

# **Morris Brandon Elementary**

Brandon Primary Campus (Kindergarten – 2<sup>nd</sup> grades)  
Brandon Main Campus (3<sup>rd</sup> – 5<sup>th</sup> grades)

An International Baccalaureate Primary Years Program World School

## **2017/20178 Parent/Student Handbook**



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## **MORRIS BRANDON ELEMENTARY**

Welcome to the 2017-2018 school year at Morris Brandon! This handbook contains almost everything you will ever need to know about how Morris Brandon Elementary operates. Brandon is a school of approximately 1,000 students and over 100 staff members; therefore, it is necessary to implement purposeful routines and procedures that help ensure a safe and smoothly-run school. Please read the following information carefully, and keep it within easy reach throughout the school year. If you have questions about school procedures not covered in this handbook, please contact your child's teacher, the Main Office at either campus, or an administrator.

### **Vision/Mission**

#### **Vision**

Nurture, inspire, and support students in becoming lifelong, responsible, compassionate inquirers who develop a global perspective.

#### **Mission**

Create a rigorous learning environment that prepares our students to be leaders in the global community.

#### **Beliefs**

We will work collaboratively to:

- provide our students with authentic problem solving experiences and relevant academic experiences
- encourage students to take active roles in their learning through hands-on activities and guided inquiry
- immerse our students in a technology-rich setting
- employ diverse instructional techniques to meet the needs of all our students
- celebrate diversity and model a fully inclusive community

## School Policies, Procedures, Routines and Programs

### **VISITING THE SCHOOL**

Parent involvement is welcomed, encouraged, and appreciated at Brandon. When visiting the school, **you must sign the visitors' register in the front lobby at each campus, and you must wear a visitor's badge** anytime you will be traveling anywhere in the school outside of the office or lobby areas. In order to **respect the teachers' instructional time** and ensure continued effective and purposeful instruction, please adhere to the following:

- ✓ **Visits to the classroom must be planned in advance** with the teacher;
- ✓ "Walk in" visits that are not planned with the teacher are not approved as they disrupt instruction;
- ✓ All observations of classrooms must be approved by the Principal at least 24 hours in advance. This is consistent with the Atlanta Board of Education policies and minimizes interruption of instruction. Preservation of valuable instructional time is our number one goal at Brandon.
- ✓ If your child forgets a homework assignment or some other item necessary for the school day, or if you need to get a message or change of transportation to your child during the school day, you may leave it with the front office staff or receptionist and it will be delivered in a timely manner.

**Instructional time is a valuable commodity and should not be unnecessarily interrupted.**

### **SCHOOL HOURS**

The school day for students **begins promptly at 8:00 a.m. and ends at 2:30 p.m.** Please note the following:

- ✓ **Students may not arrive at school before 7:30 a.m. unless they have a scheduled activity or are riding the school bus. Doors open at each campus at 7:30 a.m., not before.** Students whose bus arrives before 7:30 a.m. will be allowed to enter the building and participate in morning fitness in the gym until 7:30 a.m.
- ✓ By 7:55 a.m. all students should be in their classrooms, prepared for announcements and class work. School officially starts at 8:00 a.m. Arriving at least five minutes prior to start time allows your child the time needed to unpack and get settled for the day.
- ✓ Students are marked "tardy" if they arrive at 8:00 a.m. or later.
- ✓ If your child comes to school late (8:00 a.m. or later), s/he must first report to the lobby desk **with a parent/guardian** for a tardy pass.

Afternoon dismissal begins at 2:25 p.m. at MC and 2:20 p.m. at the PC. Please note the following:

- ✓ At the Main Campus, front lobby walkers, carpool students, and after school Hive students are called first, then first round bus riders, then backyard walkers and finally 2<sup>nd</sup> round bus riders.
- ✓ At the Primary Campus, all bus riders are called first to report to the gym to await their bus followed by walkers and Hive students and then carpool students. Please remember that our youngest students take a little longer to learn the routines, so please be patient at dismissal time.

