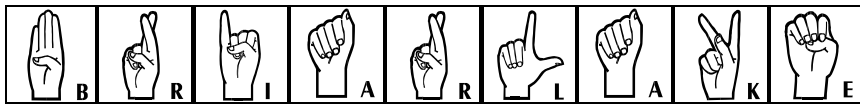


Briarlake Elementary School  
Family Handbook  
2009-2010



“Using **RIGOR, RELEVANCE AND RELATIONSHIPS** to Challenge the Status Quo”



The Sign of Excellence - We Work Together

Ann Culbreath, Principal  
3590 LaVista Road  
Decatur, GA 30033  
678-874-2502

School Web Address: <http://www.dekalb.k12.ga.us/>  
Briarlake PTA Web Address: [www.briarlakepta.org](http://www.briarlakepta.org)

**VISION**

*What is our image of a successful school for our stakeholders?*

We envision a change in the status quo as we create a culture of new expectations. We expect our stakeholders to work collaboratively to raise standards and increase achievement in the academic program for all students at Briarlake Elementary.

**MISSION**

*What is the charge we accept to make our vision a reality?*

We accept the charge to form a collaborative effort between home and school that maximizes students’ social and academic potential, preparing them to contribute to the common good of the community and to compete successfully in a global society.

**VALUES**

*What values, standards, and beliefs will guide our mission?*

We value a multi-disciplinary learning experience that promotes student achievement in a challenging, stimulating environment. We believe in sustaining continuous progress in the core curriculum while providing enrichment and acceleration so that all students reach their full academic potential. We believe our knowledgeable and caring staff holds high expectations for all students and provides a risk-free environment to facilitate the development of good citizenship and character in each student.

## Briarlake PTA

### 2009-2010 Briarlake Administration

Dr. Ann Culbreath, Principal

Ms. Mary Jenks, Assistant Principal

Mrs. Candice Norris-Brown, Counselor

Mrs. Lynn Hale, Secretary

Mrs. Dana Gavrielides, Secretary

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### Welcome

We are looking forward to an exciting and successful school year. This handbook has been prepared so that teachers, parents, and students may work together for an academically excellent year.

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The rules, policies, procedures, dates and information in this handbook will be updated as necessary. The principal will work with the PTA co-presidents to provide notices regarding handbook updates. The handbook will be maintained online and all new or updated information will be noted in the online edition.

Updated August 20, 2009

If we are facing in the right direction, all we have to do is keep on walking.

--Author Unknown

Over the past several years, the PTA has focused on improving the facility, technology, and educational support at Briarlake. We feel as if we have made a significant difference in enhancing the education of our children. We are going in the right direction and can't wait to continue our walk to see where it takes us.

Briarlake has a very active PTA which has helped to support many programs and activities designed to enhance our children's educational experiences, advocate for all children and bring families together for fun and fellowship. Many dedicated people have helped to make these events possible for our children, but it doesn't take much to be involved. Please join us in making these elementary school years a strong, vital foundation of success for our children. Help us blaze a trail to excellence!

Our PTA Business meetings are held on the third Tuesday of the month at 6:00 p.m. Everyone is welcome. Free childcare is provided during the meeting. All parents are invited and encouraged to attend meetings to make decisions, find out what is happening, see how they can be involved and actively plan Briarlake's future. Only PTA members are eligible to vote on business issues. PTA memberships are available at Open House, Curriculum Night or by contacting one of the PTA Officers. A PTA Family Night event is often planned for the third Tuesday of the month to coincide with the Business Meeting. We also plan family activities throughout the year. Check the calendar in this handbook for a listing of planned activities. Be sure to sign up for PTA blasts on our website.

PTA Website: [www.briarlakepta.org](http://www.briarlakepta.org)  
Questions for the PTA: [Briarlakepta@gmail.com](mailto:Briarlakepta@gmail.com)  
Join the Briarlake PTA.

## Briarlake PTA Officers 2009 – 2010

### Co Presidents:

Sarah Rigby 404-315-9382  
shrigby@yahoo.com or Briarlakepta@gmail.com  
Laurie Hobbs 404-320-6700  
Jhobbs9@bellsouth.net

### 1st Vice Presidents (Programs):

Heidi Carpenter 770-939-7622  
HiDC228@aol.com

### 2nd Vice Presidents (Fundraising):

Irenea Seufert 770-908-2817  
Iseufert@mindspring.com  
Michelle Lindner 404-248-0513  
4lindners@bellsouth.net

### Treasurer:

Micki Gulley 404-424-9183  
mickigulleypoa@comcast.net

### Secretary:

Jessica White 404-728-9222  
JesJohn@comcast.net

### Parliamentarian:

Loretta Salzano-Vanni 404-248-0587  
lsalzano@frenzen-salzano.com

## Briarlake School Council Members 2009-2010

Principal: Dr. Ann Culbreath,

Ann\_M\_Culbreath@fc.dekalb.k12.ga.us

Teacher: Stephanie Spencer, Stephanie\_Spencer@fc.dekalb.k12.ga.us

Teacher: Farren Avret, Farren\_E\_Avret@fc.dekalb.k12.ga.us

Parent: Angela Hansberger, Englishanj@gmail.com

Parent: Loretta Salzano-Vanni, lsalzano@frenzen-salzano.com

Parent: Racquel Mason, rmason@na.ko.com

Parent: Nicole Stearns, Nicole\_G\_Stearns@fc.dekalb.k12.ga.us

Parent: Nina Roberts, PTRoberts@att.net

## DeKalb County School Board of Education Members

*Briarlake Board Representatives indicated with an \**

District 1: Jim Redovian: jim\_redovian@fc.dekalb.k12.ga.us

District2: Don McChesney: don\_mcchesney@fc.dekalb.k12.ga.us

District 3: Sarah Copelin-Wood: Sarah\_Copelin-Wood@fc.dekalb.k12.ga.us

\*District 4: Paul Womack: h\_paul\_womack@fc.dekalb.k12.ga.us

District 5: Jesse "Jay" Cunningham:

jay\_cunningham@fc.dekalb.k12.ga.us

District 6: Thomas Bowen: thomas\_bowen@fc.dekalb.k12.ga.us

District7: Zepora Roberts: zepora\_w\_roberts@fc.dekalb.k12.ga.us

\*District 8: Pamela Speaks: pam\_speaks@fc.dekalb.k12.ga.us

District 9: Eugene P. Walker: Eugene\_p\_walker@fc.dekalb.k12.ga.us

DeKalb County Schools Website: www.dekalb.k12.ga.us

# School Information:

## Academic Calendar

For your convenience the academic calendar along with PTA events is listed at the end of this handbook. Take a moment to look it over and add dates to your family calendar.



## After School Plans

Students who stay after school need to be picked up promptly at the time the scheduled event is expected to end. If you are interested in after-school care for your child, please contact the front office or inquire about after-school programs at Open House (August 5<sup>th</sup>).



## Arrival and Dismissal Procedures

**Arrival-** School begins promptly at 8:00 a.m. Morning supervision of students will begin at 7:30 a.m. Please do not send your child prior to 7:30 a.m. because there are no teachers on duty at this time. This is a safety issue. School personnel will contact you if your child arrives before 7:30. Students are dismissed to go to their classes at 7:45 a.m.

**Tardiness-** Promptness to class is very important. Students are to be in their seats and ready to work when the bell sounds at 8:00 a.m. Students who are tardy must be signed in at the office by their parent/guardian. The school counselor will make follow-up calls regarding frequent tardiness.



