

# **BROOKHAVEN ELEMENTARY SCHOOL**

1851 N. Brookhaven Avenue  
Placentia, California 92870  
Telephone: (714) 986-7110  
Fax: (714) 996-4308

[www.brookhavenelementary.com](http://www.brookhavenelementary.com)  
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**STUDENT - PARENT  
HANDBOOK**

**2017-2018**

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
1301 E. Orangethorpe Avenue, Placentia, California 92870

**“When You Believe in Yourself, Anything is Possible!”**

**Dear Parents/Guardians:**

**Welcome to the 2017-2018 school year! I want to welcome you and let you know that we are excited to have you at Brookhaven this year. I am looking forward to another outstanding year at Brookhaven Elementary school and I am excited to see all of our returning parents and students. I am also eager to meet any families that are new to Brookhaven. I care deeply for the students that I work with and have high behavioral and academic expectations. I hope to make a positive impact on your children as I get to know them better throughout the year. Brookhaven was named a Gold Ribbon School in 2016 and a California Distinguished School in 2012 and is proud of the academic work of our staff and students.**

**The following pages of the Parent/Student Handbook are filled with important information concerning the procedures, rules and regulations for Brookhaven Elementary School. It is our goal at Brookhaven to work together with you to provide the best educational program possible for our students. Please take a moment to review the handbook with your child. The handbook will be available to reference on our school website should you need to refer to it at a later time. Let your child know you are working together with their teacher and the school to help make your child’s education beneficial in every way. Home and school working together as a team will make the school year a very successful one for your child!**

**We invite you to get involved and participate in our school. On our website there is important information about our PTA, upcoming events, and other ways to get involved. Your participation and support for our school sends the message to your child that school is important.**

**At Brookhaven, we value positive communication between children, families, staff, and the community. Our goal is to work together to enrich the lives of the children that we serve. We are looking forward to another great year at Brookhaven.**

**Should you have any questions, please feel free to contact me at 714-986-7110.**

**Sincerely,**

**Mrs. Julie Lucas  
Principal**

**DETACH AND RETURN THIS PAGE TO YOUR TEACHER BY SEPTEMBER 8th, 2017**

**This handbook has been prepared to help answer many questions students and parents might have concerning the activities, procedures, and rules for the safe and orderly operation of Brookhaven Elementary School. We believe that following these procedures and rules will help us maintain a safe school conducive to learning. Please read through this with your child, and sign and return this first page of the handbook to your child's teacher. Please do not hesitate to contact the office if you have any questions or concerns.**

**I acknowledge I have read the Brookhaven Parent/Student Handbook and have discussed it with my child. I agree to support and follow all standards of conduct and school rules and policies in the PARENT/STUDENT HANDBOOK.**

**Teacher** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Student Name** \_\_\_\_\_  
**Print**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**It is the mission of Brookhaven Elementary School that all students will grow to reach his/her full potential. Through current evidence-based teaching practices, high expectations, interventions, and ongoing collaboration among the staff we will work together to build strong home to school connections in order to foster each students' ability to reach their personal best. It is our mission that students will learn and achieve their highest potential by showing the "Bear Necessities".**

Brookhaven Elementary School  
Positive Behavior Intervention Support (PBIS) Plan  
"The Bear Necessities"

In an effort to provide a safe and positive learning environment for all of our students at Brookhaven Elementary School, our staff has implemented a Positive Behavior Intervention Support plan (PBIS) designed to create and maintain a safe school environment by promoting positive behaviors school-wide. PBIS is a system-wide approach to behavior management where the behavior standards are infused into every part of the school atmosphere. This Positive Behavior plan was implemented at Brookhaven during the 2015-16 school year and we will continue to receive staff training and refine our program to make it successful for our students and school.

Our system has been built around our school mascot and has been given the name "The Bear Necessities of Brookhaven". Through the acronym B.E.A.R.S., the staff created a way to help students remember the standards expected of them in all aspects of their school day: **B**e the example, **E**ncourage honesty and kindness, **A**lways have a positive attitude, **R**espect school, staff, and others, and **S**trive to be your best. We will explicitly teach the expected behaviors and pre-correct student behavior before it becomes a problem. Teachers and staff members will continue to catch those "teachable moments" in and out the classroom and use them to help students learn about appropriate behavior, positive actions, steps to problem solving, being safe, being respectful, and how planning and preparedness leads to success. Through our "Bear Necessities", we will continue to reward the positive, expected behaviors that we have taught throughout the school day.