- ✓ Buses are called in 2 rounds as each campus waits for one round of buses to arrive from the other campus.
- ✓ Dismissal times are dependent upon many factors and may vary slightly day to day, however, the order above will be followed.
- ✓ **All children must be picked up by 2:50 p.m. unless they have a scheduled after-school activity supervised by an adult. Any student not picked up by 2:50 p.m. will be taken to the office to call a parent/guardian. Continual late pick-ups will result in the involvement of the school Social Worker.**

## TRANSPORTATION TO AND FROM SCHOOL

### APS Buses

The telephone number for the Atlanta Public Schools' Transportation Office is (404) 802-5500. Use this number if you have any concerns about bus transportation. The transportation department of Atlanta Public Schools configures bus routes based on maximum occupancy. Bus routes are posted by the district on the APS Transportation Page of the APS website. They are made available the week before school starts. Our buses become over-crowded very quickly when children bring friends home who are not assigned to that bus. **Therefore, students will not be allowed to bring friends home on the bus who are not assigned to that bus – absolutely no exceptions.**

### **Morning**

- At both campuses, morning buses are unloaded in the front drive of the school beginning at 7:15 a.m. and students proceed either to the gym (before 7:30) or directly to their Homeroom class upon arrival (at or after 7:30).
- Teachers have morning routines established in their classrooms to include unpacking, restroom, and morning work (reading, review, technology, 1:1 instruction) until the start of the instructional day at 8:00 a.m.
- Students who eat breakfast at school report first to the cafeteria to eat and then to Homeroom.

### **Afternoon**

- Bus dismissal begins at 2:20 (PC) and 2:25 (MC). Due to the large number of buses, students are loaded for afternoon dismissal in groups.
- At both campuses, staff escort students to the bus each afternoon.

A REMIND account is set up by the school for each APS bus. Information on how to sign up to receive these text alerts is below. Parents of bus riders are **STRONGLY** encouraged to sign up for this communication service. Any changes (delays, change of bus, break down, etc.) to the normal operation of the bus will be texted immediately upon notification of the school. Please be advised that we can only send out this information when we receive it from the transportation office. As soon as we are aware of an issue or change in service, we immediately text the group.

Bus #	Text this message:	To the number:
549	@bus549	81010
551	@b3aa11	81010
555	@a64809	81010
566	@fea41	81010

585	@aba33	81010
599	@599	81010
629	@79f16	81010
639	@594ae	81010
705	@3d955	81010
726	@89bf6	81010
740 and 767	@d5e4e	81010

## Walkers

### **Primary Center**

**Walkers are dismissed to the Media Center lobby entrance of the school at 2:25 where they must be met by a parent or caregiver.** If no one is there to meet the child by 2:50, the student will be sent to the Main Office, and the caregiver must report to the main office to pick up their child.

### **Main Campus**

Front lobby walkers are dismissed at the beginning of dismissal, between 2:25 and 2:30. Backyard walkers are dismissed after the first round of bus riders have been called, at approximately 2:35.

There are two locations for walkers. Parents must ensure their children know where they will be meeting them.

- Walkers may be met by their caregiver at the front lobby or the back playground.
- A staff member will be present in the lobby to ensure each student leaves with their caregiver. **Students MAY NOT go out the front doors without their caregiver.** If no one is there to meet the child, the student will be sent back to their homeroom and the caregiver must report to the main office where we will call for the child.
- For walkers who will meet their caregiver on the playground, a staff member will escort the students to the playground and account for each student meeting their caregiver. If no one is there to meet the student, the student will be walked back to their homeroom and the caregiver must report to the main office where we will call for the child.

## Carpool

**Our carpool procedures have been developed with the safety of our children as the top priority.** Please make sure that every person who drives carpool in your household is aware of and prepared to follow all procedures. Also, carpooling with other Brandon families or riding the bus helps alleviate the number of cars in the line each morning and afternoon. Please note that afternoon carpool ends at 2:50 p.m. **Students not picked up by 2:50 p.m. will be taken to the office to contact a parent and await pick up. Continuous late pick-ups will result in intervention of the school Social Worker.**

### **Main Campus**

Carpool drop off and pick up is in the Howell Mill Rd. parking lot ***ONLY, no exceptions!*** Cars attempting to drop off on Dover Road or in the front driveway will be redirected to the Howell Mill lot. Please respect our staff members as they enforce this policy for the well-being of children and the orderly operation of the school.

## Primary Center

Carpool drop off and pick up is in the front drive of the school starting in front of the Main Lobby doors.

**We cannot emphasize enough that students are not to be dropped off or picked up at any other location. This will be strictly enforced for the safety of our students!**

When you enter the carpool line at each campus, pull forward as far as possible. School Safety Patrols (5<sup>TH</sup> grade students at MC) and Brandon staff members will assist your child in exiting or entering the car. **Students exit and enter your vehicle on the passenger's side only.** **Driver cell phone use is prohibited at all times in the carpool line.** If you choose to park and walk your child into the building, please park legally. NEVER park in a reserved space or in a "No Parking" zone.

