

## **Brookwood Elementary**

1330 Hollybrook Rd.  
Snellville, GA 30078

School Office: 770-736-4360

Cafeteria: 770-736-4363

Media Center: 770-736-4374

**National  
PTA®**

*everychild.onevoice.*

Fax: 770-736-4410

Clinic: 770-736-4364

[www.brookwoodelementary.com](http://www.brookwoodelementary.com)



Principal: Karen Head

Assistant Principals: Cheri Carter & Dawn Henning

# **"We're All About Learning"**

Mascot: The Brookwood Colts

Colors: Burgundy and Gold

**Parent/Student Handbook 2013-2014**

# Brookwood Elementary PTA

Meeting Schedule - all meetings  
start at 6:30 pm  
2013-2014

## PTA Meetings:

August 20<sup>th</sup>

August 22<sup>nd</sup>

December 12<sup>th</sup>

May 8<sup>th</sup>

## Parent Orientation Nights:

August 20<sup>th</sup>, 2013 (Gr. K-2)

August 22<sup>nd</sup>, 2013 (Gr. 3-5)

## PTA Sponsored

Math Night - Gr. K-2:

January 30<sup>th</sup>

Science Night - Gr. 3-5:

March 27<sup>th</sup>

## Web Sites:

[www.pta.org](http://www.pta.org)

[www.georgiapta.org](http://www.georgiapta.org)

# Brookwood Elementary

Mission, Vision and Beliefs

## "We're All About Learning"

### Mission Statement

Our mission is to provide every student learning opportunities in an academically challenging environment.

### Vision:

Brookwood Elementary will be a world-class school where the achievement of academic knowledge and skills is exceptional as compared to local, national, and world-class standards.

### Beliefs:

- ◆ We believe in the inherent right of each student to learn.
- ◆ We believe that each student has the right to work and learn in a safe and supportive environment.
- ◆ We believe that we should encourage our students to embark on learning as a life long process.
- ◆ We believe that learning should capitalize on the student's natural curiosity.
- ◆ We believe that learning encompasses the whole student - emotionally, physically, intellectually and socially.
- ◆ We believe that there is a way to help every student learn and we should address the varied and individual learning styles.
- ◆ We believe that the most effective approach to learning is the team approach and we actively solicit parental and community involvement in our quest for learning.

Dear Parents and Students,

**Welcome to the 2013-2014 school year at Brookwood Elementary!** We are excited about the excellent student achievement results from last year and we are anticipating continued academic and behavioral excellence. In order to achieve success, we will remain committed to a culture of continuous quality improvement and our focus will continue to be on teaching and learning. We will provide a safe, secure, and orderly learning environment that is also supportive and academically challenging. We promise you that we will work very hard to help all students reach the highest levels on all local, state, and national assessments. We will also engage students in reading, writing, math, science, and social studies in ways that will encourage them to want to learn more.

However, we need your support to be totally successful:

- Join PTA and get involved. PTA supports the teaching and learning at Brookwood everyday. It is a great way to make a difference!
- Please support us by reading this handbook and adhering to our policies and procedures.
- Sign up for the Brookwood Elementary email newsletter –“Giddy Up”, on our website if you haven’t already.
- Our dress code is designed to reduce the likelihood of distractions and to maintain an academic focus in the classroom and on campus. Please make sure that your child’s dress adheres to the dress code guidelines.
- Put the dates for Parent Orientation and Early Release conferences on your calendar now and make plans to come talk with your child’s teacher.
- Put the testing dates for your child’s grade level on your calendar now and don’t schedule doctor’s appointments that would conflict with testing.
- Read with your child every night and check over his/her homework when it is done. If he/she has lots of trouble with his/her homework, let the teacher know.
- Check your child’s bookbag every night and ask for the conduct/work folder on Friday. Celebrate the good work and behavior and help him/her correct or make plans to fix areas of need. Sign the folder and return it to the teacher each week on time.
- Read the weekly email from your teacher carefully and help your child plan for studying and projects.
- Make sure your child is getting adequate sleep. Most elementary age children need 9 – 10 hours every night.
- Give your child a good breakfast and a hug as you send him/her to us each day.
- Contact your teacher with an email, note, or call if you have questions or concerns. Understand that they are very busy teaching during the day, but they will try very hard to get back to you within 24 hours.

Thank you for giving us the privilege of teaching your children. Thank you also for supporting us. Brookwood Elementary is a great school! Your support, as parents, makes a huge difference in our success. At Brookwood, our slogan is “We’re All About Learning!” The “ALL” includes you, too.

Sincerely,

*Karen Head*

**BROOKWOOD ELEMENTARY  
PTA EXECUTIVE BOARD  
2013-2014**

**CO-PRESIDENTS**

Marybeth Martin  
2533 Twilight View  
Snellville, GA 30078  
770-736-6067  
[M8b8m8@me.com](mailto:M8b8m8@me.com)

Sherrie Mikell  
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**CO- VICE PRESIDENTS**

Lori Torrence  
812 Blue Sky Rdg  
Snellville, GA 30078  
404-797-7614  
[loritorrence2003@yahoo.com](mailto:loritorrence2003@yahoo.com)

Kendra Corrora  
2663 Marcia Dr.  
Lawrenceville, GA 30044  
404-358-3191  
[corroras@gmail.com](mailto:corroras@gmail.com)

**TREASURER**

Lori Crosby  
2258 Bright Water Dr.  
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770-979-5819  
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**SECRETARY**

Alyssa Frankenberger  
2444 Mossy Branch Dr.  
Snellville, GA 30078  
770-763-6639  
[alyskakelly526@hotmail.com](mailto:alyskakelly526@hotmail.com)

**PTA COMMITTEE ASSIGNMENTS**

**Lori Torrence**

Membership  
Spirit Wear  
Book Publishing  
Media Center  
Hospitality  
Family Fun Activities  
Premiums  
PTA Ambassadors  
Grade Level Reps - K, 1st, 2<sup>nd</sup>, Special  
Education

**Kendra Corrora**

Fundraiser  
Cultural Arts  
Reflections  
Scrapbook  
Volunteers  
Clinic  
Newsletter  
Student Directory  
Grade Level Reps - 3rd, 4th, 5<sup>th</sup>

**BROOKWOOD ELEMENTARY  
PTA COMMITTEE CHAIRMEN  
2013-2014**

<b>COMMITTEE</b>	<b>CHAIRMAN</b>	<b>PHONE NUMBER</b>
CLINIC	Angela Hilliard	770-985-0754
CULTURAL ARTS	Annette Aponte	678-234-6070
FUNDRAISER	Amy Bailey Carrie Foster	678-979-8909 678-353-6582
HOSPITALITY	Nikki Green Shelley Heffner Marci Hoffman	678-691-4414 770-979-4393 678-687-2477
MEMBERSHIP	Dipa Patel	770-736-9232
SPIRIT WEAR	Jana Fowler	770-605-6071
STUDENT DIRECTORY	Dave Lester	770-736-3935
VOLUNTEERS	Diane Henderson Beth Ray	678-634-1804 678-468-1792

**PTA GRADE LEVEL  
REPRESENTATIVES  
2013-2014**

<b>SPECIAL ED</b>	Bonnie Sims 770-978-1210
<b>KINDERGARTEN</b>	Nicole May 678-548-6703
<b>FIRST GRADE</b>	Marci Hoffman 678-687-2477
<b>SECOND GRADE</b>	Courtney Ray 770-972-6793
<b>THIRD GRADE</b>	Nikki Green 678-691-4414
<b>FOURTH GRADE</b>	Lawanda Higgins 678-951-3544
<b>FIFTH GRADE</b>	Maria Gwynn 770-982-6400 Terri Lester 770-736-3935 Bonnie Sims 770-978-1210

# BROOKWOOD ELEMENTARY SCHOOL - POLICIES AND PROCEDURES

2013-2014

## I. ATTENDANCE

## II. CLINIC/STUDENT ILLNESS AT SCHOOL

## III. SCHOOL ENTRANCE REQUIREMENTS

## IV. STUDENT CONDUCT

## V. SPECIAL AREA CLASSES

## VI. MEAL PROGRAM

## VII. SCHOOL PARTIES & BIRTHDAYS

## VIII. STUDENT INSURANCE PROGRAM

## IX. COLLECTION OF MONEY FROM STUDENTS

## X. LOST AND FOUND

## XI. HOMEWORK

## XII. EFFECTIVE STUDY HABITS

## XIII. STUDENT OPPORTUNITIES

**I. ATTENDANCE** - School attendance is important because class activities and direct instruction cannot be duplicated by assigning work. Please make every attempt to be in school every day and to be on time.

### A. Absences

Certain absences are considered to be excused according to state guidelines. Excused absences include:

- U Personal illness or attendance in school endangering a student's health or the health of others.
- U A serious illness or death in a student's immediate family requiring absence from school.
- U A court order or an order by a governmental agency, including pre-induction physical examination for service in the armed forces, mandating absence from school.
- U Observing religious holidays, necessitating absence from school.
- U Conditions making attendance impossible or hazardous to student health or safety.
- U Serving as a page in the General Assembly.

**Please remember that if your student is absent from school, upon his/her return he/she should give the teacher a note signed by the parent or a Dr.'s note stating the reason for his/her absence (an e-mail is not considered a signed note).** Notes should be received within 5 days of the students return to be considered for review to be excused. Should the reason be one noted above, your child's absence will be marked excused.

The state truancy law (O.C.G.A. Section 20-2-690.2) defines truant as "any child subject to compulsory school attendance who during the school calendar year has more than 5 days of unexcused absences". All absences, excused and unexcused, become a part of a student's official record. **After five unexcused absences parents will receive a letter of concern from the school and/or a call from our social worker or counselor.**

**If a student is absent one day, the teacher will give the make-up work when he/she returns. If the student is absent more than one day, parents may request make-up work. Please allow 24 hours for the teacher to gather needed materials. Please do not drop by during instructional time to discuss make-up work with the teacher.** Vacations and family outings are unexcused absences. Please do not ask teachers to provide make-up work in advance for planned trips.

### B. Partial Day Attendance:

To be counted present for the whole day, students must attend for at least the equivalent of half the school day. This does not have to be continuous time.



