



Student Handbook
2023-2024

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Principal

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In addition to the information and procedures pertaining to Bramlett Elementary, parents and students are required to review the information included in the [Barrow County School System's Student Handbook](#).

BCSS STUDENT HANDBOOK *(LINKED)*

STUDENT CODE OF CONDUCT

- Code of Conduct

RIGHTS & RESPONSIBILITIES

- Right to Request Qualifications
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Annual AHERA\ASBESTOS Notification

STUDENT/PARENT POLICY UNDERSTANDING ACKNOWLEDGEMENT

This form may be printed and returned to the school by September 1, 2023, or it may be completed online at the following link: <https://campussuite3.forms-db.com/view.php?id=172651>

The Student Handbook/Agenda and the district website [Student Handbook | Students \(barrow.k12.ga.us\)](#) includes some very important information about the upcoming school year - including a Parent's Right to Know Qualifications. Please take time to read this information now and refer to it frequently. If you have questions, contact the school office at **(770) 307-1627**.

Each school is required to document that every parent and student has access to the Student Code of Conduct along with other required information, including notification of possible consequences and penalties for truancy, and has been given a chance to ask questions about anything he or she doesn't understand.

A completed and signed form must be on file for all students. Parents/Guardians and students age ten years or older by September 1st are required to sign this acknowledgement form in the space below.

Students who are unable to read or fully understand this information are not required to initial or sign this document. However, parents are expected to explain the information to their children in terms that they can understand. Failure to sign and return this form will not excuse a student from the requirements of the policies. To complete this form, students and parents should each initial each item that you have read and understand and then sign the form in the space provided.

Parent Student

- | | | |
|-------|-------|---|
| _____ | _____ | 1. Student Code of Conduct and School Bus Behavior Guidelines |
| _____ | _____ | 2. School Attendance and Georgia's Compulsory Education Law |
| _____ | _____ | 3. Cafeteria Charge Board Policy (EE) |
| _____ | _____ | 4. Medication Policy |
| _____ | _____ | 5. Parent's Right to Request a Teacher's and a Paraprofessional's Qualifications |
| _____ | _____ | 6. Barrow County School System Internet Safety, Technology Responsibility and Acceptable Use Policy |

I have read and understand the 2023 - 2024 Student Handbook/Agenda. **I understand that I am responsible for following the guidelines set forth in this document.**

Student Signature: _____ Date: _____

I have reviewed the student handbook with my child:

Parent Signature: _____ Date: _____

SCHOOL CLUBS AND ORGANIZATIONS

2023 – 2024

This form may be printed and returned to the school or it may be completed online at the following link: <https://campussuite3.forms-db.com/view.php?id=173069>

If you do **NOT** want your child to participate in a particular club or organization at school, please complete the information requested below and return to your child's school. A complete list of school clubs and organizations can be found online at:

<https://www.barrow.k12.ga.us/schools/bres/clubs>

Student Name: _____ Grade: _____

My child, identified above, **may not** participate in the club or organization listed below:

By completing this form, I am declining permission for my child to participate in the club or organization listed above.

Parent Signature: _____ Date: _____

Bramlett Elementary School Calendar (tentative)
2023-2024

July 2023

- 28thOpen House

August 2023

- 1st1st Day of School
- 11thPTO Back to School Bash
- 23rdFall Picture Day
- 29thPTO Meeting and Parent University

September 2023

- 1st - 4thLabor Day Holiday
- 6thPTO Step It Up Kick Off
- 12-14thGrandparents' Breakfasts
- 22ndFall Picture Retakes

October 2023

- 3rdFall Title 1 Meeting and Parent University
- 5thEnd of 1st Grading Period
- 6thTeacher Planning Day (STUDENT HOLIDAY)
- 9th - 13thFall Break
- 18thReport Cards Distributed
- 19thPTO Day of Awesomeness
- 26thPTO Trunk or Treat

