

ABC'S

OF

BRENT ELEMENTARY SCHOOL

Building Excellent Students

Be Respectful, Be Responsible, Be Resourceful



160 4th Street
Brent, Alabama 35034
(205) 926-4993

**Parent/Student Handbook
2016-2017**

**Bibb County Board of Education
721 Walnut Street
Centreville, AL 35042
(205) 926-9881**

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It is the official policy of the Bibb County Board of Education, including all schools and agencies under the control of the Bibb County Board of Education, that no person shall on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Mission Statement

The mission of Brent Elementary School is to present students with varied experiences that will promote learning and facilitate growth in all curriculum areas. The faculty and staff of Brent Elementary School strive to meet the individual needs of the students by providing each child with the tools necessary so optimal learning will occur. Our ultimate goal is to ensure that all students, through meaningful opportunities, will reach their potential.

School Motto

We will be respectful, responsible, and resourceful.

Message from the Principal

It is my pleasure to welcome you to the 2016-2017 school year. The faculty and staff join me in saying we are pleased to have you as part of Brent Elementary School. We believe that the home and the community are our partners in the important job of educating the youth of this community. We look forward to working with you this year and celebrating the achievements of the BES Students.

This handbook contains important information regarding school policies and procedures. I recommend that parents/guardians and students review the contents of this handbook together. If you have questions that remain unanswered after reading the handbook, please feel free to contact the school office. The faculty and staff at Brent Elementary School believe that open and clear communication, between the school and the home, is crucial to the success of our educational program. All the procedures and policies are designed to ensure that your child receives quality instructional time in a safe and pleasant environment.

Thank you for your support in helping to make this a very successful and rewarding school year.

Mechelle Hollifield
Principal

BES Faculty & Staff

<p>Principal Hollifield, Mechelle</p> <p>Assistant Principal Leach, Jason</p>	<p>Counselor Johnson, Connie</p> <p>Reading Coach Harbin, Angela</p>	<p>Pre-K Teacher Hollifield, Renee</p> <p>Pre-K Auxiliary Teacher Pate, Chrissy</p>
<p>Kindergarten</p> <ol style="list-style-type: none"> Adams, Candi Farley, Timberly Gray, Martha Hobson, Ashton Holdsambeck, Lisa Lockett, Maye Stephens, Leanna Trawick, Heather 	<p>First</p> <ol style="list-style-type: none"> Burroughs, Elizabeth Dunn, Kelsey Franklin, Lisa Freeman, Amy Mitchell, Lacey Smith, Karen Watkins, Monica 	<p>Second</p> <ol style="list-style-type: none"> Donner, Nicole Gray, Courtney Hamilton, Tiasha Minor, Chandra Raposo, Ginger
<p>Third</p> <ol style="list-style-type: none"> Birchard, Cheryl Cutts, Sholanda Findlay, Angela Hunter, Petra Sellers, Hope Vining, Kelsey 	<p>Fourth</p> <ol style="list-style-type: none"> Blohm, Lyndsay Coady, Bethany Luker, Katie O'Dell, Christy Wirnsberger, Summer Young, Susan 	<p>Special Education</p> <ol style="list-style-type: none"> Berry, Susan Honeycutt, Kaitlyn McGee, Hannah Smith, Jessica <p>Speech Bamberg, Kristi</p>
<p>Physical Education</p> <ol style="list-style-type: none"> Caffee, Lane Marchant, Chuck Suttle, Marla <p>Reading Teacher Rinehart, Melissa</p>	<p>Gifted Chambers, Jill Downs, Jennifer</p> <p>Library Media Blake, Emily</p>	<p>Receptionist Hudson, Jaime</p> <p>Bookkeeper Cash, Frances</p>
<p>Paraprofessionals</p> <ol style="list-style-type: none"> Dodson, Barbara Fondern, Emily Hobson, Brandi Hobson, Kelli Jackson, Janet Morrison, Terri Wallace, Lisa 	<p>Child Nutrition</p> <ol style="list-style-type: none"> Smitherman, Tammy Burnette, Sandra Langston, Debra Lemond, Becky Mosley, Beverly Wilkins, Connie 	<p>Custodians Atchinson, Sharon Davis, Beth</p> <p>BES Building Excellent Students</p>