### C. School Hours:

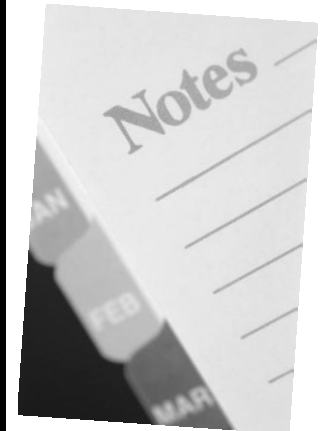
School hours are 8:50 a.m. until 3:20 p.m. **If a student arrives at school after 8:50 a.m. an adult must "sign in" the student in the office.** Students must be in their classroom at 8:50 or they will be marked tardy. Students with 5 unexcused tardies during a semester (90 days) are assigned to after-school detention. Students should be in the building no earlier than 8:20 a.m. Students arriving late to school should report to the office with their parent/guardian/adult to sign them in and complete tardy information.

D. **Early Dismissal:** To prevent a child from leaving school with a stranger, we have procedures which must be followed for early dismissal.

- If anyone other than a parent wishes to take a student from school, the child must bring a note to the teacher in the morning from the parent stating who will be picking up the child.
- All students must be signed out in the office where they will meet the parent or other authorized person.
- Please be prepared to show a picture ID.
- **Do not go the classroom to get your child.**
- If restrictions exist concerning individuals who may pick-up your child please notify the school in WRITING.
- If your child needs to leave early, please pick him-her up by 2:50 p.m. After 2:50 p.m. the students should either ride the bus or join the car riders for car pool pick up.

### IMPORTANT TRANSPORTATION REMINDERS

- **Anytime there is a change from your normal plans to go home in the afternoon, send a note to your child's teacher to make sure the student and teacher know what to do. If your child is to ride a bus that is different from his/her regular bus, please include the address where the student is to go. You may call the school office with an emergency change before 2:50 p.m. but please do not email it.**
- If you plan to pick-up or drop off a student, remember only RIGHT turns are allowed "into" and "out of" the parking lot between 8:00 a.m. to 9:00 a.m. and 3:00 p.m. to 4:00 p.m. Signs are clearly posted.
- Cars are not allowed in the front drive when a school bus is already parked in the drive.
- The building is locked at 4:00 p.m. each day for security reasons. Students should gather all needed materials and books before leaving at dismissal time. Parents, do not bring your child back to the school to get things. We are working on student responsibility, and we need your support.



## E. Arrival and Dismissal Procedures

U Please encourage your children to ride the bus as often as possible for these reasons:

1. Fewer cars on the road help our environment. The quality of our air is important! Set a positive example for your children. Fewer cars reduce the traffic and the time it takes for all students to arrive and dismiss safely.
2. Buses are safer for all students.
3. Students riding the bus learn to follow rules and learn a different type of responsibility. Our "bus curriculum" is not always perfect but students learn to cooperate with others in a different way. We have strict rules and we enforce them. Let your children know that you expect them to learn to ride the bus safely and if there are problems we will work together to solve them.
4. Riding the bus means your student will always be on time for school.

U All walkers should enter the building from the crosswalk on the primary wing door only, not the front door.

U Do not make a "U" turn on Hollybrook Road. It's a traffic violation, unsafe and rude to break into line when other parents are waiting to turn right. Also do not turn around in surrounding neighborhoods. Plan your approach to the school to avoid the need to turn around.

U **There is no early check out after 2:50 pm.** Students will be dismissed at 3:20 p.m. Walkers and students riding the bus will be dismissed first. The car pool line will not move during the time the walkers are leaving and crossing the street or during the time the buses are exiting.

U Students must be in their classroom by 8:50 a.m. to be on time. Car riders and walkers may enter the building at 8:20 a.m.

U Buses will be given a priority for loading and unloading in the front of school. Cars are not allowed to drive in the front driveway during arrival and dismissal times (8 to 9:00 a.m. and 3 to 4:00 p.m.).

U **All car riders must be dropped off and picked up on the parking lot side of the building.** Students are not allowed to meet parents in the parking lot or on a side street. Remember, safety is important for all students.

U The car pool line must not block the exit driveway for buses. The car pool line will start at the designated "start" line to allow bus drivers road visibility as the buses exit. Parents are asked to refrain from talking on cell phones while dropping off and picking up students.

U Cars must turn right into and out of the side parking lot. "No left turn" signs are clearly posted.

**Please know that our goal is for students to arrive and dismiss safely. As our enrollment increases, the task of dismissing students safely and quickly continues to challenge all of us. We must all work together cooperatively and positively for the safe arrival and dismissal of all students. Thank you for following these rules and procedures!**



## **F. School Closing/Early Dismissal Due to Emergencies**

If bad weather causes school to be canceled or dismissed early, public announcements will be made on GCPS Television, on the school system's web site ([www.gwinnett.k12.ga.us](http://www.gwinnett.k12.ga.us)) and via metro Atlanta radio and television stations. Cancellations usually are announced shortly after 6 AM. **DO NOT CALL THE SCHOOL.** Please have a plan for your child in case the school dismisses early due to inclement weather or for emergency reasons. Work with a neighbor or friend and make sure your child knows what to do. Complete the Emergency Dismissal Plan Form and keep a copy for your records.

## **G. Withdrawal From School**

When withdrawing from school, it is necessary for the parent/student to notify both his/her teacher and the office. Withdrawal forms must be completed, bills paid and textbooks returned before a student's record is cleared. **IF A PARENT COMES TO SCHOOL TO WITHDRAW A CHILD, THE SCHOOL OFFICE IS THE FIRST PLACE TO VISIT, NOT THE CLASSROOM.**

## **H. Change of Address or Phone Number**

For emergency purposes, we must have updated information on each student. Please notify the school if there is any change of address or phone numbers. **THIS IS VERY IMPORTANT.** A class roster with addresses and phone numbers is provided after registration. Parents decide whether or not to include their child on the class roster to be compiled by our PTA directory committee. Parents can purchase a directory.

## **II. CLINIC/STUDENT ILLNESS AT SCHOOL**

### **A. Clinic Attendant**

We are fortunate to have Mrs. Sally Rihm, RN, as our clinic attendant. Your donation of clinic supplies (band aids, 3 oz. paper cups, etc.) is very important!!

When a child becomes ill at school, the school nurse determines if the parent should be contacted. Since some parents do not have phones and many are at work, we must have the name and phone number of a friend or relative that can be reached if you are not available. We should also have your work number.

Please do not send your child to school sick with a note requesting that the teacher send your child to the clinic. Be considerate of other students by caring for your child at home. It is the responsibility of the parents to see that medical treatment is given to their child. Our clinic is not designed for lengthy sick care. It is only appropriate as a holding area until a parent arrives.

Children's Healthcare of Atlanta Professionals recommends that students:

- U who have had a fever remain at home until the child has been "fever free" for 24 hours without the aid of medication.
- U who need an antibiotic, take the antibiotic 24 hours before returning to school.

All parents should adhere to these guidelines to help us maintain a sick-free environment.



## B. Medications

Parents should bring any medication to and from the clinic. Parents need to complete a required form concerning medication before medicine can be dispensed at school. Whenever it is absolutely necessary that medication be given to a student during the school day, the following guidelines apply:

- U **Parents must bring medication to the clinic and complete forms for medicine to be dispensed.**
- U If prescription medication is necessary during school hours, the parents must complete the permission form provided by the school system which must contain the same information as that on the prescription bottle. These forms are available in the clinic.
- U Prescription medications must be maintained in the original prescription container.
- U Each time the medication dosage changes, the prescription bottle label must be changed to reflect the dose ordered by the physician.
- U Medication needed for long periods of time should have an updated request from the parent/physician yearly.
- U If over the counter medication is required on an as needed basis, the parent/guardian must furnish a written request which includes date, student's first and last name, name of medication, dose and time to be administered and reason for medication. Medications must be received at school from the parent/legal guardian in the original container. If the medication is to be administered for more than one day, the Administration of Medication Request Form must be completed.
- U **Medications received in anything other than the appropriate child-proof container can not be administered at school.**

When medication is discontinued, any medication remaining must be picked up from the clinic by the parent. If the medication is not picked up within two weeks of discontinuation it will be destroyed by the clinic attendant.

All medication should be administered between classes or during lunch or recess. The practice of sending individual medications to school with the child in lunch boxes, etc., is hazardous and forbidden. Reactions to the drug taken might not be recognized by school personnel and inappropriate treatment might be rendered.

### III. SCHOOL ENTRANCE REQUIREMENTS

#### A. Birth Certificates

Kindergarten and First Grade students entering school for the first time must present a certified copy of their birth certificate. Children must be five years old on or before September 1<sup>st</sup>, to enroll in the Kindergarten program. Students must be six years old on or before September 1, to enroll in first grade.

#### B. Immunization Certificates

##### Form 3231

Before official enrollment, all students enrolling in a Georgia school must have on file an official Georgia Department of Human Resources Certificate of Immunization. These certificates may be secured from local physicians or the County Health Department. Students enrolling in Kindergarten will be required to show proof of three immunizations for Hepatitis B, two MMR's, two Varicella (chicken pox), and two doses of Hepatitis A.

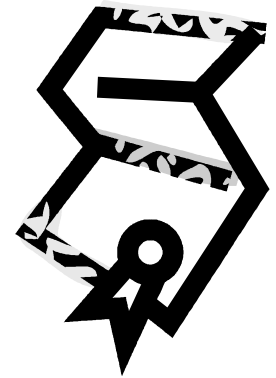
#### C. Hearing, Vision, and Dental Certificates

##### Form 3300

All students entering school for the first time must present a certificate of ear, eye, and dental examination by the Health Department, a physician and/or dentist licensed by the State of Georgia.

#### D. Social Security Numbers for Students

The state requests a social security number for each student. Parents may bring a copy of their child's social security number or elect to sign a waiver.



#### E. Proof of Residency

School officials must require the parent or guardian to provide two documents as proof of residency in the district and attendance zone at the time a student is initially enrolled. A settlement statement/lease/rental agreement and one current utility bill (gas, water, power - no phone) would satisfy this requirement. We must have the portion of the bill that shows name and address. In a situation where residence is with a family in our attendance area, the parent must obtain paperwork (Residency Affidavit) and approval from the school office.