November 2023

- 7thProfessional Learning Day (DIGITAL DAY for STUDENTS)
- 20th – 24thThanksgiving Break

December 2023

- 2ndPTO Pancakes with Santa & Fine Arts Showcase
- 20thEnd of 2nd Grading Period
- 20thEarly Release Day
- 21st - January 5thWinter Break

January 2024

- 5thProfessional Learning Day (STUDENT HOLIDAY)
- 9thParent University
- 10thReport Cards Distributed
- 15thMLK Holiday

February 2024

- 9thFebruary Break
- 12thProfessional Learning Day (STUDENT HOLIDAY)

March 2024

- 7thSpring Picture Day
- 8thPTO Dance
- 13thEnd of 3rd Grading Period
- 14thTeacher Planning Day (STUDENT HOLIDAY)
- 15thMarch Break
- 20thReport Cards Distributed

April 2024

- 1st – 5thSpring Break

- 9thSpring Title 1 Meeting and Parent University
- 19thKindergarten and 5th Grade Pictures
- 29th – May 4th Georgia Milestones

May 2024

- April 29th – 4th Georgia Milestones
- 6th –10thTeacher Appreciation week
- 17thField Day
- 22ndEarly Release Day/Last Day for Students

[Barrow County School System Calendar \(linked\)](#)

[Barrow County School System Student Calendar \(linked\)](#)

Bramlett Elementary School Contact Information

Principal

Todd Graichen

todd.graichen@barrow.k12.ga.us

Assistant

Katie Garner

Principal

kathryn.garner@barrow.k12.ga.us

Instructional

Robyn Allen

Coach

robyn.allen@barrow.k12.ga.us

Guidance Counselor

Mindi Kiewert

mindi.kiewert@barrow.k12.ga.us

Registrar

Michelle Johnson

michelle.johnson@barrow.k12.ga.us

Bookkeeper

Shawn Puckett

heather.puckett@barrow.k12.ga.us

Receptionist

Tameka Martin

tameka.martin@barrow.k12.ga.us

Media

John Whitten

Specialist

john.whitten@barrow.k12.ga.us

School Website

www.barrow.k12.ga.us/schools/bres

Social Media

Facebook

[facebook.com/BramlettEagles](https://www.facebook.com/BramlettEagles)

Twitter

twitter.com/bramletteagles

Instagram

[instagram.com/bramletteagles](https://www.instagram.com/bramletteagles)

BRES PTO

wbramlettpto@gmail.com

Facebook

<https://www.facebook.com/Bramlett.Elementary>

General School Information

The student handbook contains important information regarding policies and procedures for both BRES and the Barrow County School System. It informs students, parents, and school personnel of school and system policies and procedures in an effort to help provide a productive learning environment for all students. However, despite our best efforts, this handbook cannot address every possible circumstance that could arise. Therefore, our administrative team reserves the right to change or adapt policies and procedures that are in the best interests of the education and safety of our students. We encourage students and parents to review this handbook in order to become familiar with the policies and procedures of our school and system.

ACADEMIC EXPECTATIONS

Bramlett Elementary has high expectations for ALL students.

The staff at BRES wants all children to obtain the most out of their educational experiences and learning opportunities.

We expect our BRES Eagles to exhibit **Eagle Expectations** at all times by:

1. Being Eager to Learn
2. Acting Responsibly
3. Giving Respect
4. Listening and Following Directions
5. Encouraging Others
6. Soaring Above the Rest

Standards have been set by the staff to advance from one grade to the next. It is very important that students make every effort to meet and exceed these standards. We are here to partner with families and support students in reaching high goals for learning!

ATTENDANCE

The school day begins at 7:30 a.m. and ends at 2:00 p.m. The school doors will open at 7:00 a.m. each day. ***Any student arriving after 7:30 a.m. is tardy and will need to report to the office accompanied by a parent/guardian to sign in and get a tardy pass before going to class.*** Regular and punctual attendance is essential if students are to receive the maximum benefits from the instructional program. If a student checks in after 11:00 am, they are also counted absent. Early checkouts prior to 11:00 am are counted as an absence. Any checkout during the school day is counted the same as a tardy.