**Dismissal-** Students are dismissed in this order:

2:30: Bus riders, daycare van riders, and carpool riders called when transportation arrives at Briarlake. Walkers dismissed.

2:45: Briarlake After-school Program

**All students need to be picked up no later than 3:00 p.m.**

Please DO NOT change the dismissal plan for your child without sending written notification. It is imperative that we have written documentation that your child will be going home a different way. If we do not receive written notification we will send your child home according to the original plan. In the event of a true emergency, you may email the front office prior to 12:00 p.m. indicating a change.

If you need to check your child out early, it is advisable to do so prior to the buses' arrival time (2:15 p.m.).

**Please remember it is illegal to pull around school buses as they are loading/unloading students.**

## Attendance



Recognizing that good attendance is a vital habit that helps children to be successful in school reduces stress for children, families and teachers. It is not necessary to contact the school office when your child is ill. Upon their return, a note to the teacher explaining the absence, including dates, is required. An absence cannot be marked "excused" until the note is received. The following attendance policies and procedures will be followed during the school year:

- **Excused absences** for students are illness, illness or death in the family, serving as a page in the legislature, and religious holidays. These absences are only excused when a parent provides a signed note.
- **Unexcused absences** include any absence for which a parent signed note is not provided including such absences as vacation, travel with parent, "take your child to work day," etc.
- Frequent absences will be referred to the school counselor.
- Make-up work requests for students who are absent for more than one day must be submitted to the homeroom teacher via e-mail (or call to the office) no later than 10 am. Assignments may be picked up in the office after 2:30 p.m. the following day.
- Parents are **strongly discouraged** from checking students out of school before regular dismissal time. Instruction is continued until 2:30 p.m. and it is very disruptive when children are dismissed prior to that time. Appointments with dentists and doctors should be made after school, on Saturdays, or vacation days. If such an absence is imperative, the student should bring a written statement to the homeroom teacher explaining the reason and signed by a parent or guardian.
- DeKalb County's computerized call system will notify parents when students are absent. Parents do not need to respond to the call; this is just an informative messaging system.

## Awards Program

Briarlake will have one awards program at the end of the year. The DeKalb County Guidelines for Awards and recognition of students is listed below. Eligibility for the awards will be determined as follows:



### Principal's List

- ◆ All A's, S's, and E's.
- ◆ Satisfactory grades in Conduct (includes PE, Art, and Music and Conduct Summary) with no suspensions or expulsions.

### Honor Roll

- ◆ All A's, B's, S's, or E's.
- ◆ Conduct grades are not included.

### Citizenship Awards

- ◆ All S's or E's in all Work-Study Habits and Conduct Evaluation Criteria, as well as, PE, Art and Music.

## Bullying

State law prohibits bullying. The DeKalb County School System will not tolerate bullying and other forms of harassment, and therefore, reserves the right to punish students after the first incident and upon a finding of guilt. Punishment may include suspension, expulsion or referral to an alternative school.



## Carpool

Parents who drive through carpool to pick-up or drop-off their student(s) should adhere to the following directions.



Use the playground angled driveway on Briarlake Road to enter the school grounds. Form (2) lanes on the driveway. At the top of the hill, please alternate entering the single carpool line for pick-up and drop-off. The other driveway is for buses and day care vans only. Please watch for them as you enter the single carpool line. Do not let children out of the car until you reach the front of the school.

**NO LEFT TURNS** may be made into the school from Briarlake Road between 7:15 a.m. and 8:15 a.m. and between 2:10 p.m. and 3:10 p.m. Violation of this ordinance blocks traffic on LaVista Road and drivers will be given tickets for illegal left turns. Suggested routes are provided later in this document.

**Please follow instructions given by our safety patrols. Their job is to keep our children safe.**

**Please do not use cell phones while proceeding through carpool.**

## Communication:

An excellent way for you to communicate with faculty and staff is through email. The address is typically first name, initial, last name followed with @fc.dekalb.k12.ga.us. This information can be found on Briarlake's PTA website as well as in the Briarlake Directory. This service is for **NON-EMERGENCY** communication. The staff will check email

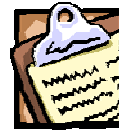


twice during the school day. Please use this method of communication for the following:

1. Reporting absences
2. Requesting homework assignments
3. Requesting a conference/phone call with a staff member

**PLEASE DO NOT SEND PERSONAL OR PRIVATE INFORMATION VIA EMAIL.**

## Conferences



Parents are encouraged to meet with their child's teacher(s) at least twice each semester. Conferences may be scheduled by email, sending a note with the student or calling the office. Four times a year, 2-hour blocks of time are set aside for after school conferences from 3:30-5:30 p.m. Please check the calendar at the end of the handbook for these dates.

If a concern arises, please attempt to work with your child's teacher before contacting an administrator. This allows the teacher the opportunity to correct a problem or explain any misunderstanding. **There should be no impromptu conferences. Please remember that teachers have student responsibilities and cannot leave classes unsupervised. This is especially important in the morning when students are entering class and in the afternoon during dismissal. Please do not expect the teacher to stop and have a conference with you at those times as they must give their full attention to their students.**

## Counselor

The elementary counselor works to help your child learn to be his/her best. Your elementary counselor:

- works with individuals and with small groups
- instructs in classroom guidance

- consults with parents, teachers, administrators, social workers and others on a wide variety of topics relevant to our students' well being.
- coordinates school-wide events and activities to promote a positive school climate
- coordinates special testing services
- maintains confidentiality
- encourages students to recognize and make the best of their own unique capabilities
- helps children cope with emotional crises.



## Deficiency Reports

A deficiency report is a method of reporting to parents or guardians that a child is not progressing satisfactorily, either in academic work or in conduct. You will be informed during the semester when it is believed your child is in danger of failure or is not producing up to his/her capabilities.

## Discipline Plan

Briarlake has a school-wide discipline plan. In addition, parents will receive a copy of the *DeKalb County Code of Conduct* that identifies student rights and responsibilities. Our school-wide discipline plan mirrors the expectations of the Code of Conduct in order to promote student responsibility and high standards for student conduct. The "Give Me Five" expectations are identified below:

### "Give Me Five"

1. Eyes on Speaker
2. Lips Closed
3. Ears Listening
4. Sit up Straight
5. Hands and Feet Quiet



Additionally, each teacher has an individual classroom management plan. Consequences for breaking these rules are clearly stated. Briarlake students are responsible for their own behavior; they should use self-control and be good citizens. Students at Briarlake are expected to:

1. Act in a safe and healthy way
2. Treat all property with respect
3. Respect themselves and the rights and needs of others
4. Take responsibility for learning

Each student will receive a copy of the *DeKalb County Schools' Rights and Responsibilities* brochure. Additional information concerning management procedures will be available on the first day of school.

## Dress Code

All students are expected to dress appropriately for school. Revised dress code procedures for the 2009 - 2010 school year can be reviewed on our website. Please take note of the following:

- Shorts, skirts and dresses must fall to fingertips.
- Shoes must be appropriate for all normal school activities including physical education. No shoes with built-in skates.
- The wearing of pants below the waist line, bare midriffs, halter tops/tank tops, tops/blouses revealing cleavage, short shorts, net/see through garments, flip-flops, between-the-toe shoes without heels, bedroom shoes, or other footwear that interferes with freedom of movement and dresses, pants, or skirts with high splits is prohibited.

Students who fail to comply with the DeKalb School System dress code requirements will receive consequences according to the *Code of Student Conduct*.

## Drills

Fire, tornado, and intruder alert drills will be held during the school year in order to accustom the students to disciplined behavior in case of an emergency.