Once your child has exited the car, wait for the cars ahead of you to pull out before you do. **There may be NO PASSING in the carpool line!** Please be patient and follow the direction of staff members on duty.

## Main Campus Carpool Notes:

- There is only one carpool line which runs through the Howell Mill lot.
- Carpool is open from 7:30 a.m. – 7:55 a.m.
- Between 7:55 a.m. and 7:59 a.m., you may drop off in the front parking lot, however, **this is NOT encouraged as it creates a rushed situation for your child trying to get to class before 8:00 a.m.**
- The front parking lot IS CLOSED to cars from 7:15-7:55 a.m. as this is bus unloading ONLY. Due to the high volume of buses and walkers, NO CARS may enter the front lot during this time.
- The Teachers' Lot on Dover is NOT open to parent traffic. This lot is for TEACHERS ONLY and will be blocked off beginning at 7:25 a.m. each morning once all teachers have arrived.
- The portion of Dover Rd. directly in front of the Teacher's Lot, is a designated NO PARKING ZONE by the City of Atlanta. Cars MAY NOT drop students off or pick students up here. This creates a major safety hazard and will be strictly enforced.

## At Both Campuses:

- After 7:59 a.m., the front doors will be closed and all staff will report inside so that school may begin ON TIME at 8:00 a.m.
- Once the doors are closed and staff are inside, any arriving students MUST be walked in by a parent and signed in to school with the morning mom or front office staff. Students will be marked tardy at 8:00 a.m.
- For afternoon pickup, **you may park in any open, non-reserved parking space** if you wish. If you do so, you MUST come into the walker pick up area to meet your child. Children will NOT be released to go out of the front of the building as a "walker" without a parent.

- DO NOT park in spaces reserved for staff members. The spaces are clearly marked with signage. We have multiple staff members who travel across campuses even at this time of the day and they rely on access to their parking spaces to efficiently get to their location.

### **For parents with students at both campuses**

- Bus riding is **STRONGLY** encouraged.
- When riding the bus is not an option, we suggest allowing one student to ride the shuttle (an APS bus that goes from PC to MC or vice versa) and meeting both students at one campus.
- Parents or caregivers awaiting the shuttle should greet student(s) as a “walker” per the directions in that section and then await the arrival of the shuttle to greet the other child(ren). Parents must park in an available, non-reserved parking spot while awaiting the shuttle.
- It is also possible to pick up from both campuses through the carpool line at each campus.

### **For parents with students involved in Before School Activities (ex. Safety Patrol; Jump Rope, etc.):**

- **MC:** Students may be dropped off in the front of the school before the driveway is closed to bus-only traffic at 7:15 a.m.
- **MC:** Students may be dropped off in the Howell Mill lot between 7:15 and 7:25 a.m. by pulling past the carpool line to drop off their student. After 7:25 a.m, parents must wait in the carpool line.
- **MC:** Students **MAY NOT** be dropped off in the Teacher’s Parking Lot on Dover Rd.
- **PC:** Students may be dropped off at the Gym Entrance.

### **Changes in Transportation**

Your child’s well-being and safety are our first and foremost priority at all times. Therefore, we encourage you to keep your child’s afterschool routine as consistent as possible. However, we realize that there will be times when you will need to alter your normal routine. For these occasions:

- Please fill out a Change of Transportation form or write a note detailing all information regarding the transportation change and **include your signature**.
- Your child will then present this note to the Parent Transportation Volunteer (Morning Mom) in the lobby between 7:30 and 7:59 am to be recorded in the transportation changes log.
- The child’s name, teacher’s name, and change of plans (bus number, carpool, walker, Hive) are recorded in this log and maintained at the receptionist’s desk for later reference if necessary.
- After your note has been recorded in the log and initialed by the Morning Mom, your child must then give it to his/her teacher.
- The note will be given back to your child at dismissal to present to staff on duty.

For the safety of our children, **all changes of transportation must be in writing (no emails) and include a parent signature. There must be a separate note for EACH child. NO CHANGES IN TRANSPORTATION CAN BE MADE VIA TELEPHONE.** It is important that you and your child discuss how s/he is going home, and that the teacher is aware of your plans, particularly any changes you make to your normal routine. Please remember that this

written notification is required to ensure that the staff is aware of any changes. This is an important security issue and requires the cooperation of all parents!

