

**Brentwood Elementary School  
Parent/Student Handbook  
2018 - 2019**



**“Eagles Ready to Learn”**

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# WELCOME TO THE 2018 – 2019 SCHOOL YEAR!

Brentwood Elementary Parents and Students,

On behalf of the staff, we welcome you to Brentwood Elementary School. We are delighted to be with one of the most professional, courteous, and knowledgeable faculties in the state of North Carolina. Our mission is to create a positive, supportive and nurturing environment that provides learning and growth for all students.

This school year promises to be filled with opportunities for our students to become lifelong learners, experience success on a regular and consistent basis, and be provided challenging, research-based practices within the school setting. These essential areas of focus further enhance and preserve a safe learning environment that will challenge each individual child's capacity to learn.

The information in this handbook has been compiled to serve as a reference for you and your child throughout the school year. It will assist you in understanding the day-to-day operations of Brentwood Elementary School and the Cumberland County School System. Our parents and community are key components in shaping Brentwood Elementary as the best school in the county. You are invited to visit our school and become involved in your child's education.

We look forward to an outstanding school year. Please contact your child's teacher or the school if you need assistance or information.

Sincerely,

Anne McFadyen  
Principal

Ebonique Ingram  
Assistant Principal

## **ARRIVAL ON CAMPUS/DISMISSAL**

Students are not permitted to come to the school or be dropped off at the school before 7:15 a.m. each morning. Supervision is not provided for students on campus before 7:15 a.m. or after 2:40 p.m. Bus students are the exception. Brentwood Elementary School and/or the Cumberland County Schools will not be held liable for any harm that may befall a student who arrives at school prior to this designated time of 7:15 a.m. or is not picked up from school by 2:40 p.m.

At the beginning of the school year, please discuss with your child's teacher how you expect your child to get home. If there is a change in your standard routine, please send a note to your child's teacher. If the teacher does not receive a note, the child will be sent home his/her regular way. **These arrangements must be planned for ahead of time, and students will not be permitted to use the phone to find out how they are supposed to get home from school. Due to the safety of our children, we will not accept phone calls, faxes or emails from parents/guardians asking for a change in transportation. Please make these arrangements prior to your child leaving for school each morning.**

Dismissal begins each day at 2:25 p.m., unless otherwise noted. Students will be accompanied by a staff member to one of three areas: bus lot, car rider line or walk area. Bus riders will be escorted to their buses where they will be released after all buses have been loaded. Walking students will be dismissed as a group from the rear of the school. Parents picking up students in cars at dismissal should wait in their vehicles and follow the directions of staff members assisting with dismissal. Please do not gather at the gate or on the sidewalk near the front entrance so that students can exit the building safely. Staff members are focused on delivering students to the correct vehicles. Students will not be released to parents who walk to the car rider line and/or the cafeteria doors. Students may be released through the office after all car riders have been dismissed.

## **ATTENDANCE/TARDY**

Students are expected to be on time for school daily. All students should be in their seats and ready to begin the day's activities at 7:45 a.m. Students arriving after the tardy bell rings at 7:45 a.m. must come to the front office for a late pass. **Parents must accompany a child who is late to the office.** Students will be given a tardy slip and escorted to class by school personnel. Tardies will be monitored by the administration and school social worker. Late arrival into the class disrupts the classroom procedure and instruction.

Children are required to attend school. By law, parents are required to provide within 3 school days a written explanation for each absence. Notes not received within three (3) days will cause an absence to be considered as unexcused or unlawful. Notes from parents are to contain: (a) date written, (b) date of absence, (c) reason for absence, (d) home or work phone number, and (e) parent signature. The only legally excused absences are for health reasons, such as illness, doctor appointments, and death of relatives. Certain other extreme emergencies may be excusable at the principal's discretion. Phone calls to notify the school of your child's absence are requested, however, they do not replace the requirement of a written excuse upon returning to school. All absences require make-up work.

Excessive absences/tardies can have a tremendous impact on your child's education. Letters will be mailed to parents whose children have excessive check-in/outs and absences. Our school social worker will work with the principal or assistant principal on individual cases.

In order for your child to receive the perfect attendance award at the end of each grading period, your child must be present each day of the nine weeks and he/she may not have been tardy or checked out more than three times during each nine week period.

### **BELL SCHEUDLE**

7:15 – 7:45 a.m.	Breakfast
7:15 a.m.	First Bell (Students report to class)
7:40 a.m.	Warning Bell
7:45 a.m.	Tardy Bell
2:25 p.m.	Dismissal

### **BUS STUDENTS**

Students are assigned to school buses by the principal according to the North Carolina General Statutes #115C-244. Students who live one and one-half mile or farther from the school are eligible for free transportation. A copy of the rules for bus students is given to each bus rider and is in the Cumberland County Schools Code of Conduct. Our bus transportation serves as our initial opportunity to provide safety to your child. This is a privilege that can be revoked for disciplinary measures. Please review the bus rules with your child, as the rules will be followed.

The buses will load and unload at the rear entrance of the school. Students who usually ride a school bus must bring a note from their parent to their teacher if they are to go home by some other means.

### **CHECK OUTS**

In order to leave school during the school day, **students must be checked out through the front office before 1:55 p.m.** Since dismissal begins at 2:25 p.m., teachers need the time between 1:45 and 2:25 p.m. to bring closure to the daily activities, get students' belongings together, and prepare the students for dismissal. **Therefore, we will not interrupt class to sign students out for early dismissal after 1:55 p.m.**

Students who need to leave the campus during the school day for a dental, doctor, or other appointment will be checked out by parents or guardians through the main office. Parents should remain in the lobby/front office until the student arrives for checkout. Teachers will not release students without authorization from the main office.

## **DAYCARE PROVIDERS**

Several daycare centers serve Brentwood Elementary School. If you are using one of the daycare centers for your child, please notify your child's teacher of these arrangements. We endeavor to build a successful working relationship with our daycare providers as they provide a necessary service. If the daycare provider cannot provide transportation at the release time of students, our expectation is they provide adult supervision for the students. This will ensure the safety of your child at all times.

Please notify your particular daycare provider if your child will be checked out early or if your child is absent from school.

If your child's daycare is closed due to inclement weather, please notify Brentwood Elementary School that the daycare is closed and provide the alternate route of transportation for your child.

## **DISCIPLINE**

The teachers and administration at Brentwood Elementary believe that an atmosphere of safety and order is essential if learning is to take place. All students at our school are expected to contribute to such an atmosphere through appropriate behavior. Students causing school disruptions will be subject to disciplinary action.

In order to provide a safe and orderly environment conducive to learning, we agree to the following:

1. Conduct ourselves in a manner that will allow our teachers to teach and our fellow students to learn.
2. Respect school property and property of others.
3. Show respect to others and ourselves in the way we speak and act.
4. Move throughout our school in a safe and orderly manner.
5. Follow directions and complete assigned tasks.

The Cumberland County School System has established a *Student Code of Conduct* that helps to govern student behavior throughout the county. Each student will receive a copy of the *Student Code of Conduct* and an orientation to the code at the beginning of the year or upon enrollment. Students are expected to treat others with respect, behave in a responsible manner, and demonstrate high standards of integrity.

## **DRESS CODE**

Brentwood Elementary School seeks to maintain an orderly environment for education. To accomplish this, we have set a standard of student dress that is conducive to a proper educational climate. Clothing worn by students shall be neat, clean, and in good repair for the general personal health and safety of the student. Immodest clothing of such type that distracts from the learning process shall not be worn. Some of the items we do not allow students to wear or display on campus are:

1. Hats, caps, or bandannas
2. Lengthy belts that hang down
3. Chains hanging out of pockets or from clothing
4. Any item that advertises drugs/alcohol/tobacco
5. Any item with gang/drug symbols or implications thereof
6. Any item that contains suggestive messages
7. Skirts or shorts that do not reach at or near the fingertips
8. See-through items
9. Tight or revealing clothing
10. Bare midriiffs or crop tops
11. Tank tops
12. Halter tops, muscle shirts, strapless dresses or tops, or shirts with spaghetti straps
13. Flip-flops or shoes with wheels are not appropriate

All pants must be worn snug at the waist and must not touch the ground. Shirts must not be so long as to cover shorts or skirts. Tennis shoes or sneakers that fasten or tie are necessary for safety during physical education and recess. Girls should wear shorts or slacks on days they have physical education. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing. Students will not be permitted to attend classes in inappropriate clothing.

## **HOMEWORK**

Homework is assigned to the student as a reinforcement of classwork or as an enrichment activity. Homework assignments are separate assignments that enhance the conceptual formation of skills for students. Students in all grades will need continual support from their parents in ensuring that homework is completed. We encourage all students to spend at least 30 minutes reading each day at home.

All students will be provided with a two-way communication folder. The “Wednesday Folder” will be sent home each Wednesday with graded assignments and information from the office. Please check and sign your child’s folder each Wednesday for important information and announcements from your child’s teacher.

## **INCLEMENT WEATHER**

When severe weather creates hazardous conditions, the regular school schedule may be delayed or suspended as announced by the superintendent through news media or the ParentLink Telephone Messaging System. On days with a delayed opening, teachers will report at least 15 minutes prior to the students, or as scheduled by the school principal. School will be dismissed at the regular time. Breakfast will not be served on these days.

## **INJURY OR ILLNESS AT SCHOOL**

In order to prevent the spread of illnesses, **students who are running a fever or vomiting should not attend school.** If a student becomes ill or is injured during the school day, the parents will be notified to check their child out of school. All efforts will be made to prevent students from missing class, however please respect the decision of school personnel if it is determined that a student needs to leave school early due to sickness. **Students must be fever-free for 24 hours without medication before they may return to school.** Parents should report to the main office, and the student will be called to the office to check out. We do not have a nurse available for referrals or emergency situations. The school is only permitted to clean wounds with soap and water and apply bandages.

## **INSURANCE**

An insurance program is available at a nominal fee for all students. There are two plans available for at-school coverage or 24-hour coverage. A notice will be sent home from the insurance company explaining the coverage and cost at the beginning of the year. Student coverage is the responsibility of the parent. Parents are encouraged to have some type of coverage for their children.

## **LOST AND FOUND**

All articles that are found should be taken to the “lost and found box” in the cafeteria. Students are encouraged to label all personal items for easy identification. Unclaimed items will be periodically donated to charity.

## **LUNCH AND BREAKFAST**

Our breakfast and lunch program will begin on the first day of school. Parents are welcome to eat breakfast or lunch with their child. If you join your student for a meal, please sign in through the main office and meet your child in the cafeteria. Breakfast will not be available after 8:15 a.m.

Please encourage your child to take advantage of the Child Nutrition Program. Lunch and breakfast, meeting all federal nutritional requirements, is served each day.

Some students may choose to bring their own lunches. No glass bottles, cans or carbonated beverages are allowed. Teachers/cafeteria monitors are not able to heat food for students. It will be the responsibility of the student to store his/her lunch in a container to keep it cold.

We understand that on special occasions parents like to bring a special lunch to their child at school. Due to allergies and dietary restrictions, food should not be shared with other students.

## **MAKE-UP WORK**

Students are required to make up work missed due to absences. It shall be the responsibility of the student to arrange a time with the teacher to make up assignments missed when absent from class. If the teacher is unable to give the student the original assignment as make-up work, then a different but comparable assignment shall be given. Make-up work shall be completed within five (5) school days upon the student's return to school.

Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. The assignments will be due on the day the child returns to school. **A 24-hour notice for requested work packets is required.** Teachers will not be able to repeat in-class demonstrations, lectures, and instruction. Tests will be made up at the teacher's convenience.

## **MEDIA CENTER POLICY**

Students are encouraged to check out books from our school media center and to read and enjoy them. They are expected to take care of all books and materials. Books are due two weeks from date of checkout, but may be renewed if more time is needed. Students will be fined only if books are lost or damaged. Fines are to be paid within thirty days of the notice and will not be refunded. The media center catalog, DESTINY, may be accessed through our school website.

## **MEDICINE**

Medicine will not be administered to a child unless all medication forms have been completed and signed. A Physician's Medication Form signed by the doctor and parent/guardian must be on file in the office before prescription medication will be administered. All prescription medicine must be in the original container with the prescription label. Medication cannot be sent to and from school by the child. It must be signed in and out by an adult.

Non-prescription medicine may not be brought to school (such as aspirin, cough drops, cough syrup, lotions, creams, nasal sprays, etc.) by students. Students are not allowed to keep medicine with them, in their lunch box, etc.

## **PARENT INVOLVEMENT**

It would be very difficult for Brentwood Elementary to operate without devoted and dedicated volunteers who assist in the classroom and at home. There will be many opportunities for you to be involved in your child's education. The assistance from volunteers reinforces our goal of achieving success for all of our students. We do ask that all parents sign in at the office and receive a visitor's pass to wear while in the school building. It is expected that volunteers will not disrupt the attention of a student, the teacher or a class.

Prior to volunteering in a classroom, the CCS Mentor/Volunteer Registration (criminal background check) must be completed and approved. The form is located on the CCS website. Please schedule volunteer times in advance with the teacher in order for materials or activities to be prepared. Follow-up conferences to a visit must be planned well in advance or held at a time other than during the instructional day.



## **PARENT/TEACHER CONFERENCES**

It is important for students to be aware that teachers and parents communicate at all times. Teachers and parents working together have a great impact on student progress. If your schedule does not permit regular conferences in person, let us know.

Required parent/teacher conferences will be scheduled during the year. You are encouraged to seek additional conferences with your child's teacher at any time during the school year. We must ask you to schedule these conferences to prevent disrupting the instructional time during the school day.

## **PBIS**

PBIS (Positive Behavior Intervention Support) is a school-wide program that fosters positive behaviors in our students. At Brentwood Elementary, we have adopted the "Eagle Code" to remind us of the expected behaviors that will support a positive and safe learning environment.

**I am a Brentwood eagle soaring**

**Safely on my way**

**Organized everyday**

**Accountable for what I do**

**Respectful to me and you.**

We have developed an expectations matrix that defines what it means to be safe, organized, accountable and respectful at Brentwood Elementary School. Students learn about the Eagle Code and the Expectations Matrix through classroom lessons, modeling, and practice. For meeting expectations, students will receive Eagle tickets to encourage them to continue the desired behaviors.

## **PERSONAL DATA INFORMATION**

Please notify the main office and your child's teacher immediately if you have changed your address, home, work, cell, or emergency phone numbers. Proof of address (electric bill, lease, etc.) is required if you move during the school year. In case of emergency, we must have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

## **PROMOTION/RETENTION STANDARDS**

Students who meet the required academic standards are promoted to the next grade level at the end of the school year. Students not meeting the academic standards may be retained or administratively placed. Students in grades 3-5 will take an End-of-Grade Test near the end of the school year. The test is designed to measure student growth in reading and math.

Insufficient attendance, failing, or unsatisfactory grades, and lack of adequate progress may cause a student to be retained in a grade. Parents are given adequate notification of impending retention through interim progress reports, report cards, and/or conferences with the teacher.

Any student who does not meet state or district levels of performance in reading, writing, or math on state-wide assessments will be provided remediation and enrichment opportunities. A Personalized Education Plan will be developed with the parent, teacher and student to assist in meeting the expectations for proficiency.

### **SEARCH POLICY**

School officials have the authority to conduct reasonable searches and seizures in accordance with Cumberland County Board of Education Policy 4342 – Student Searches. The purposes are to maintain a safe, orderly environment and uphold the standards of conduct established by the Board. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a specific law or school rule.

If reasonable suspicion exists as outlined above, searches may be conducted of a student’s person or personal effects, including purses, book bags, outer clothing, wireless communication devices, and motor vehicles subject to the requirements of the policy. Strip searches are strictly prohibited. Periodic general (suspicionless) inspections of desks, lockers and other school-owned equipment may be conducted by school officials for maintenance or health/sanitation reasons.

### **TESTING**

Assessments completed by students throughout the school year assist us in determining individual student achievement, areas of strengths and weaknesses of individuals and groups, program development, and target support areas. North Carolina requires that all 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students take the End-of-Grade Test in May. Students in kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades participate in reading and math assessments that provide specific information regarding their progress. We remain focused on using the assessment data to provide quality instruction in targeted areas that will result in student achievement.

### **TRAFFIC FLOW**

The student drop-off and pickup area is in front of the school. Students who ride buses will unload and load at the rear entrance of the school. **No cars are allowed in the bus parking area.** Staff will be on duty between 7:15 and 7:45 a.m. and from 2:25 to 2:40 p.m. to greet or dismiss the students. There are no staff members on duty to monitor their safety before 7:15 a.m. or after 2:40 p.m.

## **VISITORS ON CAMPUS**

Due to safety concerns, parents, guardians, and volunteers are required to check in through the main office when arriving on campus. Prior to entering the building, all visitors must use the security buzzer. Once you have been acknowledged by an office staff member, you will be asked to state your name and the reason for your visit. Please be prepared to show ID in the office. **ALL VISITORS TO OUR CAMPUS MUST SIGN IN AND WEAR A VISITOR BADGE.** All parents and visitors should park in the front parking lot and enter the school through the main entrance.

The safety of our children at Brentwood Elementary School is a high priority. Please report to the main office upon arrival on the school campus. Visitors on campus who have not checked in through the main office may be asked to leave school property.

## **WITHDRAWAL OF PUPILS**

Parents are requested to send a note to the teacher or contact office personnel before a child is to be withdrawn from school. This will allow the teacher sufficient time to complete the records for the student. Request for withdrawal requires a minimum of 24 hours notice to the school. Records will be transferred upon request from the new school. On the day of withdrawal, the parent may come by the office to sign and obtain the transfer form. Only the parent/legal guardian can sign withdrawal papers.

## **CHILD NUTRITION CHARGE POLICY**

Students who are required to pay for meals are expected to provide payment at the time of service using one of the approved pre-payment methods on their individual account or a cash payment at the time of purchase. In situations where students are unable to pay for a meal on a particular day due to a lack of money, the following charge policies shall be followed:

- Students in grades preK-8 may acquire a negative balance up to \$10.00 in meals due to forgotten money for their meals. Students with a negative balance may not purchase a la carte items, with the exception of milk (purchased with cash). If a student's meal will exceed the negative balance limit of \$10.00, that student will be offered an alternative breakfast/lunch tray.
- High school students will need to have money to purchase meals/a la carte items. If a high school student does not have money for their meal, they will be offered an alternative breakfast/lunch tray. Charging is not permitted in high school cafeterias.
- Adults must have money at the time of purchase. Charging is not permitted in school cafeterias for adults.

### **Alternative Meals**

- **Breakfast:** The alternative breakfast tray will consist of a milk and cereal selected by the manager.
- **Lunch:** The alternative lunch tray will consist of the option of two vegetables, a fruit, a milk, and a cold sandwich selected by the manager. Cafeteria

managers may provide (based on product availability) a cold cheese, ham or turkey sandwich.

- **Special Diets:** An appropriate alternative breakfast/lunch tray will be provided to students who have a completed Medical Statement for Students with Special Nutritional Needs for School Meals on file in the cafeteria.

