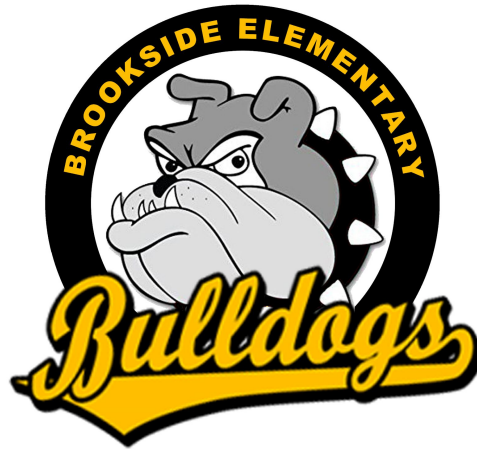


Parent & Student Handbook
2020-2021
Brookside Elementary School



“The Place Where Brilliance Begins!”

School’s Purpose:

Brookside Elementary School staff provides a safe, nurturing environment where all learners receive a well-rounded, 21st Century education.

Dear Brookside Students & Families,

Welcome to **Brookside Elementary School**, home of the bulldogs! We look forward to an amazing and successful school year! Please read over the information and keep this as a reference during the year. We hope that this year will be your most successful school year yet!

M. Chad Hovis, Principal
Cassie Bryson-Evans, Assistant Principal

Brookside Elementary School and Gaston County schools acknowledges the dignity and worth of all students and employees and strives to create a safe, orderly, caring and inviting school environment to facilitate student learning and achievement. Brookside Elementary or Gaston County Schools will not tolerate any form of unlawful discrimination, harassment or bullying in any of its educational or employment activities. For more information on this matter please see Gaston County Schools Board Policy, Code 4040/7210/7220. A copy of this policy can be found on Gaston County Schools Home website: www.gaston.k12.nc.us.

Celebrating 25+ Years of Serving Students, Families and the Surrounding Community!

ADMISSION TO SCHOOL

A student must maintain a legal residence in the Brookside attendance area or have approval from the Office of Student Assignment. The State of North Carolina requires that certain immunizations be given to every child in order to attend school. A grace period of 30 days following enrollment is allowed. The following immunizations are required: DPT – 5 doses, Polio – 4 doses, HIB – 1 dose, MMR – 2 doses

ARRIVALS AND DEPARTURES

Mornings: Car - Masks will be required upon arrival to school. Temperature checks will occur before students exit their cars. Parents should roll down windows to help with this process. A breakfast will be provided for the students in their classrooms. Students should be dropped off at the circle drive in front of the school by 7:20. Students will only be allowed to exit their cars at one of the three Symptoms check stations. Parking in this area is not permitted.

Afternoons: Wait in your car in the carpool line. You will be given a name tag to hang from your rearview mirror. We will dismiss students by name to your car. You must have the name tag to pick up your student, otherwise you will need to park and come to the office and sign your child out. Students will wait in the classroom building until you arrive. Students should be picked up at 2:30.

If your child is brought to school after the tardy bell at 7:30 AM or before the dismissal bell at 2:30 PM, **you must escort your child to/from the office to sign in/out.** Send a note in the morning if you plan to pick up your child early. **Checkouts between 2:00-2:30 should be limited to emergencies.** Anyone checking out students early must present a valid picture ID. Under Gaston County Schools Visitor Management System, these types of identification will be scanned and filed. Pictures will be taken of those who sign students into school, or check students out early. **Due to the regulations and bus restrictions unfortunately we will not be able to make changes to your child's method of transportation at this time.**

ATTENDANCE

The instructional day begins at 8:00 AM and ends at 2:30 PM. The school year is 180 days. Students must be in attendance at least 168 days. Only 12 absences, including excused and unexcused absences, are permitted each school year. Each school shall have a promotion/retention committee that must review information on students who have exceeded twelve absences and will make a recommendation to the principal. Following any absence(s), a student is required to present a written document from the parent or guardian stating the reason for the absence. All absences will be coded unexcused in the computer until a written note is received from the parent or guardian. **Written documentation must be presented within TWO school days after the student returns to school; otherwise, the absence(s) will be recorded as unexcused. Request forms for educational opportunities to be considered for excused absences, may be found in the office.**

ASBESTOS STATEMENT

Every school is required to file an asbestos management plan with Gaston County Schools. Brookside has no friable material within the building or its materials.

DRESS CODE - Gaston County Schools Policy

The principal may require that a student change his/her dress or appearance for failure to comply with the Gaston County Schools' dress code. The code is addressed in the Gaston County Schools Student Code of Conduct. Tank tops are not permitted. All other straps must be two inches or more in width.

