

BROOKS GLOBAL STUDIES FAMILY HANDBOOK



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Dear Brooks Global Families,

We are looking forward to a great year at Brooks Global Studies! This year we will focus on our 2021-2022 global theme – AGRICULTURE. Students will have approximately eight Global Days throughout the year to explore global themes, geography/passport and the culture of their grade level continent and how all of this connects us!

The staff at Brooks Global is committed to providing the very best educational environment for our students. We hold high expectations for all students and believe they can achieve great things. We follow these beliefs with action! Brooks Global continues to be one of the highest performing elementary schools in Guilford County!

We also believe, deeply, in our responsibility to make the world better through our actions. Students at Brooks Global learn about their community and how to take action to address problems and challenges.

Parents, please help your child take advantage of all our school has to offer. Encourage your child to work hard and to meet or exceed his/her Reading Goals. Join us for our PTA Nights, Parent Nights and International Festival. Volunteer with us (if you can); you really do make a difference. In addition, please consider joining and helping with our very active PTA, an organization that supports our school in so many ways.

We look forward to a successful year ahead!

A Note from the PTA

Hello Brooks Families,

Welcome to the 2021-2022 school year! The PTA is planning a great year ahead and would love for you to be a part of it all! The PTA is a fundamental part of the Brooks Global experience for students and their families. We have volunteer opportunities available, with numerous ways to lend your help. It doesn't take much to make such a huge difference in your child's life and to help all our students reach their full potential.

The first step is so easy too, **JOIN THE PTA TODAY!!** It's only \$7 a member and anyone can join! Your membership helps us continue the positive support system here at Brooks, for our students and teachers. Our dads, uncles and grandfathers play an important role too. Our FBI (Fathers Being Involved) program is the best way for these male role models to be examples of leaders in our Brooks community. Please contact school if you have any questions. No one can do anything worthwhile on their own, teamwork is the key to success for everyone!

2021-2022 PTA Officers TBA

PTA officers serve a two-year term, due to the officers starting in August 2019 all new officers will need to be voted into positions at our August 2021 PTA meeting

President –

1st Vice President –

2nd Vice President –

Treasurer –

Secretary –

FBI Chair –

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Brooks Global Studies Extended-Year Magnet School

The School Day

The instructional school day begins at 7:45 a.m. and ends at 2:30 p.m. The building is open to students at 7:20 am each day.

Buses will be unloaded at 7:20 a.m. and students are to go directly to homeroom or to the cafeteria for breakfast.

Students who are car-riders need to be picked up no later than 3:00 pm.

The hours for teachers are 7:15 a.m. to 2:45 p.m. If you desire to speak to your child's teacher, please e-mail the teacher, call the school and leave a message, or call after 2:30 p.m. If these times are not convenient for you, we will make other arrangements for you to speak to your child's teacher. Please keep in mind that unscheduled telephone calls/conferences during the school day cannot take place do to interrupting the instructional time and supervision for students.

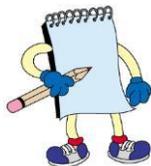
ATTENDANCE

Good school attendance has a positive impact on academic achievement. Arriving to school on time helps students learn the value of punctuality and helps them begin the day on a positive note.

Student Attendance Policy and Procedures

On the first day of school immediately following an absence, parents should send the teacher a written explanation or an email of that absence. The written explanation should contain the following:

- a. Date(s) of absence
- b. Reason(s) for absence
- c. Signature of parent



The written explanations will allow us to determine if the absences are excused or unexcused. Note: If your child has seen a doctor, please provide a doctor's note. **According to GCS policy, if no written explanation is received within three days, the absence will be coded as unexcused. Excessive absences for illness will require a doctor's note.** The following is a list of excused absences (with written documentation):

- a. Illness or injury
- b. Death in the family
- c. Medical/Dental appointments
- d. Court proceedings
- e. Religious observances
- f. Educational opportunity



Absences for other reasons are unexcused. See the GCS Student Handbook for more information.

