

The Blue Jay Handbook

17447 37th Ave NE Lake Forest Park, WA 98155

Office Hours: 8:00 A.M. to 4:00 P.M. (M-F)

Phone number: 206.393.4140

Fax number: 206.393.4149

E-Mail: www.shorelineschools.org/brookside

School Hours: K-6 grades 9:10-3:30

Brookside Blue
Jays are
the best!
Go Blue Jays!



Dear Parents, Guardians, & Caregivers

Welcome to Brookside Elementary School!

We seek to build strong alliances between home, school and community. Our staff strives to involve our students' families in various activities at Brookside. Effective communication and accurate information is key to this relationship.

This handbook provides quick answers to some of the most commonly asked questions throughout the school year. We encourage you to review it with your child, to help all of you get ready for an excellent and exciting year filled with learning and new experiences.

Sincerely,

John Simard
Principal



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Staff

Principal	John Simard
Office Manager	Christy Gallotte
Elementary Secretary/Registrar.....	Corliss Liekkio
Elementary Counselor	Jessica Parrot
Psychologist.....	Karen Greep
Family Advocate	Susie Moore
Nurse	Elsie Mills
Instructional Coach	Norma Lee
Library Media Specialist	Kevin Rodgers
Library Technician.....	Chris Steele
Resource Room.....	Cathy Lian

LAP Teacher.....	Amy Lansing
ELL Teacher.....	Sally Thomas
Kindergarten Paraeducator.....	Jody Schlacter
General Music.....	Keiko Espiau
Physical Education.....	Allyn Woods
Speech/Language Pathologist.....	Theresa Hanson
Instrumental Music - Strings.....	Vicki Ault
Instrumental Music - Band.....	Bob Phillips
Day Custodian.....	Chase Hunter
Night Custodian.....	Dan Wong
Recess Student Supervision.....	Kim Frisk & Sandra Thorsen
Lunchroom Student Supervision.....	Lori Gamman,
Food Services Manager.....	Jana Foti
Food Services Part Time Assistant.....	Marquita Dumas
Paraeducator.....	Debbie Gowey

Classroom Staff:

Kindergarten.....	Michele Borugian, Cally Birgfeld, & Jeb Thomas
Grade 1.....	Jeanne Medalia, Ranice Innocent, & Mara Phipps
Grade 2.....	Michelle Ramey, Brittany Rieck & Kristin Vincini
Grade 3.....	Brooke Heathers, Carrie Misener, Julie Moe
Grade 4.....	Sarita Benson, Patty Hansen, & Erin Collins
Grade 5.....	Megan Nandi & Mary Telstad
Grade 5-6.....	Janet Paden
Grade 6.....	Josephine Jordan & Therese Russell

ABSENCES, TARDINESS, AND EARLY DISMISSALS:

Regular attendance is essential for student learning and achievement. While good attendance is encouraged, if the child has a temperature above normal or is obviously ill, please keep her/him home.

- **Absence:** for all absences, call us any time and leave a message at 393-4140 or email bks.attendance@shorelineschools.org. Students arriving after 12:30 will still be considered absent for attendance purposes.
- **Tardy:** Call 393-4140 when your child will be arriving late. Check your child into the office when you arrive; this allows us to ensure that your child is not marked absent.
- **Early Dismissal:** Please send a signed note stating the child's name, time and reason for the early early pick-up. Check in at the office and we will call your child from class when you arrive.

Brookside's attendance policy is in place to comply with Washington State Law and Shoreline School Board policy.

ACCIDENT INSURANCE:

Information on this will be given with other documents during the first week of school.

AFTER HOURS ACCESS TO CLASSROOMS:

If students leave any belongings after dismissal, classrooms will only be unlocked if the teacher is in the building. Outside of this, students can regain items left in the classrooms on the morning of the next school day.

BIRTHDAY POLICY:

On curriculum night, teacher will discuss their birthday celebration procedures. Please do not bring party invitations to school for distribution unless you are inviting every student in your child's class. Please ask your child's teacher if you have questions.

CALENDAR:

Please refer to the Shoreline Public Schools district calendar for important dates throughout the year. Brookside calendar items will be published throughout the year on that calendar.

