

# BROOKVILLE ELEMENTARY

# 2018-2019

[www.brookvilleschools.org](http://www.brookvilleschools.org)

*AN OHIO "HALL OF FAME" SCHOOL*  
STUDENT HANDBOOK

3 Blue Pride Drive • Brookville, OH 45309 • Phone (937)833-6796 • Fax (937)833-5354

## MISSION STATEMENT

The mission of Brookville Local Schools is to challenge, prepare and support all students to realize their full potential.

## EQUAL EDUCATION OPPORTUNITY

It is the policy of this district to provide an equal education opportunity to all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the district, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the building principal.

## FORMS TO BE COMPLETED

### Registration Card and Medical Form

We honor your written directions on these registration and medical cards. We will call no one else nor will we release your child to anyone other than those listed on these forms. There have been occasions when older brothers, sisters, aunts, neighbors, or grandparents have attempted to pick up children at school during the day; but since their names did not appear on these cards, we consistently have called the parents (or someone listed on the card or form) to get their permission. Be sure to send a note to your child's teacher if there is any variance from your child's usual pattern. Be sure to inform those persons whom you have listed as emergency contacts, so they are not surprised if they are called. If you would like any changes made to your child's cards, please call the office at 833-6796.

### Request for Bus Transportation Form

Every student should have a completed transportation form on file at Brookville Elementary and a copy of the same file at the Brookville Transportation Center. Only one address for the a.m. route and one address for the p.m. route will be accepted. If your child is a walker, please fill out the first part of the transportation form and sign. **When it is necessary to change either the a.m. or p.m. address during the school year, the custodial parent must come into the elementary office and complete a new form each time the address for either a.m. or p.m. is changed. A copy of this form is then given to the bus driver so that your child can be transported to and from the correct address.** Notes cannot be honored. When an address is changed, the new address must be one that is on an established route.

## TIME OF ARRIVAL AND DEPARTURE

### Grades K-3

- Doors Open at 8:45
- Tardy Bell at 9:00
- Dismissal Time at 3:20

### Half-Day Kindergarten

- A.M. Kindergarten - 9:00 - 11:40 a.m. (Doors open at 8:45)

### **Two-Hour Delay Schedule for Half-Day Kindergarten and Pre-School**

Half-day Kindergarten/ A.M. Preschool hours are 11:00 - 12:40

P.M. Preschool hours are 1:40 - 3:20

## ATTENDANCE PROCEDURES

A WRITTEN excuse is required each time your child is ABSENT, TARDY, or has an EARLY DISMISSAL and this must include the child's name, date(s) of absence, reason for absence, and be signed by a parent. These notes are kept and reason for absences noted. State law requires that we maintain an accurate attendance record. Truancy charges will be filed when a student has accumulated an excessive number of unexcused absences. The OHIO DEPARTMENT OF EDUCATION states that only the following reasons qualify as excused absences; personal illness, illness within the family that necessitates the child's presence, death, quarantine, and observance of religious holidays. **Please note that vacations are NOT excused absences.**

### **Early Dismissals**

Students are not excused to leave early for any reason unless they have a note or a phone call from the parents or emergency contact person noted in the registration card or emergency medical form. Parent **must** come into the main office to pick up and sign out their children. When the parent arrives in the office, the student will then be dismissed by the PA.

### **Change of Plans for Student Dismissal**

Requests for change of plans for student dismissal must be phoned into our office no later than 2:45 p.m. on the day of change. This gives us adequate notice to inform students. This does not pertain to change of bus transportation arrangements. Please see Request for Bus Transportation.

### **Early Dismissal for Vacation Periods**

The laws of the State of Ohio do not make any provision for dismissal of a student for family vacation during the school year. The absence is unexcused. When the question arises, the following information is important:

1. Parents and students must assume the sole responsibility for any resulting grade lowering for the time when a student leaves for a family vacation.
2. Upon notification of a student leaving for vacation, teachers will indicate the general areas to be covered during the absence and indicate the written assignments, which are to be turned in. Assignments need to be completed upon the date a student returns to school from a vacation.
3. A pupil whose record of achievement in class is poor and who has repeatedly been absent from school will find difficulty resulting from vacation.

### **Making Up Work When Absent**

1. Notify the teacher or office when the child will be absent for several days. If the child is only going to be absent for one day, make-up work can generally be accomplished the day the child returns to school.
2. Notify the office or teacher by 11:00 a.m. of the day you wish to pick up homework after 3:00 p.m. or have homework sent home. If a request is received after 11:00 a.m., homework can be picked up the following day after 3:00 p.m.
3. Please state the name of the person picking up homework.