**REMINDER: Students are not allowed to ride a bus to which they are not assigned home with a friend – ABSOLUTELY NO EXCEPTIONS.**

**KINDERGARTEN through 2<sup>nd</sup> GRADE STUDENTS: Per APS policy, all K through 2 students MUST have a backpack tag on their bags at all times indicating their name and primary mode of afternoon transportation. A bag tag will be provided for all new students.**

## **ABSENCES FROM SCHOOL**

**Attendance is a priority at Brandon. Students miss instruction any time they are absent** from school causing a hardship on both them and their teachers. Even excused absences and tardy arrivals do count against our overall school attendance goal and recognition for perfect attendance. Our attendance data impacts our overall school rating by the state. **Once a student accrues more than 5 absences (excused or unexcused), our school rating is negatively impacted.** It is our goal to improve upon the number of students who missed more than 5 days of school last year.

A child is considered absent if s/he does not attend school for over one half (1/2) of the school day. More specifically, if your child arrives at school by 8:00 a.m. but leaves for the day before 11:00 a.m. **or** if s/he arrives at school after 11:00 a.m., **or** if s/he does not attend school any part of the day, s/he is considered absent.

**Any day your child is absent, please call the Main Office by 9:00 AM to inform the secretary of the reason for absence. Upon your child's return to school, please send a written note explaining the reason for the absence. This note should be given to the Homeroom teacher. An absence is considered unexcused until you send a written explanation for the absence that provides one of the reasons below. Upon receipt of the note in the office, the correct attendance coding will be input into the student's record.**

An excused absence as defined by APS is (a)personal illness of the student, (b)serious illness or death in the immediate family of the student, (c)medical or dental appointments with verifications; however, such non-emergency appointments are encouraged during non-school hours when possible, (d)special or recognized religious holidays observed by the faith of the student.

**Please note that after 10 absences in any one school year, a doctor's note is required to excuse the child for personal illness or appointments. A parent note will not suffice.**

**Perfect Attendance Recognition:** Morris Brandon honors students with Perfect Attendance each year. Perfect attendance is considered as 0 days absent (excused or unexcused) and 0 days tardy (excused or unexcused). Students with Perfect attendance for each month will be recognized at the end of the quarter (9 weeks). Students with Perfect Attendance for the entire year will be



recognized in a special way on the last day of school. When scheduling your children's routine medical and dental appointments, remember that to maintain perfect attendance they must arrive at school by 8:00 a.m. and must not leave school prior to 11:00 a.m., or they must arrive by 8:00 a.m. and remain for more than 1/2 of the school day.

**Notification Protocols:** The following notification system will be used to communicate with you regarding your child's attendance.

- After 2 unexcused absences, your homeroom teacher will contact you.
- After 3 and/or 5 absences (excused or unexcused), we will send you a letter with an update on your child's attendance.
- After additional unexcused absences, additional supports will be utilized to include the counselor and/or social worker.
- Notification letters will also be routinely sent when a child is tardy to school 5, 10, and 15 times.
- After 15 tardies, additional supports will be utilized to include the counselor and/or social worker.

**Make-Up Work:** For all absences **excused** due to the reasons outlined above, students are allowed to make up missed schoolwork for a grade. The student and parent need to follow up with the teacher upon his/her return to school regarding the missed schoolwork. Please give your child's teacher at least 24 hours notice to compile missed work. Please do not ask for missed work until your child returns to school. Students are given 1 day per day absent to complete missed work. For example, if your child misses 2 days of school, s/he is given 2 days to make up missed work upon their return to school.

**For unexcused absences, work may be requested upon return, but no credit/grades will be given for this work,** with the exception of assessments which will be made up upon return for a grade. The work will not be given a "0", but it may not be graded for entry into the gradebook. If a student misses an assessment, he/she will be allowed to make it up for a grade at a time designated by the teacher.

**Early Check-out Procedure:** Early dismissal is not encouraged; however, if you must take your child out of school during regular school hours, send a note in the morning to the teacher stating the reason for checkout. This allows the teacher to give your child homework assignments and keeps disruption to a minimum.

At the check-out time, you must sign your child out in the notebook on the desk in the lobby and ask the office staff to call your child from class. Your child will not be called from class until you arrive in the front lobby. Therefore, do not ask your child's teacher to send him/her to wait in the front lobby at a designated time. Please do not go to your child's classroom to pick him/her up during the day.