CELL PHONES & OTHER ELECTRONIC DEVICES:

Brookside Elementary School strongly recommends that parents & guardians carefully weigh the pros & cons of providing their child with a cell phone or other personal electronic device. We understand that some families have very specific reasons that they wish their child to have a cell phone with them. However, we do not normally allow student to have these devices out or on while on campus without the direct permission of staff. Please see the guidelines below:

Use of Electronic Devices:

- Unless otherwise directed by staff, student cell phones and other electronic devices must be **turned off** and be stowed away from view while the student is on the Brookside campus.
- School landlines are to be used when a child and family need to connect while the child is on campus during our regular operating hours.
- The school accepts no responsibility for devices that are lost, damaged, or stolen at school or while traveling to and from school. Students who have such devices to school are solely responsible for the safety and security.

Process for Policy Violation:

- First violation - warning given to student, device returned at the end of the day; home notified
- Second violation - confiscation; item returned to parent/guardian or adult designee after conference with the principal or designee.
- Third Violation - confiscation; item returned to parent/guardian or adult designee after conference with the principal or designee.
- Additional discipline measures may be used depending on individual circumstances of the device's use and how that impacted others or the classroom environment.

CHECK WRITING:

When writing a check for an item or an activity at school, please make the check out to "Brookside Elementary" unless otherwise instructed. Always write the activity and your child's name on the check in the "memo" section. You must write separate checks for different purposes or activities.

COMMUNICATION:

Our students have the best outcomes when home and school work together. Communication is key to this relationship. Please use the following methods to receive information from us and contact our school.

- **Newsletters:** Our school sends home sent home a newsletter every other Tuesday. It contains a calendar of upcoming events, timely articles, and a message from our principal. *Brookside & Beyond* our monthly PTA publication and contains detailed information about PTA activities.
- **Webpages:** The Brookside home page can be accessed from the Shoreline School District's web site at www.shorelineschools.org/brookside. The web page contains a listing of upcoming events as well as school and classroom information. The Brookside PTA homepage address is www.brooksidepta.org.
- **Email:** School staff email addresses follow this pattern: firstname.lastname@shorelineschools.org. Teachers read their email daily, usually in the morning. They will reply within 36 hours, (excluding weekends).

CONFERENCES:

Parents are invited to conference with their child's teacher at any time. Please send a note or email to the teacher or phone the school office for an appointment. If you seek a conference with the Principal, please call the school office to arrange an appointment.

DOGS & PETS ON CAMPUS:

We love dogs, but even the friendliest one can be a hazard on a playground full of children. Trained and certified "working dogs" are allowed on campus. All other non-human animals in your family need to remain off campus per Shoreline Board policy.

DRESS CODE:

School District policy states that, "Student dress shall only be regulated when, in the judgment of the school administrator, there is reasonable expectation that:

- A health or safety hazard shall be presented by the student's dress or appearance;
- Damage to school property shall result from the students' dress.
- A material and substantial disruption of the educational process will result from the student's dress or appearance.
- The dress promotes, advertises, or encourages behavior or conveys messages contrary to valid pedagogical purposes or the district's educational mission. Examples of inappropriate clothing may include, but not be limited to, that which uses obscene, sexual, drug-or alcohol-related and gang-related messages."

At Brookside there will be NO halter-tops, tank tops with spaghetti straps, crop tops with bare midriffs, cutoffs, short shorts. Tennis shoes must be tied. Except when worn for religious/cultural observance or medical need, hats or headscarves should be removed while in the building. The following items are not allowed for PE: slip-ons, jelly shoes, patent leather, cowboy boots, sandals or chains of any kind.

EMERGENCY PROCEDURES:

It is very important that you notify the office of any changes in your work, home, or emergency contact numbers throughout the year.

As we think about potential emergency situations, we ask that you review with your child what they would do in the event that school is dismissed early during a snowstorm, power outage, earthquake, etc. **Expecting the school to contact you by phone or phoning the school to make plans is not a realistic expectation during the actual emergency.** Announcements are made over radio stations and via the district Web site (www.shorelineschools.org) in the event school is canceled, late, or dismissing early.

If an emergency occurs, students will be taken to a safe area of the school. Clearly marked check-in/check-out points will be established. Parents/guardians should go to these checkpoints when coming to get a child. Please do NOT go directly to get your child as s/he will not be released to you without following these procedures so that we can maintain and accurate accounting of all our students.

If you come to the school during an emergency to pick up a child, please maintain a calm and positive attitude in the presence of the children. Remember, they look to us as models of how they should be reacting and behaving.