### **Handicaps of a Temporary Duration**

Any accident or health condition, which requires confinement at home or hospital, would fall under this category. The local school district will provide home instruction if the following qualifications are met: (1) absence will be greater than 20 school days and (2) a doctor's certificate accompanies the home study application which if filed at the Board of Education office. After the application is presented, final arrangements for tutoring will be made by the school.

### **Moving**

Out of District – Contact office, personally, at least three days prior to last day. A copy of the Withdrawal-Transfer form for enrolling in another school will be given to you. All outstanding financial obligations should be paid at that time. School records will be forwarded to the new school upon that school's request.

In District – Contact office, by note or phone to give new address, phone number, etc.

## **VISITORS – PARENTS COMING INTO THE SCHOOL**

### **Parents to Report to Office and Remain in the Lobby Area if Picking Up Child**

For a number of reasons, we must insist that all parents coming to school report to the office. **Whatever the reason – to deliver an item to a child, pick up a child, wait for a child, etc. – parents will remain in the office/lobby area.** The office will call into the room for the child to come to the office if necessary.

### **Visitors**

Parents are welcome to visit their child's classroom after making arrangements with the classroom teacher. Everyone must sign in at the office and wear a name-tag. Friends of our students may not visit school. Class size and potential for distractions are reasons why such visits are not desirable.

### **Volunteers**

We encourage adult volunteers. There are many ways you can offer your services: working with individual or small groups of children, checking books out in the library, assisting in monitoring the playground. Our WatchDogs (Dads of Great Students) is for our father figures to volunteer one half day a year to offer additional support and security to our students. Speak to your child's teacher or call the office to offer your services.

## **INSTRUCTIONAL MATERIALS**

### **Textbooks**

Many thousands of dollars are spent each year to keep textbooks up to date. We ask that special care be taken to ensure the continued use of these textbooks. Teachers carefully check out these books and then check them back in. When damage is done to a book, beyond the normal signs of use, a fee is levied.

## **MONEY PAYMENTS**

All checks for school fees, etc., should be written to "Brookville Local Schools". With younger children, payments should be put in an envelope with your child's name on it and the purpose for which the money is sent. Please pay by check if at all possible.

## **RIDING THE BUS TO SCHOOL**

The following simple rules provide a safe and pleasant bus ride for all:

1. Back on back
2. Seat on seat
3. Feet towards the floor
4. Hands to yourself
5. Only kind words
6. No eating or gum chewing
7. No glass, balloons, or animals
8. Obey the bus driver

## **STUDENT PICK UP AT THE END OF THE DAY**

If you are delivering or picking up your child by car, enter by way of Blue Pride Drive. Enter into the pick-up and drop-off area. After picking up or dropping off your child you need to continue through the circle and onto Blue Pride Drive.

**Never leave your car unattended by the curb.** If you enter the building, please park your car and go to the event door to pick up your child. Be prompt in picking up your child and instruct your child to be ready to leave the classroom when the bell rings so he/she can wait for you in line behind the safety patrol. Pulling up to the front cone will allow for six (6) cars to pick up students at a time.

Please explain this system to your relatives and friends who may occasionally pick up your child for you.

Preschool parents must park their cars and go inside to pick up their child.

### **SCHOOL LUNCH PROGRAM**

Students may purchase lunch at school or bring a sack lunch from home and supplement it with a milk purchase. No soda pop is allowed.

The school lunch is offered as a convenience to families. Menus are published weekly in the Brookville Star and in the monthly newsletter. Please do not call to inquire about our menu. Students may pay for their lunches with cash daily or you may send in money to pay ahead on their account. Students receive an account number upon registration. They need to learn the four-digit number to enter into the school cafeteria cash register. You may send a letter to our food services if you wish to limit "extras" your child is allowed to buy, or to have an alert on your child's account about food allergies. You may request a report about your child's purchases. We are an equal opportunity provider and employer.

#### **BROOKVILLE LOCAL SCHOOLS LUNCH MONEY POLICY - GRADES 2-3**

We understand that there are occasions that both parent and child forget lunch money. Children are allowed to borrow lunch money when this happens. It is expected that the child bring the borrowed amount to school the next day. The cashiers will give your child a note with the amount borrowed to bring home.

It is important for the Food Service program to receive prompt compensation for the food and services that are offered. When this becomes a problem the following measures will take place.

- If an unpaid balance reaches \$10 the Director of Business Operations will give you a reminder telephone call.
- If an unpaid balance reaches \$15 an alternate lunch is given to the student. The alternate lunch will be a peanut butter and jelly sandwich or a cheese sandwich, white milk, plus two fruits or vegetables. This will be their daily lunch until the balance is paid in full.
- If a child has a charge balance and brings additional money to school for "extras" (cookies, chips, etc.) the additional money will be used to reduce their debt instead of purchasing the extra snacks.