## Enrollment/New Student Registration

Registration of new students is ongoing throughout the year. For details regarding new student registration, please visit the DeKalb County School Website <http://www.dekalb.k12.ga.us/>, the Briarlake PTA Website or contact the Briarlake office.

Briarlake accepts Pre-K through 5th grade. A lottery takes place in the late winter or early spring for the Pre-K program for the following year, the date TBA. Kindergarten Round-up is held each spring for upcoming kindergarten parents to provide information about the Briarlake Kindergarten program.

## Grade Reports

All DeKalb County students will receive two grade reports during the year, issued at the completion of each semester. Progress Reports will be issued each 4.5 weeks. The envelopes containing these reports should be signed by the parent and returned to the teacher. The second semester grade report card, the last one of the year, should be retained for the parent's records.

The following grades will appear on Progress Reports:

- E - Excellent
- S - Satisfactory
- N - Needs to Improve
- U - Unsatisfactory
- X - No Evaluation



## Lunch

Nutritious, hot lunches are served daily in the cafeteria. Students may purchase these lunches or bring their lunches from home. If they choose to bring lunch from home, they have the option to purchase milk or juice at school. A monthly lunch calendar is sent in the weekly envelope each month and available online. **Home-prepared lunches should not contain beverages in glass or metal containers. They are prohibited for the safety of our children.**



The cost of a student lunch is \$1.75. Adult lunches are \$2.75. An extra serving of milk may be purchased for 50 cents. Ice cream may be purchased for 50 cents.

Payments may be made daily, weekly, or monthly. Checks should be made payable to Briarlake School Cafeteria. To ensure proper credit, please write your student's name and PIN number (assigned at the beginning of the year) on the checks. In addition, an online prepayment program is available at [www.mylunchmoney.com](http://www.mylunchmoney.com).

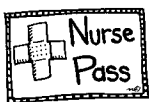
For the cafeteria staff to adequately prepare for visitors, parents who intend to eat with their children should notify the teacher or office three days prior to the date the parents plan to eat. This is particularly important during holiday times.

**A student who forgets his/her lunch or lunch money will be given a sandwich and milk and their account will be charged.** The student should bring money the next day to clear the account.

If a sack lunch is brought during the day for a student, it will be delivered to the student by the office staff.

## Medication

Students needing medication should take it at home whenever possible. If it should become necessary for medication to be taken at school, it should be prescribed, bear the name of the student and the time and amount to be taken. **An Authorization for Medication form, available from the school office or downloaded from the PTA website ([www.briarlakepta.org](http://www.briarlakepta.org)), must be filled out and signed by a parent and the prescribing physician before a student can be given medicine at school. This also includes all over-the-counter products such as Tylenol or Motrin. All medication must be left in the office with the clinic assistant.**



## Open House

Open House for all students is held on the Wednesday prior to the start of the school year. Families can meet the teachers, join the PTA, fill out the required school forms, provide their current proof of residency, sign up for after-school programs, purchase school and spirit items, and get valuable information from the staff and the PTA.

## Parking

Parking on the Briarlake Road playground area is allowed. **Parking in the bus lanes is prohibited (yellow curbed areas).**



## Returning Students

**Proof of Residency:** All persons enrolled in any DeKalb School must show proof of residency in the correct attendance area of DeKalb County for the current school

year. A **current utility bill** (gas or electricity only), a **current lease**, or **current mortgage agreement** are the **only** acceptable proofs of residency. Phone bills, water bills, personal checks, credit card bills, driver's licenses, expired leases, or old closing statements are not adequate proofs of residency.

## Telephone Use

The school telephone number is (678) 874-2502. It is a business phone and cannot be used for personal calls. Delivering messages to children consumes valuable time and should be requested **only during emergencies**.



## Visitors



We welcome parents and other visitors to Briarlake but the security of our students is extremely important. Upon arrival, all non-staff visitors must stop in the office to sign in and obtain a visitor badge and upon departure sign out.

Parents are encouraged to visit their child's class to read or assist with special activities. Parents should schedule class visits with the teacher in advance so testing and special schedules are not interrupted.

\*\*\*During the first week of the school year, it is not necessary for parents to sign in as they escort pre-K and kindergarten students to the cafeteria or classroom. Teachers will be in their classrooms after 7:30 a.m. and these students may be walked to their rooms at that time. After the first week of school, all students are expected to walk to class unaccompanied.

## Volunteers

Volunteers are a key component to the success of our school. We welcome and need volunteers to participate in the many activities at Briarlake-- serve on a PTA committee, volunteer through the counseling office to work with an individual teacher or as a student's mentor, volunteer in the classroom, shelve books in the media center, prepare paper for die cuts, help clean up our campus on beautification days, or volunteer for lunch duty.



## Weather/School Emergencies



When hazardous conditions are created by severe weather, the regular school day may be suspended to ensure your child's safety. It is the parent or guardian's responsibility to monitor news reports via TV and radio. Announcements are usually broadcast beginning at 6 a.m.

When the possibility of inclement weather exists, the school staff monitors the weather radar and the emergency weather radio. Should hazardous weather occur during the school day, appropriate precautions will be taken, including all students and teachers vacating trailers.



## Weekly Information Packets (WIP):

Every Friday a courier envelope will be sent home. All communication contained in the WIP must be approved by the building principal or her designee. It includes student work, school notices, testing information, PTA news and county information. It is the student's responsibility to take the papers home and review them with parents. Parents should sign and return these papers to homeroom teachers on Monday.

## Withdrawal from School

A note should be sent to your child's teacher and the front office secretary approximately one week before the intended withdrawal. The note should state your child's last day, your new home address, and the name and address of the new school your child will be attending. All school fees for items such as lost textbooks, or media center materials must be paid prior to withdrawal. The parent is required to come to the office to sign the child's withdrawal form on the last day the student attends Briarlake.



## INFORMATION THAT'S "GOOD TO KNOW"

### Bicycles



Students in **Grade 5** are permitted to ride their bicycles to school. Bicycles must be parked in the bike rack behind the cafeteria, and should be locked to discourage thefts.

### Class Parties

The DeKalb County Board of Education policy permits two class parties per year. The class parties will be held on the last day of school prior to the winter holidays and Valentine's Day. Parties will begin at 1:15 p.m. and must be coordinated for each grade level by the Homeroom Parents of that grade. Classroom dues, collected at the beginning of the year, pay for the expenses of the classroom parties. Outside entertainment for class parties is strictly prohibited.



We do not celebrate teachers' or children's birthdays with parties. Birthday treats may not be distributed at any time during the school day. Party invitations may not be brought to school under any circumstances, even if everyone in the class is invited.

### Deliveries

Lunches and homework frequently get left behind. If you bring something to school for your child, *please leave it at the front office*. Delivery of these items will be done by office staff so as not to interrupt the important learning going on in classrooms. Our goal is to have as few classroom interruptions as possible, and your understanding of this policy is appreciated!



### Field Trips

Most classes take two outside field trips per year. All field trips require signed permission slips from a parent or guardian. Trips to the Fernbank Science Center are not considered outside field trips because Fernbank is operated by the DeKalb County School System. Parents will be notified of these trips.