SCHOOL SAFETY

School safety is one of our primary goals at Brookside Elementary School. All individuals are required to wear a face covering when entering the building. To ensure everyone's safety and to stop the spread of COVID-19 no individuals will be allowed past the front office. Procedures are in place to keep all buildings secure, and to ensure the safety of all students and staff members. Schools are required by law to conduct monthly fire drills. In addition to that, we will conduct periodic lockdown and tornado drills. Teachers will review procedures with students in advance for all types of drills. If we are doing a safety session, you may see a sign on the doors stating, "We are currently in a safety session. You cannot enter our school right now. Please return to your vehicle and return at a later time. Thank you for your cooperation and understanding!" Random metal detection, using hand held wands, may be used when students enter the building or at special events. (GCS Policy Code 4305)

TOBACCO FREE POLICY

The Gaston County School Board recognizes that the use of tobacco products is a health, safety and environmental hazard for students, employees and visitors. Therefore, the use of any tobacco product is prohibited on school grounds.

BUS AND STUDENT TRANSPORTATION

All students must be wearing a mask before getting on the bus. There will be only one student per seat (siblings will be able to sit together). Temperature checks will occur when the students get off the bus. Students must have a bus form signed prior to riding the bus. Parents should review the rules for bus discipline on this form and have the child return it to school. Safety is our utmost concern. Students behaving in an unsafe or disruptive manner on the bus could lose their privilege to ride. Riding the bus is a privilege, not a right. Questions related to bus discipline should be directed to the Assistant Principal. **Due to the regulations and bus restrictions unfortunately we will not be able to make changes to your child's method of transportation this year.** Questions related to bus stop locations should be directed to Mrs. Lisa Robinson.

GOING HOME WITH A FRIEND - CAR RIDERS ONLY

No student will be permitted to leave campus with a friend without written permission from a parent. This year due to the restrictions on bus transportation, students will not be allowed to ride the bus home with their friend. Permission to leave campus will only be permitted for car riders only. **A note from both parents acknowledging the plans is required.**

EARLY DISMISSAL DUE TO INCLEMENT WEATHER

In the event of inclement weather, the GCS App, ParentLink Messages, radio and television will broadcast closings. Make sure your child knows what to do and where to go if school closes early. Contact information must be kept current with the classroom teacher and office.

Brookside Elementary School

1925 Auten Road, Gastonia, NC 28054 • Phone: 704-866-6283 • Fax: 704-866-6294

<https://www.gaston.k12.nc.us/brookside>

PESTICIDES

Pest treatment is provided once a month throughout the school year. This takes place on the first workday of each month.

CAFETERIA EXPECTATIONS AND OPERATION

At this time, students will not be entering the cafeteria. Students will be eating in their rooms at their desks for both breakfast and lunch. Upon permission from the state and district to begin allowing students into the cafeteria, students may make only one trip through the line. Students should remain seated, talk quietly, use good table manners and leave their area clean. The Healthy 10 is observed at the beginning of each lunch period. Meals can be paid for daily, weekly or monthly. Brookside meets the eligibility requirements that every child eats breakfast and lunch free of charge.

PARENT INVOLVEMENT/PARENT TEACHER ORGANIZATION

Parents are represented on the School Improvement Team and Parent Advisory Committee. Feel free to contact these individuals if you have questions or concerns. Our PTO always needs active committee members. Parents are always welcome at Brookside Elementary. If you have any questions and/or concerns about volunteering within our school, please talk with Mr. Hovis and/or Ms. Bryson. Brookside PTO is an active part of the school community. We would love to have every parent or guardian involved in our PTO. The membership fee is only \$5.00. Watch your school newsletter for PTO updates and ways to get involved, or contact the school (704-866-6283). Volunteers are always welcome! According to NCGS 95-28.3, parents have the right to take four hours of unpaid leave in order to volunteer in their child's school.

COMMUNICATIONS

Effective communication is essential to any organization. Teachers and Families communication will take place through:

- Weekly, and class newsletters - periodically
 - Progress reports – every 4.5 weeks
 - Phone calls/notes home – as needed
 - Parent/Teacher conferences – 2X per year and as needed
 - Connect Ed – voice message system
 - Brookside Web page
 - Channel 21 and GCS Website/App
- Parents are encouraged to sign the sheet weekly.
Parents should sign and comment as needed.
Calls initiated by teachers and parents
K-12 Parent Conference Day (Oct. 10 & March 12)
Daily for attendance notification/as needed for special notices
Routine updates and links to individual classroom pages
School district information continually updated

We also ask that conferences with school personnel be scheduled. It is our goal to give each parent our full attention when a situation arises. The first contact should be the teacher. In the event that you have addressed the situation and are dissatisfied, schedule an appointment with one of the school administrators, 704-866-6283

VISITORS

We welcome your visits to our school. Every effort should be made to prevent/minimize interruptions to the instructional program. **Upon arrival in the school office, visitors will be required to sign in using our Visitor Management System. A driver's license or ID is required.** Our system will print a visitor's badge for you. All visitors to Gaston County Schools are subject to metal detection. **Due to the COVID-19 pandemic and concern for student health please note that at this time we will not be allowing visitors into our school.** No individuals will be allowed to visit, eat lunch, or plan a celebration at school. If you need to meet with the administration and/or teachers, please contact the front office to schedule an appointment. Upon arrival, you will be required to complete a Symptom Screener form and have your temperature taken before permitted to enter the school building.