Students will earn "Bear Paw Hugs" coupons for the positive BEAR Necessities, listed below, that can be used to receive different prizes. Stay tuned for more information on this. The staff will again be explaining this process and incentive activities to the students during the first weeks of school. This program will continue to evolve over the year as we continue to refine our PBIS process. We know you share our goal of providing a safe and positive learning environment for all of our students. Thank you in advance for your continued cooperation and support.

## **The Bear Necessities**

### **Be the Example**

- **Be on time**
- **Remain in assigned areas**
- **Be prepared and ready to begin school/activities**
- **Include others**
- **Walk; don't run**

### **Encourage honesty and kindness**

- **Use kind words and actions**
- **Include others**
- **Be truthful**

### **Always have a positive attitude**

- **Believe in yourself**
- **Say, "I Can"**
- **Remember, each day is a new beginning**
- **Welcome challenges; persevere**

### **Respect school, self and others**

- **Use your manners; say please and thank you**
- **Walk; don't run– stay on your trail, follow your path**
- **Wait quietly**
- **Line up quickly and quietly/ move around campus quietly**

### **Strive to be your best**

- **Be on time**
- **Complete all assigned tasks to the best of your ability**
- **Study and be well prepared**

# STUDENT/PARENT HANDBOOK

## GENERAL INFORMATION

### SCHOOL ADMINISTRATION

Principal

Julie Lucas

### OFFICE STAFF

School Administrative Assistant

Attendance Clerks

Office Hours 7:15-4:15

Phone 714-986-7110

Karen Dinicola

Stacy Pinegar

Denise Broadwater

### CHILD CARE

Phone 714-996-0654

Lisa Elvoid

### REGULAR SCHOOL HOURS

Grade 1-6 (Monday, Tuesday, Thursday & Friday  
p.m.

7:50a.m. – 2:15

Grade 1-6 (*EVERY WEDNESDAY Early Release*)

7:50 a.m. - 1:15 pm

Early Bear Kindergarten & Preppy K

7:50a.m.–11:10am

Late Bear Kindergarten & Preppy K

9:30a.m.–12:50pm

### MINIMUM DAY SCHEDULES:

**Grades 1-6<sup>th</sup>**

7:50 a.m. – 12:45 p.m.

**Preppy K and Kindergarten:**

Early Bear & Late Bear attend together on Minimum Days

7:50 a.m. – 11:10 a.m.

**Minimum Days are scheduled to be on the following dates:**

Friday, October 27, 2017

Wednesday, November 15, 2017

Thursday, November 16, 2017

Friday, March 2, 2018

Friday, June 8, 2018

Thursday, June 14, 2018~ Dismissal time TBD

### RECESS

9:45 to 10:05

### LUNCH TIMES

12:05-12:50 1-3

11:50-12:35 4-6

# SCHOOL POLICIES

## CLOSED CAMPUS

Brookhaven Elementary School is a **closed campus**. All visitors must report to the office immediately upon arrival to campus to **sign in** and receive a **visitor badge**. The badge is to be worn in a noticeable place at all times while on campus. Parents of Brookhaven Elementary School students are welcome to visit classrooms; however, dates and times must be cleared through the classroom teacher or the administration prior to visits.

## HOME and SCHOOL COMMUNICATION

Notices of school, school district and community events are posted on our website [www.brookhavenelementary.com](http://www.brookhavenelementary.com) on a regular basis. You are encouraged go to our website to subscribe to our school Newsletter, *The Bear Paw*. Newsletter communication will be published from time to time and by subscribing to our newsletter, it will be automatically delivered to your email inbox. We continue to have a **Brookhaven Facebook** page. Please like us on FB and follow our posts @BrookhavenElementarySchool. They will come directly from the administration. Please continue to visit the website calendar to check for events at Brookhaven. The school marquee on Brookhaven Avenue posts important events as well. Audio communication through Parentlink is a school-to-parent communication system that allows our school to send periodic and personalized voice and/or email messages. **We ask that you keep your information current on your Aeries Parent Portal account so that we can help keep you informed. Please update your contact information any time there is a change.**

## OFFICE POLICIES:

1. Students will only be released to adults that are authorized as listed in your contacts in the Parent Portal.
2. We ask that parents/guardians schedule **medical and other appointments for students outside of school hours whenever possible**. Whenever students are not present at school it puts undue pressure on the child to get caught up. If your child has an afternoon appointment, please bring him/her to school in the morning so that they can maintain their morning studies and also be counted in the Average Daily Attendance.
3. **Office phones** are for **emergency** and school business use only. Please make arrangements regarding transportation before they come to school. Making arrangements for transportation home or asking permission to go somewhere after school are not considered emergencies.
4. Students are responsible for bringing their homework, assignments, musical instruments and projects to school. To avoid classroom disruption, notes or phone calls will not be sent to the student to pick up forgotten homework, projects, musical instruments, or lunches. If homework is dropped off at the office by parents, it will be placed in the teacher's mailbox for the teacher to retrieve at their earliest convenience. Lunches will be taken out with our noon supervisors at the beginning of the lunch period.