### **Statement of Student Misconduct:**

Rules are designed to notify students as the types and range of behaviors that are unacceptable: Nevertheless, every specific variation of the prohibited conduct may not have been included. Consequently, students should expect to be disciplined for misconduct that is so obviously inappropriate. A specific rule need not be written for every conceivable variation of behavior that directly affects the orderly mission of the school.

## **IV. STUDENT CONDUCT**

### **A. School Rules**

In addition to the Student Conduct Behavior Code, we have ten school rules. Teachers will discuss these rules with the students during the first three weeks of school. Please make sure your child understands each rule.

1. Respect students and adults. Bullying, teasing, and threatening behavior will not be tolerated.
2. Walk quietly in the school.
3. Be responsible for school property.
4. Use restrooms for appropriate purposes.
5. Keep the cafeteria clean and quiet.
6. Be responsible for homework and classroom assignments.
7. Be aware that these items are not allowed at Brookwood: gum, toys, balloons, weapons, knives, bullets, guns, explosives, chains, Heelys and skateboards.
8. Due to safety concerns and allergies, live animals may not be brought to school.
9. Cell phones must be turned off and kept in bookbags at school and on the bus.
10. Follow dismissal and bus rules.

### **B. Severe offenses**

Fighting, being disrespectful to a teacher or an adult will merit strict consequences.

Other discipline concerns:

1. Damage or destruction of school property: Student will be expected to repair or replace damaged property. Also, consequences for behavior listed previously will be administered.
2. Students Fighting: Students will be expected to write a statement of how the fight started and must include ways that the fight could have been prevented. Also, consequences for behavior will be administered.
3. Bullying, teasing and threatening behavior will not be tolerated. Students who bully others, tease or threaten others will receive consequences and their actions will be documented.

**Students who are sent to Administrative Time Out more than three times or who are sent for a severe offense will complete an Administrative Time Out Documentation form and the offense will be logged in the student's discipline record. This record is a part of the student's permanent file and will follow the student.** The student is responsible for getting a parent/guardian to sign the Time Out Form and return it to the office the following day. Consequences are given for not returning the Time Out Form signed. This includes eating lunch in the office and/or missing recess. Good school discipline is the result of home and school working together. Consistency is a major factor in helping children change behavior. The students, teachers, and administration need the support of every parent.

Each teacher will have a plan for classroom management. The plan will include a hierarchy of consequences which will involve an administrator at some point. The teacher reserves the right to make professional decisions regarding behavior and work completion for individual students. This might include immediate time out in the office without going through all steps in the classroom discipline plan. The administrator will work with the teacher and student to determine reasons for the disruptive behavior. Expectations are then discussed and appropriate consequences are determined by the administrator. These consequences may be:

**Conference with student**

**Parent contacted/conference scheduled**

**Privilege denied/time out**

**In-school suspension/after school detention**

**Student suspended from school**

**Saturday School**

### **C. Student Code of Ethics - Guidelines for Student Behavior**

1. I will be honest in my statements and actions.
1. I will respect myself, the school staff, and fellow students.
2. I will respect the beliefs of others.
3. I will display good conduct and sportsmanship at school, on the bus, and at all school activities.
4. I will respect the property of others.
5. I will work to the best of my ability.
6. I will use criticism in a helpful manner.
7. I will promote school cleanliness and the upkeep of school property.
8. I will make substitute teachers and visitors feel welcomed.
9. I will support school activities.

### **D. School Bus Rules-Posted on all GCPS school buses and printed in all school handbooks.**

1. Students will follow directions of the driver.
2. Students should be at the bus stop 5 minutes before the bus arrives, waiting in a safe place, clear of traffic and 10 feet from where the bus stops.
3. Students will wait in an orderly line and avoid playing.
4. Students will cross the roadway in front of the bus after the bus has stopped, they have looked at the driver for a hand signal, and they have looked in both directions for traffic; left, right, left.
5. Students will signal the driver with a waving motion if something is dropped and wait for the driver to give a signal before picking up object.
6. Students will go directly to assigned seat when entering the bus. Keep the aisles and exits clear.
7. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and keep hands to themselves.
8. Students will not eat, drink, chew gum, or bring tobacco, alcohol, drugs, or any controlled substances on the bus.
9. Students will not carry animals, glass objects, nuisance items, hazardous materials, or weapons on to the bus. Students may carry only objects that can be held in their laps.
10. Students will refrain from using loud voices, profanity, and /or obscene gestures, and respect the rights and safety of others.
11. Students will not extend head, arms, or objects out of the bus windows.
12. Students will be totally silent at railroad crossings.
13. Students will stay seated until time to get off the bus. The open door is the signal to get up from the bus seat.
14. Students must provide a written note, signed by a parent/guardian and a school official who will provide a bus pass giving permission to ride a different bus or to get on or off at a different bus stop location. In the event of an emergency, a buss pass will be issued by a school official only.
15. Students will keep their bus clean and in good, safe condition.
16. Students shall be prohibited from using any electronic devices during the operation of a school bus, including but not limited to cell phones, pagers, radios, tape or compact disc players; or any other electronic device in a manner that might interfere with the school bus communication equipment or school bus driver's operation of the school bus. The bus driver may allow the wearing of headphones with an audio system on a case-by-case basis as long as it is in accord with the local school rules.
17. Students shall be prohibited from using mirrors, lasers, flash cameras, or any other lights or reflective devices in a manner that might interfere with the school bus driver's operation of the school bus.

### **E. Dress and Personal Appearance**

The student dress code is designed to reduce the likelihood of distraction and to maintain an academic focus in the classroom and on campus. The purpose of the student dress code is not to inhibit any person's taste in attire, but to better facilitate the process of education through reasonable guidelines of "dress" instilling dignity and pride. Our staff requests a partnership with parents to observe the following guidelines when purchasing school attire.

- U The wearing of or absence of any item of clothing that will distract from the learning process of other students or clothing with offensive words and/or the advertising of drugs or alcoholic beverages will not be tolerated. Gang attire is prohibited.
- U Avoid clothes that promote devil worship and/or unhealthy attitudes toward school or groups of people.
- U Caps/hats and/or hoods on coats or sweatshirts are not to be worn in the building.
- U Bike shorts (spandex) and short shorts should not be worn to school. 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade student's skirts, shorts/skortis should be at least fingertip length or leggings should be worn under skirts, shorts/skortis. Capris are encouraged for 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade girls if shorts cannot be found in the appropriate length.
- U Spaghetti strap tops and tank tops must be worn over or under a garment that covers the shoulders for 3<sup>rd</sup>, 4<sup>th</sup>, & 5<sup>th</sup> grade students and should not be low cut. Tops for all students should be long enough to cover the midriff when arms are raised to shoulder level.
- U Flannel PJ pants are not appropriate for school.
- U Low riding pants and/or baggy jeans are not appropriate for school. Undergarments should not be visible.
- U Leggings must be covered by a fingertip length dress, skirt, or shorts.
- U Tank tops, muscle shirts, midriff jerseys, chains, see-through or mesh jerseys, and torn clothing are not acceptable wear for school.
- U Shoes that have skates in the sole should not be worn to school. Even if the skates are pushed in or taken out, these shoes are not appropriate for school.
- U Athletic shoes should be worn on the days the students have PE.
- U Our faculty believes that make-up and eye shadow are inappropriate for this age.
- U Dyed hair color that distracts from the learning is not allowed.
- U Fingerless gloves are not allowed.

### **F. Grades/Assessment**

Gwinnett County Public Schools requires that students receive grades in academic areas each nine week period. Parent/Teacher conferences are scheduled in October and February. Parents and/or teachers may request additional parent conferences if needed. Assessments and grades reflect a student's achievement and progress of the outlined Academic Knowledge and Skills (AKS) for each grade level. Each teacher will review classroom grading policies and procedures at Parent Orientation.

**1. Kindergarten** - The Georgia Kindergarten Assessment Program is the formal assessment instrument used in all Georgia kindergartens. It is called GKIDS. Your child's teacher will tell you about it.

**2. Grade K-1**

Progress reports use the following scale to report grades in all areas:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**3. Grades 2-5 \*Updated 8-5-2013**

Student AKS achievement is graded by Grade Averages defined as follows:

90-100	Excellent Progress
80- 89	Above Average Progress
74- 79	Average Progress
70- 73	Below Average Progress
0- 69	Unsatisfactory Progress

**4. Parent Portal Information**

What is the Parent Portal? Gwinnett County Public Schools' Parent Portal offers parents and guardians online, timely and secure access to their child's grades and attendance. It also includes details on your child's discipline record and test history. In a nutshell, the Parent Portal is an easy-to-use communication tool that will allow you to take an even more active role in your child's education. If you did not sign up for the Parent Portal during registration, please stop by the front office and ask about signing up.

**\*Updated 8-5-2013**

### **5. Specials – Art, Guidance, Math Enrichment, Science Enrichment, Music, Physical Education**

“Specials” provide your child with many opportunities to learn more about themselves and develop their talents and abilities. This year, students will have a variety of special classes including Art, Guidance, Math Enrichment, Science Enrichment, Music, Physical Education and M & T (Media & Technology) in a 6 or 7 day rotation.

#### **Grading Policies for Art, Music, P.E. Science or Math Enrichment**

During **each nine weeks** in the specials classes, students will earn a grade on their mastery of the subject and an assessment of their effort. While the details of each grade are determined by the individual teacher, all of the specialists will follow these general policies.

Grade:

E: A student earns an E by completing an activity outside of class time, as directed by the individual teacher, such as an E report, **and** by meeting the Academic Knowledge and Skills (AKS) standards for their grade level.

S: The student meets the AKS standards.

N: The student is working below AKS standards.

U: The student does not meet the AKS standards.

#### **Effort:**

If a student chooses not to follow the rules or causes a disruption to the class they will receive a warning. If the behavior continues, the student will receive a check, which will affect their effort grade in specials and their weekly classroom conduct grade. Checks are sent home to be signed by a parent and returned to school. After multiple checks in a grading period, a student's final consequence is losing the privilege of coming to specials.

#### **Class rules in specials generally include:**

1. Show respect for all students and adults.
2. Listen and Follow directions.
3. Be responsible for school property and supplies.
4. No dangerous behavior.