**In order to ensure a safe and orderly afternoon dismissal, students will not be called from classrooms for early dismissal after 2:15 p.m. each afternoon.**

## **CHANGE OF ADDRESS**

Parents must keep their address and phone number information current with the Main Office at all times. Students must reside within the Morris Brandon attendance zone as defined by Atlanta Public Schools in order to attend the school. If at any time, a family moves (within or out of the zone), the parent must provide updated residency documentation to the office. If the student has moved within the school zone, the parent must provide the new address, a copy of the lease/mortgage, a notarized affidavit, and a Georgia Power bill reflecting the new address. If the student has moved outside of the zone, the parent must withdraw the child from Morris Brandon no later than the end of the semester in which the move occurred. If information comes to the attention of the school that a student is residing outside of the school zone, the school will contact the family requesting updated residency documentation. Anytime the school receives returned mail, the school will request this information.

## **INTERNATIONAL BACCALAUREATE PRIMARY YEARS PROGRAM (IB PYP)**

Morris Brandon is an International Baccalaureate (IB) Primary Years Program World School. As an IB Primary Years Program (IB-PYP) school, we provide an internationally respected approach to teaching and learning that, along with the Georgia Standards of Excellence, will prepare students for challenging learning experiences now and in their futures.

The PYP curricular framework educates the whole child and provides a comprehensive, inquiry-based approach to teaching and learning. While incorporating local, state, and national curriculum requirements as well as the arts, technology, guidance counseling, Media Center, Science Lab, and world language, the PYP reaches beyond minimum standards to provide a rich, rigorous education of habit and mind.

**Art:** The objective of the elementary school art program at Morris Brandon is for the students to be able to produce their own artwork using some of the Elements (Line, Color, Shape, Texture, Form, Space, Value) and Principles (Balance, Contrast, Emphasis, Movement, Pattern, Rhythm, Unity) of Design. The art program at Morris Brandon follows the Georgia Performance Standards, which are aligned with the National Standards for Art Education. Students will develop studio skills in drawing, painting and sculpture as well as developing their aesthetic perceptions and knowledge of some art history.

Instruction in art provides special opportunities for students to develop cognitive and perceptual skills: finding the meaning of visual symbols, analyzing a work of art to find its many components, making judgments based on formal criteria and personal impressions. Art provides access to cultural heritage as well as opportunities for students to make original contributions and experience pride of workmanship.

**Classroom Guidance:** The Counselor Guidance class provides interactive lessons that enhance the regular classroom curriculum and focus on developing the whole child. Required state college and career lessons are completed as well as Social Emotional Learning lessons to help students realize how to live out those IB Learner Profile words and attitudes.

**French:** At Morris Brandon Elementary, second through fifth grade students attend French class for 3 days per week. This year, 2<sup>nd</sup> and 3<sup>rd</sup> grade students will have two class periods of French with

the French teacher, and 1 class period per week in the Language Lab where they will be using software to further their French skills with an adaptive computer software program. We piloted this model last year in 5<sup>th</sup> grade and are expanding our use of it this year. Our units of instruction are thematically based and connect to the child's real world and his/her experiences. The French teachers are all trained experts in their field. They use different methodologies and scaffolding (gestures, flash cards, songs, etc.) to reach each learner. Much like learning one's first language, the approach we take here is a 95%-100% immersion during French class. We expect students to be great listeners, to participate enthusiastically, and to appreciate the opportunity to have an elementary foreign language program.

**Media Center:** The Media Center is open from 7:30am to 2:15 p.m. daily. The Media Center supports classroom instruction by providing print and non-print resources for students and teachers while integrating various technologies. Students check out books for a two-week period and magazines for a three-day period. Overdue notices are given to classroom teachers periodically throughout each quarter. These are then given to the individual student. Overdue materials must be returned or paid for before students can check out more materials. Lost materials must be paid for by the last day of school. Each class visits the Media Center once per week as a class.

**Music:** The Morris Brandon Music Curriculum is based on the Georgia Performance Standards, which are aligned with the Common Core Curriculum and the National Music Standards. Music students have the opportunity to perform in class by singing and playing classroom instruments, including recorders and Orff instruments. Students learn about famous composers and different genres of music, instruments and voices. Classroom activities are designed to teach music vocabulary, basic theory, signs and symbols. Students in 3<sup>rd</sup>-5<sup>th</sup> grades learn basic keyboard skills with the fully equipped keyboard lab in the music room.