If an emergency should occur, please keep in mind that the school has only three phone lines. We will need to keep our telephone lines clear for communication with the school district and emergency services. During power outages, the phone lines sometimes go out.

GAME CARDS and TOYS:

Students are not normally allowed to bring toys, game cards or other kinds of collectable cards to Brookside. Staff may confiscate such items found at school.

HEALTH INFORMATION:

Our school nurse provides certain health services because healthy students make better learners. Routine screening checks for growth, vision, and hearing sometimes reveal potential concerns. A symptom of a communicable illness or

health condition that may affect learning may also be detected at school. The nurse will consult the parent/guardian about these concerns, or request that they contact the student's health care provider for advice. Our nurse maintains a health office for first aid and temporary care of the sick. The parent/guardian retains primary responsibility for their child's healthcare.

To promote wellness, the school nurse, working with the classroom teacher, shares health knowledge with students. Whenever a student has a health condition that requires an adjustment in the educational program, the school nurse uses her expertise to help the educational team serve that child in the best possible way.

Please feel free to contact our school nurse should you have special concerns relating to your child's health. The Health Room phone number is 393-4144.

Accidents and Illnesses: If a child is injured or becomes ill at school, emergency first aid treatment (by an adult, competent in first aid) will be administered. The parents/guardians will be called immediately. If they are not available, we will call others listed on the student's emergency form. If no one is available to come for the child, we will use our best judgment on whether to call a doctor or to keep the child at school. It is very important to keep the school informed of any changes to emergency contact information.

Hearing Tests: We conduct regular hearing screenings. Families are notified if results raise any concerns. If you have questions regarding your child's hearing, feel free to call.

Vision Tests: All children are screened yearly under the direction of the school nurse. You will be notified of any situation where a professional eye exam is recommended as a follow-up.

Weight & Measurement: All children are screened yearly under the direction of the school nurse.

Immunizations: Children are required by law to meet certain immunization requirements or they will not be allowed to attend school. Contact the schools nurse if you have questions.

Lice Protocol: Based on recommendations from the Center for Disease Control, American Pediatric Association, and Seattle King County Health Dept., Shoreline nurses will be using the following guidelines for helping families as they deal with lice and nits. The biggest change is that students will NOT be sent home from school in the middle of the day any longer. These changes do not put our students at more risk for getting head lice. Lice are harder to catch than the common cold and are not generally a health risk on their own. By changing our policy we hope to decrease emotionally charged responses, fear & belief in myths, lost workdays, unnecessary shaming, burdensome costs and lost school days.

- For suspected cases of lice or nits (eggs), school staff will send students to the nurse for a head check.
- **If only nits are found, the following will occur:**
 - ✓ Nurse notifies home.
 - ✓ The student will be checked in 8-10 days or at nurse's discretion.
 - ✓ Family monitors for live lice. The student will be referred for treatment if nits are within $\frac{1}{2}$ inch of scalp.
- **If live lice are found, the following will occur:**
 - ✓ Nurse will refer the student for treatment and provide information on treatment options and the lice life cycle.
 - ✓ Parents/guardians will be encouraged to consult their physician or pharmacist.
 - ✓ Parents/guardians will be asked to inspect the rest of their family and talk to parents/guardians of close contacts to help with control.
 - ✓ Confidentiality of student information will be maintained.
 - ✓ There will not be classroom checks or classroom letters sent home when nits or live lice are found.
- Following treatment:

- ✓ Students may be checked for evidence of successful treatment or at nurse's discretion.
- ✓ Nurse may continue to provide follow up checks and advise parents.

For more information on lice, visit: www.cdc.gov/parasites/lice/head/treatment.html

Medications: Whenever possible, please schedule medicine doses to be taken at home. If the student must have medicine during school hours, follow these guidelines:

1. All medicine must be in its prescription bottle labeled with child's name, drug name and dosage, and instructions for time and amount to be given. Your pharmacist can give you two labeled bottles for home and school.
2. The special "Medication at School" form must be completed and signed by you and your child's physician to be kept with the medicine container at school. When your doctor prescribes short-term medication for an illness, it is easiest if the doctor writes a note while you are in the office.
3. Please do not put any kind of medicine, including aspirin, vitamins or cough drops in your child's lunch box or backpack. Unidentified medicine and single pills cannot be taken at school. Medicine must be given under guidance of the nurse and following written instructions of the physician and parent/guardian. No medication, including aspirin and cough drops can be given at school without a completed "Medication at School" form with the required signatures.