### Health Screenings

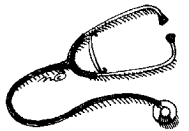
During the school year, qualified professionals screen children according to the following schedule:

Hearing - Grades 1 & 2

Vision - Grades 3 & 5

Dental - Students new to DeKalb

Second MMR - By grade 6 (available during 5<sup>th</sup> grade at Briarlake)



### Homework Assignments - Updated 8/17

During 2009-2010, elementary students in the DeKalb County School System will have homework assignments provided by the teacher who will apply new guidelines for homework. Revised homework guidelines are based on current research for teaching and learning using core content standards. Homework will be comprised of either: (1) *practice work* on previously taught skills, (2) *preparation work* to be ready for learning activities that will take place in the classroom, and (3) *extension work* for long-term assignments that parallel class work and require students to apply skills which may include projects, papers or other activities.

Students should expect the following amount of content homework per night.

Kindergarten students: 15 to 30 minutes,

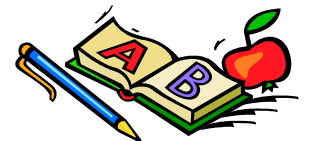
1st grade students: 20 to 30 minutes,

2nd grade students: 20 to 40 minutes,

3rd grade students: 30 to 45 minutes,

4th grade students: 40 to 60 minutes,

5th grade students: 50 to 75 minutes.



## Start the first day of school with excellent study habits!

1. Study in a quiet place with no distractions.
2. Start your study time with all needed materials- books, sharpened pencils, paper, etc.
3. Study sitting up...at a table or desk.
4. Do written work first.
5. Begin with the most difficult assignments.
6. Take a break between subjects.
7. Review daily assignments that are completed.
8. Organize all materials and assignments that are to be handed in the next day.
9. Get a good night's rest and eat a good breakfast.
10. Set your goals for grades and conduct.

## Lost and Found

Any found clothing or items are taken to the lost and found area near the stage in the cafeteria. All unclaimed articles are given to a charitable organization. Families are urged to clearly label all personal possessions so that they may be reclaimed.



## Media Center



The Media Center is open daily from 7:45 a.m. to 3:00 p.m. Students, staff, and parents are welcome to utilize the Media Center's materials and facilities. Students may visit the Media Center throughout the school day (at their teachers' discretion) to borrow books for both information needs and leisure reading. Please consult with the Media Center staff regarding use of the Media Center for meetings or other non-school related uses.

## Pets

Animals/pets should not be brought to school without permission from the principal.



## PTA: YOUR INFORMATION SOURCE

The Briarlake PTA is your primary source for information about school events, activities and opportunities. We encourage parents to sign up for the PTA email-blasts that are sent out at the beginning of each week. These weekly emails will highlight school activities such as Curriculum Night, the Fall Festival, the International Fair, PTA meetings and fun days like "Crazy Hair Day". The PTA also publishes a monthly newsletter, *The Beaver Bulletin*, which will be available to families on our PTA website, [www.briarlakepta.org](http://www.briarlakepta.org). We will have hardcopies available to families without internet access. This publication highlights school events and up-coming projects. The PTA publishes a student directory at the beginning of the school year. The directory is available to pre-order at Open House and for the first few weeks of school. The PTA also oversees the publishing of a yearbook which is delivered to students in May.



To register for the emails, simply go to our PTA website [www.briarlakepta.org](http://www.briarlakepta.org) and click on the link "Sign me up for emails".

## School Store

A school store is provided for students to purchase school supplies before school on Tuesdays, Wednesdays and Fridays from 7:30-8:00 a.m.



## School Tours

Please contact the school office to schedule a tour.

## Spirit Days

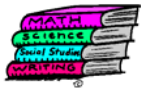
Every Friday is Spirit Day. Students are encouraged to wear Briarlake t-shirts or green and white clothing and slacks, shorts, skirts or jeans.



## Staff Lounge

The staff lounge is provided for the convenience of the instructional staff. Children are not permitted in the lounge. Parents, children, and visitors may use the telephone (for business and emergency use only) and restroom in the office area. Visiting children, attended by a parent, may use the student rest rooms.

## Textbooks



Textbooks are furnished to your child by the DeKalb County School System on a loaned basis and must be treated with care. Students are required to pay for lost or damaged textbooks.

## Toys/Games/Valuables

All toys, games, audio and video items, excessive amounts of money and expensive jewelry must be left at home. Such items are distracting to the instructional program. Briarlake will not be held liable for the loss or damage of any such property belonging to the students. Teachers will collect these items and they will not be returned to the student. Parents may request to pick these items up from the school office. All items left at the end of the year will be given to charitable organizations.

## After School Activities

(Subject to change)



### Art with Ms. Heather

Monday - Painting Class (3<sup>rd</sup> - 5<sup>th</sup> grade, unless approved by teacher) 2:30 - 3:30

Tuesday - Drawing Class (usually K-2) 2:30 - 3:30

Thursday - Drawing Class (K - 2) 2:30 - 3:30

Contact [hsotack@yahoo.com](mailto:hsotack@yahoo.com)

### Safety Patrols

Fifth grade students are selected to assist with carpool, to help control the halls and cafeteria in the morning and afternoon, to make morning announcements, to help children safely cross driveways, to help with classroom paper recycling and to put up and take down the flags.



### Science Club

Information to be added.

### Think Factor

The Think Factor at Briarlake is a Board of Education certified program for after school. THINK FACTOR works to build critical thinking skills in children grade 3 and up. Critical thinking is applied to: Presentation, improve public speaking, debate, on-camera speaking, problem solving, problem resolution, logical thinking and team building. Contact: [nobleinsight@aol.com](mailto:nobleinsight@aol.com)

## School Sponsored Clubs/Organizations

### Jr. Garden Club (grades 3 - 5)

To give children in grades 3 - 5 a chance to "explore their own backyard" with a greater understanding of plants and animals in our area and to have direct experiences with nature. Sign up at Open House.



### Honor Chorus (grade 5)

Provides an opportunity for education through singing.

### National Junior Beta Club (grade 5)

Recognizes students who excel academically. An academic honor society, members must have a 3.5 GPA for the 2 previous semesters of study, S's in conduct and work habits. Induction is usually held in the fall. Members participate in various activities and "lead by serving others".

**Signing Choir (grades 4-5)** Teaches students to enjoy music while using American Sign Language.



**Signing Club (grades K-3)** Exposes students to American Sign Language as an additional means of communication.

### Student Government

Allows students the forum for leadership among their peers and encourages volunteerism.



## Ways to Stay Informed

### PTA Website

[www.briarlakepta.org](http://www.briarlakepta.org) is the PTA website. This site is updated on a regular basis regarding information on school and PTA events and activities. In our effort to "Go Green", the Beaver Bulletin (newsletter), forms, business meeting minutes and other information that will be helpful to our families will be available for viewing. Check [www.briarlakepta.org/e-docs.htm](http://www.briarlakepta.org/e-docs.htm) weekly for updates.

### Email Distribution List

Weekly emails will be sent by the PTA providing information on upcoming dates, events, and general news. Register for PTA emails by going to our website [www.briarlakepta.org](http://www.briarlakepta.org) and clicking on the link "Sign me up for emails".

### School Website

[www.dekalb.k12.ga.us/~briarlake](http://www.dekalb.k12.ga.us/~briarlake) is the DeKalb County School System website for Briarlake Elementary School. Our media center specialist maintains this site for Briarlake. A listing of Accelerated Reader books can be found here as well as other school related information.

### Teacher/Staff Email Addresses

(teacher first name\_mi\_last name@fc.dekalb.k12.ga.us)  
Email addresses can be used to report absences, request conferences or homework assignments. Email addresses can be found in the school directory or on the school website.

### WIP

Always check your Weekly Information Packet for papers and notices.

## PTA Committees

Please join one today!

### Art Auction and Spring Gala

Our spring dinner and auction will be held in March. Join us to collect donations, plan, decorate, create the catalog or set-up. Funds will go towards a new playground.