Upon returning to school students should provide a written excuse from a parent/guardian, doctor or agency. If you know your child will be absent for an extended time, please contact the teacher and make arrangements to pick up your child's assignments so that he/she does not fall behind.

Students are expected to make up all missed work, regardless of the reason for the absence. It is the STUDENT'S RESPONSIBILITY to obtain and turn in all the missed assignments to the teacher. Teachers will establish timelines for make-up work to be turned in for credit.

You may read the full attendance policy online at [Student Handbook | Students \(barrow.k12.ga.us\)](#)

BEHAVIOR, CODE OF CONDUCT & DISCIPLINE

Students are governed by the policies, regulations, and rules of the Barrow County School System. These

are applicable in school, on the way to and from school, and at any school activity on or off school premises. Governing rules, regulations, and policies are published and disseminated to school personnel, parents, and students at the beginning of the school year called the Student Code of Conduct. Students and parents should understand that compliance with the rules in the Code of Conduct is mandatory.

The Barrow County Schools Code of Conduct can be found online at [Student Handbook | Students \(barrow.k12.ga.us\)](http://barrow.k12.ga.us)

Positive Behavior Interventions and Supports (PBIS)

Bramlett Elementary School has implemented Positive Behavior Interventions and Supports (PBIS). PBIS is a non-curricular, proactive approach to behavior that emphasizes positive strategies for preventing and responding to problem behavior. This universal school-wide prevention strategy has become increasingly popular and has a multi-tiered model of prevention providing support at the primary (school-wide), secondary (classroom), and tertiary (individual) levels. This model is intended to decrease challenging behaviors and increase positive social and behavioral skills, school climate, and academic achievement in the school setting and on the bus.

Bramlett Elementary School Behavior Matrix Settings and Expected Behaviors					
Expectations	Hallway	Recess	Breakfast & Lunch Time	Restroom	Bus/Car Rider Areas
E Eager to Learn	<ul style="list-style-type: none"> Transition quickly and quietly Go directly to your destination Stay 8 feet apart Wear your mask 	<ul style="list-style-type: none"> Line up quickly when called Stay 8 feet apart 	<ul style="list-style-type: none"> Learn rules and procedures 	<ul style="list-style-type: none"> Use restroom quickly and quietly Return to class quickly and quietly Wear your mask 	<ul style="list-style-type: none"> Pick up your breakfast and bring it directly to your classroom Maintain social distancing Wear your mask
A Acting Responsibly	<ul style="list-style-type: none"> Walk in a silent line on the right side of the hallway with the green arrows Maintain social distancing; use the distance dots Wear your mask 	<ul style="list-style-type: none"> Stay in assigned recess area Play safely Use equipment appropriately Maintain social distancing 	<ul style="list-style-type: none"> Use good manners Chew with your mouth closed Keep personal area clean Open your own containers (milk, packets, etc.) when possible 	<ul style="list-style-type: none"> Use toilets, sinks, dryers, and soap dispensers correctly Wash your hands with soap for at least 20 seconds Wear your mask Maintain social distancing 	<ul style="list-style-type: none"> Go straight to bus or car rider area when the bell rings Wash your mask Maintain social distancing; use the distance dots
G Giving Respect	<ul style="list-style-type: none"> Keep your place in line with hands by your side and maintain social distancing Keep hands, feet, and objects to self Respect student work, school, and student property in the hallway Wear your mask 	<ul style="list-style-type: none"> Keep hands, feet, and equipment to self Use kind words and appropriate language Play fair Take turns Stay 8 feet apart 	<ul style="list-style-type: none"> Only touch your own food Eat your lunch Use all lunch items appropriately Be kind and polite to lunchroom workers, classmates, and teachers 	<ul style="list-style-type: none"> Stand quietly and wait your turn Respect the privacy of others Keep the restroom clean Wear your mask Maintain social distancing 	<ul style="list-style-type: none"> Wait your turn when entering or exiting bus Be kind and polite to the bus driver Wear your mask Maintain social distancing
L Listening & Following Directions	<ul style="list-style-type: none"> Listen to adult directions Follow directions first time asked Stay 8 feet apart Wear your mask 	<ul style="list-style-type: none"> Listen to adult directions Follow directions first time asked Stay 8 feet apart 	<ul style="list-style-type: none"> Follow adult directions Wash your hands before you eat Remain quiet while eating breakfast Maintain social distancing 	<ul style="list-style-type: none"> Flush toilet after use Wash your hands Line up quickly and quietly Use the distance dots Wear your mask 	<ul style="list-style-type: none"> Walk quietly all the way to the bus Know your car rider number and listen for it to be called Follow adult directions first time asked Maintain social distancing Wear your mask
E Encouraging Others	<ul style="list-style-type: none"> Make good choices Be a good role model Politely remind others to socially distance Politely remind others to wear a mask 	<ul style="list-style-type: none"> Stay 8 feet apart Include others Politely remind others to socially distance Always be kind 	<ul style="list-style-type: none"> Make good choices Be a good role model Politely remind others to socially distance Politely remind others to wear a mask when not eating 	<ul style="list-style-type: none"> Report problems to teacher immediately Politely remind others to socially distance Politely remind others to wear a mask Politely remind others to wash their hands 	<ul style="list-style-type: none"> Make good choices Be a good role model Politely remind others to socially distance Politely remind others to wear a mask
S	Soaring Above the Rest!				