VOLUNTEERS

Gaston County Schools has currently suspended the school volunteer program. The GCS volunteer program will be reinstated at such time it is safe to do so.

PERSONAL ITEMS

Please mark all personal items with your child's name, especially garments such as coats and sweaters.

ACCEPTABLE USE POLICY

All students are expected to obey the rules and regulations of GCS policy #3230 concerning internet and computer use at school.

PICTURES AND YEARBOOK

Picture and yearbook information will be sent home with students. Connect Ed calls will also go out to remind you of picture dates and yearbook deadlines. Carolina Photography will take individual and group pictures and the dates will be provided throughout the school year.

STUDENT AND PARENT GRIEVANCE PROCEDURE

In some cases there may be situations when parents and students need to file a grievance against a decision made by the school or an employee of the school. This process is explained in great detail in Gaston County Schools Board Policy, Code 4030. A copy of this policy can be found on the Gaston County Schools Home website, www.gaston.k12.nc.us.

REPORT CARDS

Report cards are issued every nine weeks. Interim reports are issued 4.5 weeks between report cards. Numerical grades and letter grades are given using the grade scale as follows:

A	=	90-100	Excellent
B	=	80-89	Above Average
C	=	70-79	Average
D	=	60-69	Passing

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STUDENT CONDUCT

Everyone wants a safe and orderly school. We have three general school rules that support the Gaston County Schools Student Code of Conduct. They are the Bulldog B's:

1. **Be Respectful**
2. **Be Responsible**
3. **Be an Active Learner**
4. **Be Kind**

The Behavior Lab at Brookside Elementary provides systematic and positive support for monitoring, controlling, and teaching replacement behaviors for inappropriate behavior. To make this system work effectively, everyone involved must assume responsibility. Parents will be contacted if it becomes necessary to progress beyond school interventions. In some very rare emergency situations the use of seclusion and restraint may be required to protect the well being of the students. The examples and rules for these conditions are spelled out in Gaston County Schools Board Policy, Code 4304.

STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act (FERPA) and Gaston County Schools Board Policy Code 3470, parents and students have specific rights to student records. These rights are spelled out for you in the Gaston County Schools Board Policy, Code 3470. A copy of this policy can be found on Gaston County Schools Home website, www.gaston.k12.nc.us.

HOMEWORK

Homework is assigned for two common purposes: (1) practice and (2) preparation and elaboration. Please remember to set up a consistent, organized place for your child to complete homework each night. Homework is a way of extending the school day and providing students with opportunities to refine and extend their knowledge. Please help make sure your students' homework is completed.

TESTING/PROMOTION STANDARDS

Students in 3rd, 4th and 5th grades will be given End of Grade tests based on the North Carolina Standard Course of Study and the Essential Standards during the month of May. Student promotion and accountability information can be found in GCS Policy Code 4305.

HEALTH ROOM AND MEDICATION/ INSURANCE

We have a health room; however, we are only serviced with a school nurse one and one half days a week. When a child becomes sick at school, we need for a parent or guardian to pick up the child immediately. If a parent cannot be reached and an emergency room visit is required, 911 will be called. All prescription medication must be in a pharmacy container accompanied by the proper form (see receptionist for correct form). Non-prescription medication is not allowed at school. Prescription medication will be administered and documented by the front office staff. Student insurance is available. Enrollment instructions will be sent home with students during the first week of school.

FIELD DAY/FIELD TRIPS

Disclaimer: There are no scheduled field trips or field days during this time until permission from the state and district officials. Field Days for all students will be directed by the physical education teacher in cooperation with parent volunteers. Teachers will plan field trips during the school year to support their instructional program, and you will be notified in advance. All children must have written permission to go on trips. Transportation is provided by school buses or chartered buses. Private cars are not used for transporting students. Parents who attend as chaperones should plan to drive their own vehicle. Please visit the volunteer section if you would like to assist with field trips. There are NO refunds for field trips. In the event that there are funds left over from this field trip, these funds will be used to benefit the grade level students.

GUIDANCE

Our Guidance Counselor works with individuals, small groups and classes to help children develop an understanding of themselves and others.

EXCEPTIONAL CHILDREN SERVICES

A referral to the EC program may be initiated by a staff member based on a student's progression through a Multi-Tiered System of Support (MTSS) plan. If placement is made, an IEP (individualized education plan) will be developed and implemented for the child. The IEP is updated yearly at a scheduled conference.

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