### Book Fair



Committee oversees the complete efforts in planning, set-up and take-down of a Scholastic Book Fair held in the fall and a used book sale held in the winter.

### Building and Grounds

This committee is responsible for sprucing up the interior (murals, etc.) and exterior (plants, gardens) of the building and school campus. The development of the campus should enhance opportunities for student participation in outdoor environmental education projects. These events give families an opportunity to work together and build community spirit while enhancing the Briarlake learning environment.



### Copier Room/Teacher Workroom

Help keep these two areas tidy and stocked with paper for die cuts.



### Cultural Arts

This committee brings educational shows to the school, working to enhance the exposure of students to multi-cultural experiences and to enrich the arts.

### Directory



This committee is responsible for publishing the directory including collecting and compiling the directory information and updating the directory database. Initial work can be performed during the summer with the remainder of the work being performed during the first six weeks of school.

### Earning for Learning

The Earning for Learning committee identifies and promotes new and existing programs that raise money for the school. Programs in which Briarlake is currently participating include Publix and Kroger Commitment Cards, Boxtops for Education, Tyson A+ Rewards and collection of used printer cartridges.



### Fall Festival

This is our annual fall event (Oct. 3<sup>rd</sup>). Each committee has an important job. We need ALL Briarlake parents to volunteer for this event!



**Event Coordinator** - oversees entire event

**Food** - coordinates and plans the food and refreshments

**Games** - Coordinates all plans relating to the games including working with club sponsors. Orders large items like inflatable slides, train, etc.

**Crafts** - contacts and schedules a variety of crafters

**Publicity/Sponsorships** - coordinates all advertising and publicity for event

**Volunteer coordinator** - coordinates all volunteers for the day, also responsible for getting necessary information from all other chairpersons regarding workers.

## Field Day

Under the direction of Mr. Cocks, the committee coordinates and executes this fun-filled day of field events, crazy races, and cool activities. In addition to committee participation, a large number of volunteers are needed to help run the activities during Field Day.



## Fish Tank



If you have experience or interest in aquariums, we could use your help. This committee maintains the fish tank in the school lobby.

## Go Green Team

The Go Green Initiative is a simple, comprehensive program designed to create a culture of environmental responsibility on school campuses across the nation. Founded in 2002, the Go Green Initiative unites parents, students, teachers and school administrators in an effort to make real and lasting changes in their campus communities that will protect children and the environment for years to come. Members are attempting to both physically recycle waste and also educate students about recycling. The team will assist with recycling materials generated in the classrooms, main office, and the cafeteria. Collecting recyclable products from the community including used printer ink cartridge, eyeglasses, newspaper and cell phones as well as hosting an Earth Day event for our school are also duties.



## Green Team



## Grade Level Parent Coordinator

Responsibilities include providing the grade level parents with details regarding the two school parties, supplies, Terrific Thursday, craft parents, and classroom readers. The following positions are needed for each classroom:

Classroom Grade Level Parent - work with other classroom grade level parents to plan classroom parties, collect class dues, work with teacher to provide parent volunteers in the classroom when requested

Classroom Reader Coordinator - maintain a volunteer reader list and schedule readers throughout the year

Classroom Craft Parent - plan classroom crafts for fundraising at Fall Festival and the Art Auction

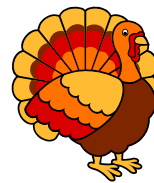
## Grant Writing

This committee works to find grant money for projects that benefit Briarlake. The work includes identifying grant opportunities, preparing grant applications, tracking grants through the approval process, and overseeing proper use of the funds. Projects we are working for at the present include: Technology (specifically, Smart Boards), an outdoor classroom and a new play structure.



## Holiday Lunch

Our Thanksgiving luncheon needs volunteers to collect reservations, decorate, collect money, serve drink refills and clean up.



## Hospitality

This committee oversees all events where food is required (except those that fall under the monthly programs). They will also assist Dr. Culbreath and PTA Presidents with special events needing refreshments.



## LaVista Marquee

Keeps the reader board current with events and messages.

## Legislative



This committee lobbies for the rights of our children, attends DeKalb County School Board meetings and legislative sessions; submits requests to speak as appropriate; and keeps the Briarlake Community abreast of issues affecting our children. This committee will also organize volunteers to attend the "Annual Georgia PTA Day."

## Media Center

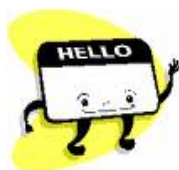
Volunteers assist the Media Center by shelving, tagging books, and helping students. Usually scheduled to work one day per month.



## Membership Committee



The Membership Committee organizes the PTA Membership drive, which begins on Open House. The committee works on Open House to collect forms and to distribute PTA membership cards and other PTA information. The committee also compiles and maintains the PTA membership list and submits the appropriate paperwork to the State PTA organization.



## Newsletter

Monthly publication of the Beaver Bulletin found on the PTA website [www.briarlakepta.org](http://www.briarlakepta.org). Design, production and solicitation from PTA Board and committee members for content. Deadlines are posted in the calendar of events.



## Partners in Education

Committee works to identify and develop formal relationships between Briarlake and its business partners. This liaison, in conjunction with the principal and the business partners, determines the ways the partners may become actively involved in Briarlake activities and Briarlake can give back to its partners.

## Reflections

Reflections is a PTA program that is put on for students with an interest in the arts. The program is open to all students. Reflections takes place during the fall semester. Students prepare an entry in visual arts, literature, music or photography. Entries are judged at the local level, with the top winners in each category moving on to the next level(s) of competition (i.e., county, state, and national competitions). **The theme for 2009-2010 is "Beauty Is..."**



## School Council



In accordance with House Bill 1187 - The A+ Reform Act of 2000, all public schools must have a Local School Council (LSC). They are meant to bring communities and schools closer together in a spirit of cooperation to solve educational challenges, improve academic achievement, provide support for teachers and administrators and bring parents into the school-based decision making process. The LSC at Briarlake consists of the principal, five parents, and two teachers.

## School Pictures

This Committee makes school pictures happen. Individual pictures are taken in the fall and spring. Class pictures are taken in the fall. The committee coordinates the photo sessions, provides assistance during the photo sessions, collects the money and distributes the photographs. In

In addition to committee responsibilities, parent volunteers are needed to assist with the photo sessions.

### School Store

Orders supplies and runs the operation of the school store. The school store is open Tuesdays, Wednesdays and Fridays from 7:30-8:00 a.m. Volunteers are needed to staff the store.



### Teacher Appreciation

This committee acknowledges our wonderful teachers and staff with a week long celebration of their efforts. Gifts and luncheons are coordinated during the first full week of May.



### Website

This committee updates and maintains the Briarlake website, working with the principal and PTA to include the latest information on the events and activities of Briarlake.

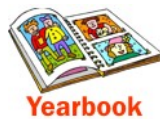


### Wellness

This committee aims to enhance the health and well-being of students and families of Briarlake.

### Yearbook

Coordinates yearbook production, sale and distribution.



### 5<sup>th</sup> Grade Celebration

This committee, in conjunction with the faculty, coordinates the events related to the 5th grade celebration. These events typically include a dance, a ceremony, and a celebration party. (Each of these is a separate event.) Planning for these events begins in late winter, with input from parents and students desired. In addition to committee responsibilities, a large number of volunteers will be needed for each of these functions.

## FUNDRAISING OPPORTUNITIES

Every bit counts all year long!



**Boxtops-** a special coupon on many food products. Please cut out the coupon on the dotted lines and send in to school.