Calendar of Events

August 3, 2016	Teacher Work Day
August 4, 2016	Professional Development Day
August 5, 2016	Institute Day
August 8, 2016	Professional Development Day
August 9, 2016	Teacher Work Day
August 10, 2016	First day for students
September 5, 2016	Labor Day Holiday
October 10, 2016	Columbus Day Holiday
November 11, 2016	Veterans' Day Holiday
November 21-25, 2016	Thanksgiving Holidays
December 19, 2016 – January 1, 2017	Christmas Holidays
January 2, 2017	Teacher Work Day
January 3, 2017	Professional Development for teachers
January 4, 2017	Students Return
January 16, 2017	Martin Luther King, Jr. Birthday – Holiday
February 20, 2017	Presidents' Day Holiday
February 21, 2017	Professional Development Day for teachers
March 13-17, 2017	Spring Break
April 14, 2017	Good Friday Holiday / Weather Day if Needed
May 25, 2016	Last day for students
May 26, 2016	Work day for teachers

After School Activities

The CAST program offers an array of activities, such as tutoring, homework assistance, and enrichment activities after school. If you are interested, please pick up information in the school office.

Attendance

Absences and Tardies

Good attendance is a necessity for a successful school year. Students should strive to be at school and on time each day. When a student is absent from school, the parent/guardian is required, in accordance with state law, to provide a written excuse within **three days** following the absence. An absence is counted as unexcused if the note is not received during this time frame. After a total of ten absences in any given year, the parent/guardian will be required to provide medical or legal documentation for absences to be excused.

NOTE: For additional information refer to the Bibb County Code of Student Conduct and Related Student Policies.

Check-In or Check-Out

Check-in and check-out procedures require a parent/guardian to come to the office and sign the student in or out. After **7:55 a.m.**, students are tardy and must check-in through the office. Students will receive permission to report to homeroom or class. When a student needs to be checked-out, the person who has permission to check the student out should come to the office. The office personnel will call for the student to report to the office. Parents/guardians must complete the "Release of Student" section on the student information form. This section allows the parent/guardian to list those persons who can check-out the student at any time. **Only persons whose names are listed on the student information/enrollment form will be allowed to check a child out of school.** If a parent wants someone other than the persons listed on the enrollment form to check-out a student, a written note, with the parent's signature, must be sent to the school with the student on the morning of the check-out. If the student fails to bring the note, the parent/guardian must bring the note to the school. **We will not accept written notes for permission to checkout from any adult other than the parent/guardian. We will not accept phone calls to give permission to checkout to someone other than the names listed on the student information. Checkouts before 11:30 a.m. are counted as absences.**

Arrival Procedures

Students should not arrive at school before 7:20 a.m. Upon arrival students should report immediately to the k/1 classroom, gym or cafeteria. All students are required to have reading material to read.

Accidents and Illnesses

All accidents and illnesses will be reported to the supervising teacher. Parents will be notified immediately of any severe injuries or illnesses.

Birth Certificates

BES requests that all students have a copy of his/her birth certificate on file in the main office.

Books

Library Books

Library books may be checked out for definite periods of time determined by the school librarian. In case of lost or damaged library books, the parents will be expected to pay for the books.

Textbooks

All students will be issued state owned textbooks at the beginning of the school year. In the event a textbook is lost or damaged, the student will not be issued a textbook in that subject the following year until fees for the book have been received. Parents are responsible for damaged or lost textbook(s).

Break/Snack

In 2004, the Child Nutrition and WIC Reauthorization Act mandated that each local education operating a federally funded Child Nutrition Program establish a local school wellness policy, effective June 1, 2006. Brent Elementary School will strive to meet all requirements of this law and will strive to establish a wholesome school environment which promotes the development of healthy eating and physical habits in its students. Because of safety issues, glass containers are prohibited at school. Carbonated drinks are also **prohibited** at Brent Elementary School.

Building and Grounds

Each student is responsible for keeping the building and grounds neat and clean by disposing of waste materials in trash containers. Damage or writing on any part of the building or equipment is prohibited. Students will be disciplined and their parents notified as outlined in the Bibb County Student Code of Conduct.

Class Work

Students are expected to do all class work, homework and take all tests assigned by the teachers. However, if illness, injury, death in the family, bad weather, legal problems, or some other excused circumstances prevent the student from doing the assignment, he/she will be allowed to make it up. Students will have three school days to make up the missed assignments with written request from the parent unless the teacher grants an extension of time.