#### **Effort in Specials (each nine weeks)**

E: The student always participates, both individually and in group situations, listens, is respectful, puts forth exemplary effort, and arrives prepared for class with all necessary materials. **Excellent = 0 Checks/ No more than 1 warning**

S: The student generally participates, exhibits good effort, is respectful, and is prepared most of the time. **Satisfactory = 1 Check or 2-3 warnings**

N: The student is often off-task, unprepared, lacks effort, and/or uncooperative. **Needs improvement = 2 Checks or 4 warnings**

U: The student is disrespectful, does not participate, demonstrates no effort, and often requires teacher redirection. **Unsatisfactory = 3+ checks or 5+ warnings**

**6. Parents, please notify your classroom teacher if you have any question about your child's grade. Parents are encouraged to request a conference with the teacher at any time. Parents are key players in the academic success of students. Make a special effort to attend each parent conference.**

## **G. Playground Guidelines**

1. Students are expected to remain on the playground during their outdoor time. Students should never leave the playground without permission from their teacher or supervising adult.
2. Students must follow directions during outside play. Remember to treat others with respect and to make good choices about how to solve problems that arise.
3. Neither tackle nor touch football is allowed due to safety reasons. Students also may not play with hard balls like baseballs and soft balls.
4. Soccer is only allowed if the teacher decides to closely supervise the game.

## **H. Student Visitation/Observations**

Any visitor with legitimate business on school grounds must sign in at the Main Office (or an Administrative Office) and request a visitor's pass. The visitor's pass must be clearly visible the entire time the visitor is on campus. In order to avoid disrupting instruction, parents must make an appointment for teacher conferences or classroom observations. Parents are welcome as partners and seen as major players for student success. Parents are invited to eat lunch with their child. However, lunch visitors are not allowed on Mondays and Tuesdays. Parents must say "good bye" in the cafeteria so instruction time can be maximized. Please see the current month - in the calendar portion of the Parent/Student handbook for days that visitors are not allowed to come for lunch due to testing or other special events.

## **I. Student Safety**

One of our strategic goals addresses the safety and security of students, teachers, and visitors. Persons who interfere with the security of the school cannot be permitted to impede the school's purposes. Our cluster Resource Officer works with us as we plan and implement safety drills. During the school year we will practice fire drills, tornado drills, evacuation drills and lock-down procedures to provide the safe environment our students need and deserve. Please follow the directions of school personnel if you are present during any of these drills or practices. Please turn off your cell phone before entering Brookwood Elementary.

## **V. SPECIAL AREA CLASSES**

**Specials - Art, Guidance, Math Enrichment, Science Enrichment, Music, Physical Education, Media & Technology**

"Specials" provide your child with many opportunities to learn more about themselves and develop their talents and abilities. This year, students in Kindergarten through the 3<sup>rd</sup> grade will attend specials in a 6 day rotation, and grades 4-5 will be on a 7 day rotation. These classes include: Art, Guidance, Math Enrichment, Science Enrichment, Music, Media, Technology, and Physical Education.

### **A. Guidance - Gr. 1-3<sup>rd</sup>**

Guidance lessons cover a wide range of topics, all of which are in accordance with the Standards and Competencies of the Office of Advisement and Counseling of the Gwinnett County Public Schools, as well as the American School Counselor Association. Subjects include Study Skills, Peer Relations, Motivation/Goal Setting, Careers, Sexual Abuse Prevention, and a wide variety of other topics throughout the school year.

For more information on Guidance classes, please contact the Brookwood Elementary Counseling Department at (770) 736-5278.

### **B. Technology - Gr. 4-5**

Students in fourth and fifth grades will attend the Media and Technology special. Curriculum will focus on the Language Arts AKS for Accessing Information/ Reference skills for each grade level

### **C. Physical Education - Gr. K-5**

The physical education program is based on a movement education concept. Students are encouraged to participate in every aspect. Students are provided with a lot of physical activity and very little waiting time. Our goal is to help children become more skillful and develop positive attitudes toward themselves and towards physical activity. Our physical education program emphasizes fitness through nutrition. It is important that children learn to eat and exercise correctly so they will continue to do so as adults. The students will be participating in a physical education class regularly. Comfortable clothing appropriate for class is recommended such as jeans, sweat pants, or shorts. Some type of athletic shoe should be worn. Dress shoes, heels, flip flops and cleats are not recommended to be worn in the gym. All students are expected to participate in physical education unless a doctor's excuse has been provided.

### **D. Music Education - Gr. K-5**

Music is integral to Brookwood's well-rounded educational program. Designed to give the students skills and opportunities to express themselves creatively and imaginatively, primary students (K-2) are introduced to the elements of music through singing, movement, playing classroom instruments, and beginning music theory, while intermediate students (3-5) continue studying the elements through singing, movement, and playing classroom instruments. In addition there are more opportunities for composition and performance, advanced music theory, music history and appreciation. Many projects in music relate directly to content in math, science, social studies, and language arts. Fifth grade students have an opportunity to participate in the 5<sup>th</sup> Grade Chorus which will perform in a December concert and a Spring Musical.

### **E. Art Education - Gr. K-5**

Art is an important part of the curriculum at Brookwood Elementary. We believe that all our students have imaginative, expressive, and creative potential and that through an organized visual arts program this potential can be enhanced. All students involved in the art program receive an introduction to art methods and techniques as well as specific artists and art history. Special emphasis is placed on the 1.) Elements of Art (line, shape, form, texture, color, space, and value), 2.) Principles of Design (balance, rhythm, movement, emphasis, unity, variation, repetition, and contrast), 3.) Art Appreciation, and 4.) Cultural Art Awareness.

Many projects in art enhance content areas in other subjects such as history, science, math, and literature. Art students are encouraged to wear appropriate clothing on days of art instruction.

### **F. Math Enrichment - Gr. K, 1, 2, 4 & 5**

Students will have an opportunity to explore math concepts during Math Enrichment. Our students will practice basic skills related to the AKS. Math Enrichment will focus on problem solving, developing number sense and applications of skills.

### **Science Enrichment - Gr. 3, 4 & 5**

Students will explore and extend science concepts during Science Enrichment. Science Enrichment will focus on inquiry based learning, problem solving, vocabulary development, and the scientific process.

### **G. Media Center**

At Brookwood Elementary, we feel that the media center is an extension of the classroom. Throughout the school day, students can come to browse the collection, participate in skills lessons, read, conduct research and/or share literature. With the various activities, the media staff hopes to encourage a lifelong enjoyment of media centers and reading. Parents are also encouraged to use the media center. Special selections of books for parents are located in the "Parent Corner" of our media center.

Whenever a child loses a book or damages a book, it must be paid for. At Brookwood Elementary we charge a standard fee:

- \$15.00 for lost or damaged hardback books
- \$ 5.00 for lost or damaged paperback books
- Lost or damaged magazines will cost the price of the magazine plus \$2.00 for the plastic cover.
- Our financial books are closed in May. NO reimbursements are made after this date if books are found.

If your child should check out a book that is damaged, have him bring it to our attention right away. We will note it in the book and not charge him for it. For more information about the Brookwood Elementary media center go to the Brookwood Elementary web site: [www.brookwoodelementary.com](http://www.brookwoodelementary.com) and click on Media. The web site contains information about the school, the faculty, the curriculum, and the PTA. By accessing this site at home or at the public library, you can email faculty, use the learning links that your students use at school, find lists of good books, and find fun and useful web sites.

## H. Technology Education

A variety of innovative technology, including classroom computers, computer labs, CD-ROM resources, school wide networking, video production and telecommunications including Internet access, is incorporated into all aspects of our instructional services. With all of this technology, there is the need for emphasis on proper and ethical use. The following guidelines have been established:

- U Students will not be permitted to copy school software or to bring software from home to copy onto the school computers.
- U Students' actions will be monitored and they will be held responsible for information viewed, received and sent when using telecommunications to link to services outside the school. These guidelines are in accordance with the Gwinnett County Student Behavior Policy.
- U When using the Internet, students will understand that they will be held responsible for their actions, keeping in mind the following rules:
  1. Internet use is limited to the gathering of information related to classroom assignments.
  2. Brookwood Elementary students may only go to Internet sites that have been previewed by a teacher or are linked to the Brookwood Elementary web site at [www.brookwoodelementary.com](http://www.brookwoodelementary.com).
  3. Brookwood students may not gain unauthorized access to other people's files or programs.
  4. Brookwood students may not make changes to the hardware or software configurations of any machine. Student access is a privilege - not a right! Inappropriate use will result in a loss of this privilege as well as disciplinary action. Fourth and Fifth grade students will be required to sign an acceptable use agreement.

## I. Gifted Education

- The Gwinnett County Public Schools gifted education program serves students in grades K-12 by providing academic challenges for those who are intellectually advanced. The gifted program is called FOCUS at the elementary level, PROBE at the middle grades and Gifted Program at the high school level. Any responsible person who has knowledge of a student's intellectual abilities may refer a student to the local school's gifted referral committee.
- The classes offer accelerated learning and enriched academic curriculum experiences that focus on and extend Gwinnett County Public Schools' Academic Knowledge and Skills. Students are identified and placed in gifted education based on criteria established by the Georgia General Assembly and the Georgia State Board of Education. Students who transfer from gifted education programs within the state of Georgia have reciprocity into the Gwinnett program providing the original placement was correctly completed. Students who transfer from out-of-state must meet Georgia requirements. Parents should notify the school when registering their child that he/she was identified as a gifted education student in their previous school.
- A school's gifted eligibility team reviews referrals at the beginning, middle and end of each school year to determine which students will be evaluated. A child may be referred once during grades K-2, once in grades 3-5, once in middle school and once during high school. The evaluation includes the student's mental aptitude, achievement, creativity and motivation. Private evaluations and testing may not be substituted for test data generated by the local school.

## VI. MEAL PROGRAM

NuMenus is the approach to menu planning for the School Nutrition Program. The approach emphasizes the nutrient content of the meal rather than the number and type of foods offered. Meals will be analyzed regularly to assure that the nutritional needs of the students are being met by age group in the following areas: Total calories, Fat, Saturated Fat, Protein, Carbohydrates, Calcium, Vitamin A and C, and Iron.

## A. Parent Visitors

Please plan to eat with your child at a guest table. Students are not allowed to invite a classmate to join them at the guest tables. Unfortunately, we do not have enough space for parents to eat at classroom tables.