**Grocery store cards-** a percentage of your purchases is donated back to Briarlake when you use your Publix or Kroger commitment cards. You can pick these up on Open House or in the office.



**Printer cartridge recycling and paper recycling -** these items can be turned in at Briarlake. The school receives money for the recycled items.



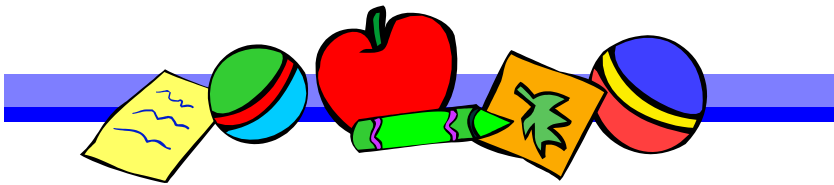
**Sally Foster Wrapping paper, candies and gifts -** our big fall fundraiser! Half of the price of all products sold comes back to Briarlake.



**Target credit card -** a percentage of your purchases is donated back to Briarlake.



**Tyson Project A+-** cut off the special coupon from Tyson products and cash comes to your school!



## Parent Expectations

- Demonstrate support for the vision and values of our school.
- Support our parent organization (PTA) which provides financial and accountability support for the school.
- Participate in the life of the school by attending programs, volunteering service, and assisting in the processes that have been designed to enhance the various aspects of the school.
- Call upon the school to establish effective two-way communication that both provides information and seeks feedback.
- Play an active role in the education of your children, monitor children's academic performance, and work with teachers to emphasize the importance of education.
- Schedule with teachers conference times that are convenient and planned ahead of time. Please do not interrupt a teacher's classroom. The only exception to this would be a parent volunteer who is there to fulfill a previously scheduled work task, and these volunteers should always be wearing a volunteer badge.
- Provide for your children a means of transportation that allows them to be at school on time and also to be picked up on time. If you find that circumstances prevent you from achieving this, please call the school and let us know. If you are late getting your child to school, please sign your child in to the register book. Parent conferences will be scheduled with parents when habitual tardiness becomes a problem.
- When taking a child out of school early, please sign out in the front office, and we will call for your child to come meet you.
- Upon your child's return from being absent, please send in a letter explaining reason for the absence or the absence will be marked "unexcused."

## Briarlake Calendar of Events School Year 2009-2010

### July:

Tuesday, July 28  
Friday, July 31

PTA Summer Meeting, 6:00 p.m.  
New Parent Orientation, 5:30-6:30 p.m.

### August:

Monday, August 3  
Tuesday, August 4  
Wednesday, August 5

PTA Faculty Breakfast, 8:30 a.m.  
Open House/Registration Setup  
Open House, 8:00 a.m.-12:00 p.m.  
~8-10am K and 1<sup>st</sup>  
~9-11am 2<sup>nd</sup> and 3<sup>rd</sup>  
~10-12 4<sup>th</sup> and 5<sup>th</sup>

Thursday, August 6  
Monday, August 10

PTA Faculty lunch  
Sally Foster Sale starts  
Staff Development  
**School starts** - 8:00 a.m.  
PTA Welcome Coffee, 8:00-9:00 a.m.

Friday, August 14  
Wednesday, August 19  
Thursday, August 20

Beaver Bulletin Deadline  
Bulletin sent via email and posted  
PTA Terrific Thursday (Laster and Bouda)

Friday, August 21  
Wednesday, August 26

Mobile Dairy, PreK-2  
Ronald McDonald Go Active Program,  
PreK-5 (assembly in the gym)  
School Council Meeting, 1:00 p.m.  
Curriculum/Volunteer Rally Night  
(5:00p.m.-8:00p.m.)

Thursday, August 27

5:00-6:00 p.m. – Tables  
6:00-6:30 p.m. – Meeting  
6:35-7:15 p.m. – Session I  
7:20-8:00 p.m.- Session II

Saturday, August 29

Campus Beautification

### September:

Tuesday, September 1

School Pictures/Sack Lunches  
Chick-fil-A Spirit Night

Friday, September 4

Sally Foster Order Due

Monday, September 7

Labor Day - No School

Thursday, September 10

End of 4.5 week

Friday, September 11 Beaver Bulletin Deadline  
 Tuesday, September 15 Issue Progress Reports  
 PTA Meeting/Ice Cream Social 6:00p.m.  
 Parent-Teacher Conference Night  
 3:30pm - 5:30pm  
 Wednesday, September 16 Bulletin sent via email and posted  
 Saturday, September 19 Campus Beautification  
 Tuesday, September 22 Peace Assembly  
 Thursday, September 24 PTA Terrific Thursday (Taylor and DeFrancis)

### October:

Thursday, October 1 8:30 Fire/Dalmations, PreK-K  
 9:30 Fire Safety House, 1-2  
 Saturday, October 3 Fall Festival  
 Monday, Oct. 5-8 & 13-23 Iowa Test of Basic Skills (Gr. 1, 3, 5)  
 Wednesday, October 7 National Walk to School Day  
 Thursday, October 8 End of 9 week  
 PTA Council Dinner, 6:30 p.m.  
 Beaver Bulletin Deadline  
 Friday, October 9 Staff Development Day, No School  
 Monday, October 12 Holiday/Columbus Day— No School  
 Tuesday, October 13 Sally Foster Delivery/Media Center  
 Wednesday, October 14 Bulletin sent via email and posted  
 Thursday, October 15 Issue 9 week progress report  
 Friday, October 16 Make-up Pictures  
 Tuesday, October 20 PTA Meeting, 6:00 p.m.  
 Wednesday, October 21-30 Cognitive Abilities Test (Grades 1, 3, 5)  
 Thursday, October 22 PTA Terrific Thursday (Kindergarten)  
 Monday, October 26-30 Red Ribbon Week  
 Thursday, October 29 School Council Meeting, 1:00 p.m.

### November:

Monday, November 2 – 13 Renzulli Testing (Grades 1, 3, 5)  
 Thursday, November 5 Chick-fil-A Spirit Night  
 Wednesday, November 11 End of 13.5 week  
 Thursday, November 12 PTA Terrific Thursday (1<sup>st</sup> grade)  
 Friday, November 13 Beaver Bulletin Deadline  
 Monday, November 16 Issue 13.5 progress report  
 Food Drive (11/16-11/20)  
 Tuesday, November 17 PTA Meeting 6:00 p.m.  
 Parent-Teacher Conference Night  
 3:30 - 5:30 p.m.