Students must be in attendance at least half of the school day to be counted present. Any student who arrives after 11:15 a.m. or leaves before 11:15 a.m. is recorded as absent for the day.

Student Tardy Policy



The following procedures will be followed when a student is tardy:

1. A student arriving to the classroom after 7:45 a.m. must report to the office to obtain a tardy pass.
2. Students on late buses are not counted as tardy.
3. Tardies due to car trouble or traffic are not considered excused.
4. Excessive tardiness will be reported to the School Social Worker and other appropriate school officials.
5. An automated message system operated by Guilford County Schools (Connect Ed) will notify you of your child's unexcused tardy.

Note: Breakfast will not be served after 7:45 am unless students arrive on a late bus.

Student Checkout Policy

If anyone other than the parent or legal guardian is to pick up a child at school, the office must have written permission from the parent or legal guardian for that person to take the student off campus.

We will not accept phone calls to inform a student to ride a different bus or to be a car rider. This is a safety issue, as we are unable to verify over the phone that it is in fact the parent making the call. Please send transportation change requests in writing (note/email).

Staff do not check email during instructional time, sending an email after 7:20 am does not guarantee that it will be seen prior to dismissal. If any an emergency email is sent ... you will also have to **CALL to make sure someone sees the email**. Send all emails to teachers and copy Ms. Acosta acostay@gcsnc.com and Ms. Weaver weavers3@gcsnc.com.

Early Dismissal from School

Parents **may not go directly to the classroom** to pick up a child leaving early. If a child needs to **check out** at any time during the day, a **parent must come to the office to sign the child out**. Office personnel will call the classroom and request that the student come to the office for check-out.

Checking students out prior to 2:30 p.m. interrupts the instructional process for the student and the entire class. We ask parents to cooperate-- so that we may have a dismissal free from interruption and confusion-- by waiting for students to exit with their teacher after the final bell rings. Repeated early dismissals can cause students to come home without homework assignments and needed books/materials. For this reason and due to a carpool and bus traffic, **children will NOT be dismissed between 2:10 – 2:30 p.m.**, unless prior arrangements have been made with the office.



Make-Up Work

We will be happy to provide make-up work for students who have been absent. There is usually a deadline for those assignments to be turned in for grades, please check with the teacher for details. Please contact the office or your child's teacher.

Arrival and Dismissal Procedures



Car Riders: Those parents who choose to bring and/or pick up their children from school by automobile should observe the following guidelines:

1. The building does not open for students until 7:20 a.m.
2. All automobiles should unload in the drop-off zone only. Children can get out of cars once an adult is on duty. They do not need to wait for the car door to be open. Please do not drop off children in the Grimsley parking lot. It is unsafe.
3. If you choose to walk in with your child, please park in the visitor parking area located in the Grimsley parking lot.
4. If a student is to be dismissed with another student, both parents must send permission in writing.
5. At dismissal, cars should not pull into the circle until 2:30 p.m.
6. All cars that are picking up students should have a **Brooks Global Name Plate** in view, for safety reasons and quick loading.
7. **For safety reasons, parents should refrain from cell phone use in the drop-off/pick-up line.**
8. Cars should not pull-up in car rider circle until after 7:20 am and after 2:30 pm. This will allow traffic into the school in case there is an emergency.

Bus Riders: Please be sure to have your child at the bus stop at least ten minutes before the time the bus is to arrive. Encourage your child to use good conduct and self-control on the bus. Students who cause disturbances on the bus are endangering the lives of others and will lose their privilege of riding the bus if such disturbances persist.

If your child misses the school bus, please make every effort to get him/her to school.

A student may not ride a different bus home without written permission from his/her parents and prior approval of the Bus



Transportation office. Also, a student who does not usually ride a bus home in the afternoon cannot ride the bus in the afternoon without approval from the Bus Transportation office. Therefore, the Principal and other Brooks Global personnel cannot give permission for either of these situations.

Address/Phone Changes

Please immediately notify the school of any change in your address, home phone, cell phone, or work phone number. It is critical that we be able to reach you in case of an emergency.