[www.mypaymentsplus.com](http://www.mypaymentsplus.com)

**B. Meals** - Student breakfasts are \$1.50. Student lunches are \$2.25 plus \$.40 for extra milk. Adult lunches are \$3.00. Students are encouraged to purchase meal accounts. Students in grades 3-5 are allowed to use their meal account to buy extra food items if they purchase a school lunch. If parents do not want meal tickets to be used for extra food items, a block can be placed on the meal account. You can pay for your child's lunch on MyPaymentsPlus using their student number. Free or reduced price lunches will be provided for those students whose families meet Federal guidelines. If parents wish to apply for free or reduced price lunches, forms are available from the school office. Breakfast is only for students - no visitors please. Parents can eat lunch with their child. However, lunch visitors are not allowed on Mondays and Tuesdays. Parents/Guardians should say "good bye" to their student in the cafeteria so that the teacher can begin instructional time after lunch. Please plan to buy lunch at school or bring lunch from home. Fast food lunches do not follow our nutrition guidelines and are discouraged. Fast food may not be dropped off in the office for students. Please do not bring carbonated drinks to school. **Please see the current month's calendar for other days that visitors are not allowed to come for lunch due to testing or other special events. Available menu items are subject to change based on current inventory and deliveries.**

## C. Meal Charges

We encourage all students to purchase meals at school. We discourage charging lunch; however, we realize that students may misplace money. To avoid sending money in with your child, you may pay for lunches on [mealpayplus.com](http://mealpayplus.com) using their student number. Students may charge lunch two times. A third charge will result in parents being notified and the student receiving a partial meal. If your child has to charge, please take care of that charge the following day. May 4 will be the last day students will be allowed to charge. The cafeteria staff needs time to collect all outstanding money and balance their account. Students without lunch money in the month of May will receive a partial lunch.

## D. Cafeteria Rules:

1. No saving seats
2. Walk at all times
3. Do not talk while your table is on red cup
4. Do not turn around to talk to friends at other tables
5. Remain seated at all times
6. Keep your hands and feet to yourself
7. Do not play with any items on your tray
8. Do not share food
9. Friends cannot be invited to the guest tables

## E. Snacks

Snacks are available in the morning or afternoon according to grade/classes. The school offers snacks of ice cream (PM only) for sale at \$.75 to \$1.00. If your child brings a snack from home, please make sure it is nutritious (no candy or carbonated beverages). Please remember that snack time is a privilege. Please do not send any red juice as it stains the carpet when spilled.

## VII. SCHOOL PARTIES & BIRTHDAYS

There is a limit of two school-wide parties per year. The faculty has decided to have parties at winter break and in conjunction with field day at the end of the year. Individual student birthday parties are prohibited. **Please do not send goodie bags, balloons, flowers, or party invitations to school.** Party invitations create a loss of instructional time and will be returned home with the student.

A birthday class snack/treat may be arranged with the classroom teacher. Teachers will decide when the snack will be served. These snacks/treats must be delivered to the front office. Snacks should be limited to one food item like cupcakes or cookies. Boxed drinks may also be sent. No sodas are allowed. Large sheet cookies and cakes should be pre-sliced. Some parents may choose to send in a check to buy ice cream for the class for their child's birthday.



## VIII. STUDENT INSURANCE PROGRAM

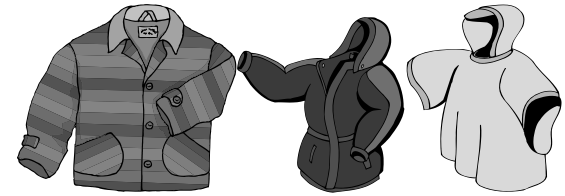
Accident insurance is available to all students in the Gwinnett School System. Parents interested should pick up insurance brochures at registration. If more information is needed, please see your child's teacher during registration or contact the school office.

## IX. COLLECTION OF MONEY FROM STUDENTS

Money may be collected for certain assemblies, breakage of school property, field trips, damaged textbooks, and other items. When money is sent to school, it should be in an envelope with written instructions. State on the envelope the purpose of the money, the teacher's name and your child's name. There will also be an option of paying online for many things.

## X. LOST AND FOUND

Lost and found items are located in the hallway behind the cafeteria. A student may check for a lost item at any time with the teacher's permission. Items are also displayed on tables in the main hallway at conference time for parents to look for lost items. Unclaimed lost and found items are periodically donated to charity.



## XI. HOMEWORK

Home study is a necessary part of each student's educational program. Each student may be expected to spend some time in home study in addition to scheduled class instruction to achieve satisfactory work. Some assignments may be long range in nature and require planned time for their completion. Students should be certain they understand the assignment when the teacher gives it and do their best to complete the task. When they have trouble they should seek help from parents or siblings. If students continue to struggle please notify the teacher. You can find information for Textbooks on-line in your student's agenda book. If students have finished their homework, it is recommended that they read or practice math facts in order to improve their skills. General homework time is: Kindergarten - 10 to 20 minutes, 1<sup>st</sup> Grade - 20 to 30 minutes, 2nd Grade - 20 to 30 minutes, 3rd Grade - 30 to 40 minutes, 4th Grade 40 to 50 minutes, 5th Grade 50 to 60 minutes. Our faculty strongly urges each student to read every night independently or with an adult and/or write in a journal.

Please do not rescue your child if he/she forgets homework, books, or lunch. Your child will learn to be responsible if you allow him/her to accept the consequences of forgetting. If you rescue your child and bring the items to school, the parent assumes the responsibility, not the child. To maintain an instructional focus and not interrupt instruction, our policy is to place all items brought by parents in the teacher's mailbox. The items are not taken to the student. The teacher will see these items at planning time, lunch, or maybe even after school. Therefore the student can not count on receiving these items when needed. Consequences for not having homework or needed materials are still earned if the items are placed in the teacher's mailbox. To further encourage responsibility and problem solving, students are not allowed to return to school for forgotten books and assignments.

### Textbooks Online Grades 3-5

Go to: [www.brookwoodelementary.com](http://www.brookwoodelementary.com) – curriculum links – online textbooks

	Log In	Password
<b>3rd</b>		
Social Studies	Gwinnettsocialstudies3	password
Math	brookwood03	learn
<b>4th</b>		
Social Studies	brookwood04	learn
Math	brookwood04	learn
<b>5th</b>		
Social Studies	brookwood05	brookwood05
Math	brookwood05	learn

Online Research Library <http://www.gwinnett.k12.ga.us/> Gwinnett County Public Schools home page

Vendor	Database	User Name	Password
GALILEO	Britannica - All levels / EBSCO periodicals / Encyclopedia Britannica / Kids GALILEO / Searchasaurus		Password changes throughout the year. Please check with Media Specialist.
	Other Resources	gwinnett	stu45dent

## **XII. EFFECTIVE STUDY HABITS**

### **A. Plan**

Encourage students to set a definite time each day for study at home, utilize study periods and the media center in school, keep a list of assignments in a notebook, and take home all necessary books, papers, and materials needed. Students are expected to be responsible for taking home necessary items in order to complete homework. We ask parents to support teachers in our efforts to encourage responsibility and do not bring their students back to school after hours to pick up forgotten items.

### **B. Place**

Have a definite place at home to study away from distractions with all necessary books, papers, and materials available. Do not encourage studying while conversing or viewing television.

## **XIII. STUDENT OPPORTUNITIES**

### **A. Student Patrols (Fifth Grade)**

Student patrols are assigned to various locations in the building to assist in supervising the safety of other students. Students who maintain appropriate behavior and good grades are appointed to serve as safety patrols for nine weeks. These students may be recognized by the patrol badge they wear and should be respected by all students and adults.

### **B. Good Day Brookwood Production Staff**

Any fifth grade student who would like to be part of the morning announcement production staff will have an opportunity to audition for anchor or video equipment operator. Production staff teams will be chosen by the media specialist and panel of teachers. Students will rotate through the production staff on a monthly basis.

### **C. Student Recognition**

Deserving students are recognized as often as possible to praise, promote positive behavior and attitudes, and to increase academic performance. Each classroom teacher focuses on positive reinforcement!!

1. A certificate of excellence will be given to students in grades 3<sup>rd</sup>-5<sup>th</sup> who get all As on their report cards each nine weeks.
2. In May, a Principal's Award Certificate will be given to 3<sup>rd</sup>-5<sup>th</sup> grade students who received all As all year. They will also be invited to the Principal's breakfast for Grades 3-5.
3. In May, Principal's Award certificates will be given to 3<sup>rd</sup>-5<sup>th</sup> grade students who receive all Es in conduct on their report cards all year. They will also be invited to the Principal's Breakfast for Grades 3-5.
4. In May, Kindergarten and 1<sup>st</sup> grade students who have read at least 300 books by May 1<sup>st</sup> and 2<sup>nd</sup> grade students who have read at least 200 books by May 1<sup>st</sup> will be given a Rocket Into Reading Award and will be invited to a Principal's breakfast.
5. Mrs. Cunningham will continue doing the Kind Acts awards and those names will be posted.

#### **D. Red Cross Club**

Each fifth grade teacher will nominate a 5<sup>th</sup> grade student in early Fall for membership in the Red Cross Club. These members will assist Angel Cunningham in raising money for the Red Cross Principal's Fund and tour new students that come to Brookwood Elementary. Each Red Cross member will be required to attend a training meeting to be announced.

#### **E. Colt Clubs**

Students will have an opportunity to sign up for once a week after school enrichment classes to extend the AKS. Colt Clubs will be offered in six week sessions twice during the year. Registration flyers will go home to parents in October and January.

#### **F. After School Tutoring**

Students in Grades 2-5 will have an opportunity to sign up for twice a week after school tutoring in reading or math to support their learning of the AKS. Tutoring classes will be offered in six week sessions four different times during the year. Registration flyers will go home to parents in August, October, January and March.

#### **G. Jump Rope Club & Intramurals**

The Jump Rope Club is open to all students one morning every other week on Tuesdays 7:45-8:20 am. Grades K-2 students attend one week and grades 3-4 students attend the next.

