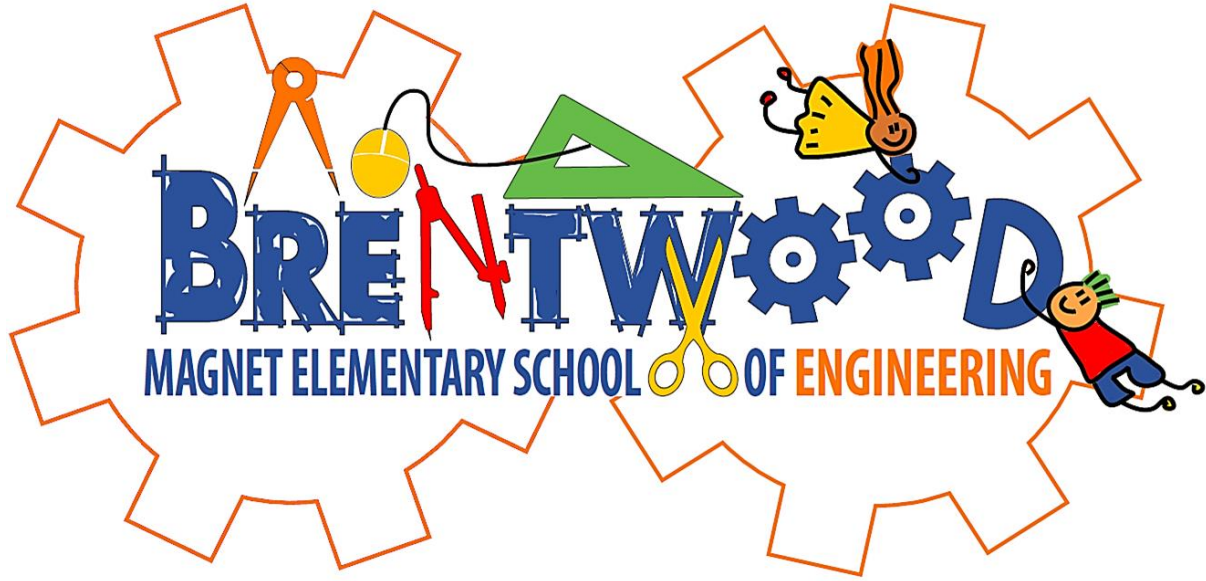


Brentwood Magnet Elementary School of Engineering  
**Student/Parent Handbook**  
2017-2018



2017 Magnet School of Distinction  
2016 NC STEM Model School of Distinction  
2016 Advocates for Health in Action Gold Award School  
2016 Magnet School of Distinction  
2015 Donald Waldrip Merit Award School  
2015 Magnet School of Excellence  
2015 Advocates for Health in Action Gold Award School

## Brentwood

MAGNET ELEMENTARY SCHOOL  
OF ENGINEERING

A WAKE STEM SCHOOL



WAKE COUNTY  
PUBLIC SCHOOL SYSTEM

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# Brentwood Magnet Elementary School of Engineering

3426 Ingram Drive (919) 850-8720  
Raleigh, NC 27604 <http://brentwoodes.wcpss.net/>

**Principal:** Mr. Robert Epler  
**Assistant Principal:** Mrs. Maribelle Nunez Pardo

**School Hours: 8:00 a.m. – 3:00 p.m.**

- ❖ School doors open at 8:00 a.m. Student drop-off for carpool starts at 8:00 a.m. and ends at 8:25 a.m. Please note that no students should be on campus or dropped off before 8:00 a.m.
- ❖ Free breakfast is available for students from 8:00-8:25 a.m.
- ❖ Instruction begins at 8:30 a.m.
- ❖ School ends at 3:00 p.m.

## 2017-2018 Student/Parent Handbook

This handbook is intended to clarify school guidelines and processes. The WCPSS Student/Parent Handbook (<http://www.wcpss.net/Domain/4306>) and WCPSS Board Policy (<http://webarchive.wcpss.net/policy-files/>) shall take precedence over the information contained in this school-based handbook.

### Handbook Topics (in order of appearance):

- ❖ Transportation
- ❖ Absences and Health Policies
- ❖ Assessments
- ❖ Behavior and Conduct
- ❖ Breakfast and Lunch
- ❖ Birthday Parties
- ❖ Classroom Interruptions Policy
- ❖ Dress Code
- ❖ Lost and Found/Valuables at School
- ❖ Parent Involvement
- ❖ Parent Teacher Association (PTA)
- ❖ Positive Behavior Intervention Support (PBIS)
- ❖ Specialist Classes

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## Transportation

Unless students are identified as living in Brentwood's walk zone, they need to be dismissed through carpool or ride their assigned bus/daycare van. Families can get carpool number tags during August's Welcome Back event or at another time in the front office. All requests for students to be walkers must be approved by a school administrator in advance, based on walk zone eligibility. Students who do not have an assigned bus, carpool number, or walker approval will wait on the school campus in a designated area for their parent/guardian to pick them up. This is in an effort to provide the best safety for all students at dismissal.