#### **SACK LUNCHES**

Sack lunches are available for field trips. Students must inform their teacher the day before the scheduled trip. Lunches may be picked up in the kitchen the morning of the trip and paid for at that time. The price is the same as a regular school lunch. A choice of sandwich will be offered. No soda pop is allowed.

If there are questions, please call the Food Service Supervisor at 833-6731, Extension 2610.

### **POSITIVE INCENTIVE PROGRAM**

Our staff give "Caught Being Terrific" cards to students caught being good during the week. These coupons are placed in a box in the office. Every Friday morning the principal draws these cards from the box. The lucky students come to the office for a prize that the

student selects. The prizes can range from a toy, a fast food coupon, or a book, or lunch with the principal.

Your donations are needed to keep this program alive. When cleaning your children's room, consider giving outgrown toys, books, etc. still in good condition, to our good behavior box.

### **SCHOOL NURSE**

The school nurse provides screenings for vision, hearing, heights, and weights. The nurse prepares and maintains a cumulative health record for each student that includes immunizations, medical alerts, and screenings.

### **BECOMING ILL AT SCHOOL**

The parents or persons listed to call in case of an emergency will be notified by phone and will be **expected to come** for your child if he or she becomes ill at school. The emergency number person must be nearby and willing to come and care for your child in the event the parent/guardian cannot be reached.

### **MEDICATION ADMINISTRATION**

According to the Ohio Revised Code 3313.713, the following requirements must be met for medications. This requirement includes over-the-counter medications such as cough drops, Tylenol, Neosporin ointment, etc., that are to be dispensed at school for short-term, long-term, or as-needed medication therapy.

A form must be completed with doctor and parent signatures. All medication must be in its original container and labeled. Medication must be turned into the office or clinic by the parent or guardian, **NOT** the child. Forms are available at the clinic or office and on-line at [www.brookvilleschools.org](http://www.brookvilleschools.org).

### **RECESS POLICY**

- Outdoor recess will be held on days when the temperature, including wind chill, is 20 degrees or higher.
- Conditions of the playground (ice, water, and snow) will also be a consideration for outside recess.
- Students should be dressed for the weather. Be sure to include hats and gloves in the cold weather.

### **LIBRARY/MEDIA CENTER**

The library/media center is open to students from 9:00 a.m. until 3:20 p.m. Each class has a scheduled library day, but children can come at other times with the permission of their teacher.

Materials are checked out for five school days. There are no fines charged for overdue books. Children are encouraged to return materials on time, and must get permission to check out additional items if they have anything overdue. Overdue notices are printed on Monday.

See library media center on our web page at [www.brookvilleschools.org](http://www.brookvilleschools.org).

### **INCLEMENT WEATHER**

#### **Emergency Cancellation of School - All Day**

In the event some emergency necessitates the cancellation of school, or any early dismissal, all major Dayton radio/television stations will carry this announcement. We will also use our automated call system.

#### **Early Dismissal Due to Inclement Weather or Other Emergency**

It is never too early to carefully review with your child your expectations for him/her should school be dismissed early due to bad weather or other emergencies. (Fill out the provided form with the instructions for your child and update when necessary.)

### **Best Hours for Phoning School**

The best time to call school is between 9:30 a.m. and 11:00 a.m. and again between 1:00 p.m. and 2:45 p.m.

### **ILLNESS AND SCHOOL PARTICIPATION**

Students are to participate in recess and physical education, whether it is inside or outside. If a child is well enough to be in school, he/she is usually well enough to go to recess. Please refrain from requesting that your child stay in. A doctor's excuse is required for a child to be excused from recess or physical education for more than a day.

### **CLASS PLACEMENT**

Single-age classrooms are classes that teach one grade level. The students are together for one year and change to a new teacher the next year. This is good for students who like the variety of a different teacher and classmates each year. The single-age setting provides a well-rounded educational experience.

Looping classrooms are classes where the students and teachers are together for two years. This offers continuity in learning from one year to the next, and some additional time-efficient instruction as the students and teacher are ready to start the second year without having to learn new classroom procedures and personalities.

Multi-age classroom is a mixed age classroom. This choice offers children and parents an opportunity to be part of a community of learners who remain together from first through third grades. Students are taught in mixed age groupings with the focus being continuous progress through the primary curriculum.

All of the choices are excellent education opportunities for your child.

### **HOME-SCHOOL COMMUNICATION**

Grades Preschool-3 will have report cards sent home at the end of each nine week grading period. An interim report is sent home 4 1/2 weeks after each report card. The interim report indicates general achievement but does not assign letter grades.