5. **Musical instruments** must be brought to school and dropped off in the MPR **before school**. They must be placed neatly in the instrument cabinets on the Stage or placed neatly against the wall on the stage. Part of being a participant in the music program is accepting responsibility for equipment. Please be sure your child remembers their instrument every Wednesday and Friday for instruction.
6. Students are responsible for bringing lunch or **lunch money** to school. Please check with your child each morning to make ensure these arrangements have been made. A lunch account may be established in advance. See our district website to set up an online lunch account for your child. Brookhaven and the District are committed to promoting a healthy environment from classroom to cafeteria. Please be aware that our district Food Services program makes available for purchase a nutritious meal each day.

## **ATTENDANCE & TARDIES**

**One of the best indicators of school success for children is having a good attendance record at school.** When a child is absent, important classroom instruction is missed. While the work can often be made up, the classroom discussion, important hands-on opportunities, and valuable direct instruction are missed and cannot be effectively made up.

Good attendance is critical for your child's academic success. Every day that your child is healthy, they should be in school. We need your help to ensure that children are in school EVERY DAY & ON TIME. Students miss important learning when they are absent or tardy. Tardiness and absences can also create anxiety for your child. Please ensure that they arrive on time each day, prepared to learn.

### **ABSENCES**

ALL ABSENCES MUST BE VERIFIED. This can be done by calling our phone system to report absences and tardiness – Dial 714-986-7110 and press 3, sending a doctor's note or note from home or by emailing [spinegar@pylusd.org](mailto:spinegar@pylusd.org).

**If we do not hear from you by either a note or phone call within 48 hours of the absence, your child will be recorded as truant per district policy.** Per education codes, we must account for all students on a daily basis.

Each day that your child is out sick, you must call to let the attendance clerk to clear the absence. If you do not call to report an absence, you will be contacted at home or work. If you would like to **request homework** for your child, you must call the school office by 10 am on the day of the absence. The homework will be available for pick up in the office after the school day has ended.

**Please make every effort to schedule vacations during scheduled time off.** If your child will be out for a trip, etc., please call the attendance line and report the dates of the absences. Students arriving late due to doctor/dentist appointments should have a note from the doctor's office.



## **REQUEST FOR EXTENDED ABSENCE**

If students are to be taken out of school for reasons other than illness or death in the family (i.e. vacation trip, etc.), parents may request an Independent Study Contract prior to the absence. This contract applies to absences of 5 or more school days and must be requested at least one week in advance of the absence. Independent Study Contracts will not be available the last month of school. Parent's requesting an Independent Study should let the office know as early as possible in order to allow time for the teacher to prepare work. If work is not returned or incomplete your grade may be impacted.

## **DISTRICT GUIDELINES FOR DETERMINATION OF STUDENT ILLNESS**

The following are guidelines the school staff uses to determine if a child should be sent home from school. These guidelines may help you make a decision about sending your child to school with a possible illness or following an illness.

- If your child has had a temperature of 100 degrees or more, by mouth, (99 degrees under the arm) in the last 24 hours, he/she should not be sent to school.
- If your child has vomited or had diarrhea in the last 24 hours, he/she should not be sent to school.
- If your child has thick, nasal drainage, he/she should not be in school until the drainage has cleared up or he/she comes to school with a note from the doctor indicating a non-infectious condition or treatment.
- If your child has any eye drainage, he/she should not be in school unless the eyes are clear or there is a note from the doctor indicating a non-infectious condition or treatment.
- If your child has a skin rash, he/she should not be in school unless there is a note from the doctor indicating a non-infectious condition or that treatment has been started.

Many children are still developing their personal hygiene habits. Please encourage them to use good hand washing. This is the most effective way to prevent the spread of germs.

## **TARDIES**

School begins PROMPTLY at 7:50 AM. The front gates will close when the bell rings each morning. Students who arrive late cause classroom interruption, lose valuable instructional time and may feel anxious arriving late to the classroom.

Absences or tardies are only excused if due to:

- student illness
- medical appointment
- court appearance
- religious holiday
- funeral of immediate family member

The state of California is experiencing alarming rates of absenteeism and trancies. In the Placentia Yorba Linda School District we also are seeing a rise in numbers across the district. California law places certain responsibilities on schools and districts to partner with parents to help provide interventions to help increase attendance and student performance. The following

information will help you understand school and district procedures as it relates to attendance:

Tardiness can be a serious problem at school. Students must be sitting at their desk in the classroom by 7:50 or they will be counted as tardy. Punctuality sets a good tone for student responsibility and it eliminates anxiety for students who often arrive late and are trying to catch up to the school day that is already in progress.

Chronic absences or tardiness will lead to a **School Attendance Review Team (SART) meeting** at the school site. If attendance and tardiness continue to be a problem a School Attendance Review Board (SARB) meeting will be held. These meetings will be held at the District office and may include the District Attorney, Police officer, Principal, Representative from Student Services, and the parent and child.

When your child is absent it is extremely important that you contact the office through a note or phone call to report the absence. This should take place within 48 hours of the absence. When the school does not hear from you, your child's absence is recorded as truant. After three truanancies you will receive a letter from our district office informing you of your child's truanancies. After 5 truanancies, a S.A.R.T (School attendance Review Team) will be scheduled at the school site to help provide guidance in how the school can help with the truanancies and to also review attendance procedures for the purpose of providing clarity. After 7 truanancies, a D.A.R.T. (District Attendance Review Team) will be scheduled at our district office.

We understand that children do get sick and have to miss school. When your child is absent and you call in or send a note it is recorded as a verified absence. After 8 verified absences the school mails their first notification to parents. A S.A.R.T. will be scheduled at the school site between the 10th and 12th verified absence. After the 15 verified absence a D.A.R.T. will be scheduled at the district office.

In some instances a student may have a documented health issue that causes frequent absences from school. In situations like this the school will send a form home to be completed by their doctor. This form will indicate approximately how many days the student should be expected to miss during the school year based on the student's medical issue. In these cases the student's absence will be recorded indicating they are under doctor's care and will not be counted against their attendance record. Any student that turns a doctor or dentist note in to the office for an absence will be recorded in the same way and the absence will not count against their absence history.

Education code, Section 48200 requires students between the ages of 6 and 18 to attend school full time. Students are to be seated and ready to work when the bell rings. Habitual Truancy is defined as a student who has three or more unexcused absences and/or tardies (30 minutes or more in duration) within one school year (Ed. Code 48260).

Excessive absences and/or tardies may result in the following:

- Letter sent from the school office
- Letter sent from the district office
- Request for parent meeting at the school site (SART meeting – School Attendance Review Team)

Referral to SARB (School Attendance Review Board) at the District Office. This could then be forwarded to the District Attorney's Office through the Orange County Court System.

### **LEAVING EARLY**

Only parents, legal guardians, and people listed in the contacts screen of your Parent Portal (age 18 and over) may pick up students before school is out for the day.

If your child needs to leave early, please make sure to do the following:

- Visit the school office, not the classroom. Teachers cannot release a student to a parent directly from the classroom.
- Sign your child out for the day in the release book. Your child will meet you in the office to be released.
- If your child is returning the same day, you must check the child in at the office before he/she returns to class.



### **ARRIVALS AND DEPARTURES**

1. Students are not allowed on campus before 7:35 a.m. or after 2:30 p.m. Student supervision is between 7:35 a.m. -2:30 p.m. If a student arrives on campus at 7:30 a.m. he/she must remain at the flagpole area until 7:35 a.m. when the bell rings and the gates are opened.
2. At 7:35 a.m., the morning bell will ring and students will walk to their playground where they will line up. Students go into the classrooms at 7:45 a.m. and are tardy if not in their seats at 7:50 a.m.
3. When arriving late to school, students will report directly to the office for a pass to class. Parents will be notified once tardiness exceeds three times. Excused tardies include illness or a doctor/dentist appointments.
4. Students and parents **MUST** stay on the sidewalks when walking to and from school, always crossing streets carefully at corners or crosswalks, and obeying the crossing guard's instructions at all times. Parents should encourage children to take the safest route.
5. Following dismissal, students **MUST GO DIRECTLY HOME. THE SCHOOL DOES NOT PROVIDE SUPERVISION AFTER SCHOOL HOURS.** Parents will be notified when students remain at school past the 2:30 p.m. guideline. After the third notification, the district Student Services office may be contacted. (Exception will be for Homework Club and after school

enrichment programs such as The Chess Club and Spanish Club.) If a parent is detained from picking up a child on time, the parent must notify the school as soon as possible.

6. If your child needs to be kept after school for more than 5 minutes, the teacher will notify you ahead of time.

## VALET

Brookhaven's Valet Parking Program will be operating again this year without any significant changes. For the program to be successful we need your help and support. In order for our valets to assist you and your children, we are asking that you follow these helpful safety rules:

Please have student backpacks, lunches or lunch money, and students ready before entering the Brookhaven Express Drop Off area. Also, please make sure your family name tag (this is a name tag that you will make on your own. Thank you!) is on the dashboard of the passenger's side of the car during the afternoon pickup.

- There is no valet service in the Staff front parking lot therefore students need to be dropped off in the front of the school, not in the Staff parking lot in front of the school.
- Pull close to the curb and come to a complete stop in front of the furthest available valet numbered spot. **Please PULL FORWARD.**
- Remind students to exit carefully when the car has come to a complete stop.
- Before pulling forward, make sure your child is safely on the curb with all of their belongings.
- **Students must exit on the passenger side of the car only (curbside).**
- The parking lot is a right turn only exit during morning drop off and afternoon pick up.

## BIKE RULES

Students in grade 4-6 may ride their bicycles to school.

- Students must follow all bicycle safety laws. All bike riders must wear a helmet to and from school.
- Students must get off and walk their bikes upon entering and leaving school grounds. For safety reasons, bikes may not be ridden on school grounds, sidewalks, walkways, parking lots, playgrounds, etc. It is strongly recommended that students lock their bikes.
- Students must obey the Crossing Guard's instructions.
- The school is not responsible for damaged or stolen bikes.
- Roller Blades and Heelys or any shoes with wheels are not allowed at school.

## **ACADEMIC EXPECTATIONS**

The staff at Brookhaven seeks to work together to help students foster positive interactions, build responsibility and learn. Parents' efforts play an important role in educating our children. It is important that we work together to make this a successful year for our students and school. As a staff we realize student abilities differ and, at times, mitigating conditions may prevent a child from doing his or her best work during a brief period of time. Our teachers make adjustments to accommodate individual needs. If you have any questions or concerns about

your child's progress, please call the school to schedule an appointment with your child's teacher or the principal.

## **HOMWORK**

Homework in the PYLUSD is an essential part of the learning process. Assignments vary in accordance to the needs of the class and relate to classroom instruction. Quality homework relates to the grade level standards and learning objectives and is a direct extension of classroom instruction. Homework assignments intend to reinforce and extend learning initiated in the classroom and serve as a tool for teachers to monitor student understanding. Completion of routine homework can motivate students to develop good work habits while increasing the opportunity for individual initiative and responsibility. Homework can stimulate creativity, critical thinking and awareness that learning can take place outside of the classroom. Length of homework assignments will vary according to purpose and level.

### **Guidelines for homework:**

#### **Homework policy during absences:**

Each day a child is absent the teachers will put assignments aside that the child will need to make-up. Each teacher may have a different way of organizing those materials. Parents may request, by 10 am on the day of the absence, to pick the work up after school. If not picked up, the work will be sent home with the child on the first day they return. In primary grades the missed work is due within one week. For our upper grade students, homework is due on the day following the number of absences. For example, if a student is absent 2 days, work is due on the 3rd day after they return. In our upper grades (4-6) it is encouraged to make arrangements with a "homework buddy" to collect work when they are absent. Work collected by the "homework buddy" can be picked up by the parent or brought home to the student by the "buddy".

Children need to establish a nightly routine Monday - Thursday for home study. This will promote good study habits, which will benefit them throughout their school years. Select a place and time that will be conducive to concentration and free from distractions (T.V., electronics, friends, etc.). The study time should be consistent each night whether or not the child says he/she has homework. If your child does not have homework to complete, we encourage them to read during this established homework time. (Setting a timer for younger students works well.)

While it is understood that the time it takes to complete homework assignments may vary with each child, the guidelines below have been established by Board Policy for each grade level. If a student consistently has difficulty completing assignments within the time frames established, please inform your child's teacher and appropriate accommodations should be made in collaboration between the parent/guardian and teacher(s).