### Buses and Day-Care Vans:

- ❖ Board Policy 7125/Section F states that students may ride only the bus to which they are assigned. Please direct any bus transportation questions or concerns to the WCPSS transportation department at the following links:
  - Transportation department main page:  
<http://www.wcpss.net/Domain/30>
  - Bus routes are posted on <http://www.wcpss.net/routes>.
  - Transportation question/concern form:  
<http://www.wcpss.net/Page/43>
- ❖ Arrival: Bus and day-care van riders will arrive at the bus loop in front of the main building and enter by the main office. Staff members and student safety patrols will direct students to enter the building from 8:00 a.m. to 8:25 a.m. To ensure safety for everyone, parents are reminded not to drive into or enter the bus loop at any time. If you need to park, please park in either one of the side parking lots in the marked spaces.
- ❖ Bus and day-care van students will begin to be dismissed from the cafeteria at 3:05 p.m. When their bus/van arrives and is announced, students will then report directly to the bus loop.
- ❖ If for any reason your child will not be riding the bus on a particular day, please call 919-850-8720 **no later than 2:30 p.m.** to inform the school receptionist of the change, and send a note to your child's teacher to inform him/her of the change in transportation. For safety reasons, the sooner we are notified the better.

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## Carpool:

- ❖ All students who are being picked up or dropped off by a vehicle must be picked up or dropped off through the carpool line. Do not ask students to meet you at any place other than the carpool line.
- ❖ Families who plan to drop off or pick up their child at anytime during the year must register in the front office for a car-pool tag prior to the first time you pick up your child/children from car-pool. We encourage parents to help their child to remember this carpool number; this helps the carpool lane move faster. **Tag must be displayed** when the car comes through the car-pool line, it helps staff identify students and is a security precaution.
- ❖ If you do not have a carpool number displayed, you will be asked to park and go to the office to sign your child out. Tags are to be returned to Brentwood Elementary School's front office if you change schools or at the end of the school year.
- ❖ It is dangerous to have children cross the parking lot during carpool. Therefore, drop off the child first in carpool, then park your car if you are coming into the building for meetings or to volunteer. Please pay special attention while driving through school areas, and cell phone use while driving is discouraged.
- ❖ **Arrival:** carpoolers must be dropped off in the carpool lane which is on the left side of the campus, in front of the gymnasium, starting at 8:00 a.m. and ending at 8:25 a.m. Staff members and student safety patrols will direct students to enter the building until 8:25 a.m. Students arriving after 8:30 a.m. are tardy and must be signed in by a parent/guardian in the office. The student must obtain a Class Admission slip before going to class. We value punctual attendance.
- ❖ **Dismissal:** carpoolers will be dismissed from the gym when the adult on duty calls their carpool numbers. We will dismiss students from the assigned area from 3:00 p.m. to 3:20 p.m. If picking up your child by 3:20 p.m. is going to be a concern, you should make other after-school child care arrangements.

## Absences and Health Policies

### Absences:

When a student is unable to attend school, please call 850-8720 by 8:30 a.m. Inform us of your child's name, teacher's name, and the reason for the absence to office personnel or voice mail. Written notification will also need to be sent in the next day the student returns to school for documentation purposes.

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Absences are excused for the following reasons, however, if possible, **please schedule appointments outside the school day, or make appointments later in the day or earlier in the day to give students opportunities to return to school** as it is never the same to make up missed work as it is being in school for the lesson.

- ❖ Illness or injury that makes the student physically unable to attend school
- ❖ Isolation ordered by the State or County Board of Health
- ❖ Death in the family
- ❖ Medical, dental or other appointment with a health care provider
- ❖ Religious observance, as suggested by the religion of the student or the student's parents, with prior written approval. (Please get a *Request for Excused Absence for Religious Reasons* from office personnel and give it to your child's teacher or the front office.)
- ❖ Participation in a valid educational opportunity, such as travel, that is designated for educational purposes with **prior approval**. (Please get a *Request for Excused Absence for Educational Reasons* from office personnel and give it to your child's teacher or the front office.)