**Physical Education:** Our program aims to “build a stronger youth through heart healthy activities, fitness, cooperation and character.” All students take P.E. two times per week. Please note the P.E. rules:

1. *FREEZE*/whistle: Stop, Look and Listen
2. *GO*: start your activity
3. *GRAPES*: Sit quietly in a bunch
4. *RESPECT EACH OTHER*: Move safely, participate with different people, encourage others
5. *RESPECT EQUIPMENT*: Treat PE equipment better than your own, use equipment properly
6. *PARTICIPATE*: Wear tennis shoes, appropriate clothing, hair out of eyes, try new things, work hard

If your child can't participate in PE, a written excuse must be provided or your child's grade will be affected. For all major medical issues, please submit a written excuse from your child's physician.

**For all chronic medical conditions, please inform the PE staff and the Nurse in writing.**

**Technology:** Our Technology program allows all student access to the computer labs with a technology instructor weekly where they engage in uses of technology that support their learning, presentation skills, study habits, and typing skills. The technology instructors collaborate with the grade levels to align this work.

## **HOMEWORK**

We believe that homework assignments should be purposeful, concise, and based upon academic goals that are derived from the Common Core Georgia Standards of Excellence and the IB Program of Inquiry Units of Study. These assignments should create a true connection between the classroom and home and provide relevant practice in appropriate areas of grade level curriculum. The teacher will provide meaningful feedback that enhances the students' mastery of curriculum standards. The credit given for these assignments will be no more than 5% of the students' overall grade averages. **Expectations for the amount and rigor of homework will be consistent across each grade level as determined by the team of teachers. These expectations will be clearly and effectively communicated to parents and students so there is no misunderstanding as to the requirements of each grade level.** Parents help best by providing a quiet, well-equipped place for study and by monitoring the time and effort put into homework activities.

## **GRADING**

Teachers follow the Atlanta Public Schools Board Policy for issuing grades. This policy states that teachers will keep their online gradebook updated by entering grades on a weekly basis. Additionally, the policy requires that students who do not show mastery (below a 70%) on a test receive re-teaching and an opportunity to re-assess. Only students who score below a 70% on a unit in-class assessment will be provided a re-test opportunity and only after the teacher has been able to re-teach or remediate deficit areas. Both the original assessment grade and the new assessment grade will be entered in the grade book.

Parents are highly encouraged to sign up for a Parent Portal account which allows you real-time access to your child's grades and attendance information. To sign up, please visit the APS website where directions can be found. Please call either office if assistance is needed.

## **SCHOOL LUNCH PROGRAM/BRANDON CAFETERIA**

Students may purchase lunch at school or bring lunch from home. The price of a school lunch is \$2.00. Student lunches may be paid for online at the Morris Brandon or Atlanta Public Schools website for the entire week, or by the month or semester. If your child does not purchase lunch, but would like to purchase milk, the cost of milk alone is 60 cents per day. You can pay for milk on a weekly basis. Your child's teacher will communicate their specific time for lunch. If your child forgets his/her lunch or lunch money, you may bring the lunch or lunch money to the front office.

Sharing lunchtime with your child is a great way to see your child interact with their classmates and we encourage you to join your child for lunch any time. Adult lunches are \$3.00. Siblings and grandparents are also welcome. You may sit with your child at their lunch table if space permits. Otherwise, we have tables for guests where you may sit with your child.

**Cafeteria Conduct:** All students at Brandon are expected to observe the Essential Agreements posted in the cafeteria:

We agree that:

- Students will stay seated until they are given permission to leave;
- Students will raise their hands if they need help;
- Students will keep their hands and feet to themselves;
- Students will eat their lunch only;
- Students will talk quietly with the people around them;
- Students will face their food;
- Students will use their best table manners.

## **SCHOOL DRESS GUIDELINES**

Students are expected to use good judgment in choosing clothes to wear to school. Clothes should be comfortable and conform to general standards of appropriate clothing for an educational environment. Per Atlanta School Board Policy:

1. Clothing, hairstyles, and jewelry must not be distracting, cause a disruption, or constitute a health or safety hazard.
2. Clothing, including spirit wear, must be modest and of appropriate length and fit. Extremely tight clothing, sagging shorts or trousers, or baggy, oversized clothing is not permitted.
3. Clothing and/or jewelry must not contain words or symbols that are gang-related, offensive, insulting, embarrassing, sexually suggestive, obscene, or promote illegal behavior.
4. Clothing and/or jewelry must not contain any advertisement or display of words or symbols associated with alcohol, illegal drugs, or tobacco.
5. Appropriate undergarments must be worn at all times and must not be visible.
6. Caps, hats, head wraps, bandanas, hoods, or other head coverings must not be worn in the school building during the school day unless there is a special activity where they are deemed appropriate by the school principal.

Appropriate shoes must be worn at all times at school and school sponsored activities.

**Athletic shoes and shorts or pants must be worn on the day the student attends physical education class.**

## **INCLEMENT WEATHER ANNOUNCEMENTS**

In the event of inclement weather or a large-scale emergency, parents should tune in to the radio or TV for information regarding school closings. Remember that Brandon is an Atlanta City School, part of the Atlanta Public Schools system, NOT a Fulton County School. Listen to instructions carefully; different instructions are given for each school system. Text alerts will be sent from the school when possible. **Sign up to receive them by texting @mbbees to 81010.** The district also utilizes robo calls, so ensure you keep your phone number up to date with the Main Office to receive district communication.

## **LOST AND FOUND**

All clothing and personal property should be labeled clearly with the child's full name. Articles found at the Main Campus will be placed in the Lost and Found located in the hallway leading to the fifth grade wing. At the Primary Center, Lost and Found is located on a rack outside the Media

Center. Periodically, thanks to our terrific PTA volunteers, the Lost and Found will be cleared out and labeled items will be returned to the child's classroom. All unlabeled items will be dated. Any unclaimed items remaining after one month will be donated to charity. Parents are welcome to come look at the Lost and Found anytime an item may be missing.

## **CLINIC PROCEDURES**

**Medical Emergencies and Accidents:** In case of any kind of emergency, every effort will be made to reach a parent or guardian using the phone numbers that you have provided. Please keep your contact numbers current at all times. If a parent cannot be reached, the student will be taken to the nearest emergency health care center if immediate medical care is required, accompanied by a Brandon staff member. The parent/legal guardian will assume all costs for transport and medical care.

**Medicine at School:** Written orders from a medical doctor must be on file for all prescription and nonprescription medication to be administered at school. Forms can be obtained from the school nurse's office. Students are not allowed to self-administer any medications at school. Only the nurse may administer medicine at school with doctor's orders.

## **STUDENT ALLERGIES**

We take great care to ensure all students are taken care of in all settings of the school. If a student has a severe food allergy, the parent should inform the homeroom teacher and the nurse. The teacher will discuss protocols for lunch and snacks in the classroom.

## **BIRTHDAY PARTIES**

Each homeroom teacher has a plan for celebrating student birthdays throughout the year. The homeroom teacher will communicate this to you at the beginning of the school year. Birthday parties organized by parents are not permitted at the school. Please consult with your homeroom teacher about how they will celebrate birthdays in their classroom.

## **PARKING**

At the Main Campus, the Dover Rd. parking lot is reserved **exclusively** for faculty and staff until 7:25 a.m. daily. Visitors can park in any of the non-marked/reserved spots in this lot (after 7:25), the front drive of the school, or in the Howell Mill Rd. parking lot. The stretch of road on Dover in front of the Teachers' Parking Lot is a No Parking Zone per the City of Atlanta. At the Primary Center, parking is extremely limited. The designated spots in the front of the school are reserved at all times and other spots are available on a first come basis.

At both campuses, we encourage you not to park on the grass or on the sidewalks around the school. The areas around each campus are frequently patrolled by the Atlanta Police Department and tickets are issued for illegal parking as well as cars being towed. Please use consideration for others and our neighbors' property when parking your vehicle. **Please also respect all staff and DO NOT park in a reserved spot at ANY time. Many staff travel between each campus and expect their reserved space to be available.**

## REPORT CARDS

Report cards are issued four times each year; at the end of each quarter. Report cards are generally sent home with the students in a sealed envelope a few school days after the end of the quarter. End-of-the-year report cards are mailed to your home in early June each year. **Student grades can be checked online through the Infinite Campus Parent Portal at any time.**

Progress Reports are sent home 4 times yearly in between each report card period for students with a grade of C or lower at that point in time. This is a safety net to ensure you are informed if your child is struggling in a class.