Tuesday, November 17 Scholastic Book Fair (11/17-11/19)  
 Wednesday, November 18 Bulletin sent via email and posted  
 Thursday, November 19 Holiday Lunch (to be confirmed by county)  
 Friday, November 20 Holiday Lunch (to be confirmed by county)  
 Wed., Nov. 25 - Fri., Nov.27 Thanksgiving Holidays - No School

### December:

Friday, December 11 Beaver Bulletin Deadline  
 Tuesday, December 15 Holiday Program (PreK-3)/Bruster's Spirit Night  
 Wednesday, December 16 Bulletin sent via email and posted  
 Friday, December 18 Holiday Parties, 1:15 - 2:15 p.m.  
 End of First Semester  
 Mon., Dec. 21 - Fri. Jan. 1 Winter Holidays - No School

### January:

Monday, January 4 Teacher Workday - No School  
 Tuesday, January 5 **School Reopens**/Beginning of Second Semester  
 Friday, January 8 Issue Elementary Report Card  
 Friday, January 15 Beaver Bulletin Deadline  
 Monday, January 18 MLK, Jr. Holiday - No School  
 No Name Calling Week (1/18-1/22)  
 Tuesday, January 19 PTA Meeting/ Science Night (3-5)  
 Parent-Teacher Conferences  
 3:30-5:30 p.m.  
 Wednesday, January 20 Bulletin sent via email and posted  
 Thursday, January 21 PTA Terrific Thursday (Davis, Pittman)  
 Mon-Wed, January 25-27 Career Day Activities  
 Thursday, January 28 School Council Meeting, 1:00 p.m.  
 Used Book Sale (1/28-1/30)  
 Sack Lunches

### February:

Friday, February 5 End of 4.5 week  
 Wednesday, February 10 Bulletin sent via email and posted  
 Issue 4.5 progress report  
 Thursday, February 11 Valentine Class Parties, 1:15 -2:15 p.m.  
 PTA Council Dinner, 6:30 p.m.  
 Friday, February 12 Beaver Bulletin Deadline  
 Holiday/No School

Monday, February 15 Holiday/No School  
 Tuesday, February 16 PTA Meeting/Storyteller  
 Wednesday, February 17 Bulletin sent via email and posted  
 Thursday, February 25 PTA Terrific Thursday (Wise, Foegel)  
 Chick-fil-A Spirit Night  
 Friday, February 26 Kindergarten Round Up, 9:00 a.m.

**March:**

Wednesday, March 3 5<sup>th</sup> Grade Writing Test  
 Friday, March 5 Spring Pictures  
 Saturday, March 6 Healthy Habits 5K/Fun Run  
 Friday, March 12 Beaver Bulletin Deadline  
 End of 9 week  
 Monday, March 15 – 19 3<sup>rd</sup> Grade Writing Rating Test  
 Tuesday, March 16 PTA Meeting, Math Night 6:00 p.m.  
 Wednesday, March 17 Bulletin sent via email and posted  
 Issue 9 week progress report  
 Thursday, March 25 School Council Meeting, 1:00 p.m.  
 PTA Terrific Thursday (3<sup>rd</sup> grade)  
 Chick-fil-A Spirit Night  
 Saturday, March 27 Briarlake Spring Gala

**April:**

Thursday, April 1 PTA Council Dinner, 6:30 p.m.  
 Mon., April 5 - Fri., April 9 Spring Break  
 Thursday, April 15-27 CRCT Tests – Grades 1 - 5  
 Friday, April 16 Volunteer Appreciation Breakfast, 8:30 a.m.  
 Beaver Bulletin Deadline  
 Tuesday, April 20 PTA Meeting, 6:00p.m.  
 Parent-Teacher Conference Night  
 3:30-5:30 p.m.  
 Wednesday, April 21 Bulletin sent via email and posted  
 End of 13.5 week  
 Thursday, April 22 Earth Day  
 PTA Terrific Thursday (4<sup>th</sup> grade)  
 Saturday, April 24 Campus Beautification  
 Monday, April 26 Issue 13.5 week progress report  
 Friday, April 30 Field Day

**May:**

Monday, May 3-7 Teacher Appreciation Week  
 Thursday, May 6 School Council Meeting, 1:00 p.m.  
 Friday, May 7 Field Day Make-up

Friday, May 7 Beaver Bulletin Deadline  
 Monday, May 10-14 Children's Book Week  
 Tuesday, May 11 International Fair/PTA Family Picnic  
 Night, 6:00 p.m.  
 Wednesday, May 12 Bulletin sent via email and posted  
 National School Nurses Day  
 Thursday, May 13 Fifth Grade Dance, 4:30-6:00 p.m.  
 Friday, May 14 Character Parade  
 Tuesday, May 18 Awards Day, 1-2, 9:00 a.m.  
 Wednesday, May 19 Awards Day 3-4, 9:00 a.m.  
 Thursday, May 20 Fifth Grade Celebration, 10:00-11:30a.m.  
 Friday, May 21 End of Second Semester/  
 Issue Report Cards  
**LAST DAY OF SCHOOL**

Dates, times and events are subject to change. Please check for updates or changes. They will be noted by a change of font color.

**DIRECTIONS TO BRIARLAKE ELEMENTARY SCHOOL**



**Left turns are not permitted from Briarlake Rd. into the school.**

Directions: From LaVista Road turn on to Cedar Canyon Dr., Right on Aspen Dr., Right on Silvastone Dr., Right on Briarlake Rd., Right into the school.

**FROM LAVISTA EAST:**



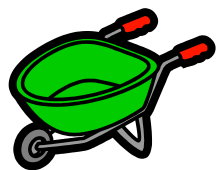
**Left turns are not permitted from Briarlake Rd. into the school.**

Directions: From LaVista Road turn right on Chesterfield Dr., Left on Silvapine Trail, Left on Silvastone Dr., Left on Briarlake Rd., Right into the school.

## Briarlake's Activities

### Open House, August 5th

The week before school begins, Briarlake opens its doors to all parents and students. This is an opportunity to see the school, visit your classroom, meet your teachers, sign up for the PTA and volunteer for committees and programs.

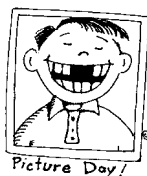


### Campus Clean-Up Days

Several times a year Briarlake invites parents, teachers, students and the community to help spruce up around our school.

### School Pictures

Smile! Individual pictures taken twice a year. Class Pictures are taken in the fall.

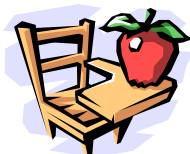


### Walk to School Day, Oct. 7th

Promote fitness and friendship. This awareness day encourages all students to walk to school.

### Curriculum Night, August 27th

Meet the teachers and staff and learn about the curriculum offered in each department.



### Field Day, April 30th

Classes spend the day outside with their teachers and peers participating in a variety of athletic and fun events.

## Reflections



Reflections takes place during the fall semester. Students prepare an entry in visual arts, literature, music or photography. Entries are judged at the local level, with the top winners in each category moving on to the next level(s) of competition (i.e., county, state, and national competitions).

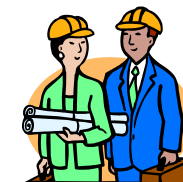
### Holiday Program, December 15th

An evening of music by the Pre-K-third grade will delight your ears.



### Career Week, January 25th

Presentations to each class are provided by a variety of parent and community volunteers to emphasize the relationship between school subject, character traits and career choices. Dress up days are included.



### Spring Auction Gala, March 27th

This fun night of dinner, music, live and silent auction is a crowd pleaser! Our generous community really pitches in.



### Fall Festival, October 3rd

A true fun atmosphere of games, food, haunted house and crafters market. This is our biggest, most fun event of the year!

### Thanksgiving Lunch

Enjoy a traditional Thanksgiving lunch with your child(ren) and be thankful for our wonderful school. PTA provides the pie.





### Book Fairs

A Scholastic Fair in the fall where students and parents can shop for books and a used book fair in the winter open to the community.

### Storyteller Night/Book Character Parade

Enjoy a family night with a fabulous storyteller and a day of dressing up like your favorite book character.



### Science Night, January 19th

A fun family night organized by our science club.



### Jump Rope for Heart

Students 2<sup>nd</sup> grade and up team up with The American Heart Association to raise heart healthy awareness in the spring.



### Niketown 5K

A family friendly walk/run in March with proceeds going directly to our PE department.

### Briarlake Healthy Habits Fun Run, March 6th

The Fun Run is open to all Briarlake families and the community. Walk or run the 5K or the 1 mile.