Child Custody

If you and your spouse are separated or divorced and you have been granted custody of your child through a court order or deed of separation, please advise us of this fact. The only way we can comply with the court's order is to have a copy of this order in your child's file.

Student Illness

Parents will be contacted if a child becomes ill during the school day. It is crucial that we have a telephone number where the parent or other designated individual may be reached in an emergency. Please be certain that we have several names and numbers of people we may contact. Please notify the school if any of these names/numbers



change during the year. **Students should be “fever free” without the aid of a fever reducing medication for 24 hours before returning to school.**

Please notify the school if you discover your child has flu, head lice or any communicable disease.

Medication



The school recognizes that a student with chronic or unusual health problems may require medication during school hours. When possible, arrangements should be made with the physician to adjust the dosage so that it can be given at home before and after school. If this is not possible, please adhere to the following procedures:

1. The school must be provided with medication authorization from the doctor and signed by parent for ANY medication to be administered at school. (A form may be secured from the school secretary).
2. Medication must be delivered in person by the parent or guardian at the time the GCS Medication Authorization Form is submitted.
3. Medicine must be provided in the original prescription bottle, which includes the name of the student, the name of the drug and time(s) of administration.
4. Whenever medicine is changed by the physician, the parent is responsible for informing the school by submitting a new Medication Authorization and delivering medication to the school. Telephone calls cannot be accepted for this purpose.

We are required by Guilford County Schools' policy to adhere to this regulation, and there will be no exceptions. Medication of any kind must be delivered to the school by the parent or guardian, and forms must be signed. This includes over-the-counter medications as well (ie. Tylenol, sunscreen, cough drops).

Inclement Weather

On days when weather conditions create questionable circumstances for opening school, parents should listen to local TV and radio stations for public information announcements. The district will also send a Connect Ed message to your phone. If school is open late, school employees report to work fifteen minutes before students. For this reason, students must not be left at school at the regular time when the opening of school is delayed. If early dismissal is deemed necessary, closing times will be announced via Connect Ed and on local TV and radio stations. ACES will not meet if school is closed for inclement weather. Parents should develop a plan with their children to cover these circumstances. Having a plan in place and sharing that plan with your child will make you and your child more comfortable.



Visitors *(Subject to change – Covid Protocols)*

Visitors and parents are always welcome at Brooks Global. Please check in at the visitor sign-in computer near the office. **For the safety of the children, all parents, volunteers, observers, and visitors are required to sign-in and wear a visitor's badge when visiting during regular school hours.**

Volunteers *(Subject to change – Covid Protocols)*



Parents and grandparents are urged to volunteer their help at our school. We believe that parents have much to contribute to the educational process. Information about how you can become a volunteer will be sent during the first week of school and will be available thereafter through our website or by calling the school office. All volunteers and parents accompanying children on field trips must register and complete a background check. To do this, go to the GCS website, www.gcsnc.com, click on “Parents and Students” and select “Parent Involvement” on the left. Then click on the link “Register to volunteer.” **You will also need to complete the Volunteer Agreement and have it on file in the office BEFORE attending field trips!** When you come to school to volunteer, please sign in, so we will have a record of volunteer hours.

Please let us know if you have a special interest or if you would like to help in a particular way. Volunteers need to be in High School (w/ pre-approval) or older.

School Visitation and Conferences *(Subject to change – Covid Protocols)*

Parents are encouraged to visit the school and to attend PTA meetings.

Parents should contact the teacher to make arrangements for a classroom visit or to schedule parent-teacher conference. Please understand that the teacher's time in the morning, from 7:20 a.m. – 7:45 a.m., is for preparing for the day's lessons and greeting students. The

morning arrival time is not optimum for extended conversations with the teacher. Parents who wish to schedule conferences with the principal should call the office to schedule an appointment.

Dress Code



We realize that each student is an individual who makes choices about ways of dressing and grooming. To maintain a positive learning environment and to encourage development of positive self-esteem, we ask that each student come to school dressed and groomed in an appropriate manner.