## Medication

- ❖ If a child needs to take medication in school, parents must bring any medications and **Form 1702 Parent Request and Physicians' Order Form for Medication** for their child to the school's front office. The form may be accessed at this link:  
[http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/Form%201702%2001-24-2012-ENG\\_FINAL%20\\_Updated%20logo%204-16.pdf](http://www.wcpss.net/cms/lib/NC01911451/Centricity/Domain/68/Form%201702%2001-24-2012-ENG_FINAL%20_Updated%20logo%204-16.pdf).
- ❖ Prescription medications will not be administered to students without having the proper form on file (Form 1702 *Parent Request and Physicians Order Form*) signed by the parent and physician, as required by Wake County policy. This form must be submitted *each school year*.
- ❖ Over-the-Counter medications, such as aspirin and cough drops, must also be accompanied by a Form 1702 *Parent Request and Physician's Order Form*, signed by a parent and physician. Elementary students may not self-medicate and this includes over-the-counter drugs.
- ❖ Sun screen products and insect repellent products are considered medication and must be accompanied by a completed medication form.

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These products should be in the original container and labeled with the student's name.

- ❖ Lip balm does not require a medication form and is for self-use and self-carry.

## Student Health

Students who become ill during school hours will be asked to call their parents. Please ensure that the school always has your current contact information and that there is an emergency contact person (other than you) listed on your child's Locator Card in the front office in the event that we cannot get in touch with you.

A Wake County Public Health Nurse will visit our school on designated days of the week. The Health Department stresses that children learn best when they are well and happy. Some suggestions about how to help prevent illness in your child are:

1. Ensure that s/he has all required immunizations
2. Notify the teacher of health problems or disabilities
3. Ensure that s/he gets plenty of sleep each night (8-9 hours are recommended)
4. Ensure that s/he gets three good meals each day
5. Insist that s/he dresses appropriately for the weather

## Assessments

Students at all grade levels have assessments in the areas of reading, writing and mathematics. Teachers will explain these tools at parent-teacher conferences, which occur at least twice per year. They document above, at, or below grade level performance and are important to making promotion or retention decisions.

## End of Grade Tests (EOG's)

The reading and math end-of-grade tests take place in May of each year for all third, fourth, and fifth grade students. Fifth grade students also take a science end-of-grade test.

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## Standards Based Grading (SBG)

Wake County uses standards based grading (SBG) to evaluate students' academic successes. Below you will find information about what SBG means.

Standards based grading does not correlate to the A, B, C system. A "4" is not an "A," a "3" is not a "B," etc. We hope the rubric below will help you understand what each score means:

In order to meet grade level benchmark standards a student will need to earn a level 3 or higher.

Level	What does it mean?	What the student might be thinking:
4	The student exceeds targeted grade level standards.	"Since I can do this, I can figure out new things independently!"
3	The student demonstrates proficiency of targeted grade level standards.	"I get it! And I can do it well!"
2	The student needs support to meet targeted grade level standards.	"I almost get it but I need help."
1	The student shows insufficient performance of targeted grade level standards.	"I don't get it yet. I need a lot of help."

The report card is for you to keep, but please sign and return the report card envelope to your child's teacher as soon as possible.

## Behavior and Conduct

All students are responsible for complying with and are expected to be familiar with the WCPSS Code of Conduct and school policies governing student behavior and conduct. All Code of Student Conduct policies are contained in the WCPSS Student/Parent Handbook.

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## Breakfast and Lunch

Students will use their student identification number as their breakfast/lunch account. Students will learn their numbers at the beginning of the year.

**Breakfast:** Universal Free Breakfast is provided for all students beginning on the first day of school. All students from every grade level may eat breakfast for free. Arriving to campus between 8:00 a.m. and 8:20 a.m. will allow students enough time to report directly to the cafeteria, go through the line to get the breakfast, and be checked out by the cashier.

**Lunch:** If purchasing lunch, there is a **\$2.35 fee per day** for students who do not qualify for free or reduced lunch. In addition, parents are invited to have lunch with their children. Parents must follow the school visitation guidelines and sign in at the front office first before going to the cafeteria.

## Birthday Parties

Please plan for special celebrations of birthdays to take place at home. Wake County Policy states: “All school employees shall discourage and decline the giving of parties by anyone during school hours for students.” The teachers dedicate their instructional time to teaching and learning; therefore, any form of celebration will be in keeping with board policy. Delivery of flowers, food, and balloons to the school can be disruptive to the learning environment, therefore please plan for those special deliveries to take place at home. In addition, in keeping with Board Policy 2420, we cannot send home birthday invitations in students’ backpacks.

