

Brooks Elementary School

Excellence Begins Here!

2017-18
Student Handbook



1430 Brooks Hill Road
Brooks, Kentucky 40109
Phone: (502) 869-2000
Fax: (502) 957-5498
Website: <http://www.bullittschools.org/10/Home>

This agenda belongs to:

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Teacher: _____

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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 prepared
Ensure safety
Show respect
Take responsibility

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. Any student eating breakfast may enter the building at 8:40 a.m. and report to the cafeteria.

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. The car rider line moves very rapidly and it should not take more than 10 minutes for you to reach the front of the line once school is dismissed.

Visitors

Parents are always welcome to visit the school during the school day. All visitors will need a photo ID 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 strangers in the school*

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 160% income requirement. 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

It is the school's recommendation that students not be checked out early unless it is absolutely necessary. Checking out a student early disrupts the educational process for every child in the classroom. In the event that a child becomes ill, a parent or parental designee will be called. At any point a student leaves school, (s)he must first report to the school office and follow proper check-out procedures.

- The person checking out the student must appear on the student's identification card.
- The person checking out the child must show a proper photo identification and complete the sign-out sheet.
- The person checking out the child must be 18 years old or older.

The above procedure is to keep all of our children safe. We ask for your cooperation in this matter.

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

Unexcused Absences or Tardies

Work from unexcused absences may be made up at the discretion of the teacher.

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. Therefore, Brooks Elementary SBDM Council has adopted a policy to decrease truancy within Brooks Elementary.

- 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) 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 from the student WILL NOT BE ACCEPTED to change any mode of transportation, car rider or bus stop.**

Cancellations or School Delay

Please do not call the school for cancellation information. Should school be canceled for any reason, the announcement will be made on local news and weather stations. You can also check the BCPS website for cancellation notices or social media such as Facebook. School will be canceled for one day at a time, unless otherwise noted in the news broadcast. The same holds true for delays. In the event school must be dismissed prior to the end of the regular day, the announcement will be made on local radio and

television stations. Please explain to your child what he/she should do in the event this happens.

Preschool Delays

If school is delayed for one hour, all morning preschool will attend school. If a two-hour delay is necessary, morning preschool and Head Start will not attend on the day of the delay. Afternoon preschool and Head Start students will attend the afternoon session. If school is dismissed early by two (2) hours or more, morning preschool students will be taken home on the regular bus runs with the full-day students. In this case, they will be fed lunch. If school is dismissed early by less than two hours, preschool students will be taken home on their regular route at the normal time.

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.

One of the most important objectives of Brooks Elementary School is to teach students to be responsible for their own behavior and to develop respect for themselves, fellow students and the staff. The purpose of our discipline policy is to ensure the rights of each student to attend school in a safe, positive, and productive learning environment.

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

Hallways are quiet zones and students shall follow the Bronco BEST expectations at all times.

Consequences

All students are responsible for knowing and observing the rules. Violation of these rules shall result in corrective disciplinary action. Anyone or a combination of the following actions may be used.

- Teacher warning
- Teacher/student conference
- Parent notification
- Loss of privileges
- Parent conference
- Office referral
- Community Service
- Suspension

Suspension

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. This policy is **strictly enforced** at Brooks. Students may be suspended for continued patterns of class or school disruption, inappropriate school behavior, continued behavior that shows disrespect to self and others including, but not limited to teasing, bullying or intimidation.

Dress Code

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 and are to be worn for P.E.
- 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. The following dress code policy is to be followed unless a designated day (pajama day, etc.) has been called.

Dress Code Policy

Shirts

- Polo (knit) shirts, plain T-shirts, turtlenecks, or oxford shirts
- No emblems, logos, graphics, or words except school logos
- Only school issued T-shirt and hoodies
- Shirt must have sleeves (long or short)
- Shirt must cover entire midriff and back when sitting
- Top button only open on oxfords
- Two buttons allowed open on polo shirts
- **No** sleeveless, spaghetti straps, tank tops, halter tops, or bare shoulders

Sweatshirts and Pullover Sweaters

- **No** emblems, logos, graphics, or words except school logos
- Crewneck only
- Band at bottom

Button-up Sweaters

- Any solid color
- Must be worn with shirt/blouse

Pants

- Blue jeans, cargo pants, or dress/uniform pants
- All pants should secure around the waist (no sagging/baggy pants)
- **Not allowed** – lycra knit “sweat” pants, jeggings/leggings, corduroy, nylon or mesh
- **Do NOT** slash/cut bottoms to go over shoes
- **Do NOT** roll your pants legs up

Shorts

- Same as for pants
- Must be longer than fingertips when arms are rested by side

Dresses/Skirts

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

Shoes

- Athletic shoes are the preferred shoe for typical school days

- For safety reasons no “flip-flops” or unsecured sandals are allowed (must have heel strap)
- **No** platform 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
- Necklaces are to be worn one strand and one medallion at a time
- Large loop or dangling earrings are not allowed
- If long sleeves are worn as an under-garment, sleeves must be plain
- No make-up or scents (perfume/cologne/oils)
- No hats, bandanas, or head coverings
- 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 has a policy which is strictly enforced at Brooks. 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
- 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. Silverware will NOT be used to dispense medications.

Rewards

- Pride in accomplishments
- Verbal/written praise
- Classroom awards (collective and individual)
- Positive Office Referrals
- Bronco of the Month

Awards

At the end of the school year, each team will celebrate the year's accomplishments in an awards ceremony in the classroom. Potential awards can be, but are not limited to, Perfect Attendance, Young Authors, Certificates of Improvement, Citizenship Award, Academic Excellence Award/Honor Roll, Certificate of Outstanding Achievement and Certificate of Outstanding Effort.

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 Brooks Family Resource Center has been created as part of the Kentucky Education Reform Act (KERA). The Resource Center is another way that Brooks provides services to enhance the students' ability to succeed in school. It is difficult for children to be successful in school when their families face many problems. 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 do not wear shorts or skirts shorter than uniform length, midriffs, halters, or T-shirts with objectionable wording or logos are not allowed to be worn by our children so we ask that you respect the same rule and do not wear them while visiting our school. 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 Tanya Okes 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% of retail cost for books three/four years old
- 25% of 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. Keith Davis, Superintendent, 1040 Highway 44 E., Shepherdsville, KY 40165, phone 502-869-8000.

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