Clothing that advertises items illegal for minors to possess will not be allowed. Obscene language/gestures will not be permitted on any type of clothing. Hats, caps, hoods or any other type of head covering

may not be worn in the building, except for religious reasons. Students have to wear pants or shorts up to the waistline and the length of shorts/dresses/skirts need to be at finger tips. Halter tops, midriff shirts and spaghetti strap shirts are not allowed at school.

Shirts/dresses should cover backs and straps must be 3 adult fingers wide. We ask that undergarments not be visible while the student is standing, sitting, or bending. Footwear must be worn at all times.

Students are required to participate in physical activity each day; therefore, flip-flops, opened-toed shoes, shoes with high heels, or shoes without heel straps are not allowed for P.E. and/or recess. Parent notification will take place on the 1st offense and a change of clothes will be needed for the 2nd offense.

Field Trips *(Subject to change – Covid Protocols)*

Brooks Global offers fun, curriculum-based field trips. Parents will be notified of pending field trips, along with any additional student cost involved. **Students must turn in a signed permission slip along with any money that may be required to their teacher before participating in any field trip.** If your child does not turn in a permission slip he or she **will not** be allowed to attend the field trip.

Field trip checks must be made payable to Brooks Global. Field trip fees are non-refundable. **Note: Parents who wish to chaperone their child's field trip must complete a volunteer background check at www.gcsnc.com.** (See Volunteers, p. 9.)

Lost and Found

Each student is expected to be responsible for all personal property (money, book bags, clothing, jewelry, etc.) that is brought to school. It is a good idea to mark all students' clothing, lunch box, backpack, jacket, and anything else that may get lost, with their names. Students who lose personal items are urged to check in the cafeteria. Periodically we display all found items in the hope that the owners will claim their belongings. Items not claimed are donated to a community agency.

Student Birthdays

Students may share a special treat with their entire class on their birthday if prior arrangements are made with the teacher. **These treats must adhere to the Student Wellness Policy guidelines and NC Eat Smart Nutrition Standards and be from the approved list. Only food from Environmental Health Services inspected facilities (i.e. stores or restaurants) may be served:**

Yogurt Stick	Popsicles	Fruit Snacks
100 Calorie Snack Pack	<u>Bite-Sized</u> Cupcakes	Fruit – Kebabs, Clementine's, etc.
Pretzels	100% Juice	Rice Krispy Treat
Baked Chips	Donut <u>Hole</u> (1 per child)	Granola Bars



Party invitations should not be distributed at school unless you are inviting every child in the class. We do not want to hurt the feelings of students who are not included in birthday parties. Avoid having flowers or balloons delivered to school for your child. Such items are a distraction in the classroom and are not allowed to go home on buses. These items will be kept in the office until dismissal.

CAFETERIA

The cafeteria staff serves a balanced, hot lunch in the cafeteria each day. Students may also bring a lunch from home. Milk and ice cream may be purchased by all students. Drinks in cans or glass bottles are not permitted in the cafeteria. Due to child nutrition recommendations, we ask that you do not send sodas to school for your child's lunch.

A designated area will accommodate students with nut allergies. Please notify your child's teacher if your child has a food allergy.

Meal Prices (subject to change)



LUNCH

BREAKFAST

Breakfast and Lunch will be FREE for ALL students.

Lunch Visitation *(Subject to change – Covid Protocols)*

Parents and grandparents are always welcome to have lunch with a student. We do encourage you to visit when you can. Please register in the office before going to the cafeteria.

Money Collections

When students bring money to school for lunch, field trips, or any special activity, they should bring it in a sealed envelope marked with the child's name, teacher's name, room number, purpose for which the money is intended and turned into child's teacher. Students should not have large amounts of money at school at any time. If you write a check, please note the following:

- Checks intended for field trips should be made payable to Brooks Global Studies.
- Checks for after school program should be made payable to Brooks Global Studies – ACES.
- <https://www.k12paymentcenter.com/> is the online payment center for Field trips, ACES and Cafeteria.

Please DO NOT include school lunch, field trip, and ACES payments on the same check.