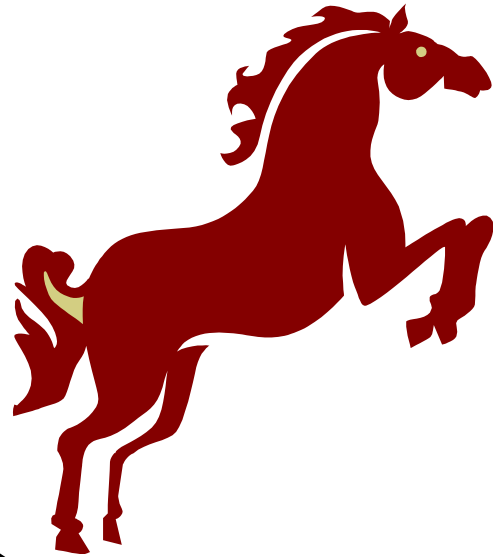
Intramurals will be scheduled for every other Friday for 5<sup>th</sup> grade students.

Schedules will be distributed for Jump Rope Club and Intramurals. Starting and ending dates can be found on the calendar.

#### **H. Witzzle Pro Math Club**

Witzzle Pro is for 4<sup>th</sup> and 5<sup>th</sup> grade students. A witzzle (witty puzzle) is comprised of a unique 3-by-3 array of the digits 1-9. Students are challenged to manipulate 3 digits and 2 operations to = a target number. Students must draw on their knowledge of basic math facts, understanding of number and operations, and problem solving strategies. The math club will meet at least once a week in the morning before school. The Club will participate in a tournament with neighboring schools and then in a county wide tournament in the spring. Go to [brookwoodelementary.com](http://brookwoodelementary.com) and follow the curriculum connections through general interest, to math sites for more information. You can play on line or order your own game and play at home with friends and family. It is a fun way to hone those math skills. Look for more information to inform you when Witzzle Pro Math Club will begin.

# **Brookwood Elementary**



**2013-2014**

**Parent/Student Handbook with Policies, Procedures and Calendar**

**“We’re all about Learning”**

# August 2013

**Specials (6 & 7 day rotation schedule)** - For our Specials classes, grades K-3 we will be on a six day rotation and grades 4-5 will be on a seven day rotation. That means that the specials will fall on different days of the week. To help parents and students know which specials class they will attend each day, we have marked the rotation in the calendar. You will receive your child's specials schedule from their teacher. Then you will be able to look at the calendar and know which days your child will have Art, Music, PE, Math Enrichment, Science Enrichment, Media/Technology or Guidance. At Parent Orientation on August 20 (Gr. K-2) and August 22 (Gr. 3-5), teachers will answer any questions you have about the six & seven day rotation.

**PTA Parent Orientation Nights** - This is the time for the parents to come and meet your child's teacher. Please go directly to your child's classroom. We will have a short PTA meeting via closed circuit TV. We will have Spirit Wear available to purchase as well as PTA memberships.

**BES Tutoring Program** - After school tutoring classes are offered for 2<sup>nd</sup> - 5<sup>th</sup> graders who need help in reading, writing, or math. Parents pay \$200 for 12 ninety minute sessions. Watch for registration forms for the first session to come home on August 23<sup>rd</sup>. Slots are limited and filled on a first come basis.

**Fall Picture Day** - Individual pictures will be taken for the yearbook. Parents will have an opportunity to purchase these pictures.

**Boy Scout Round-up** - This is an event hosted by the Boy Scouts of America. Boys Grades 1<sup>st</sup>-5<sup>th</sup>, interested in joining a Boy Scout troop should attend with a parent. . Look for information in our on-line newsletter Giddy Up.

**Reflections** - Look for information to come home with your child. "Reflections" is a Cultural Arts program sponsored by the National PTA. Specific Reflections Program Rules are available on line at [www.georgiapta.org](http://www.georgiapta.org).

**"We're All About Learning"**

No Lunch Visitors on Mon. & Tues., the first two weeks of school, during testing weeks and the entire month of May.

## Brookwood Elementary Student Calendar August 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Pre-planning	2 Pre-planning	3
4	5 Pre-planning *8:00-11:00 – Students Meet Your Teacher	6 Pre-planning	7 (No Lunch Visitors)  *First Day Of School For Students *Start 1st Nine Weeks	8 (No Lunch Visitors)	9 (No Lunch Visitors)	10
11	12 (No Lunch Visitors)	13 (No Lunch Visitors)	14 (No Lunch Visitors)	15 (No Lunch Visitors)  *7:00-8:30 pm—Cub Scout Round Up—Café	16 (No Lunch Visitors)  *6:00 pm—Brookwood Cluster Night at Coolray Field—Gwinnett Braves	17
18	19 (No Lunch Visitors)	20 (No Lunch Visitors)  *6:30 pm—K-2 Gr. Parent Orientation & PTA Mtg	21	22  *6:30 pm—3-5 Gr. Parent Orientation & PTA Mtg	23  *Session 1—Tutoring Registration Forms Go Home	24
25	26 (No Lunch Visitors)  *Session 1 Tutoring Registration Begins  *Fall Fundraiser Kickoff	27 (No Lunch Visitors)  Buck's Pizza Night	28	29  *Fall Picture Day  *6:30 pm—Gr. K-5—Spotlight on Specials	30	31

# September 2013

**Buck's Pizza Spirit Nights** - Please participate in Buck's Pizza Night. You can order pizza from the Buck's Pizza in Five Forks Village - 770-985-5115. Be sure to give your child's grade and teacher's names. The class with the most orders will receive a "pizza party". Buck's also gives a percentage of the sales to the school. Look for information in our on-line newsletter Giddy Up.

**Zaxby's Spirit Nights** - Please join us at the Zaxby's Restaurant on Sugarloaf Pkwy near Five Forks 770-513-1552, for the Brookwood Elementary Spirit Night. . Look for more specific information in our on-line newsletter Giddy Up.

**Bruster's Family Fun Night** - Everyone loves ice cream! Join our Brookwood family of students, parents and teachers, for a fun-filled night of fun at Bruster's on Hwy 78, meeting new friends and of course ice cream. . Look for information in our on-line newsletter Giddy Up.

**Early Release/Parent-Teacher Conference** - In October and in February parents will have an opportunity to formally conference with their child's teacher. Students are dismissed at 12:50 pm for two days to allow teachers time for these important meetings. Please plan to attend the parent-teacher conferences scheduled for your child.

**Book Fair** - Our PTA Book Fair committee works with our Media Center to provide a Book Fair for our students and parents twice a year. This is a great time to buy great books for our young readers as well as yourself! Don't forget to ask your child's teacher for their favorite book selections. Books make great teacher gifts!

**School Council** - The intent of School Council is to bring Communities and schools closer together in a spirit of cooperation. The focus of the work will be on the school's Local School Plan (LSPI) for improvement and striving to improve student achievement for all students.





**CogAT** - Students in 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades will participate in the Cognitive Abilities Test. The CogAT measures student's verbal, quantitative, and nonverbal reasoning abilities.

**"We're All About Learning"**

No Lunch Visitors on Mon. & Tues., the first two weeks of school, during testing weeks and the entire month of May.

# Brookwood Elementary Student Calendar

## September 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 <i>Labor Day</i> <i>Student/Teacher</i> <i>Holiday</i> 	3 <small>Day 1 Gr. K-3 Day 5 Gr. 4-5</small> (No Lunch Visitors) *Session 1 T/Th Tutoring Begins	4 <small>Day 2 Gr. K-3 Day 6 Gr. 4-5</small> *Session 1 M/W Tutoring Begins	5 <small>Day 3 Gr. K-3 Day 7 Gr. 4-5</small>	6 <small>Day 4 Gr. K-3 Day 1 Gr. 4-5</small> *10:00 am—PTA Exec. Bd. Mtg.—Learning Lab	7
8	9 <small>Day 5 Gr. K-3 Day 2 Gr. 4-5</small> (No Lunch Visitors) *Fall Fundraiser Ends	10 <small>Day 6 Gr. K-3 Day 3 Gr. 4-5</small> (No Lunch Visitors)	11 <small>Day 1 Gr. K-3 Day 4 Gr. 4-5</small>	12 <small>Day 2 Gr. K-3 Day 5 Gr. 4-5</small>	13 <small>Day 3 Gr. K-3 Day 6 Gr. 4-5</small>	14
15 	16 <small>Day 4 Gr. K-3 Day 7 Gr. 4-5</small> (No Lunch Visitors) CogAT—Gr. 1, 3, & 5	17 <small>Day 5 Gr. K-3 Day 1 Gr. 4-5</small> (No Lunch Visitors) CogAT—Gr. 1, 3, & 5	18 <small>Day 6 Gr. K-3 Day 2 Gr. 4-5</small> (No Lunch Visitors) CogAT—Gr. 1, 3, & 5	19 <small>Day 1 Gr. K-3 Day 3 Gr. 4-5</small> (No Lunch Visitors) CogAT—Make-ups *Book Fair 19-27	20 <small>Day 2 Gr. K-3 Day 4 Gr. 4-5</small> (No Lunch Visitors) *8:00 am—School Council Mtg.—Learning Lab *CogAT—Make-ups	21
22	23 <small>Day 3 Gr. K-3 Day 5 Gr. 4-5</small> (No Lunch Visitors)	24 <small>Day 4 Gr. K-3 Day 6 Gr. 4-5</small> (No Lunch Visitors) *Buck's Pizza Night	25 <i>12:50 pm—Early Release/ Parent Teacher Conferences</i> 	26 <i>12:50 pm—Early Release/Parent Teacher Conferences</i> 	27 <small>Day 5 Gr. K-3 Day 7 Gr. 4-5</small>	28
29	30 <small>Day 6 Gr. K-3 Day 1 Gr. 4-5</small> (No Lunch Visitors)					

# October 2013

**ITBS** - Students in 3<sup>rd</sup> and 5<sup>th</sup> grades will participate in the Iowa Test of Basic Skills. The ITBS is a nationally normed test that measures student achievement in the areas of reading, language, mathematics, science, and social studies. **The results of both the CogAT and the ITBS** will help educators in planning and implementing programs to meet individual needs and increase student achievement. During this testing period you can help your student by making sure he/she gets plenty of rest, eats a healthy breakfast, and is present and on time for school each day.

**Colt Clubs** - Twice a year a selection of after-school enrichment classes are offered for students. These classes provide experiences in art, music, cooking, movement, science, etc..., for students that are interested. There is an enrollment fee for these classes paid by parents. All students will bring home information about this enrichment program. Watch for the information as these classes fill up quickly.

