

## **Mission Statement**

The staff of Brooks Elementary School offers a safe environment where all students are taught academic and behavioral skills to become lifelong learners.

## **Vision Statement**

It is our vision that all children will recognize, appreciate and relate to people from all backgrounds in a positive way. Our staff will expect high levels of performance from our students in the areas of essential school skills, critical thinking, and problem solving.

## **Guidelines to Success**

Be Safe

Be Respectful

Be Responsible

Show the Bronco Way

## **Hours of Operation**

School begins at 9:10 a.m. and ends at 3:50 p.m.

The building opens at 8:40 a.m.

## **Car Riders**

If you plan for your child to be a car rider at any time, you will need to get a car rider tag from the front office. This tag must be displayed in the front window during dismissal. Those picking students up in the car rider line should stay in the car and line up in one of the double lines in front of the school. Your child will be delivered to your car.

## **Visitors**

Parents are always welcome to visit the school during the school day. All visitors will need a license before they can be admitted into our school building. Each visitor must be logged in as they enter. If they want to eat lunch or visit with the student, they MUST be listed on the emergency card as well. ***Special Note: To accompany any student through Field Day activities, you must be listed on the student's emergency card.*** Parents may visit classrooms when prior arrangements have

been made with the classroom teacher or principal. Staff has been instructed to stop all adults in the building who do not have a visitor's tag and ask each to return to the office.

## **Registration**

### Preschool

To be eligible for Preschool a child must be four years of age on or before August 1st and meet the income requirements. Three and Four year olds may also qualify for Preschool based on a delay. Please call the Preschool office at 502- 869-2615 if you have any questions.

### **Kindergarten**

To be eligible for enrollment in Kindergarten, a child must be five (5) years of age on or before August 1. Verification is necessary for enrollment with a certified copy of a birth certificate from the Office of Vital Statistics. The below items are required for Kindergarten.

- Certified birth certificate – State issued
- Immunization Certificate
- Physical exam
- Eye Exam
- Dental Exam
- Proof of residence (driver's license/utility bill) Emergency Numbers where you or other responsible adults can be reached during the school day.

### **Attendance**

According to the Bullitt County Board of Education Policy 09.122 on compulsory attendance, all children in the district (who have entered kindergarten and who are between the ages of 5 and sixteen, except those specifically exempted by statute) shall enroll and be in regular attendance in the school to which they are assigned. If your child is going to be absent from school, please call 869-2000 to report the absence. Be sure to send in written documentation stating reason or absence within 5 days of absence.

### **Early Checkout**

Early checkouts will affect your child's attendance report. The person checking out the student must appear on the student's identification card, must show a proper photo identification and complete the sign-out sheet, and must be 18 years old or older.

### **Excused Absences or Tardies**

- One (1) day attendance for the State Fair
- Death or severe illness in the pupil's immediate family
- Illness of the pupil
- Religious holidays and practices
- Other valid reasons as determined by the Principal

### **Absences Due to Suspension**

Projects or homework assigned prior to suspension shall be accepted for credit. Students shall be responsible for submitting assignments upon return to school. Long-term projects assigned during the suspension and due at a later date shall be Accepted. Work assigned and due during suspension shall not be accepted.

### **Truancy**

According to the Bullitt County Board of Education policy 09.123 on truancy, any pupil who has been absent or tardy from school without valid excuse for three days or more is a truant.

- Parents of students who have three (3) unexcused absences or tardies shall receive a letter informing them of the number of accumulated absences or tardies and a referral will be made to the Family Resource Center to assist the parents/guardians.
- This process will also be followed when a student has six (6) unexcused absences. **(Six unexcused tardies shall be equivalent to an unexcused absence).**

- When a child has accumulated six (6) unexcused absences or tardies, the Director of Pupil Personnel shall be notified with the recommendation that he/she pursue court action to declare the child a habitual truant.
- After a child has accumulated six (6) excused absences based on parent notes, the school shall require a statement from a physician or other official entity or the absence will be unexcused.
- A school-wide incentive program will be activated to encourage good attendance on a month by month basis while Perfect and Excellent Attendance Awards will be given at the end of the year.

### **Bus Transportation**

Bus service is provided for Brooks Elementary students. According to Bullitt County Board of Education policies (09.226 and 06.4), pupils shall conform to transportation rules and regulations prescribed under state and local statutes or the principal or principal designee is authorized to withhold bus-riding privileges.

### **Transportation Changes**

If your child will not be following the usual mode of transportation at dismissal time, please tell your child and send in **written notification**. Changes must be in writing. A parent may fax (957-5498) or email a note (addressed to [judy.harvey@bullitt.kyschools.us](mailto:judy.harvey@bullitt.kyschools.us)) into the office if a change is to be made after the school day begins. If a student needs to change his/her stop or bus, even for one day, it is necessary for the parents to make the **request in writing**. The student must present the

driver with a note giving permission for the change or it will not be honored.