Conduct

Guidelines for Success

All staff and students at Brent Elementary School will work together to help everyone reach their fullest potential. We make every effort to involve parents in the process of student discipline. Everyone will be treated with dignity and respect. Students will be expected to:

- Come to class prepared-Have paper, sharpened pencils, homework, and other work materials.
- Listen the first time- When the teacher speaks - look and listen.
- Respect others and their property
 - Never make rude or unkind remarks to others, or about others.
 - Never laugh at a class member's mistakes.
 - Be helpful, not hurtful.
 - Use own materials; do not borrow.
- Follow all classroom rules.

Positive behavior is necessary for learning to take place.

Brent Elementary adheres to the rules and policies found in the Bibb County Code of Student Conduct.

Consequences for Misbehavior

Consistent consequences for misbehavior are followed at Brent Elementary School. Some of these include: Student Conferences, Time-Out, Silent Lunch/Break, Parent/Guardian Contact, Writing Assignments, Special Activities Withheld, Removal of Student, Office Referral, and In School Isolation and Suspension. See Bibb County Code of Student Conduct for complete list.

Dismissal

Students are dismissed in the afternoon in a safe and orderly manner. Car riders are dismissed at 2:40 and should go immediately to the K-1 entrance. Parents of car riders should enter the campus from the entrance off of McMillian Street. In order to ensure safety of the students and smooth traffic flow, parents are asked not to get out of their cars when picking up their children. **No car riders will be allowed to leave the building through the main entrance during dismissal time. No car riding student can be checked out through the main office between 2:35-3:00.**

Students riding the bus are required to ride the same bus each day. Any changes in the bus that a student rides must be made through the transportation department and are permanent. **Bus changes will not be made on a daily basis.** In order to ensure the safety of our students, parents/guardians **must request in writing** if a student who normally rides a bus is to be a car rider. The student must bring the written request to school that morning, or the parent must bring the written request to the school. **Request will not be taken by phone.**

Dress Code

The Bibb County Board of Education and the administration recognize the effects that dress and grooming have upon student behavior and commitment to learning. Students do not have the right to dress in a manner that disrupts the teaching-learning process. The Board strongly believes it is the responsibility of the parents/guardians to use reason, good judgment, and common decency in the choice of dress and physical grooming in the school setting. The following guidelines should be followed:

- Students must be neatly dressed, clean, and well-groomed while at school.
- Shoes must have a back or back strap allowing students to participate in physical activity. **Backless/strapless shoes are not allowed. No Flip Flops.**
- Students must secure loose pants around the waist to prevent “sagging”.
- Shorts/skirts must be no more than 4 inches above the knee.
- Shirt straps must be wider than 2 inches in width.
- Shoes with laces or straps, must be fastened or tied.
- Hats, head wear or head coverings, and sunglasses are not to be worn to school.
- Each student’s body should be modestly clothed.
- Students shall not wear any body-jewelry except earrings at school.
- Clothing, caps or other items that display or relate to tobacco products, disrespect of authority, alcoholic beverages, illegal drugs, gangs, and obscene offensive or controversial issues should not be worn to school. **Inappropriate, offensive or controversial issues will be determined by the principal and faculty.**
- Refer to Bibb County Code of Student Conduct for additional dress code policy.

Emergency Drills

Students should observe these drills in a serious manner. Do not push, shove, run or panic. Students are expected to follow the instructions of the teachers and move at a safe pace to their assigned area. Students who misbehave will be disciplined and their parents will be notified.

Evacuation Drills

In the event that Brent Elementary School has to evacuate the campus, all faculty, staff, and students will leave the school campus via specific routes leading to Brent Baptist Church. Students will participate in evacuation drills at least two or three times a year.

Fire and Severe Weather Drills

Fire and severe weather evacuation procedures are posted in each classroom. Fire and severe weather drills are held at least once a month during the school year.

Thunderstorm/Tornado Watch

In the event of a thunderstorm or a tornado watch, the principal will follow

instructions from the Superintendent’s Office and/or the Emergency Management Agency. When a thunderstorm or tornado watch is in effect at the conclusion of the school day, students will be released following the regular dismissal and transportation plans.