**Cultural Arts** - Our PTA sponsored Cultural Arts programs provide our students a wide variety of cultural programs. This helps to increase our children's appreciation of the arts and extends their learning of the AKS.

**Parent Education Nights** - Parents will learn ways to support their student's learning at home. Topics include reading baggie books, reading in the content areas, writing, and or math skills. We encourage all parents to come.

**"We're All About Learning"**



## November 2013

[www.mypaymentsplus.com](http://www.mypaymentsplus.com) - MyPaymentsPlus is your source for convenient, secure meal account management. We make it easy to apply funds to your account and check your account balance. No more worrying about having cash for meals - MyPaymentsPlus has you covered! No more lost or stolen lunch money. Convenient, easy and secure...prepaying with MyPaymentsPlus makes your life easier. For more information, go to [www.mypaymentsplus.com](http://www.mypaymentsplus.com)




**PTA Family Fun Nights** - Please join our Brookwood Family of students and parents, for fun-filled PTA sponsored Family Fun Nights. It is a great time to meet other Brookwood Families. Look for more specific information in our on-line newsletter Giddy Up.

**We're All About Learning"**

No Lunch Visitors on Mon. & Tues., the first two weeks of school, during testing weeks and the entire month of May.

# Brookwood Elementary Student Calendar

## November 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 8:00 am—School Council Mtg.— Learning Lab *10:00 am—PTA Exec. Bd. Mtg.— Learning Lab	2
3	4 (No Lunch Visitors)	5 (No Lunch Visitors)	6 *9:15 am—R. McDonald's "Book Time" Kindergarten, Café	7	8 *6:30 pm—PTA Family Fun Movie Night	9
10	11 (No Lunch Visitors)	12 (No Lunch Visitors)	13	14	15 *Walking Field Trip to BHS (Raggedy Ann/Andy) - 2nd Gr. 9:30 am, 1st Gr. 11:30 am	16
17	18 (No Lunch Visitors)	19 (No Lunch Visitors)	20	21	22 *9:15 am—Kindergarten Feast	23
24 	25 <i>Thanksgiving Break</i>	26 <i>Thanksgiving Break</i>	27 <i>Thanksgiving Break</i>	28 <i>Thanksgiving Break</i>	29 <i>Thanksgiving Break</i>	30

# December 2013

**Spiritwear** – Our wonderful PTA Spiritwear committee has great items available to help you show your "school spirit". Remember that there are adult sizes available also! Brookwood Elementary Spiritwear makes great gifts! Please visit Absolutely Specialties in Snellville for your purchase convenience.

**Absolutely Specialties Inc.**

1381 Scenic Hwy

Snellville, GA 30078

P: 770 736 1609

asithread@msn.com

[www.absolutelyspecialties.com](http://www.absolutelyspecialties.com)



**Winter Break** – Take time to relax, visit with friends and family, and go on a winter vacation. Have a safe and restful break!



No Lunch Visitors on Mon. & Tues., the first two weeks of school, during testing weeks and the entire month of May.

# Brookwood Elementary Student Calendar


## December 2013

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2 (No Lunch Visitors) <small>Day 3 Gr. K-2 Day 5 Gr. 3-5</small>	3 (No Lunch Visitors) *9:15 am—R. McDonald's "A Friendship Adventure" Gr. 1 & 2, Café <small>Day 4 Gr. K-2 Day 6 Gr. 3-5</small>	4 <small>Day 5 Gr. K-2 Day 7 Gr. 3-5</small>	5 <small>Day 6 Gr. K-2 Day 1 Gr. 3-5</small>	6 <small>Day 1 Gr. K-2 Day 2 Gr. 3-5</small>	7
8	9 (No Lunch Visitors) <small>Day 2 Gr. K-2 Day 3 Gr. 3-5</small>	10 (No Lunch Visitors) *3:00-10:00—Zaxby's Night <small>Day 3 Gr. K-2 Day 4 Gr. 3-5</small>	11 *Session 2 M/W Tutoring Ends <small>Day 4 Gr. K-2 Day 5 Gr. 3-5</small>	12 <b>SACK LUNCH</b> *School Concerts 9:00, 10:00, & 2:00 pm (Gr. K, 1, 4 & 5) *Session 2 T/Th Tutoring Ends *6:30 pm—Chorus Winter Concert & PTA Mtg. 	13 *5th Gr. Writing Intervention Letters Go Home *4th/5th Gr. Family Life Info Go Home <small>Day 6 Gr. K-2 Day 7 Gr. 3-5</small>	14
15	16 (No Lunch Visitors) <small>Day 1 Gr. K-2 Day 1 Gr. 3-5</small>	17 (No Lunch Visitors) *Buck's Pizza Night <small>Day 2 Gr. K-2 Day 2 Gr. 3-5</small>	18 <small>Day 3 Gr. K-2 Day 3 Gr. 3-5</small>	19 <small>Day 4 Gr. K-2 Day 4 Gr. 3-5</small>	20 <b>*End 2nd-9 weeks</b> <small>Day 5 Gr. K-2 Day 5 Gr. 3-5</small>	21
22	23 <i>Winter Break</i>	24 <i>Winter Break</i>	25 <i>Winter Break</i>	26 <i>Winter Break</i>	27 <i>Winter Break</i>	28
29	30 <i>Winter Break</i>	31 <i>Winter Break</i>				

# January 2014

**Math Night (Gr. K-2)** - Come to your child's classroom to hear about and see how Brookwood students are developing as mathematical thinkers & problem solvers.

**PTA Committees** - Has there been an event or activity that you have enjoyed or been interested in this year? Now is the time to start thinking about your involvement for next year. There are plenty of areas to become involved at Brookwood Elementary. Contact one of the Executive Officers for more information.


<p><b>Georgia</b> <b>PTA</b><sup>®</sup> <i>everychild.onevoice.</i><sup>®</sup></p>	<p>Strengthening Families Promoting Healthy Habits Encouraging Parent Involvement Supporting Safe Schools Advocating for <b>ALL</b> Children</p>	
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**"We're All About Learning"**

No Lunch Visitors on Mon. & Tues., the first two weeks of school, during testing weeks and the entire month of May.

# Brookwood Elementary Student Calendar

## January 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		 1 <i>Winter Break</i> <b>NEW YEARS DAY</b>	2 <i>Winter Break</i>	3 <i>Winter Break</i>	4	
5	6 <i>Student Holiday/ Teacher Professional Development Day</i>	7 (No Lunch Visitors) <i>*Begin 3rd-9 weeks</i>  *6:00 pm 4th & 5th Gr. family Life Preview—Labs A & B	8	9	10  *Session 3 Tutoring & Colt Club Registration goes home	11
12	13 (No Lunch Visitors)  *Session 3 Tutoring & Colt Club Registration Begins	14 (No Lunch Visitors)	15	16	17	18
19	20 <i>MLK Jr. Day—Student/ Staff Holiday</i>	21 (No Lunch Visitors)  *Session 3 T/Th Tutoring Begins	22  *Session 3 T/Th Tutoring Begins	23  *Science Fair	24	25
26	27 (No Lunch Visitors)	28 (No Lunch Visitors)  *Buck's Pizza Night	29	30  *6:30 pm—K-2 Math Night	31	

# February 2014

**Early Release/Parent-Teacher Conference** - In September and in February parents will have an opportunity to formally conference with their child's teacher. Students are dismissed at 12:50 pm for two days to allow teachers time for these important meetings. Please plan to attend the parent-teacher conferences scheduled for your child.



**Capitol Watch** - Things are happening at the State Capitol that you may want to know about. The issues are ones you will want to be familiar with. To learn more, go to the Georgia PTA website at [www.georgiapta.org](http://www.georgiapta.org) . Go to the Capitol Watch link to find specific issues by topic or bill number.



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# Brookwood Elementary Student Calendar February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 6 Gr. K-2 Day 3 Gr. 3-5</div>	4 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 1 Gr. K-2 Day 4 Gr. 3-5</div>	5 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 2 Gr. K-2 Day 5 Gr. 3-5</div>	6 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 3 Gr. K-2 Day 6 Gr. 3-5</div>	7  *10:00 am—PTA Exec. Bd. Mtg. —Learning Lab	8
9	10 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 5 Gr. K-2 Day 1 Gr. 3-5</div>	11 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 6 Gr. K-2 Day 2 Gr. 3-5</div> *3:00-10:00—Zaxby's Night	12 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 1 Gr. K-2 Day 3 Gr. 3-5</div>	13 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 2 Gr. K-2 Day 4 Gr. 3-5</div>	14 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 3 Gr. K-2 Day 5 Gr. 3-5</div>	15
16	17 <i>Student Holiday—Teacher Workday</i>	18 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 4 Gr. K-2 Day 6 Gr. 3-5</div>	19  *Book Fair 19-28	20 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 5 Gr. K-2 Day 7 Gr. 3-5</div>	21  *6:30 pm—PTA Family Fun Bingo Night	22 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 1 Gr. K-2 Day 2 Gr. 3-5</div>
23	24 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 2 Gr. K-2 Day 3 Gr. 3-5</div>	25 (No Lunch Visitors) <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 3 Gr. K-2 Day 4 Gr. 3-5</div> *Buck's Pizza Night	26  <i>12:50 pm—Early Release/ Parent Teacher Confer- ences</i>  	27  <i>12:50 pm—Early Release/Parent Teacher Conferences</i>  	28 <div style="border: 1px solid black; padding: 2px; display: inline-block;">Day 4 Gr. K-2 Day 5 Gr. 3-5</div>	

## March 2014

**Writing Assessments** - Students in 5<sup>th</sup> grade will participate in the *Grade 5 Writing Assessment*. This assessment is a *Gwinnett County Gateway* assessment. Students must pass this assessment as a promotion requirement. This writing assessment assesses informational, persuasive, and narrative writing as defined by the *Georgia Performance Standards* and the *AKS*.


**Spring Picture Day** - Individual and class pictures will be taken in the spring in addition to those taken in the fall. These spring pictures do not go in the yearbook. Parents will have an opportunity to purchase both these individual pictures and pictures of their child's class.