Too Sick for School: Your child wakes up looking flushed, feeling stuffed-up or queasy. What do you do about school? To make the decision a little easier, keep two C's in mind: Contagion and Comfort. Keep your child home with the following symptoms, which mean that the illness is contagious:

- ✓ Diarrhea, vomiting or fever (above 100° F) within the day
- ✓ Thick greenish yellow mucus or pus draining from the eye
- ✓ Sore throat, especially if combined with fever or swollen neck glands
- ✓ Rashes unrelated to heat or other known non-communicable causes
- ✓ Unusual tiredness, paleness, lack of appetite, irritability

Without any of these warning signs, the question becomes whether the child feels well enough to function comfortably at school. To talk to a pediatric nurse about your child's symptoms, call the Children's Resource Line at 987-2500 or the Brookside nurse at 393-4144.

HOMEWORK & HOME STUDY POLICY:

Students with long-term absences may be given generic "Family Travel Packets" instead of specific homework from teachers. The following are some general guidelines for homework at each grade:

Kindergarten:

Student Responsibilities:

- Come to school ready to learn.
- Hand in folder each day at school.
- Take home folder each evening and share information.
- Prepare for News Telling with your parent. Select items of interest, not toys. Rehearse what is to be said.
- Follow through with the occasional home project with parental involvement.

Parent/Guardian Responsibilities:

- Establish a place in the home to set school materials.
- Help your child come to school ready to learn.
- Read to or with your child each day.
- Review and reinforce skills taught at school, such as adding and subtracting numbers up to 5.
- Encourage your child to share and verbalize school experiences.
- Be clear in communications with your child, particularly about routine changes. Reinforce these changes with a note to the teacher.

First Grade:

- Share about the school day.
- Read with a family member each night.

- Master basic addition and subtraction facts to 10, and master other designated number sense skills.
- Take folder home every school day, and share work. Check for work that needs to be completed and returned in the folder. Return the folder to school the following day.
- There may be optional family projects.

Second Grade:

- Read at home daily for 20-30 minutes. Include both fiction and non-fiction reading.
- Master all basic addition and subtraction facts to 18, and master other designated number sense skills.
- Practice spelling words routinely.
- Complete weekly homework assignments, do any unfinished daily class work, and occasional family projects.

Third Grade:

- Read at home daily for 20-30 minutes. Include both fiction and non-fiction reading.
- Master basic multiplication facts 0-10 and division facts 1-5, and master other designated number sense skills.
- Practice spelling routinely.
- Do any unfinished daily class work, specific homework assignments, and special projects.

Fourth, Fifth, and Sixth Grades:

- Read at home daily. Include both fiction and non-fiction reading.
- Maintain mastery of addition, subtraction, multiplication, and division facts, and master other designated number sense skills.
- Practice spelling words routinely.
- Do any unfinished daily class work, specific homework assignments, and special projects.
- For 6th grade - plan and complete required community service.

LOST & FOUND:

Our Lost & Found is generally located in our main office; there you will find lunch sacks, lunch boxes, musical instruments, backpacks, and clothing that are not labeled. **Be sure to label ALL items with your child's first and last name.** Unclaimed items are periodically donated to the Shoreline Clothing Room (The Works).

LUNCHES:

A nutritious and well-balanced breakfast and hot lunch, menus on the school website so that you may select days assigned a "computerized lunch account" into which they



including milk, is served each day. You will find that appeal to your child. Each student is can deposit lunch money at any time. If your child's account is in the negative, you will be contacted directly. Please make your checks out to 'Shoreline Schools' and put your student's name on it. Children bringing sack lunches may purchase milk or juice.

The Three Big Rules apply in the lunchroom as they do in all other areas of the school.

- Be Safe
- Be Respectful
- Be Responsible

Applications for the free or reduced lunch program are available in the school office. If your student was receiving a free or reduced lunch last year at a Shoreline school, s/he will be able to start the school year in the same manner. However, you will have to fill out an application for your family again each new school year. New families to Shoreline must apply and have the application approved before going onto this program. Please allow 2-4 weeks for this process. You will receive notification from the Food Services Department.

There will be no lunch loans. Please devise a family system to help your child remember either the money or the labeled lunch box. If students forget or lose part of their lunch money, a sandwich and milk will be provided. This has been successful as it has nourishment enough for your child, and it has cut down on forgetfulness and time consuming loaning and collection of money.