Student reflection forms and behavior referrals are used to notify parents when there is a problem that needs to be corrected in order to ensure the best possible learning atmosphere. It is the student's responsibility to present this reflection form or discipline referral to the parent(s) and bring it back signed the following school day.

STUDENT-TO-STUDENT HARASSMENT

At BRES we respect individual differences which exist among us. Students are not to harass, abuse, bully, tease, threaten, torment, humiliate, or intimidate other students physically, mentally, or emotionally. Actions such as name calling, unwelcome physical contact, and insults are detrimental to a positive school environment, and will not be tolerated. Students are expected to treat each other with courtesy and respect at all times.

SCHOOL WIDE RULES

In order to provide the best educational environment for our school, the following expectations have been set for all students:

1. Every person at BRES is expected to show respect toward each other at all times.
2. Students are expected to be responsible in their choices and actions, showing care to be prepared for the day and making choices in line with classroom expectations.
3. Every student is expected to exhibit safe behavior at school. This includes walking at all times, except during supervised physical education activities.
4. Students are not permitted to chew gum at school or on the bus. Gum in the classroom will be at the teacher's discretion and will be limited.
5. Glass containers or cans with carbonated drinks are not permitted in the classroom, cafeteria, or on the bus.
6. Toys, games, and trading cards of any kind should not be brought to school and are subject to being confiscated.

STUDENT DRESS CODE

The purpose of a dress code is not to inhibit any person's taste in attire, but rather to better facilitate the process of education through reasonable guidelines of "dress," instilling dignity and pride. Creating the proper learning environment includes encouraging students to dress to learn.

If you or your child should be in doubt about whether certain attire would be acceptable at school, the "rule of thumb" is for the student to wear something else he/she knows is appropriate.

Bramlett Elementary students may wear shorts of reasonable length. ***Hats, caps, hoods, and bandanas are not worn by boys or girls except on field days and/or other designated days.***

STUDENTS SHOULD NOT WEAR ANY OF THE FOLLOWING:

- Tank tops, tube tops, halter tops, midriff tops, low-cut tops
- Hats, hoods, head coverings, sunglasses within the instructional building – this applies to both boys and girls
- Shoes with skates or cleats
- Clothing with derogatory, terroristic, crude, or insulting messages; or advertisements for drugs, alcohol, or tobacco. Attire which advertises alcoholic beverages, drugs, tobacco products or which displays inappropriate slogans or symbols

The administration has the right to enforce a reasonable dress code. Students who come to school dressed inappropriately will be expected to change. Parents will be contacted to bring appropriate clothing if students are wearing clothing that is unacceptable for school.

BEFORE CARE and AFTER SCHOOL PROGRAM

Bramlett Elementary School operates a before-school care and an after-school program on days that school is in session. The before care hours are from 6:30 am to 7:00 am. The after-school hours are from 2:00 pm until 6:00 pm with activities planned for all students, including snack, homework time, play time, and technology. There is a one-time, non-refundable registration fee of \$25 per family. The weekly rates are listed below. There is an additional charge of \$5 per minute after 6pm.

Cost per Child	Before School Weekly Rate	After School Weekly Rate	Before & After School Weekly Rate
1 child	\$10	\$60	\$70
2 children	\$15	\$90	\$105
3 children	\$20	\$120	\$140
4 children	\$25	\$150	\$175

BIRTH CERTIFICATES

Georgia law requires that a certified copy of a certificate of birth be on file for every student.

CAFETERIA PROGRAM and MEALS

Bramlett Elementary School participates in a federally sponsored lunch program and children are encouraged to eat a lunch at school each day. Free and reduced lunches for children from families of eligible income brackets are also available.

Payments may be made with cash or check at the register. Secure online payments may be made with a debit or credit card with an online meal pay service found at a link on the [BCSS School Nutrition website](#). If necessary, a student lunch may be charged. All charges must be paid as soon as possible. Students with a negative balance are not allowed to purchase Ala Carte items or extra food items in the cafeteria.

A charge notice will be sent to parents weekly via the following method - email, text or letter. Principals will also be notified of charged meal balances.

Menus and lunch prices can be found at the [BCSS School Nutrition website](#).

CAFETERIA EXPECTATIONS

1. Enter and exit the cafeteria in a quiet, orderly line.
2. Use good manners in the cafeteria.
3. Use an inside voice.
4. Leave the table and floor clean. Students should properly dispose of leftover food and trash from your eating area.
5. Eat a school lunch or lunch from home only. Students are not allowed to bring fast food or carbonated drinks (Coke, Pepsi, Mountain Dew, etc.).
6. Remain seated until the monitor dismisses you. If you need a fork, napkin, etc., raise your hand and someone will get it for you.

CHANGE OF ADDRESS OR PHONE NUMBER

The school must have an emergency telephone number in the event your child has an accident at school, and you cannot be reached at home or your place of business. If you change your address or telephone number, please inform the school immediately. School personnel cannot be held responsible for failure to

communicate emergencies should changes not be made known to the school. We also need a current mailing address, as we sometimes need to mail information to parents.

CLASS CELEBRATIONS

Classroom celebrations/parties will take place throughout the school year to celebrate student accomplishments. Teachers and or classroom parents will communicate with parents and students regarding dates and times. *Birthday celebrations- While we do not schedule birthday parties during class times, we invite parents to send in healthy snacks to share with the entire class during snack or recess. Please do not ask teachers to distribute invitations to private birthday parties.*

EARLY DISMISSAL

If a child needs to leave school before the end of the instructional day, a parent or guardian will be asked to sign the child out in the office. Personal identification will be required. Your child will be released only to parents, guardians, or other persons listed on the student information sheet. Office personnel will call the child from the classroom. Under no circumstances will a student be released directly from a classroom, school celebration and or the playground to any adult, including parents. This has to be done in order to protect the safety of our children. Students cannot be checked out between 1:15 pm - 2:00 pm. Please do not ask the receptionist to call your child to the lobby during this time.

FIELD TRIPS

Properly supervised and planned educational field trips are an important part of the instructional program. Advance approval by the School Governance Team is required for any field trip. A signed permission form from a parent or guardian is required for all field trips. Usually there is a small voluntary contribution for a field trip to cover transportation, admission, or other miscellaneous costs, but no student will be denied the right to go on a trip or be penalized in any way for failure to contribute. All field trips are chaperoned and supervised by school personnel, often with the help of parent volunteers. No siblings are allowed to go on field trips, and all students must ride the bus and not travel in cars. If parents are to help chaperone, they are expected to ride the bus with the students unless there is not enough space on the bus. Soft drinks or fast foods are not allowed on field trips. Our cafeteria staff will prepare school sack lunches, or the students can bring lunch from home. Parents will not be allowed to bring any student home from the field trip in their car. Field trips are subject to current health conditions and guidelines.

FIRE DRILLS/ SEVERE WEATHER DRILLS/ LOCKDOWN DRILLS

Every precaution is taken to ensure the safety of your child during school hours. Periodic fire, severe weather, and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

FIRST AID AND HEALTH RELATED ISSUES

FIRST AID

Only minor first aid can be administered at school in our clinic. The school nurse has training in basic first aid needs to support the health and well-being of our students. When a student is ill, injured at school, or head lice are found, parent/guardian will be contacted by the school. When your child has symptoms of a contagious illness, you will be notified and expected to remove your child from school until he/she is no longer contagious. The school must have current phone numbers at which someone can be reached in case of emergencies.

HEAD LICE

Homeroom teachers are asked to conduct periodic routine head checks of all students. Parents will be notified if signs of lice or nits are found, and an informational letter will be sent home so that proper care can be taken to remove the eggs, thus preventing the likelihood of more infestations. The school nurse will do follow-up checks. Students should be treated with proper medication and return to school as quickly as possible with proof of treatment or a statement from a physician or the Barrow County Health Department. Repeated cases may require additional support/information through the school and may also be referred to the Health Department for assistance. Should a parent find that his/her child has contracted head lice, please notify the school immediately so that proper precautions can be taken.

HEALTH CERTIFICATES

A state health certificate showing a child has been screened for vision, dental, and hearing must be on file for every student.

IMMUNIZATIONS

Georgia immunization requirements for children attending childcare and school facilities have been updated to comply with the current recommendations of the Advisory Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians. The Georgia Department of Human Resources Board approved the new requirements, and all newly registered students must show proof of immunizations to the school by the opening of school. Certificate of Immunization (Form 3231) will serve as a means of documenting the immunization status for children who will be admitted to any facility or school in Georgia for the first time after August 1, 2000. The Certificate of Immunization Form 3231 replaced Form 3032. The school nurse will check all permanent records to ensure that all BRES students are in compliance with this law. If a student's records are not current, the school nurse will notify the parent or legal guardian.

MEDICATION

Only parents/guardians may drop off and pick up medication. Please do not send medication to school by your child. Students should never be in possession of any medication on the school campus.

The BCSS Medical Procedures and policies pertaining to distribution of medicine can be found online at <https://www.barrow.k12.ga.us/families/students/student-handbook>

INCLEMENT WEATHER

When severe weather creates hazardous conditions, the regular school schedule may be suspended to ensure the safety of the students. It is the parents'/guardians' responsibility to monitor news reports via television and radio stations. It is reasonable to assume that school is open and will remain open, unless it is specifically announced otherwise. There will also be information on the system website and Facebook about school closings. (<https://www.barrow.k12.ga.us>)

LOST and DAMAGED RESOURCES

Students are responsible for any resources that are issued to them (i.e., library books, textbooks, supplies, etc.) If these resources are lost or damaged, students will be expected to pay for the books as soon as possible.

LOST and FOUND

Please mark your children's belongings so that coats, book bags, gloves, etc. can be returned to them. The

lost and found box is kept in the gym; parents and students are permitted to look through it and claim lost items. Unclaimed items are donated to a charitable agency after a reasonable period of time.

MEDIA CENTER

All students have access to the school media center. Books may be checked out for student use for up to a two-week period of time. Students are responsible for the materials they check out and will be assessed a fee for lost or damaged books. It is up to the Media Specialist to assess if a book needs to be paid for or replaced.

PARENT CONFERENCES

At BRES, we believe that ongoing two-way communication between home and school is a vital component of student success. Conferences are conducted throughout the school year to inform parents/guardians of student progress and achievement. We ask that you make every effort to attend all scheduled conferences. Parents are encouraged to call their child's teacher or send a note to arrange for additional conferences at any time throughout the school year. If a parent has a question and or concern regarding the classroom, we encourage the parent to reach out to the teacher first.

PTO

We strongly encourage all parents and family members to actively participate in our BRES Parent Teacher Organization. The PTO is composed of family and community members that have a desire to support the ongoing work that occurs within our school community. PTO is responsible for spearheading many initiatives and programs that focus on increasing educational opportunities for our students related to but not limited to technology, instructional resources, outdoor programs, student recognitions, field trips, field day, etc...

RESPONSE to INTERVENTION (Rti)/ MULTI TIERED SYSTEMS of SUPPORT (MTSS)

Bramlett Elementary School will provide reasonable interventions in order to facilitate a student who needs extra assistance in the areas of behavior and/or instructional setting. If it is deemed that such assistance is needed for a student, the teacher will give notification to the parents/guardians. The student will be monitored for progress and if adequate progress is not made and further interventions become necessary, a meeting will be scheduled where further interventions can be implemented.

REPORT CARDS

Report cards will be sent home with students at the end of each grading period. Parents with access to Infinite Campus Parent Portal will be able to view student report cards online. If you need any assistance with the Infinite Campus Parent Portal, please contact the school registrar, Michelle Johnson.

TELEPHONE USE

Telephone communication between parent and student should go through the front office. Students should only ask to use the school phone under emergency circumstances. Students should not use their own devices to contact parents during the school day without administrative approval.

TOYS and GAMES

Toys and games (other than instructional in nature) can cause needless distractions and therefore are not permitted at school. Pokémon cards, Tech Decks, all electronic games, MP3 players, CD players and football/baseball cards should not be taken on the bus or brought inside the school building. Items such as these that disrupt the learning environment will be taken up and released to the parent or guardian.

TRANSPORTATION – BUS and CAR RIDER INFORMATION

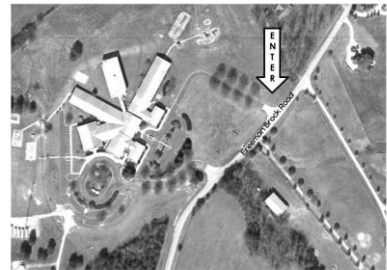
BUS CONDUCT

Riding the bus to and from school is a privilege. Students are expected to behave in an orderly manner on the bus. Students who misbehave on the bus will be subject to disciplinary action. The bus is an extension of the classroom, thus giving the bus driver the authority to enforce discipline on the bus, and students should obey the instructions of the bus driver without question. Misbehavior on the bus may result in a student being denied bus privileges.

The BCSS Transportation/Bus Procedures and Policies can be found at <https://www.barrow.k12.ga.us/families/students/student-handbook>. If your child(ren) will be utilizing BCSS transportation, it is imperative that you and your child(ren) review the transportation procedures.

CAR RIDERS

For both pick-up and drop-off car rider lines, please use the North Entrance and driveway leading to the front of the school (see picture). Other locations on our campus, including the bus loop, should never be used for student drop-off. To ensure safe and timely arrivals and departures, please observe the following rules and procedures:



Morning Car Rider

- **Parents should always REMAIN IN THE CAR.**
- All car rider vehicles must remain in a lane as you move throughout the driveway. We will have two lanes unloading, so please do not change lanes once you enter the driveway. **DO NOT PASS** other cars in line at any time.
- The earliest time students may be dropped off in the morning is 7:00 AM. For children's safety, earlier drop-off times are not permitted; **NO SUPERVISION** is available before 7:00 AM. If you need to drop earlier, please contact the school regarding the before school care program.
- *Children must exit cars from the right (passenger) side of the vehicle onto the sidewalk only. Make sure your child is ready to go as you enter the driveway.*
- Bramlett staff will be positioned throughout the drive to assist with unloading your child; however, *we encourage students to exit independently.* We will be there to ensure safety. Instruct your child to exit onto the sidewalk only (not on the grass!).
- Pay attention to the monitors as they direct drivers to stop or pull forward, ensuring the timely flow of traffic.
- *A staff member will direct cars of when to pull away. We will not allow cars to begin to move until we see all cars in a sequence have been unloaded.*
- Although vehicles will enter the driveway in two lines, you will be required to merge into a single lane upon dismissing the car rider drop off/loading area.
- If your child eats breakfast at school, please arrive before 7:15AM to allow ample time for your child to eat before the instructional day starts.
- At 7:30 AM, monitors leave their morning posts and enter the school. All doors are locked at this time. Any student arriving at school after 7:30 AM is considered tardy. Tardy students may not be dropped off; report to the front door and use the intercom button to report your late arrival. Office staff will meet the child at the front door and escort him/her into the building.

- Parents and guardians are responsible for communicating these procedures to anyone who drops off their student at school.

Afternoon Car Rider

- Unique car rider tags with student-identifying numbers will be issued to afternoon car riders. For your child's safety during pickup, the car rider tag must be displayed in your vehicle and the numbers fully visible to the monitors at all times. Car rider tags are available during back-to-school registration, or in the office.
- Although vehicles will enter the driveway in two lines, you will be required to merge into a single lane upon dismissing the car rider drop off/loading area.
- We utilize an alphabetic system to organize the loading process. Please pull to the appropriate cone and wait until the signal is given for **all** cars to move forward. **Do not pull out of line after your car has been loaded.** To ensure the safety of all students, we will be loading 26 cars at a time.
- Parents picking up their students must REMAIN IN THE CAR, with the tag displayed.
- For the safety of all children, **DO NOT APPROACH** the car-rider area outside of your vehicle to retrieve your child.
- Parents and guardians are responsible for communicating these procedures to anyone who picks up their student from school.

Morning and afternoon car traffic will use the designated car rider entrance in the front of the school. Car riders will enter and depart from the front of the building in the mornings and afternoons. Afternoon car rider pick up is in the front of the school, where students will be escorted to vehicles by a staff member. Please do not attempt to park and walk up to retrieve students during this time, as it is difficult to manage from a safety perspective. The school-issued car rider identification tag should be displayed at all times. Students not picked up in the afternoon by 2:30 PM will report to the after school program and parents will be required to pay the registration fee as well as the daily rate. Students will not be allowed to sit in the office unattended after 2:30 PM.

TRANSPORTATION CHANGES

In the event you need to change your child's transportation for a particular day, we require the change be made in writing for the change to take place. The preferred method for transportation changes is a handwritten note from a parent/guardian sent to the classroom teacher on the day of the requested change. You may also email transportation changes, but they **MUST** be made prior to 12:00 pm on the day of the requested change. All email requests **MUST** be emailed to bres.transportationchanges@barrow.k12.ga.us. A confirmation email will be sent once the change has been approved. The front office will notify the teacher and student of the change upon approval.

VISITORS

Bramlett Elementary welcomes all families to be an integral part of their child's education! You are welcome to visit our school at any time, including having lunch with your child, as long as it does not interfere with instruction. All visitors must enter through the front doors and check-in at the front office. Visitors will be asked to provide a form of picture identification. Please let the office staff know the reason for your visit. We have an electronic sign-in system, which requires you to type your name and reason for visit. You will get a "Visitor" sticker printed with your name and the date on it. When you leave, please check out using the same system. Our office staff will be happy to help you with any of this.