve complaints informally in a spirit of trust where possible. This policy and procedure is available where such efforts do not succeed or, where for any other reason, the student desires to pursue this procedure.

- Step I - The student shall present the complaint to the teacher, staff member, counselor, or administrator with whom the student has the complaint.
- Step II - If the situation cannot be resolved, it is to be presented by the student (if against a teacher, counselor, or staff member) to the Assistant Principal.
- Step III - If the situation cannot be resolved by the Assistant Principal, it will be turned over to the Principal for final dispensation.

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.**

STUDENT SUPPORT PROCESS

RESPONSE TO INTERVENTION (RTI) 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?

Student academic and/or behavioral concerns are addressed through a four-tiered process that systematically develops and delivers instructional and behavioral interventions. This process is known interchangeably as the Tier process or Response to Intervention (RTI). The essential components of the process include the following:

- Providing scientific, research based instruction and interventions
- Monitoring progress in response to these changes in instruction and interventions
- Using 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. This includes implementing the CCGPS using research-based instructional practices, adjusting instruction to meet student needs, and monitoring student progress. 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 Student Success Team, Needs Based Teaching and Learning. Students receive more specialized interventions, remediation, acceleration, and enhancement within the general education setting. The "Success Team," comprised of interdisciplinary teachers, works collaboratively to formalize interventions in addition to Tier 1 instruction. Parent involvement in Tier 2 meetings is optional; however, the intervention plan is communicated to parents. The classroom teacher, remedial teachers, or others generally provide Tier 2 instruction in small groups. Monitoring of the student's progress is increased. Should the student continue to show lack of progress or failure to thrive academically and/or socially and need more specialized instruction, Tier 3 instruction is considered.

Tier 3 is Student Support Team (SST) Data Driven Teaching and Learning. At this point the SST, which can include school-based interdisciplinary teachers, countywide specialists, and parents, reviews the student's progress and plans for more intensive and systematic instruction. Interventions increase in intensity and duration and may be provided one-on-one, in small groups, or in classes. Progress monitoring is implemented more frequently to determine continued instructional interventions. If, with all the interventions and intensive instruction provided, the data indicates the student still shows lack of progress, a referral to Tier 4 is considered.

Tier 4 is Individually Designed Teaching and Learning. At this point, the student is referred for comprehensive psycho-educational evaluations through the Exceptional Children's Services, formerly known as Special Education. Grade or subject-area remediation and/or acceleration may be considered, or students may require adapted content and instructional delivery while still having access to the general curriculum.

Section 504 Under Section 504 of the *Rehabilitation Act of 1973* "No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance . . ." The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability.

If a parent or teacher identifies a student as having a medical or psychological condition that could substantially limit the student's school performance, the school should be informed and begin the student support process immediately. **For more information on 504, contact Emily Nealis, Assistant Principal.**

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 is not 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.

TEACHER QUALIFICATIONS

In compliance with federal regulations, the Fayette County School District informs parents that they may request information about the professional qualifications of their child's teacher(s). Parents wishing to request the information should contact the school principal by phone (770) 631-5410 or email at angelo.erinn@mail.fcboe.org

The following information may be requested:

- Certification information
- College major/graduate certification or degree held by the teacher
- Whether or not the teacher is teaching under an emergency or other provisional status through which Georgia qualifications or certification criteria have been waived
- Qualifications of the paraprofessional, if paraprofessional services are provided

TESTING

Throughout the year we administer a number of tests to our students to assess both individual and the school's progress.

- The Georgia Kindergarten Inventory of Developing Skills (GKIDS) consists of teachers assessing each standard of the Georgia Standards of Excellence (GSE) in the kindergarten curriculum. Reports at the end of the year inform parents as to their child's mastery of kindergarten standards.
- Reading Inventory (RI) assesses reading comprehension and gives each student a Lexile score, which indicates the level of difficulty a student can successfully comprehend.
- DIBELS reading assessment is administered to students to gain information on first sound fluency, letter naming fluency, phoneme segmentation, and oral reading fluency.
- The STAR Math assessment is administered three times a year to students in K-5 to assess progress in math standards.
- Georgia Milestones Testing will take place in grades 3-5 and will be taken online during the month of April.

Other assessments may be administered as mandated by the Georgia Department of Education or the Fayette County School System.