## Classroom Interruptions Policy

In an effort to make the most of the instructional time, WCPSS has adopted a policy to reduce interruptions during the regular class time. Students can learn best and teachers can teach best when announcements, unexpected visitors, or messages from the school’s main office do not interrupt instructional time.

We need your help as we work to give your children the best possible learning experience.

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- ❖ Please sign in at the front office to receive a name badge whenever you visit the school for any purpose other than visiting the front office.
- ❖ According to WCPSS Board of Education policy 2521, classroom visits must be scheduled in advance with your child’s teacher at a mutually agreeable time and when instructional time is not compromised. Drop-in visits to classrooms are not permitted. Parents are welcome to visit classrooms for special events upon invitation from the teacher or administrator, or visit as an approved volunteer for planned volunteer activities. We encourage you to contact your child’s teacher for ways that you can contribute as a volunteer.
- ❖ We value parent conferences, and want them to be as productive as possible. All parent/teacher conferences must be scheduled in advance. Drop-in conferences are not permitted. We ask that teachers do not schedule conferences between the 8:00 a.m. – 8:30 a.m. drop-off time, during instructional time, and between the 3:00 p.m. – 3:20 p.m. pick-up time. Teachers are required to provide supervision for students during these times. We encourage you to communicate with your child’s teacher to set up conferences as a means of working together to support your child’s learning.
- ❖ Parents are welcome to join their children for lunch. Parents who do should sign in at the office.
- ❖ Parents are welcome to volunteer in the classroom. All potential volunteers must first register with the school system *each school year*. Please read **Parent Involvement** section for more information.
- ❖ Please notify your child’s teacher at least one day in advance (except in an emergency) if you will need to pick up your child early for a doctor’s appointment or other excused absence.
- ❖ Please refrain from checking students out between 2:35 PM and 3:00 PM. This is a significant instructional distraction and students will not be dismissed during that time, except in the case of an emergency.
- ❖ Except in an emergency, telephone messages to students and teachers will be delivered at the end of the instructional day.
- ❖ Teachers are unable to return e-mail or phone communication during instructional times. When communicating with your child’s teacher, please allow 24 hours for a response.
- ❖ Parents are permitted to walk their child to the classroom on the first day of school. After the first day of school, parents will not be allowed to walk their child to class. If there is an extenuating circumstance, please contact the school’s administration.

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## Dress Code

Appropriate dress is necessary to maintain an atmosphere conducive to learning and safety. In support of the Board of Education's adopted dress code, Brentwood is implementing the following dress code for all students:

It is strictly prohibited to present a bodily appearance or wear clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of students or others.

Examples of prohibited dress or appearance include, *but are not limited to*, the following:

- ❖ Exposed undergarments
- ❖ Sagging pants
- ❖ Shoes with wheels in (wheels must be removed)
- ❖ Excessively long shirt tails must be tucked in
- ❖ Excessively short or tight garments (top garment must be at least fingertip length)
- ❖ Bare midriff shirts
- ❖ Strapless shirts
- ❖ Bathing suits
- ❖ Attire with messages or illustrations that are lewd, distracting, indecent or vulgar or that advertise any product or service not permitted by law to minors
- ❖ Head covering of any kind, unless it is for a religious observation
- ❖ See-through clothing
- ❖ Attire that exposes cleavage
- ❖ Any adornment, such as chains or spikes, that reasonably could be perceived as or used as a weapon
- ❖ Any gang affiliated or related clothing
- ❖ Any symbols, styles, or attire frequently associated with intimidation, violence, or violent groups
- ❖ Pajamas, slippers, or bedroom shoes

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## Lost and Found/Valuables at School

The lost and found for clothing and lunch boxes is located by the entrance to the cafeteria. Clothing and personal items should have identification on the inside in order to be recovered if lost. Money and eyeglasses will be kept in the office. Unclaimed items will be donated to a local charity monthly. Please do not allow students to bring large sums of money or valuable items (cell phones, iPods, games, toys, cards, etc.) to school. For security reasons, valuable items will be held in the office until parents can collect them. The school is not responsible for items that are misplaced or stolen.

## Parent Involvement

### Parent-Teacher Conferences

Teachers will initiate at least two conferences per school year to share work and information about how your child is progressing. However, parents may also initiate conferences.

The following are tips for successful conferences:

- ❖ Plan to give the teacher at least a week of advanced notice for a face-to-face conference, or a day for a teleconference.
- ❖ Prepare a list of items you would like to discuss.
- ❖ Ask your child if there is anything s/he would like you to discuss with the teacher.
- ❖ Be reasonable about what you expect the teacher to do and about the amount of specific attention the teacher can give your child.
- ❖ Start on the action steps that you and the teacher decide upon right away.