### International Fair, May 11th

A family night where our cultures are celebrated with food, fun and information.



### Chick-fil-A Night

Several evenings during the year Briarlake families are welcomed to the Chick-fil-A at the corner of N. Druid Hills Road and Briarcliff Road for dinner. This is a fun time to get together with other Briarlake families. A percentage of the food sales is donated back to Briarlake.



### Parent Coffee, August 10th

A get together on the first day of school.

### Family Picnic, May 11th

A celebration of spring and community. Our signing club performs.



Thanks for taking the time to read this booklet. We hope you have found it beneficial and we encourage you to call the office or contact the PTA with your questions.

### Awards Day, May 18th and 19th

A morning to celebrate the achievements of all of our students.



Following this section is the draft Parental Involvement Policy School-Parent-Student Compact which will be presented to parents at Curriculum Night.

**BRIARLAKE PARENTAL INVOLVEMENT POLICY**  
**SCHOOL-PARENT-STUDENT COMPACT**

2009 - 2010

“Parent involvement is the participation of parents in every facet of the education and development of children from birth to adulthood. Parent Involvement takes many forms including parents as first educators, as decision makers about children’s education, health, and well being, as well as advocates for children’s success. It is recognized that parents are the primary influence in their children’s lives”, *Adopted from the National PTA Position Statement on Parent Involvement.*

**School Responsibilities**

**Briarlake Elementary School will:**

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children to meet the State’s student academic achievement standards:**
  - *through a standards based curriculum as set forth by the State of Georgia and the DeKalb County School System*
  - *taught by a highly qualified staff*
  - *in a safe and secure school environment that enables all children to reach their full learning potential.*
- 2. Provide Faculty Staff Development to address the value and utility of the contributions of parents including how to communicate with parents as equal partners building ties between home and school. Staff Development will present the following:**
  - *Review the Consolidated School Improvement Plan to guide instruction and school improvement efforts.*
  - *Identify Better Seeking Team members to serve as leaders in areas of instruction to disseminate information to faculty, parents and students.*
  - *Discuss School-wide Discipline Policy and Procedures*
  - *Discuss Attendance and Tardies as it relates to Adequate Yearly Progress.*
  - *Discuss the Response to Intervention strategies and its significance to student achievement*

- 3. Provide a Curriculum Night early in the school year.**

*Parents will receive information related to their child’s grade level including the Georgia Performance Standards, Syllabus, Parental Involvement Compact, an explanation of the school’s curriculum, mission statement, and discipline and attendance policies.*

- 4. Provide parents with frequent reports on their children’s progress. The school will provide reports as follows:**

*Progress Reports will be distributed to students in Grades K-5, every 4.5 weeks.*

*Dates: September 15, October 15, November 16, January 19, February 10, March 17, & April 26*

*Report Cards will be issued twice per year: January 8, 2010 for 1st semester & May 26, 2010 for 2nd semester*

- 5. Hold parent-teacher conferences to discuss the individual child’s achievement. Those conferences will be held:**

*September 15, 2009                      November 17, 2009*  
*January 19, 2010                         April 20, 2010*

- 6. Provide parents reasonable access to staff. Specifically, staff will be available for conferences with parents by appointment as follows:**

*Monday, Tuesday, and Thursday afternoons between 3:00 p.m. and 3:30 p.m. for conferences. Additional times may also be available.*

- 7. Provide parents opportunities to volunteer and participate in their child’s class, and to observe classroom activities, as follows:**

*We have many classroom opportunities available to parents (grandparents, guardians, aunts, and uncles, too).*

<i>Art / Craft Projects</i>	<i>Reading</i>
<i>Field Trip Chaperone</i>	<i>Social Studies Activities</i>
<i>Outdoor Education Activities</i>	<i>Science Centers</i>

- 8. Provide parents opportunities to volunteer and participate at Briarlake, as follows: (See handbook for additional opportunities.)**

<i>Book Fair</i>	<i>Office Assistance</i>
<i>Campus Beautification</i>	<i>PTA Committee Member</i>
<i>Career Week</i>	<i>School Council Representative</i>
<i>Fall Festival</i>	<i>School Store</i>
<i>Field Day</i>	<i>Teacher Appreciation</i>
<i>Media Center</i>	

**9. Provide programs and meetings to families within the Briarlake school community for the positive emotional and social development, cultural growth and academic achievement of every child:**

- |   |                                |
|---|--------------------------------|
| <i>Art Show</i>                           | <i>Math Night</i>              |
| <i>Awards Day</i>                         | <i>Open House</i>              |
| <i>Cultural Arts Programs</i>             | <i>Principal's Coffee</i>      |
| <i>Family Picnic</i>                      | <i>PTA Meetings</i>            |
| <i>Fun Run</i>                            | <i>Reflections</i>             |
| <i>Holiday Musical</i>                    | <i>Spring Gala</i>             |
| <i>Ice Cream Social</i>                   | <i>Storyteller</i>             |
| <i>International Night</i>                | <i>School Council Meetings</i> |
| <i>Kindergarten Informational Meeting</i> | <i>Science Night</i>           |
|   | <i>Thanksgiving Luncheon</i>   |

**Before and after-school programs specifically for the students include:**

*Science Club, Think Factor, Art Classes, After Care Tutoring, Signing Club, Signing Choir, Running Club, Morning Walkers, and Jr. Garden Club*

**10. Provide communication between home and school which is regular, two-way, and meaningful.** Briarlake Elementary uses the following communication efforts to provide families with timely information about the academic development and social growth of the students.

- |   |   |
|---|---|
| <i>Beaver Bulletin (Monthly Newsletter)</i> | <i>Family Handbook</i>                    |
| <i>Briarlake Elementary Website</i>         | <i>Parent-Teacher Conferences</i>         |
| <i>Briarlake PTA Website</i>                | <i>Progress Reports</i>                   |
| <i>Calendar of Events</i>                   | <i>PTA Bulletin Board</i>                 |
| <i>Community Bulletin Board</i>             | <i>PTA Meetings</i>                       |
| <i>DeKalb County Schools Website</i>        | <i>School Council Meetings</i>            |
| <i>Email Blasts</i>                         | <i>Student Agendas (Gr. 2 – 5)</i>        |
| <i>eSIS Parent Portal</i>                   | <i>Teacher Web Pages</i>                  |
| <i>Extended-Day Conferences</i>             | <i>Telephone Automated Calling System</i> |
|   | <i>Weekly Information Packet</i>          |

**Parent Responsibilities**

**We, as parents, will support our children's learning in the following ways:**

- Monitor attendance
- Provide reliable transportation to and from school, allowing for on time arrival and dismissal.
- Provide a quiet place to study, and make sure that homework is completed.
- Set a time each day for reading.
- Show support for our child, the teachers, staff, and school.
- Volunteer at the school and in my child's classroom.
- Participate, as appropriate, in decisions relating to my children's education.
- Support the school in developing and expecting positive behavior.
- Stay informed about my child's education and communicate with the school by promptly reading all notices from the teacher, the school or the school district and respond, as appropriate.
- Participate in Briarlake and DeKalb County School events, functions, and programs.

**Student Responsibilities**

**I will do my best to:**

- Follow all classroom and school rules.
- Respect other people and the community.
- Come to school each day prepared and ready to give my best effort.
- Complete my homework every day and ask for help when I need to.
- Read at least 30 minutes every day outside of school time.
- Give all notices and information from my school to my parents.

\_\_\_\_\_  
Student Date

\_\_\_\_\_  
Parent(s) Date

\_\_\_\_\_  
Teacher Date