Tornado Warning

In the event of a tornado warning, the principal will follow instructions from the Superintendent’s Office and/or the Emergency Management Agency. During a tornado warning, students shall not be released via regular transportation plans. Students may be released to parents/guardians during a warning.

Lockdown

In order to ensure the safety of our students, students will participate in drills that will help protect them in violent situations. This drill, “Lockdown,” instructs students in procedures to follow if a violent intruder enters the building. This drill is practiced once or twice during the school year.

Field Trips

Students will be taking field trips throughout the school year that are extensions of classroom instruction and provide opportunities for students to participate in enriching educational experiences. A *Field Trip Parental Permission Form* signed by parents/guardians must be on file with school officials prior to departing on each school-sponsored field trip. Students without signed permission slips **will not** be permitted to participate. Money for field trips will not be taken after the stated deadline. Field trip money is used to purchase tickets for the site to be visited. Once BES purchases the tickets, there will be no refund on field trip money. The sites do not refund money for individual tickets. All chaperones must complete a background check form prior to trip.

Grades

Report cards will be issued at the end of each nine-week grading period. Students may also receive a 4 1/2 Weeks report mid-way through the 9 Weeks grading periods. Signature Cards will be sent home with report cards each grading period. These cards should be signed by the student’s parent/guardian and returned to school. Students changing grades or other information on report cards will be disciplined and parents will be notified.

Hall Behavior

All students are expected to be in the classroom on time. Students must have a pass to be in the hall. Loud talking, running, and other unbecoming conduct are not permitted while traveling through the school. All students are expected to walk on the right side of the hall at all times.

Homework

Homework serves as a reinforcement or practice of skills taught in the classroom. Teachers at Brent Elementary determine the amount and frequency of homework assignments according to the age and ability of the student.

Illness

The supervising teacher will notify the nurse when a student is ill. Parents will be called as needed. In the case of an emergency the office staff will contact the parent immediately. **Parents should provide the office with a telephone number where they can be reached in the case of such an emergency.** Brent Elementary School does not have area calling. Provisions should be made if your telephone number is long distance from the school.

Inclement Weather

In the event of inclement weather, parents will receive a system-wide call concerning school closings. Please refer to the sections of fire and tornado drills for further information. In the event that school is dismissed early by the Bibb County Board of Education because of weather conditions, we will follow the instructions that parent/guardians provided on the emergency dismissal form. **Changes will not be taken over the telephone.**

Janitorial Help

Janitorial help is limited at Brent Elementary. All students are asked to help maintain a clean, neat learning environment.

Keep at Home

Please keep toys at home. Because of limited space, no rolling backpacks.

Lunchroom

All students are required to have a lunch. We discourage our students from wasting food or sharing it with their classmates. Commercial items are prohibited in the school lunchroom. Any beverage included in a student's lunch from home should be in a thermos or other **unmarked container**. Parents should notify the school, in writing, if a child cannot drink milk.

Breakfast and Lunch

The price for school breakfast will be \$1.25 per day. Students eating breakfast at school must arrive before 7:35. The price for lunch will be \$2.55 per day. Free and reduced meals are available for qualifying students in accordance with the policy adopted by the Board of Education. Reduced price meals are \$.30 for breakfast and \$.40 for lunch. Lunches can be paid for on a daily, weekly, or monthly basis. The price of lunch for visitors is \$5.75 for special holidays and \$3.85 for regular school day meals.

Meals sold through the National School Lunch and the School Breakfast Program follow the Offer vs. Serve Policy established by the United States Department of Agriculture.

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

Medication

Students who need to take medication at school must have a medical release form signed by the parent or guardian. Prescription medicine must be in the original container with the student's name and dosage on it. **All medications, except inhalers, must be brought to the school by parents.** Students **cannot** transport any medication, except inhalers, to or from school. If inhalers are needed for Asthma, a copy of the prescription must be on file with the school nurse.

Nutritious Snacks

Students may bring snacks to school each day or purchase them from the snack cart. Snacks should consist of nutritious food items. Snacks will be sold daily after 8:00. Students arriving late will not have the opportunity to purchase snacks at school.

Office

The office is a very busy place at Brent Elementary and it is important to remember that it is a place of business.