### **CONFERENCES**

Conferences are scheduled with all parents on or near the date set aside for this in November and again in February. An additional conference may be initiated by the teacher whenever needed.

### **PTA**

You are encouraged to join, attend meetings, and give of your time as you can. All of us here at Brookville Elementary deeply appreciate the many services provided by PTA. Meetings are listed in the monthly newsletter.

### **PERSONAL APPEARANCE CODE**

The purpose of the Personal Appearance Code is to provide an atmosphere that is both conducive to learning and safe for all students. The school setting is a training ground for the world of work, and learning to dress appropriately is a part of the training. A committee of student government representatives, teachers, parents, and an administrator developed the following expectations.

It is the responsibility of all school employees to address violations and make the necessary referrals to the building principal for appropriate consequences.

1. Hair will be neat, combed and clean. Hair color should be a color that will not cause a disruption/distraction to the educational process. Students working in areas where the teacher deems long hair dangerous will be required to cover-up or wrap-up-the hair.
2. Hats, visors, headgear, or other apparel (bandannas, sweat bands, etc.) worn around the head are **not** permitted except for a medical or religious reasons.
3. Sunglasses will not be worn during the school day unless a physician's note verifies the need to do so.
4. Students **cannot** wear garments with spaghetti straps, halter-tops, or strapless tops. Sleeveless garments must fit closely under the arm. Garments that are see-through, that expose any part of the cleavage, or that expose one's midriff in either front or back while sitting are **not** acceptable. Bareback clothing, undergarments worn as outer clothing, and pajamas will **not** be permitted.
5. No "short-shorts". Spandex clothing (biker shorts, skin tight clothing) is not permitted.
6. Skirts must be mid-thigh in length.
7. Shoes must be worn at all times. Shoes with rollers must have rollers capped or removed at school and all school activities.
8. Clothing that refers to or promotes any drugs, alcohol, tobacco, witchcraft, satanic groups, uses profanity, makes sexual references, or displays a sign of disrespect or hatred toward others is **not** allowed. Clothing that degrades racial, ethnic, sexual orientation, or religious viewpoints are **not** permitted.
9. Clothing should be worn, as the manufacturer intended and inappropriate holes, tears, cutoff sleeves, etc., are **not** permitted. "Sagging" is an example of clothing **not** being worn as the manufacturer intended (the waist of the garment should be worn by the person on his or her waist).
10. Facial painting is **not** permitted unless the administration deems it appropriate.

**\*\*\*\*\* Parents are encouraged to say no to "flip flops" at the elementary building. Trips and falls happen more frequently when running in flip flops than in tennis shoes.**

**Consequences** include warnings, parent notification, and if possible, a change of clothing.

## **FIELD TRIPS**

Forms are sent home giving date, place, and special provisions needed for the field trip. These forms must be signed and returned before the day of the trip. (If a child is not to go, this information should be noted on the form and returned before the day of the trip.) General forms are available at [www.brookvilleschools.org](http://www.brookvilleschools.org).

## **BIRTHDAY CELEBRATIONS**

Birthdays may be celebrated at school with a song and treat. Provided treats must be simple, easy to handle and inexpensive. Healthy treats are encouraged. Please honor any classroom requests such as no peanuts due to an allergic child. Teachers will determine the time when the treats are passed out which is typically at the end of the day or at recess. There are no birthday "parties".

## **ROOM PARTIES**

Halloween parties (no costumes), Christmas parties and a Valentine's party are the only holiday parties. Any other parties are determined by the teacher, the curriculum of the grade level, and sometimes a reward for good behavior or being the class winner of a contest. All parties must have prior approval of the classroom teacher and principal.



## **ITEMS NOT TO BRING TO SCHOOL**

1. Chewing gum
2. Pop (in cans or bottles)
3. Portable electronic games, IPODS, cell phones, etc.
4. Items of value
5. Hardballs (baseballs), footballs, and baseball bats
6. Guns and knives of any description or make
7. Bean shooters
8. Water pistols
9. Choke chains or any chain of similar size or weight
10. Ammunition of any kind (cherry bombs, smoke bombs, caps, etc.)
11. Live animals (unless arrangements are made with the teacher first)
12. Dogs (their presence on school grounds is hazardous to children)
13. Skateboards
14. Glass containers of any sort
15. Trading cards (Pokemon, baseball, etc.)

Consequences include warnings, missed recesses, parent notification, confiscation of objects, suspension or expulsion.

## **LOST AND FOUND**

A large box is maintained for lost and found items in the cafeteria. Parents are welcome to come in and look for missing articles. Teachers are not responsible for lost clothing.

Label all supplies, equipment, and removable items of clothing (sweatshirts, jackets, gloves, boots, gym shorts, coin purses, billfolds, etc.).