The lunchroom is reserved for students eating lunch. Other arrangements will be made for students who for one reason or another do not eat lunch. Provisions are made during each lunch period for slower eaters to stay in the lunchroom to complete their lunch.

Student lunches will be \$3.00, super-sized lunches will be \$4.75, milk will be \$.50, and emergency lunches will be \$.75. These prices are current at time of printing.

PARENT TEACHER ASSOCIATION (The PTA):

Recent studies show that a prime reason for student success in school is parent involvement. The Brookside PTA supports our families, staff and students both financially and with numerous hours of volunteer time. Our goal is to promote a positive learning environment for our whole Brookside community. Brookside PTA was named the "Outstanding Local Unit of the Year for Washington State" in 2006-07 and also in 2002-03. We continue to receive awards including 100% Membership, Outstanding Honor Unit, Newsletter, and Certificate of Excellence.

The PTA sponsors many family orientated activities, such as our Sock Hop, Science Fair, Roller Skating and Swimming parties, Ice Cream Social, Back-to-School BBQ, School Play, School Talent Show, Movie Nights and the Holiday Food Drive. For students, we have our outstanding extra-curricular classes, our award winning Art Docent Program, the National Reflections Art program, math and reading support, Math Olympiad and the Reading Challenge. Our staff is supported with countless hours of volunteer time in the classroom as well as financial support through classroom funds, field trip funds and grants.

We welcome all parents' support. There are many ways to get involved. We invite you and your family to become a member of Brookside PTA. By joining, you will receive our student phone book as well as access to parent information from the state and national PTA. From just a few hours to daily or weekly activities, there is a place for everyone to get involved. Sign-up forms will be available on the first day of school, at Curriculum Night and will also go home with the students.

Brookside PTA Ways & Means supports programs and opportunities for our students, parents, and staff. In recent years, the PTA has raised money to fund playground renovations, items for our music department, a new sound system, assemblies, PE equipment and library books. We appreciate your involvement to assist us in this endeavor.

We are very proud of all that the PTA has done for Brookside and encourage all of you to become involved in this very rewarding experience. If you have any questions, please contact anyone on the Executive Board or visit our website @www.brooksidepta.org

Presidents..... Jill Riemer and Saul Clifasefi
Treasurer.....Alexa Johnson
Secretary.....Annthea Vining
Ways and Means.....Lindsay Burke and Stephanie Selin
Legislation/Advocacy.....Carrie Sanford
Membership.....Correne Dean & Alex Davis
Community Service..... Jaya Krishnan and Katie Thiel
Communications..... Hillary Bendiksen
Arts and Culture..... Myrna Habermann
Student Events.....Jesse Donovan & Ellen Kilbourne
Student Enrichment..... Tonje Molyneux & Cory Huisman
Hospitality..... Open

PHOTO PERMISSION:

Permission is required for students to be photographed for internal and external publicity. Opt out forms will be available in the school office and will be retained for one year.

RELEASING STUDENTS:

Once students have arrived on school grounds they are not to leave without permission. Students will not be released to any person other than a parent/guardian or person that they authorized. Verification of the authorization may be requested and the pick-up person should be prepared to show a valid picture ID.

REPORT CARDS:

Report cards are issued two times a year, late Feb. or early March and the last day of school. If a child is absent or leaves school early, it can be picked up the following week or when the office reopens in August.

SALES AT SCHOOL:

District approved fundraisers are the ONLY items that may be brought or sold at school. Sales for other teams, clubs, etc. are NOT allowed.

SCHOOL CLIMATE & DISCIPLINE:

We strive to create and perpetuate a school environment that is physically and emotionally safe for your child. School is a place where students come to get an education. This includes learning to read, write, and use mathematics, as well as learning about our world scientifically and its inhabitants both past and present. In addition to this, your child is also learning social skills such as listening to instructions, productively participating in groups, as well as having & resolving interpersonal conflicts.

The Three Big Rules: We have three Big Rules at Brookside:

- Be Safe
- Be Respectful
- Be Responsible

These come into play in so many ways both in and outside of the classroom. Here are a few ways...

- Respect Others' Learning: Refrain from interrupting the learning environment so that teachers can teach and the students can learn. Be sure to be on task in class and pass other classrooms silently.
- Be polite and Considerate: Use hands, feet, and objects in ways that are safe and respectful to yourself and others. Name calling, harassing others, fighting, play-fighting, obscene or profane language or gestures negatively impact our school's climate and therefore are not allowed.
- Respect Our School: Clean up after yourself. This is a shared space and it is up to all of us to keep it nice for everyone.
- Be Alert: The best thing for any child's safety is to be aware of what is around them. Use your eyes & ears and be sure to move at a safe speed (like walking when in the school or on the play structure).
- Follow Directions of School Staff: At Brookside, all of the kids belong to all of our staff. Students are to follow instructions given by any staff members as well as appropriate directions given by volunteers or student leaders working under the direction of our staff.

Problem Solving Techniques: As noted above, it is common that children will have a certain amount of minor conflicts. This should be expected and it is part of how they learn to navigate social situations. At any time, students and their grown-ups at home should feel free to contact their teacher with concerns if conflicts between individual students are more protracted or hurtful. However, many situations can be handled quite well by the students themselves. Students, be sure that you...

- Talk it over and listen to others.
- Take responsibility for your actions and how these affect others.
- Apologize when appropriate.
- Ask a friend or grown-up for help figuring out a challenging situation.
- Review the rules and be sure to take turns.

- Share.
- Ignore an annoyance or walk away from it and find something else to do.
- Use "an I" messages ("I feel _____, when you _____ because _____").

Consequences for Poor Behavioral Choices

At times, children may need additional attention to help them understand how their words and actions may negatively affect others and take responsibility for them. This is usually when members of the staff become involved. Our goal is to build empathy among the students in order to lessen recurrence of negative behaviors as well as repair and restore relationships and positive feelings of those involved. Consequences can range widely and may include such things as conferencing with the students involved in a situation, recovery time in a designated space in or out of the classroom, home notification, loss or privileges, or developing a behavior contract. In extreme cases, suspension or expulsion may be employed in accordance with Shoreline Public Schools policies; these are further detailed in the *Statement of Responsibilities and Rights of Students* sent home separately.

Weapons:

No real or toy weapons are allowed on school property. A child bringing a weapon of any kind is subject to immediate expulsion.

SCHOOL CLOSURE DUE TO WEATHER OR OTHER FACTORS:

At times of inclement weather, check in the Shoreline Public Schools main page at www.shorelineschools.org or with local TV and radio news outlets (KOMO Ch.4, AM-1000; KING Ch.5, or KIRO Ch.7, AM-710). Please use these methods for school closure information rather than calling Brookside. If there is no announcement about the Shoreline School District, we will observe regular school times. If we are on *Emergency Schedule*, school will begin two hours later than usual.

SCHOOL HOURS:

- Before School: At 8:55 a.m., student may enter our campus and have breakfast in the cafeteria or socialize on the playground. Student supervisors monitor both of these areas during this time. Please do not leave your children unattended on campus before this time as there will NOT be staff monitoring them.
- First Bell: At 9:05 a.m., the first bell rings. Students are to enter their classroom through the entrance designated by their teacher.
- Instruction Begins: At 9:10 a.m. students should be in their classrooms and ready to work hard until dismissal!
- Dismissal: At 3:30 p.m. our final bell rings. Student who do not attend an after school program should leave campus within the first 15-minutes after the final bell. Arrangements should be made in advance with school staff in any other special cases.

SCHOOL PHONES:

If a student needs to use the telephone while in class, they may do so with her/his teacher's permission. Students may use the office phone with permission of a staff member.

SCHOOL PICTURES:

Early in the school year arrangements are announced regarding school pictures of students. This year, individual pictures will be taken at Brookside on Tuesday Sept. 27 and retakes will be on Thursday Oct. 27. Class, activity group pictures (yearbook) and spring casuals will be held in the spring; the date will be determined closer to the spring.

SPECIAL SERVICES

We have several specialists on site who work with our students in various ways.

- Psychologist: A psychologist is available part-time for testing and consultation, primarily in conjunction with Special Education services.

- Elementary Counselor: Our counselor works with our staff, students and families to ensure a positive academic and social climate at our school. This includes a great variety of different kinds of things, including: coordinating Brookside's school climate policies and measures as the facilitator of our Positive Behavior Interventions and Supports (PBIS) team, coordinating Social Emotional Learning (SEL) work at our school, conflict resolution with students, facilitating social skills groups, connecting with students around significant life events (divorce, death of a loved one). The counselor is not meant to function as a school-based therapist; having your child work with our counselor is not the same as "being referred for counseling" in a formal sense.
- Family Advocate: Our family advocate coordinates beneficial services for students and families in need. Parents/guardians may also receive resource referrals, parenting education, and individual support for a variety of issues. Periodic supportive groups are run throughout the year based on different topics. Materials related to parenting are available through checkout in the school library. Our family advocate provides information and referrals to community agencies focused on financial or emergency assistance, therapeutic counseling, housing, and other family needs.
- Nurse: A nurse is available 6 hours a day to discuss health concerns and assist sick and injured students.
- Speech & Language Pathologist: An SLP is available to discuss concerns about students with speech difficulties. As well as provide direct speech and language services to students who qualify.
- Resource Room: Brookside's resource room teacher gives direct academic and/or social skills support to students in our general education classes who have an individual education plan (IEP).
- Learning Assistance Program: our LAP staff work with students in grades K-4 who need additional support learning to read.

For more information about these services, please contact the school office.

STUDENT ASSIGNMENTS TO CLASSROOMS:

Student classroom assignments are carefully made in consultation with current grade-level teachers, last year's teacher (if applicable), specialists, and the principal. If enrollment changes considerably within the first few weeks of school, it will be necessary to make reassignments. This could mean a change in teacher after school begins.

STUDENT STUDY TEAM:

The Student Study Team (SST) is a work group who meet to discuss the needs of individual students and determine the best course of action to address that student's needs. The team includes the individual child's parents/guardians as well as the child's teacher, our principal, and a variety of Brookside or Shoreline specialists depending on the particular child's needs. The SST process promotes understanding and cooperative effort to provide the best possible education for each child. Anyone who has a concern may refer a child to the SST by contacting the principal or school psychologist. Decisions around special education assessment are generally done through the SST process. However, most often, a student's needs are addressed and issues resolve with the application of various interventions within the general education classroom.

TRANSPORTATION:

Brookside students use many methods to get to and from school. See specific guidelines on each below:

Changes in the Route: If your child will be going home with a friend after school or if there is any other change in their usual routine, you **must** send a note to school with your child. Nothing fancy is needed! If this includes changes in bussing, the office staff will transfer that information to an official "Shoreline S.D. Student Bus Pass" and return that to the student to hand to the bus driver.

Private Car Pick-Up/Drop-Off: Perhaps the easiest way to bring your children to school is to park and walk on to campus. Many families enjoy leaving their car at Animal Acres Park and taking the scenic walk to the front of our school (this is the most relaxing option and will most likely be the easiest if you have the time). We have **rolling drop-off/pick-up** areas at both the front and back of our school **(SEE THE MAPS)**. We have limited parking for visitors in

both off these lots, but these fill quickly and your car may be stuck there until students and families have cleared during intake or dismissal. We do not suggest parking in these lots if you are in a hurry. ☺

- Adults will remain in their vehicles and proceed when there is an open space in the parking lot.
- Please pay close attention to the adults or student patrols stationed outside the school. All students are required to follow safety rules in the front and back parking lots.
- **BE ALERT!** The safety of pedestrians and other drivers is in your hands. Do not become distracted by personal devices while driving around our school.

Walking: Complete the yearly permission form if you wish your child to walk to or from school. We are very diligent in this for the safety of our students. Thank you for your cooperation.

Bicycling: Brookside currently has no bicycle storage area and we **strongly discourage** families from having their children ride a bike to school due to safety concerns.

School Bus: Most Brookside students ride a school bus. Before school begins, riders will be sent information from the Shoreline Transportation Department about the times and locations of the bus stops. The routes are also available on our website. Please be at the stop 5 minutes before your pick-up time. Follow the directions of the bus driver. Kindergarten students will not be let off of the bus without a parent/guardian waiting at the stop. The District Transportation phone number is **393-4277**. We expect every student to behave appropriately and safely while riding on a school bus. Disruptive behavior from any student interferes with the driver's safe operation of the bus and thus endangers all students and their right to safe transportation.

Bus privileges may be limited or suspended all together if a student does not comply with the directions of the driver or other bus rules.

Please go over the following bus conduct rules with your child.

School Bus Conduct: This code of conduct is reprinted from the Shoreline School district Policy Manual (Series 8123P). The following rules shall govern the conduct of pupils using Shoreline School Bus Transportation. Any misconduct by a student, which in the opinion of the Driver or Transportation Supervisor, is detrimental to the safe operation of the bus shall be sufficient cause for the Principal to suspend the transportation privileges.

- Students shall obey the driver and any aides assigned to the bus by the district. The driver is in full charge of the bus and passengers and shall be obeyed. If a paraprofessional is assigned to the bus by the district, she/he shall be responsible for the conduct of the passengers. When transporting classes or teams, the teacher or coach shall be primarily responsible for the behavior of the students. Students shall obey both the driver and the teacher/coach or other staff member. The bus driver shall have the final authority and responsibility.
- K-8 students shall ride only their assigned bus unless written permission to do otherwise has been received by school officials.
- K-8 students shall not be permitted to leave the bus except at their regular stop unless written permission to do so is received by school officials.
- Students assigned seats shall use only that seat unless permission to change is authorized by the driver.

Students shall observe rules of classroom conduct while riding on buses. Noise shall be kept down to avoid distracting the driver. Students shall refrain from the use of obscene or demeaning language or gestures.

- Students shall not smoke or ignite lighters, matches, or other pyrotechnics on buses.
- Students shall not eat on buses except when specifically authorized and supervised by an accompanying teacher, coach or other staff member. Buses shall be kept clean.
- Students shall not open bus windows without the driver's permission.
- Students shall not extend any part of their body out of the bus window at any time.
- Students shall not carry or have in their possession items that can cause injury to passengers on the bus. Such items include, but are not limited to, sticks, breakable containers, weapons, firearms, straps or pins protruding

from clothing, large bulky items which cannot be held or placed between the legs, etc. Books or personal belongings shall be kept out of the aisles.

- Students shall not have animals on buses, except guide dogs.
- Students shall not sit in or beside the driver's seat.
- Students shall refrain from talking to the driver unless necessary.
- Students shall go directly to a seat once inside the bus and remain seated at all times unless the driver instructs otherwise.
- Students shall get on and off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolmen on duty. There shall be no pushing and shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.
- Students shall never cross the roadway behind a bus unless they use pedestrian crosswalks or traffic lights.
- Students shall stand away from the roadside curb when any bus is approaching or leaving a stop.
- Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic. Students shall go directly to their home after leaving the bus.
- Students shall use seat belts on buses when available.
- Students shall follow emergency exit drill procedures as prescribed by the driver.
- Students shall not tamper with emergency doors or equipment.
- Parents of students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing the damage may be suspended from transportation and possibly school.
- Student misconduct shall constitute sufficient reason for suspending transportation privileges.

VACATIONS TAKEN DURING SCHOOL SESSIONS:

Vacations taken during the time school is in session are discouraged. If you do need to remove your child during scheduled school time, your child will be missing instructional time and these absences will be counted as "unexcused." Teachers are not able to provide assignments in advance of the vacation. A homework packet will be collected while your child is gone. This loss of instructional time is not solely made up with a homework packet. While missed curriculum and some activities cannot be made up, homework will be collected during the time your child is out of school and will be ready upon his/her return. We expect this work completed within two weeks of returning to school. While your child is away from school, we suggest you read every day and work on math basics.

VALUABLES:

Students must not bring money (other than for lunch) or valuables to school during normal operations. Brookside, its staff, or Shoreline Public Schools will not be held responsible for valuables that are lost or stolen.

VANDALISM:

Please urge your children to respect school property and take pride in their school. Any assistance you can give by keeping an eye on the school facility after hours is appreciated; please call the LFP police or 911 as needed.

VISITORS:

Family or community members are always welcome at Brookside! All visitors need to check-in at the school office when entering the building or grounds. Once you sign-in, you will get a visitor badge. Please be sure to sign-out when leaving. Unscheduled classroom drop-ins can be very disruptive to the instructional day, so please arrange an appointment with your teacher if you wish to volunteer or visit the classroom.

VOLUNTEERS:

We are excited to have you volunteer at Brookside! Your willingness and ability to be a partner with us enhances the education and well being of your child and her/his classmates. Adults frequently volunteer in classrooms, chaperone field trips, or work with students. These volunteer **MUST** complete a Volunteer Background Check form **each year**. If you plan on driving on a field trip, you must also complete a Volunteer Driver form. Both of these are available in the office; please bring your driver's license and insurance card so that we may copy them.

VOTER REGISTRATION:

If you are not a registered voter in the precinct in which you live, you may pick up a voter registration form in the school office.

WITHDRAWALS:

Please call the school office or send a note with your student as soon as you know you are moving out of the Brookside attendance area. We will forward your student's records to their new school.