**A verbal message WILL NOT BE ACCEPTED to change any mode of transportation.**

### **Cancellations or School Delay**

Should school be canceled for any reason, the announcement will be made on local news and weather stations, as well as, a district all-call. You can also check the BCPS website for cancellation notices or social media such as Facebook. In the event school must be dismissed prior to the end of the regular day, the announcement will be made on local radio and 5 television stations.

### **Emergency Procedures**

In most emergencies, your child/children will remain and be cared for at the school he/she attends. In the rare event of an emergency affecting the school your child attends that prohibits re-entry to the building (such as a broken gas main or chemical spill), students and staff will be moved immediately to our alternate site, Bullitt Lick Middle School. Follow this procedure if you hear news of any school emergency:

- Turn on your radio or television. We will keep the media accurately informed of any emergency.
- Please do not telephone the school. We have limited phone lines. These must be used to respond to the emergency.

### **Discipline Policy**

According to the Bullitt County Public Code of Acceptable Behavior and Discipline (09.426), behavior which is disruptive of the educational process shall not be tolerated and shall subject the offending pupil to the appropriate disciplinary action.

### **School Rules**

- Be respectful of others and their property

- Take care of school property
- No offensive or hurtful language
- Keep hands, feet and objects to yourself
- Walk at all times while inside and while exiting the school building

### **Consequences**

All students are responsible for knowing and observing the rules. Violation of these rules shall result in corrective disciplinary action. Teachers will communicate classroom expectations, and any classroom consequences. Administration will adhere to our school's behavior rubric describing the consequence of each behavior. Consequences may include: parent notification, loss of privileges, family conferences, suspension, etc. These rubrics will be shared in early Tuesday packets and are always available upon request.

**Bullitt County Schools maintain a ZERO TOLERANCE POLICY on alcohol, drugs and other controlled substances, dangerous weapons, assaultive behavior, vandalism, theft, and tobacco from all students.**

### **Dress Code Policy**

All students and parents have the responsibility to observe basic standards of cleanliness and good grooming. A student's dress and appearance should not be such that it causes disruption, is immodest, distracts others from the educational process, or creates a health or safety problem. We encourage our students to dress and groom with care and dignity.

- Students should be well groomed to include clean hands, faces, hair and clothing.
- For safety purposes, shoes must be securely fastened and heels must be less than 1" in height. **Athletic shoes are preferred for daily wear and are required for P.E. days.**
- Brooks administrators reserve the right to determine the

appropriateness of student dress. Parents will be notified if a change of clothing is needed. All students are expected to follow the dress code policy as set forth by the S.B.D.M. council.

### **Shirts**

- No offensive wording or pictures and the shirt is clean
- without holes or tears.
- No shirts that promote tobacco, drugs/alcohol, or violence.
- No sleeveless, spaghetti straps, tank tops, halter tops,
- or bare shoulders

### **Pants**

- Denim/jeans, cargo pants, or dress/uniform pants.
- All pants should secure around the waist
- Leggings/Jeggings should only be worn with a shirt/skirt/or dress cover the bottom down to the knee.

### **Shorts**

- Denim/jeans, cargo pants, or dress/uniform pants.
- Must meet the “dollar bill” test where the shorts can be no longer than the width of a dollar bill above the knee. If the problem arises, the student will be given the dollar to measure. No school personnel will do the measuring.
- No lycra/spandex or cycling shorts are permitted.
- Shorts should be worn under dresses or skirts.

### **Dresses/Skirts**

- Dollar Bill rule applies (see shorts)
- Shorts should be worn under dresses/skirts

### **Shoes**

- Athletic shoes are the preferred shoe for typical school days and required for P.E. days.
- For safety reasons No “flip-flops” or unsecured sandals are allowed (must have heel strap)
- No platform or wedge shoes or shoes above 1” in height
- No clogs/mules

### **Socks/Stockings/tights**

- Must be worn with all shoes (except sandals)
- Miscellaneous
- No jewelry to promote tobacco, drugs, violence, or alcohol
  - No make-up or scents (perfume/cologne/oils)
  - No hats, bandanas, or head coverings. Hoods will be off the head while in the building, with the exception of religious or cultural headwear.
  - No fake/acrylic nails

### **Guidance Services**

The guidance program at Brooks Elementary is based on the belief that each child is a worthy and unique individual. The guidance service of Brooks Elementary functions as an integral part of the school program. The counselor is concerned with the developmental needs of all students within the school, not only those that exhibit adjustment difficulties. The guidance program seeks to provide activities that will encourage students to achieve his or her potential.

### **Head Lice/No Nit Policy**

The Bullitt County School District policy states: Upon discovery of head lice on any child within a classroom, all children within that classroom shall be checked for head lice. The infected student’s parents will be notified.

Shampoo that kills lice can be obtained from the Bullitt County Health Department at a nominal charge.

### **Meals**

Breakfast will be available for students who wish to eat at school. Breakfast is served at 8:40 a.m. Car riders need to arrive by 9:00 a.m. if they wish to eat breakfast. Brooks currently is the recipient of a federal grant that allows all students to eat breakfast and lunch for no charge.