Parent-Principal Conferences

All conferences with the principal will be scheduled for times after 10:00 a.m. This will allow the principal to perform his/her early morning duties. In the event a conference is needed before 10:00 a.m., parents are asked to contact the office requesting an earlier conference time.

Parent-Teacher Conferences

Parent-teacher conferences may be scheduled through the office or with the individual teacher. These conferences will take place before or after school hours or during the teacher's planning period. Teachers can be contacted at 926-4993 or by email. Please leave a message and the teacher will return your call.

Parties

Christmas parties are held each year in individual classrooms. Students may be asked to make a donation for these parties. Parents are encouraged to assist with classroom parties by contacting the homeroom teachers and offering your assistance. Treats must be sealed with a nutrition label. Homemade items cannot be passed out to students.

Passing and Failing

The Promotion and Retention Policy adopted by the Bibb County Board of Education will govern the passing and failing of students at Brent Elementary.

Prohibited Items

Prohibited items are: MP3 players, iPods, handheld games, playing cards, trading cards, etc. These items should not be brought to school unless they have been approved by the principal as assistive technology for learning or life skill purposes. School is a place for learning and we ask that your child leave all toys at home.

Quite Beautiful

Individual and class pictures are made in the fall and spring. Students may also have group pictures made at a different time that will be announced during the year. A yearbook is published each year that includes pictures of all students, faculty, staff, and the many events at Brent Elementary.

Reading

A major emphasis is placed on reading at Brent Elementary School. Please read with your child every night.

Truancy

See Code of Student Conduct and Related Student Policies.

Unbelievable Helpers

Parents and community volunteers are an important part of our school. Our parents can help at Brent Elementary in many ways. We invite each parent to participate in our volunteer program.

Unpaid Monies

Students are expected to pay all money and fees required of them. Any unpaid money will prevent students from attending many of the educational and entertaining events that are provided for them.

Visitors

All visitors are required to sign in at the office and secure a visitor's pass upon arrival. Visitors must use the front entrance to enter and exit the building.

Welcome Parents

Brent Elementary welcomes parent visits. We do ask that parent visits remain short and do not impede the teaching/learning process.

X, Y and Z The End

Important Information on Meningococcal Disease and Vaccine

What is meningococcal disease?

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States.

How do you catch then disease?

The bacteria that cause meningococcal disease are very common. The disease is most common in children and people with certain medical conditions that affect their immune system. College freshman living in dormitories also have increased risk of getting the disease. The disease is spread through exchange of respiratory droplets or saliva with an infected person including kissing, coughing, sneezing, and sharing drinking glasses and eating utensils. In a few people, the bacteria overcome the body's immune system and pass through the lining of the nose and throat into the blood stream where causes meningitis. Meningitis is a term that describes inflammation of the tissue surrounding the brain and spinal cord.

What are the symptoms of the disease?

- Fever
- Headache
- Stiff neck
- Red rash
- Drowsiness
- Nausea and vomiting

Who should get the vaccine and when?

MCV4, or meningococcal vaccine, is recommended for all children 11-12 years of age and for unvaccinated adolescents at high school entry (15 years of age). High school seniors should also consider obtaining the vaccine prior to entering college, especially if they are planning on living in a dormitory. Please consult your physician or local health department for more information.

For more information on this and other vaccine recommendations go to:

www.adph.org/immunization

FERPA Notice for Directory Information FILE: JEBA

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Bibb County Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Bibb County Schools, may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Bibb County Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in the drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (EASA) to provide military recruiters, upon request, with the following information-names, addresses and telephone listings- unless parents have advised the LEA that they do not want their student's information disclosed without prior written consent.¹

If you do not want Bibb County Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within 14 days of the first date of attendance each school year. Bibb County Schools has designated the following as directory information.

Student Name	-Participation in officially recognized activities and sports
-Address	-Weight and height of members of athletic teams
-Telephone listing	-Degrees, honors, and awards received
-Electronic mail address	-The most recent educational agency or institution attended
-Photograph	-Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc.
-Date and place of Birth	(A student's SSN, in whole or in part, cannot be used for this purpose.)
-Major field of study	
-Dates of attendance	
-Grade level	

SOURCE: Bibb County Board of Education, Centreville, AL

ADOPTED: May 21, 2014

LEGAL REF: These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. § 7908) and

10U.S.C. § 503 (c).