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# Brookwood Elementary Student Calendar

## March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3 (No Lunch Visitors)  Day 5 Gr. K-2 Day 6 Gr. 3-5	4 (No Lunch Visitors)  Day 6 Gr. K-2 Day 7 Gr. 3-5  *Session 3 T/Th Tutoring Ends *6:00-7:30—Tapestry Opening Night—ISC—Suwanee	5  Day 1 Gr. K-2 Day 1 Gr. 3-5  *Gr. 5 Writing Assessment	6  Day 2 Gr. K-2 Day 2 Gr. 3-5  *Gr. 5 Writing Assessment Make-Up	7  Day 3 Gr. K-2 Day 3 Gr. 3-5  *Session 4 Tutoring Registration Goes Home	8
9	10 (No Lunch Visitors) *Session 4 Tutoring Registration Begins *PTA Boosterthon Fun Run Kickoff *Session 3 M/W Tutoring Ends  Day 4 Gr. K-2 Day 4 Gr. 3-5	11 (No Lunch Visitors) *End 3rd-9weeks  Day 5 Gr. K-2 Day 5 Gr. 3-5	12  Day 6 Gr. K-2 Day 6 Gr. 3-5  *Begin 4th-9 weeks	13  Day 1 Gr. K-2 Day 7 Gr. 3-5	14  Student/Teacher Holiday	15
16	17 (No Lunch Visitors)  *Session 4 M/W Tutoring Begins  Day 2 Gr. K-2 Day 1 Gr. 3-5	18 (No Lunch Visitors)  *Session 4 T/Th Tutoring Begins *Cluster Witzzle Pro Tournament—Head Elem  Day 3 Gr. K-2 Day 2 Gr. 3-5	19  Day 4 Gr. K-2 Day 3 Gr. 3-5  <i>Spring Picture Day</i> 	20  Day 5 Gr. K-2 Day 4 Gr. 3-5  *PTA Boosterthon Fun Run	21  Day 6 Gr. K-2 Day 5 Gr. 3-5  8:00 am—School Council Mtg.—Learning Lab	22
23	24 (No Lunch Visitors)  Day 1 Gr. K-2 Day 6 Gr. 3-5	25 (No Lunch Visitors)  Day 2 Gr. K-2 Day 7 Gr. 3-5  *9:00 am—Volunteer Appreciation B'fast  *Buck's Pizza Night	26  Day 3 Gr. K-2 Day 1 Gr. 3-5	27  Day 4 Gr. K-2 Day 2 Gr. 3-5  *6:30 pm—Gr. 3-5 Science Night	28  Day 5 Gr. K-2 Day 3 Gr. 3-5	29
30	31 (No Lunch Visitors)  Day 6 Gr. K-2 Day 4 Gr. 3-5					

## April 2014

**CRCT Testing** The Criterion -Referenced Competency Tests (CRCT) will be administered to students in grades 3 through 5. This battery of tests is designed to measure student acquisition of the knowledge, concepts, and skills set forth in the State of Georgia's Performance Standards (GPS). These assessments will provide information on academic achievement at the student, class, school, system, and state level. These grade levels are required to take the CRCT in the content areas of reading, English/language arts, mathematics, Science and Social Studies. All third grade students must achieve grade level scores on the Georgia CRCT in Reading in order to be promoted to the fourth grade. All fourth grade students must achieve grade level scores in Reading, Language Arts, Math, Science and Social Studies in order to be promoted to fifth grade. All fifth grade students must achieve grade level scores in Reading and Math on the Georgia CRCT in order to be promoted to the sixth grade.

**The results of the CRCT** will help educators in planning and implementing programs to meet individual needs and increase student achievement. During this testing period you can help your student by making sure he/she gets plenty of rest, eats a healthy breakfast, and is present and on time for school each day.

**Science Night (Gr. 3-5)** - All families are invited to come see some of the Science projects we have done this year. Come celebrate our development of scientific thinking! Our young scientists are learning a lot.

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# Brookwood Elementary Student Calendar

## April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 (No Lunch Visitors)  *6:00-9:00 pm—Bruster's Night	2	3	4  *10:00 am—PTA Exec. Bd. Mtg.—Learning Lab	5
6	7 <i>Spring Break</i>	8 <i>Spring Break</i>	9 <i>Spring Break</i>	10 <i>Spring Break</i>	11 <i>Spring Break</i>	12
13	14 (No Lunch Visitors)	15 (No Lunch Visitors) *7:00 pm—Area Board Mtg. Shiloh HS	16	17	18	19
20	21 (No Lunch Visitors)	22 <b>SACK LUNCH</b> (No Lunch Visitors)  *Buck's Pizza Night	23 (No Lunch Visitors) *CRCT Reading—Gr. 3, 4 & 5	24 (No Lunch Visitors) *CRCT ELA.—Gr. 3, 4 & 5	25 (No Lunch Visitors) *CRCT Math—Gr. 3, 4 & 5	26
27	28 (No Lunch Visitors) *CRCT Science—Gr. 3, 4 & 5	29 (No Lunch Visitors) *CRCT Soc. St.—Gr. 3, 4 & 5	30 (No Lunch Visitors) *CRCT Make-ups  *Session 4 M/W Tutoring Ends			



# May 2014

**Volunteer Appreciation Breakfast** - Each year the staff of Brookwood Elementary honors its volunteers at a Breakfast in May. We have a large and hard working group of parent volunteers and Brookwood values the contributions they make that benefit our students. If you are interested in volunteering, a little or a lot, we want you!

**Teacher Appreciation Week** - This is the time to show your child's teacher how much you appreciate their hard work and dedication to your child. Appreciation can be shown in many ways. A note or picture from your child and/or you, a small gift of appreciation, a book or school supplies for the classroom are just a few suggestions. We love and appreciate all of our teachers!

**5<sup>th</sup> Grade Activities** - Our wonderful 5<sup>th</sup> graders will have a day to celebrate their accomplishments and reflect on their time at Brookwood Elementary. Our PTA works with the school to provide some fun and rewarding activities for these students. Look for info to come home with your 5<sup>th</sup> grader for the following events:

Friday, May 16<sup>th</sup> - 5<sup>th</sup> Grade Breakfast

Friday, May 16<sup>th</sup> - 5<sup>th</sup> Grade Picnic

Monday, May 19<sup>th</sup> - 5<sup>th</sup> Grade Promotion






Tuesday, May 20<sup>th</sup> - 5<sup>th</sup> Grade Promotion

**Kindergarten Registration** - Incoming kindergarten students for the following school year should register at Brookwood on Thursday, May 1<sup>st</sup>, 2014, from 10:00-6:00 pm. Required documents include the student's **certified copy** of birth certificate, proof of residency, and documentation of immunizations. Watch for additional information on our sign as well as in the newsletter.

No Lunch visitors the entire month of May.

# Brookwood Elementary Student Calendar

## May 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 (No Lunch Visitors) *10:00-6:00 pm—Kindergarten Registration *Session 4 T/Th Tutoring Ends *6:00-8:30 pm—Brookwood Cluster Art Show—BHS	2 (No Lunch Visitors) *8:00 am—School Council Mtg.—Learning Lab *Last Day to Charge Lunch  *Career Day	3
4	5 (No Lunch Visitors) *Gr 5 Writing Assessment Retest <b>Happy B-day M. Rault</b>	6 (No Lunch Visitors) *8:20 am—Gr. K-2 Principals B'fast *3:00-10:00—Zaxby's Night *6:30 pm—New K Parent Orientation	7 (No Lunch Visitors) *5th Gr. Chorus Rehearsal	8 <b>SACK LUNCH</b> (No Lunch Visitors) *5th gr. Musical—9:00, 10:00 & 2:00—Gr. 2, 3, 4 & 5 *6:30 pm—5th Gr. Musical & PTG Mtg. 	9 (No Lunch Visitors)	10
11 <i>Mother's Day</i>	12 (No Lunch Visitors)	13 (No Lunch Visitors) *8:20 am—Gr. 3-5 Principals B'fast *9:10 5th Gr. Visists Crews & Five Forks MS  *Buck's Pizza Night	14 (No Lunch Visitors)  *Field Day 9:15-10:45 am—Kind 11:00-12:15 pm—Gr. 1 1:00-2:45 pm—Gr. 5	15 (No Lunch Visitors)  *Field Day 9:15-10:45 am—Gr. 2 11:00-12:15 pm—Gr. 3 1:00-2:45 pm—Gr. 4	16 (No Lunch Visitors)  9:30 am—5th Gr. B'fast & Year-book Signing 1:00-3:00—5th Gr. Celebration (Playground Closed All Day)	17
18	19 <b>SACK LUNCH</b> (No Lunch Visitors)  1:30 pm—5th gr. Promotion  	20 <b>SACK LUNCH</b> (No Lunch Visitors)  1:30 pm—5th gr. Promotion  	21 (No Lunch Visitors) *5th Gr. Talent Show <b>*End 4th-9 weeks</b> *Report Cards Go Home <b>Last Day of School For Students</b> 	22 <i>Post Planning</i>	23 <i>Post Planning</i>	24
25	26 <i>Memorial Day</i> 	27	28	29	30	31

## Important Telephone Numbers

### **FOR ANY EMERGENCY WHERE YOU NEED POLICE, FIRE, OR AMBULANCE CALL 911**

Poison Control Center	1-800-282-5846
Family and Children Services	770-995-2100
Battered Women's Shelter	404-873-1766
Parent's Anonymous	404-870-6565 or 1-800-532-3208
Gwinnett County Child abuse and Neglect Report	770-995-2122
Georgia Drug Information and Referral Helpline	1-800-338-6745
Gwinnett County Health Department	770-963-8141
Brookwood Elementary School	770-736-4360
Crews Middle School	770-982-6940
Five Forks Middle School	770-972-1506
Brookwood High School	770-972-7642
Brookwood Community School	770-978-5064

### **Gwinnett County Public Library**

Snellville Branch	770-972-0988
Lawrenceville Branch	770-822-5361
Mountain Park Branch	770-921-1299
Five Forks Branch	770-978-5600

### **THE GWINNETT COUNTY PUBLIC SCHOOLS**

437 Old Peachtree Road NW  
Suwanee, GA  
30024-2978  
(678) 301-6000

### **Board of Education Representative**

Dr. Robert McClure  
770-736-0001

### **SUPERINTENDENT**

Mr. Alvin Wilbanks