#### Negative Balances:

Once a student acquires a negative balance the cafeteria manager will check to see if the student has a free or reduced application on file. If the student does not have an application on file, the cafeteria manager will give one to the teacher for the student to take home and their caregiver to complete. A free/reduced lunch application can also be completed online.

The parent/guardian will be contacted if a student's account has a negative balance. Cafeteria managers will periodically identify students with low and negative balances and place ParentLink calls to the respective students' homes to inform parents of the students account balance. Parents can add money to their student's account via K12PaymentCenter.com or by providing funds to the school cafeteria.

Negative balances on student accounts should be paid in the school cafeteria as soon as possible to prevent the student being subject to alternative meals. The CNS office at 810 Gillespie Street (910-678-2502) will accept payment for negative balances remaining on the account after the last day of school. Positive balances on student accounts shall be carried forward to the following school year.

Per the requirements of OMB A-87 (Federal Office of Management and Budget): "Bad debts including losses (whether actual or estimated) arising from uncollectible accounts and other claims, related collection costs, and related legal costs, are unallowable." In order to clear the outstanding charges, the caregiver has to issue a payment to Child Nutrition.

The Child Nutrition website will contain current links to the online Free/Reduced Lunch Application, the online pre-payment site, and the policy and procedures for handling students without money.

#### **CHILD NUTRITION PREPAY POLICY**

Student cafeteria accounts are identified by the student's PowerSchool number. Parents may pay for student meals and a la carte items in advance by adding funds to the student's account. Prepayment can be made in the cafeteria or online at [www.k12paymentcenter.com](http://www.k12paymentcenter.com). Upon request from the parent within 60 days from the date of student withdrawal, positive balances will be refunded to the parent by Child Nutrition Services.

### **GRIEVANCE PROCEDURES TITLE IX**

Students who believe that they have been mistreated because of sexual discrimination in the public school may appeal to the person designated in each school as the one responsible for hearing said complaints. If after appealing to this designated official the student is dissatisfied, he/she may submit a request in writing to the Superintendent for a review of the case. The Superintendent or his designated representative will arrange a conference with the student and make a decision regarding the grievance. If the decision rendered by the Superintendent is unsatisfactory to the student, the student shall within ten days, give written notice to the Superintendent and request a review by the Cumberland County Board of Education. The Board of Education shall render its decision within thirty days of receipt of the grievance.

### **NONDISCRIMINATION STATEMENT**

No student or employee in the Cumberland County Schools shall, on the basis of age, sex, race, religion, national origin, marital status, or handicapping condition, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

### **PARENTS RIGHT TO KNOW STATEMENT**

As required by The No Child Left Behind Act (NCLB) of 2001, Title I Part A, information is available at our school to include but is not limited to the following:

- The School Improvement Plan
- Qualifications of your child's teacher
- Professional development opportunities for teachers and assistants to ensure highly qualified personnel
- Opportunities for parent involvement and input
- The Cumberland County School Improvement Plan
- The Cumberland County Title I Parent Involvement Plan and School Parent Involvement Plan
- Cumberland County System Report Card
- Brentwood Elementary Report Card

Please contact our school and we will be glad to provide you with this information upon request.

### **SECTION 504 – AMERICANS WITH DISABILITIES ACT**

No otherwise qualified individual with a disability shall, solely by reason of his or her disability, be excluded from participation in, be denied the benefits of, or be subject to discrimination from any program or activity of the school. Qualified disabled students are entitled to a free appropriate public education. Disabled persons who believe they have been subjected to discrimination on the basis of disability may appeal to the person in the school designated to hear said grievances. If still unresolved, grievances may then be appealed to the school district ADA/Section 504 Coordinator.



Dear Parent/Guardian,

Please review the *Brentwood Elementary School Handbook* and the *Cumberland County Schools Student Code of Conduct* with your child. Sign the form below and leave it attached in your child's planner.

My child, \_\_\_\_\_, has reviewed and understands the *Brentwood Elementary School Handbook* and the *Cumberland County Schools Student Code of Conduct* for the 2018 – 2019 school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Teacher Initials