THREATS AND HARASSMENT

For all students to learn and grow, school must be a safe environment. Ensuring such an environment is a task that requires a strict, no-nonsense approach to any words or deeds that are intended to threaten the safety of another. All Fayette County Schools will regard all written and/or verbal threats, implied or direct, toward students, staff members, or school and staff property in a serious manner. The school's discipline action will be immediate and severe. Incidences may be reported to the police and/or the sheriff's department depending on the specific jurisdiction.

WEAPONS

It is unlawful for any person to carry, possess or have under control any weapon at a school building, school function, on school property, on a bus or other transportation furnished by the school. The term "weapon" means and includes any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any dirk, Bowie knife, switchblade knife, ballistic knife, any other knife having a blade of two or more inches, straight-edge razor, spring stick, metal knucks, blackjack, or any flailing instrument consisting of two or more rigid parts connected in such a way to allow them to swing freely, which may be known as a nunchuck, or fighting chain, throwing star or Oriental dart, or any weapon of like kind.

- Punishment: A fine of not more than \$5000; imprisonment for not more than five years. [O>C>G>A> 16-11-127.1]
- House Bill 1100 amended this criminal code section which makes it a fine to possess a weapon at school and adds to the list of weapons prohibited: "any bat, club, or other bludgeon type weapon." The bill adds an exception to the law, stating that sports equipment brought for legitimate athletic purposes is not covered by the prohibition.

In order to comply with this weapons law, a child wanting to have a baseball bat for recess or physical education will not be allowed to bring it to school. However, a parent or guardian may deliver the baseball bat to the office and pick it up there after its use. There will be no baseball bats allowed on buses.

Virtual Learning--Amendment to Handbook

Virtual learning will be provided as an optional educational experience and/or it may become necessary in order to keep our students and faculty safe and healthy. It is our desire at Braelinn Elementary to provide the very best education for our students. Virtually, we will require additional assistance from our students' parents/guardians.

When learning virtually, teachers are available throughout the day via virtual office hours. **Virtual office hours will vary**; standard office hours will be communicated by each teacher. Parents may reach out via email at any time, and teachers will respond within 24 hours.

Our teachers will work to provide meaningful engaging lessons each day for our students while they are participating in virtual learning. This must be a TEAM effort. We will not be able to provide the instruction and feedback that our students deserve without parent participation.

Parents should adhere to the following in order to maintain a healthy and beneficial learning experience:

- Keep a daily class/work schedule
- Set up a specific work area(s) that students will report to for learning each day
- Make sure your child gets up at least 30 minutes before the first virtual class meeting
- Students should be dressed for school
- Students should not be "in" their beds; however, some students do well setting up a workspace on their beds.

Student participation must include the following:

1. Students are expected to read all of the material provided.
2. Students are expected to use the links provided in order to complete items that are assigned.
3. It is very important to understand that online work is just as important as in person work.
4. Log in each day to check for assignments, items posted to Schoology, or to interact with peers.
5. It is expected that students keep interactions online positive and constructive.

Attendance:

Students are expected to participate in online school as often as you participate in face-to-face school. Students must log in daily and complete any check-ins, assignments, reading etc. by the time frame given by your teacher. If you are absent from your daily requirements, it will count as a school absence.

Virtual Assessments and Grading:

Online assignments and material will follow the same grading and assessing guidelines as face-to-face instruction.

Proper behavior, as it relates to the use of technology, is no different than proper behavior in all other aspects of our school. All users are expected to use the district technology resources in a legal, responsible, ethical, and polite manner. Digital citizenship guidelines are intended to clarify those expectations as they apply to computer and network usage. These guidelines are consistent with the Fayette County Board of Education guidelines/expectations on the use of

technology resources. A student who knowingly violates any portion of the digital citizenship expectations will be subject to suspension of access and subject to disciplinary action in accordance with the Fayette County Board of Education Elementary School Code of Conduct.

Students will practice safe and appropriate online behavior including using digital etiquette while communicating online. Improper use of Fayette County Board of Education technology resources (as determined by the principal) is prohibited including, but not limited to:

- using obscene language or materials
- attempting to send or sending anonymous messages of any kind
- using the network to access inappropriate and/or harmful materials
- bypassing the district's security measures to access sites that are filtered on our network
- encrypting communications to avoid security review or monitoring by the system administrator
- using the network to provide addresses/phone numbers or other personal information
- purposely engaging in activity that may harass, threaten, defame, slander, libel, malign, or abuse another (individual or group)
- forgery or attempted forgery of electronic messages; attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail