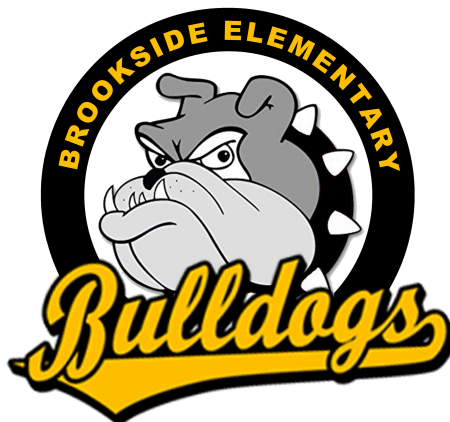


# BROOKSIDE ELEMENTARY SCHOOL

2023-2024

## Parent/Student Handbook



### **“Where Learning Is An Adventure!”**

**Vision:** *Brookside is committed to providing a safe environment that empowers lifelong learners.*

**Mission:** *Brookside provides a quality education that develops active learners who are responsible, respectful, and kind. By creating a diverse learning environment, a focus on social-emotional learning and academic growth will be evident.*

---

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 our most successful school year yet.

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](http://www.gaston.k12.nc.us).

---

#### **School Day Schedule**

**7:10 Student Arrival**

**7:30 Breakfast Ends**

**7:30 Instruction Begins/Tardy Bell Rings**

**2:30 Dismissal for Students**

Our policy requires that students who arrive after 7:30 be signed in to the office by a parent/guardian. Breakfast also ends at 7:30 and students who arrive after this time will report directly to their classroom. Please make every effort to have your child here on time. It is very difficult for your child to get settled after instruction has begun.

#### **Attendance**

Gaston County Schools and Brookside Elementary are committed to improving attendance. Children should be in school each day unless the child is ill or there is a family emergency. A school calendar has been provided so you may schedule vacations around the dates students do not have school. Please remember to look at inclement weather makeup days and plan for that as well.

**A written excuse is required for all absences. Written documentation must be submitted to your child's teacher within 2 days of the absence. Absences are recorded as unexcused until a note is received. You may email the note to the teacher. Please read the district's attendance policy carefully.**

Please note, per district policy, any student who misses 12 or more days of school will be referred to the attendance committee at the end of the school year. The purpose of this committee is to evaluate the reasons for the absences and make a recommendation to the principal on your child's promotion or retention. Parents are always involved in this process.

### **Dismissal**

**Checkouts between 2:00-2:30 should be limited to emergencies.** This is a very busy time when teachers are ending the day, making sure assignments are understood, etc. Anyone checking out students early must present a valid picture ID. Under Gaston County Schools Visitor Management System, identification will be scanned and filed. Pictures will be taken of those who sign students into school or check students out early. The safety of all children is our primary concern. We appreciate your patience and help with this.

### **Bus Riders**

Students are expected to adhere to the policies set forth by Gaston County Schools when riding the bus. The bus policies have been developed in order to keep your child safe. Students riding the bus must be outside at the assigned bus stop each morning. Buses will not wait or blow the horn for students. A student may not change the bus he/she rides except by permission of the Principal or Assistant Principal after they confirm a written parent request. Students who violate bus rules will lose the privilege of riding the bus.

### **Car Riders**

All car riders should be delivered and picked up in front of the school. The back parking lot is for buses and daycare vans only.

During arrival, please do not park and walk your students across the parking lot. All students should be dropped off at one of the designated areas with a staff member.

At dismissal, we will dismiss students by name to your car. **You must have the car tag to pick up your student, otherwise you will be asked to park and come to the office to sign your child out with a form of ID.** Anyone picking up a student must be listed as a contact in the student's PowerSchool account. In an effort to increase the level of safety for all students, please stay in your vehicle to pick up students in the afternoon rather than walking to the building. This procedure will expedite how fast we are able to load students without pedestrians crossing between moving vehicles. Thank you for helping keep our students safe!

### **Transportation Changes**

**All transportation changes must be made in writing.** You should send a note to your child's teacher in the morning. **ALL changes must be submitted to the office before 1:30 PM.** Please make sure your name and date are included on the note, along with your child's first and last name. Teachers cannot check their email during instruction so it is best practice to call the office if a last minute change needs to be made.

### **Conferences**

Parent/teacher/student conferences will be held in the fall and spring. Additional conferences may be scheduled if needed. If you are concerned about the progress of your child, please do not hesitate to call the teacher. We ask that you call, email or send a note to your child's teacher to schedule a conference so that a time suitable to all may be determined.

### **Medication**

The recommendation from our medical director is for children to be fever free for 24 hours without fever reducing medication before returning to school.

Gaston County Schools has an established policy for dispensing medication to students. Written authorization from the student's doctor is required to administer all medication. Forms are available in the office. Each prescription must be presented in its own bottle labeled by the pharmacist. Students may not transport any medication on the bus.

Parents will be called for children who are injured or become sick at school. **Please make sure we have a working phone number so that we may reach you quickly in the event of an emergency.**

### **School Nutrition**

The school nutrition program operated by Gaston County Schools provides breakfast and lunch for students. All students at Brookside will be offered meals during the 2023-2024 school year at no cost. Visiting adults must pay for meals. Children who are not enrolled at Brookside must pay for meals.

**Adult Meal Prices:** Adult Breakfast - \$2.00   Adults Lunch - \$4.00

**Students who require special diets for health reasons must have a completed Diet Order form.** Forms may be obtained from the School Nutrition office, Cafeteria Manager, or School Nurse.

### **Lunch**

Parents and family members are encouraged to come to the school and eat lunch with their child during their class's designated lunch time. Parents and family members are welcome to bring outside food items for their child, but such food items may not be shared with other students. Please also be advised that, while visiting, you may not take and share pictures of students who are unrelated to the child you are visiting.

### **Field Trips**

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 can not be used for transporting students. ***No refunds will be given to students absent on the day of the trip because, at that point, we have had to pay for the trip.*** Thank you for understanding that brothers and sisters cannot go on field trips. While at events, please also be advised that you may not take and share pictures of students who are unrelated to you.

### **Birthday Celebrations**

We know how special birthdays can be to our students! However, we must also protect the instructional time we have with them. Therefore we do not have birthday parties for students. You may drop off a small treat in the office during the day and we will gladly take it to your child's classroom during a time that is not disruptive. The classroom teacher can then pass out the treat during recess as a special snack. Please communicate with your child's teacher ahead of time so they can be prepared and share with you about any food allergies. All treats must be store bought – **no homemade goodies**. Gifts, balloons and other deliveries for students will not be accepted at school.

### **School Dress**

Students should dress appropriately for the weather, classroom activities, and safety. Please help your child make good decisions. On days that your children have PE they are required to wear sneakers in order to participate. 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. Midriff shirts are not permitted at Brookside.

### **Telephone Calls**

Teachers do not have telephones in the classroom. When you call the office, the receptionist will take your message and the teacher will call you back after school when he/she is not delivering instruction.

### **Weather**

In the event of inclement weather, please do not call the school. Our lines must be kept open for emergency information. For special instructions, please listen to local radio or television stations. Cable channel 21 will carry school closing information. Brookside will use the Parent Link call system to reach parents. ***Please make sure the school has a working phone number and please listen to all messages from the school.***

### **What to Leave At Home**

Students should not bring knives, sharp objects, lighters, or guns (play or real) to school. Possession of these items will result in disciplinary action. Students should not bring large amounts of money, jewelry, or electronic games to school. Chewing gum, collector cards, and toys should also be left at home. If these items come to school and are lost, damaged, or stolen, the school is not responsible for these items.

GCS policy states that students may have cell phones at school, but may not have the phones out. Phones must be off and out of sight. We are not responsible for student cell phones. ***Telephones out during instruction will be taken to the office.***

### **STUDENT CONDUCT**

Everyone wants a safe and orderly school. We have four 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 classroom interventions.

### **Parents at Brookside**

Research indicates that parental involvement raises the academic achievement of students. Brookside strongly supports the involvement of all parents. Throughout the year there will be multiple opportunities for parents to participate. Parents and community members are welcome at Brookside! We are looking to expand our Parent Teacher Organization and need your help! Please contact Mrs. Wallace if you can help out in any capacity. There is no gift of time too small!

### **Safety**

School safety is one of our primary goals at Brookside Elementary School. To ensure everyone's safety, no individuals are 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 and weekly metal detections. 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, we will place a sign on the front door. No checkouts can be permitted during a drill. Random metal detection, using hand held wands, may be used when students enter the building or at special events. (GCS Policy Code 4305) If you are involved in a custody situation where parental access has been denied, paperwork MUST be filed with the Principal. If you have concerns about student safety, please direct those concerns to the Principal.

### **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.

### **Parent/Teacher Conferences and Schoolwide Meetings**

September 7	6:00 PM	Curriculum Night
October 12	1:00 PM	Early Dismissal (11:30) and Parent/Teacher Conferences
March 7	1:00 PM	Early Dismissal (11:30) and Parent/Teacher Conferences

### **Report Card:**

Report cards are issued every nine weeks. Interim reports are issued every 4 1/2 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
F	=	0-59	No Credit

### **Report Card Schedule:**

First 9 weeks - October 19

Second 9 weeks - January 11

Third 9 weeks - March 14

Fourth 9 weeks - Report Cards Mailed (Make sure your address on file is correct.)

### **Visitors**

To enter the school, please press the doorbell and wait for someone to unlock the door. All persons visiting the school will be required to sign in at the computer in the front office. A picture ID is required at all times. Please wear the Visitor's Badge that you are given at all times while on campus. Our staff members will display a Gaston County Schools ID.

### **Meet our Office Staff**

**Principal-** Jaime Wallace

**Assistant Principal-** Joe Burns

**Data Manager/Finance-** Tonya Wiggins

**Receptionist -** Kelley Wright

**School Counselor -** Caroline James