Please write separate checks since the funds go into different accounts.

ACADEMIC/SOCIAL ACHIEVEMENT

Report Cards

Report Cards are sent to parents approximately every ten weeks. Please take the time to discuss these and provide positive, helpful, and encouraging feedback to your child. Brown report card envelopes are to be signed and returned to your child's teacher within three days.

3-5 Grading Scale:

A= 100-90
B= 89-80
C= 79-70
D= 69-60
E= 59-0

K-2 Grading Scale:

4= Consistently exceeds grade level
level expectations
3= Consistently meets grade
level expectations independently
2= Needs support to meet grade
level expectations
1= Below grade level expectations
with support

Interim Reports

Interim Reports for all students will be sent home in the middle of each ten-week period via Monday folders. This report will let you know your child's progress at the mid-point of the grading period. These reports are to be signed and returned.

Monday Communication

Teachers will send home a "Monday Folder" each week containing important student work and information from the school/PTA. Report cards and interim reports are also sent home in the Monday folders. Please check work weekly and return the folder, promptly.

5th GRADE: Graded work goes in Data Notebook, not Monday folders.

GRADE LEVEL NEWSLETTERS: Please ensure your child's teacher has your email and newsletters will be sent electronically on Mondays.

Homework



Homework assignments meet a variety of instructional and non-instructional objectives, including:

- to help students review and practice the concepts taught in class
- to determine students' understanding of concepts
- to promote in students greater learning independence and better time-management skills.

The amount of homework varies by grade level. The National Education Association (NEA) states, and most educators agree, that students in grades K-2 can handle 10-20 minutes of homework per night, increasing by ten-minute intervals through each grade level (e.g. Grade 4- 40 minutes). While this serves as a good guide, please keep in mind that projects and longer written products take more time and require the student to manage his/her time in order to complete the project by the deadline. In addition to any assigned homework, Brooks Global students are expected to read 30 - 45 minutes each night.

The U.S. Department of Education has published a guide for parents regarding positive ways to assist their child with homework. Included in the guide *Helping Your Child with Homework* is a helpful checklist for parents (partial list):

- Do you set a regular time every day for homework?
- Does your child have a well-lit, quiet place to study?
- Do you see to it that your child starts and completes assignments?
- Do you read the teacher's comments on assignments that are returned?
- Is TV viewing or video game playing cutting into your child's homework time?
- Do you help your child to get organized? Does your child need a notebook, schedule, or assignment book?

Issues and Concerns

If there is a problem, parents should feel free to contact school personnel. The first contact should be made with the child's teacher. Please realize the teacher may not be aware of the problem and will appreciate your sharing a concern. In general, problems and concerns can best be resolved at the level at which they occur. A class-related problem would be most effectively resolved by calling the teacher and arranging a conference. If the teacher conference fails to resolve the matter, the principal will be happy to work with the teacher and parent.

Student Behavior

The staff of Brooks Global Studies School believes that desirable behavior should be promoted through positive methods, whenever possible. The best disciplined child is one with self-discipline. Our staff will work with students to help them grow in this area and in accepting responsibility for their actions. Close contact between the home and school is maintained through e-mail, classroom newsletters, conferences, notes, letters, and telephone communications. It is essential that cooperation between students, parents, and staff members be maintained to support student growth in the area of behavior.

The Guilford County Schools Code of Conduct was developed to ensure safe, orderly, and productive schools. A copy of the Code of Conduct is included in the orientation packet each student receives on his/her first day at Brooks Global. Parents and students are requested to read and discuss the Code of Conduct. Students are expected to obey all school and classroom rules. Please go over these guidelines as well as the Guilford County Schools' Code of Conduct with your child. These guidelines, along with classroom rules, will be explained by every teacher, posted in classrooms, and practiced by students.