### Parent Volunteers

- ❖ Parent volunteers are a very special resource at Brentwood. We value the many ways parents contribute to our learning community. Many parents volunteer in classrooms to help with programs or to provide extra activities for students. Please contact your child's homeroom teacher, the school office, or school counselor (850-8729) if you would like to donate your time and talents to educating our students. All volunteers must register each year at the school (online volunteer application available in the front office) and be approved prior to participating in any volunteer activity. All **continuing volunteers** must reactivate no later than October 31, 2017. The registration can be completed in the front office at the school every day

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until October 31, 2017. After October 31, 2017 you will have to begin the process as a new volunteer. **New volunteers** must register at the school and verify that they have been approved before participating in any volunteer activity.

- ❖ When volunteering, please remember to sign in at the front office each time you visit.

## Weekly Folders

- ❖ Please be sure to look for your child's weekly folder on Monday each week. Important school information is inside each week. When there is no school on the normal distribution day, the folders will come home on the following school day.

## Parent Teacher Association (PTA)

Parents and teachers are encouraged to join and actively participate in the PTA. Together we can support all our children at Brentwood.

The Parent Teacher Association at Brentwood will strive to make every child's potential a reality. We provide families with a powerful voice to speak on behalf of every child, while providing the best tools for parents to help their children become successful at school and in life. The PTA sponsors numerous activities throughout the school year, but they are only as successful as your involvement. Information about joining our organization will be forthcoming from your child's homeroom teacher. We also provide information about upcoming events and volunteer opportunities in school newsletters, group sites and through the school's website.

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## Positive Behavior Intervention Support (PBIS)

At Brentwood, we implement a Positive Behavior Intervention Support program. This program includes the guiding principles and key features listed below:

### Guiding Principles:

- ❖ All students are valuable and deserve respect.
- ❖ School climate is a shared responsibility among administrators, teachers, staff, parents, and students.
- ❖ All students can be taught appropriate behavior.
- ❖ Positive reinforcement of appropriate behaviors will help them occur more often.
- ❖ School personnel must be willing to examine their own behavior as students are taught to change theirs.
- ❖ Cultural differences exist and need to be understood.
- ❖ Positive relationships between students and adults are key to student success.
- ❖ Punishment is not an effective way to sustain behavior change.

### Key Features:

- ❖ Establishes environments that support long term success of effective practices.
- ❖ Clearly defines behavioral expectations.
- ❖ Implemented consistently by all staff.
- ❖ Appropriate student behavior is taught.
- ❖ Positive behaviors are publicly acknowledged.
- ❖ Problem behaviors have clear consequences.
- ❖ Student behavior is monitored and staff receive regular feedback.
- ❖ Implement school-wide, specific setting, classroom and individual student levels.
- ❖ Strategies are designed to meet the needs of all students

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## Specialist Classes

### Art

- ❖ Students learn about visual arts from the Art Specialist. Due to the nature of creating artwork, students are asked to wear clothes that can easily be laundered.

### Media

- ❖ Students receive instruction from the Media Specialist who works in collaboration with core teachers to provide enriching and engaging literacy-based activities. Students have access to literacy resources on and above their reading levels to enjoy and challenge themselves.

### Music

- ❖ Students receive instruction from the Music Specialist who engages students in learning about vocal and instrumental music.

### Physical Education

- ❖ Students receive instruction in physical education from our PE Specialist, supplemented by daily recess. Students should wear comfortable clothing and athletic shoes on PE days.

### Technology

- ❖ Students receive technology-specific instruction from a technology specialist in the school's computer lab. Students also have access to instructional technology (e.g. desktop/laptop, iPad, iPod Touch, SMART Board, etc.) in each classroom. All classrooms have Internet access and a networked printer.

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## Get in GEAR at Brentwood!

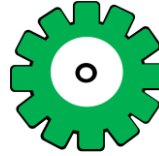
# G

Give your best!



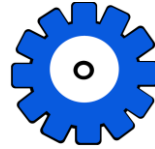
# E

Earn Respect



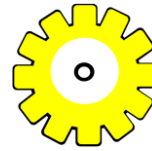
# A

Always be kind



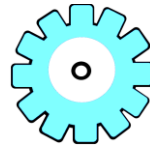
# R

Responsibility is KEY



# S

Safety First



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## Wake County Departments

919-805-3030 - Transportation (<http://www.wcpss.net/transportation>)

919-431-7404 - International Families

919-431-7333 - Student Assignment (<http://www.wcpss.net/student-assignment>)

919-431-7355 - Magnet Programs

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