**Fast food and carbonated beverages are not allowed to be brought in for meals.**

### **Food Allergies or Restrictions**

Any student with food allergies or food restrictions must

have a doctor's statement listing all foods to be avoided. The lunchroom manager must have a copy.

### **Medication Procedures**

A permission form for prescribed or over-the-counter medication will now require the signature of the doctor (health care provider)

who ordered the medication and the parent of the child before the medication is to be given at school. Forms may be picked up in the office. **We must have this form on file or the medication will not be administered.**

Medication must be sent to school in the original container with the prescription label attached. In addition, the following must be included: Student's Name, address and phone number of doctor, name of medicine, directions for dosage, frequency and method of administration.

Over-the-counter medication can be given for 3 days only with the written parent/guardian permission. This must include: Student's name, time to be given, the original container that lists directions for dosage, an accurate measuring dispenser for liquids with measurements clearly labeled.

### **PTA**

Brooks is proud to have a very active Parent-Teacher Association. This is another way you can use your time or talents to be involved here at school. Look for the membership cards at the beginning of the school year. Anyone interested in joining the PTA is welcome.

### **Parent/Teacher Conferences**

Strong communication between home and school is vital for the educational success of each child. Information regarding Open House will be sent home. Please take this opportunity to meet your child's teacher. You will also receive information regarding fall conferences.

Please take advantage of this opportunity. Teachers are also available for conferences during the school day by appointment. Should you desire a conference with a teacher, contact the school in writing or call to leave a

number where you can be reached. Teachers are unable to take phone calls from parents during the school day unless they are available during their planning time.

### **Site Based Decision Making Council (S.B.D.M.)**

The Site Based Decision Making Council is made up of three parents, four teachers, and an administrator. By serving on the council or on a committee reporting to the council, you can be involved at Brooks Elementary in a variety of ways. Currently the council meets on the third Thursday of each month at 4:10 p.m. in the S.B.D.M. Conference Room. The meeting date and time is subject to change each July when the new council takes office.

You may voice your concerns or share your ideas to one of the council members by contacting the school. SBDM members are posted on our website at <http://www.bullittschools.org/10/Home>

### **Family Resource Center (FRC)**

The Resource Center is another way that Brooks provides services to enhance the students' ability to succeed in school. Our Family Resource Center has been established to assist our children and their families with these problems by providing direct services or by linking families with other resources in the community. The Family Resource Center is open year round. Sherri Bishop is the Coordinator. The hours are 8:00 – 4:00, Monday, Wednesday and Friday and by appointment for evening hours. The phone number is 869-2012.

### **Volunteer Program**

Brooks always welcomes volunteers. If you plan to volunteer, please make sure you have completed a background records check. All volunteers MUST have a new background check done every two years. Please have yours done so it will be on file if you want to volunteer or go on a field trip. You need to have your I.D. with you to fill out the background check form. There is a \$10.00 fee for background checks.

When volunteering at school or on field trips, please adhere to our school's dress code. Remember, school

property and all activities (including field trips) are Tobacco Free!

We need volunteers throughout the year for various things. Please consider volunteering if you have time. You may contact our volunteer coordinator at 869-2029 with any questions you may have about volunteering.

### **Tuesday Envelopes, Lost Books, and Planners**

- Each Tuesday your child will bring home an envelope containing information regarding school events and important notices. These “Tuesday Envelopes” are an excellent means of communication about upcoming events. If they
- are lost and need to be replaced, the cost is \$1.00. Also, all Tuesday Envelope information is posted on the Brooks Elementary website under the tab “Tuesday Envelopes”.
- Lost books are to be reimbursed on the following pay schedule according to 704KAR 3:455 Section 19:
  - 100% retail cost for books one or two years old
  - 75% retail cost for books three/four years old
  - 25% retail cost for books five or six years old
  - Funds collected will be credited to the school’s library fund.
- Student planners are a very important tool for communication with families. The initial planner will be provided free of charge but replacements will cost \$3.

### **Non-Discrimination Statement**

According to the Title IX of the Education Amendments of the Civil Rights Act and Section 504 Public Law 99312, the Bullitt County Board of Education does not discriminate on the basis of race, color, national origin, sex or handicap in the educational programs or activities it operates. It is required by Title IX and Section 504 pursuant to regulations not to so discriminate. It is the intention of Brooks Elementary to

comply in all ways with the regulations set forth in Title IX. If at any time any student feels that discrimination does exist, a grievance should be filed with the Grievance Committee and addressed to Mr. Jesse Bacon, Superintendent, 1040 Highway 44 E., Shepherdsville, KY 40165, phone 502-869-8000.

### **Student Personal Technology Devices**

K-3 Students shall not have personal technology devices at school.

Students in 4<sup>th</sup> and 5<sup>th</sup> grades will be allowed to bring personal technology to school for educational use only and such devices will be kept turned off and out of sight unless being used under a staff member’s direct supervision.

If personal devices are visible, they will be confiscated.

### **Student Personal Items**

Parents may send items deemed appropriate for school and learning at their discretion.

Items such as toys, trading cards, sports equipment, and other items not directly necessary for school and learning are not allowed without prior special permission. These items will be confiscated.