## STUDENT CONDUCT

Brandon students generally conduct themselves in a way that makes us proud of our school and is in accordance with the Atlanta Public Schools' Code of Conduct. However, progressive discipline will be used if a child misbehaves repeatedly. Teachers will first handle any incidents of misconduct through their classroom management plan which will include progressive discipline at the classroom level. Continued misbehavior which is not corrected at the classroom level will result in an office referral. A variety of consequences, including out of school suspension, will be used to appropriately protect the safe and orderly school environment. Physically aggressive behavior toward other students and/or staff members and physical or verbal bullying will not be tolerated under any circumstances and will be referred directly to the office.

## CONFERENCES

**Teacher:** All Brandon teachers are required to hold at least one conference with each parent by the end of the first quarter (9 weeks). For the remainder of the school year, conferences may be requested at any time by the parent or teacher. If you would like to schedule a conference, please coordinate directly with the teacher. During 2<sup>nd</sup> semester, conferences will be held for any student about whom the teacher has concerns by the end of the 3<sup>rd</sup> quarter. Conferences are often held during the planning time, so please respect the teacher's time by arriving promptly and coming prepared with specific questions or concerns. **Always call ahead or send a note if you need time with your child's teacher. Please do not drop by your child's classroom unannounced for a conference.** It is unfair to ask a teacher for quick answers without adequate time to refer to your child's records. Impromptu conferences in the hallways disrupt the teacher's schedule and interrupt instructional time for all students in the class. Teachers have a standard list of artifacts that will be shared at any parent conference so that accurate information regarding your child's performance and progress is shared and used to make further recommendations or decisions.

**Administration:** Anyone on the administrative team is happy to meet with you as needed. If the individual teacher or staff member cannot help you, feel free to reach out to an administrator. Each administrator oversees particular grade levels and areas of the school. Please schedule appointments by calling the front office staff at the main school numbers. Please use the following guide to help you direct your call:



Transportation	APS (404-802-5500); Ms. Allen (MC), Ms. Momon (PC)
Discipline	Ms. Allen (MC); Ms. Momon (PC)
Attendance	Ms. Allen (MC); Ms. Momon (PC)
School Calendar	Main Office
Questions about student grades, academics	Classroom teacher
Special Education	Ms. Wright
SST	Ms. Small
Kindergarten or 1 <sup>st</sup> grade questions	Ms. Momon
2 <sup>nd</sup> or 3 <sup>rd</sup> grade questions	Ms. Small
4 <sup>th</sup> grade questions	Ms. Allen
5 <sup>th</sup> grade questions	Ms. Stimpson
Math	Ms. Momon
ELA	Ms. Stimpson
Social Studies	Ms. Allen
Science	Ms. Small
IB	Ms. Branton
Gifted	Ms. Stimpson
EIP	Ms. Stimpson
Testing	Ms. Momon, Ms. Allen, or Ms. Branton
Art	Ms. Momon
Music	Ms. Small
PE	Ms. Small
French	Ms. Small
Technology	Ms. Stimpson
Counseling	Ms. Stimpson

## **STANDARDIZED TESTING**

**Students in grades 3-5 take the Georgia Milestones Assessment. This is a state-mandated assessment.** This assessment is aligned with the Georgia Standards of Excellence and is designed to measure our students' progress in mastering the Georgia curriculum. There will be opportunities throughout the year for parents to learn more about this assessment.

Kindergarten students will be assessed using Georgia Kindergarten Inventory of Developing Skills (GKIDS). The Georgia Kindergarten Inventory of Developing Skills (GKIDS) is a year-long, performance-based assessment aligned to the state mandated content standards. The goal of the assessment program is to provide teachers with information about the level of instructional support needed by individual students entering kindergarten and first grade.

Students in Grades K-5 will also be assessed throughout the year using the STAR Reading and Math assessments, a shorter assessment that provides student Lexile levels and Percentile Ranks as well as with district benchmark assessments to measure learning of the state standards. Students in Grades 3-5 will participate in Write Score assessments 3 times per year to assess progress on writing skills. Results of these tests are used for instructional planning, to measure student growth, and will be shared with parents.



## **TEXTBOOKS**

The homeroom teacher assigns all textbooks and each student is responsible for taking care of these expensive materials. If a textbook is lost or damaged, parents will be asked to pay for a replacement book. Report cards/records will be held by the school if there are unpaid fines.

## **TUTORING**

If your child is struggling academically, you may request tutoring from your child's current teacher at any time. Per APS policy, teachers are not permitted to tutor students for pay at any time. Teachers will communicate their tutoring hours to their homeroom classes at the beginning of the school year. Each teacher is required to offer one tutoring hour per week, beginning the week of August 28<sup>th</sup>.