In addition, Brooks Global Studies has implemented a proactive discipline system that incorporates positive and consistent daily procedures as well as character education. The foundation beliefs are outlined in the Brooks Global Keys to Success, which are taught and reviewed as the basis of everyday activities at school. Using the ROAR acronym, the Keys to Success are:

Definitions of Core Values	
R Respectful	Showing others you care about their feelings and well-being
O Optimistic	Belief in the success and goodness of yourself and others Looking for positives in yourself and others Looking for opportunities for growth
A Accountable	Taking ownership for your actions Fixing mistakes Always improving academically and socially
R Responsible	Being dependable Contributing positively to the Brooks community

Our goal is to set clear and consistent expectations and procedures in order to create a respectful, friendly, and safe school environment for everyone. Look for more information!

Bus Conduct



Bus riding is a privilege. In order to guarantee the safety of your child and other children who ride the bus, we ask for your help in maintaining good bus behavior. Listed below are rules and policies which will be guidelines for expected behavior on our school buses. Please discuss bus behavior and rules with your child and make clear your expectations for good bus behavior.

Bus Safety Guidelines

1. Follow directions of the driver and teacher.
2. Stay seated unless getting on or off the bus.
3. Keep hands, feet, and objects to one's self.
4. No shouting, teasing, or inappropriate language.
5. No fighting or threat of physical harm.
6. Keep the aisle clear of objects.

Consequences of Bus Misbehavior

Drivers will give students an appropriate warning when necessary. The following consequences will be enforced:



Violation #1: Warning by driver

Violation #2: Bus Discipline Referral. Child will meet with principal to discuss behavior. Contact is made with parent.

Violation #3: Bus Discipline Referral. Contact is made with parent. Consequences may include up to three days suspension from the bus, depending on offense.

Further violations will result in extended suspensions as necessary.

In the event a student commits a serious offense which could cause danger to others or him/her, that student can be suspended from riding the bus immediately, without following the steps above.

School Property

Each student is responsible for using school property in an appropriate manner. Students are expected to take care of textbooks, media books, and all instructional and school materials. Lost or damaged materials must be paid for by parents.

Items Not Appropriate for School

We ask that students bring to school only those materials that are necessary for the instructional program. Games, MP3 players, dolls, Gameboys, DSi, gaming/trading cards, basketballs, footballs, etc. are not allowed during instructional time. If such items are brought to school, they may be collected by a staff member and returned to the parent. Toy guns and knives should not be brought to school under any circumstances. Possession of any type of weapon or explosive device is a violation of the Guilford County Schools Student Code of Conduct.

If you choose to give you child a cell phone for safety reasons, it needs to remain in the child's book bag during the school day.

Special Services

The Brooks Global staff includes a number of specially trained support personnel who provide instruction and services in the following areas: Spanish, academically gifted, art, music, physical education, adapted physical education, resource, speech/language therapy, and occupational therapy. In addition, Brooks Global has a full-time media specialist, full-time counselor, and school social worker (one day per week). Services are also provided as needed/requested by the public health nurse and school psychologist.



Student Wellness Policy (see GCS Policy at www.gcsnc.com)

Wellness Policy and Procedures were adopted by the Board of Education in May of 2006. As a result, Guilford County Schools incorporates wellness into the curriculum. Physical activity is an important part of your child's education. In grades K-8, a minimum of 30 minutes a day of physical activity at a moderate to vigorous intensity level will be provided to support significant health benefits to students.

This policy also gives us procedures for school nutritional practices.

- To the greatest extent possible, once students are seated, they will be provided with at least 10 minutes to eat breakfast and 20 minutes to eat lunch.
- Foods from any source other than Environmental Health Services inspected facilities (i.e. stores or restaurants) shall not be served to students during snack time, celebrations (such as international

theme days) or as rewards. This procedure does not apply to students who bring their lunch to school.

- We discourage students from sharing their foods or beverages with one another during meal or snack times due to possible allergies or restrictions on some children's diets.
- We shall provide students access to hand washing or hand sanitizing before each meal service or snack.
- No soft drinks are to be sold at any time; however bottled water is available in the cafeteria.
- Schools shall not use foods that do not meet *Eat Smart Nutrition Standards* as rewards for academic performance or good behavior or for celebrations.