## **Students in Primary Grades:**

### Kindergarten

- Up to 10-15 minutes per night
- 3-4 times per week
- No weekend assignments

### Grade 1

- Up to 10-15 minutes per night
- 3-4 times per week
- No weekend assignments

### Grade 2

- Up to 20 minutes per night
- 3-4 times per week
- No weekend assignments

### Grade 3

- Up to 30 minutes per night
- 3-4 times per week
- No weekend assignments

In addition to homework assignments, research supports that nightly recreational reading to and with a child is extremely beneficial. Families are highly encouraged to make recreational reading part of their regular routines.

## **Upper Elementary Grades:**

Homework times in grades 4 and 5 may also include long-term projects and are inclusive of assigned reading.

### Grade 4

- 3-4 times per week
- Up to 40 minutes per night
- Inclusive of assigned reading
- Occasional Long-term projects may be required

### Grade 5

- 3-5 times per week
- Up to 50 minutes per night
- Inclusive of assigned reading
- Long-term projects may be required

## **Students in Middle Grades:**

### Grade 6

- 3-5 times per week
- Up to 60 minutes per night
- Inclusive of assigned reading
- Long-term projects may be required

## **GATE Students**

It is anticipated that homework may have greater depth and complexity and may require additional time to complete.

## **GRADE REPORTING**

Report cards are issued 3 times a year at the end of each trimester. Letter grades of A, B, C, D, and F are used to designate progress in grades 3-6. Grade 1-2 use I=Insufficient Achievement, SW=Satisfactory Work/Achievement, VG=Very Good Achievement, and O=Outstanding Achievement. Kindergarten shows progress towards standards with a rating of 1=below grade-level standard, 2=Approaching grade-level standard, and 3=Meets or exceeds grade-level standard. If a child earns below a "C" or "SW" a Progress Report will be sent home.

# **School Behavior Expectations and Policies**

## **SCHOOL PRIDE**

We are the Brookhaven Bears! Our school colors are red and black. Students are encouraged to wear school colors and spirit T-shirts every Friday for Spirit Day. You may purchase T-shirts from the PTA in the fall and throughout the year.

## **DRESS CODE**

While on campus or at any school-sponsored event, students shall be dressed and groomed in a manner which reflects good taste and does not detract from or interfere with the learning environment. The purpose of following the dress code is to ensure the maximum safety of everyone.

The school needs your cooperation in building standards of dress and grooming among students. There is usually a distinct correlation between well-groomed and carefully dressed students and academic and social success. Children are to be dressed in clothing and footwear which allows them to participate in the games and activities that are part of the elementary school program.

Students should dress and groom themselves for school in a manner that does not negatively distract from any part of the educational program. Students in violation of dress code guidelines may be asked to call home for a change of clothing. Appropriateness of student dress is at the discretion of the administration. I greatly appreciate your partnership in helping our students arrive prepared for learning each day.

The following dress attire is not appropriate or permitted at school or at school-sponsored activities:

- Open toed, high-heeled, flip-flops; shoes with roller wheels
- Sandals without a back strap or exposed toes
- Hats/caps worn in the classroom (sun protecting clothing is allowed for outdoor use)
- Clothing, accessories or jewelry that might be a safety hazard or that depict or suggest inappropriate and/or obscene gestures, pictures, words, use of drugs, alcohol or tobacco, illegal activities or gang-related activity

- Overly revealing clothes; this includes, but is not limited to, sheer or low cut tops, bare midriffs, backless and/or strapless tops, spaghetti-strap tops, or excessively short skirts or shorts. Undergarments may not be visible at any time. All tank top straps must be at least an inch wide
- Very baggy or sagging bottom wear – All pants, shorts and/or skirts must fit properly at the waist so it does not fall below the waist
- Anything that brings attention to the wearer and/or is a distraction in the class or on the playground; extremes in dress which detracts from the learning environment or which are unsafe
- Extreme haircut or style, distractible hair color, body writing, clothing, jewelry, fads, etc., which bring undue attention to the wearer or which distracts from classroom learning or playground behavior

## **PLAYGROUND RULES**

All students are encouraged to participate in recess activities. There is less chance of getting into trouble if one is engaged in a meaningful activity as well as getting exercise and building friendships. The following rules have been established to promote a fun, safe and fair recess environment:

- Use the swings and climbing apparatus correctly and safely. No standing or jumping from this equipment is permitted at any time.
- Students may not be "frozen out" or excluded from games by other students.
- Official school rules are to be used when playing blacktop and playground games.
- Upper grade students are not allowed to use the primary swings or equipment.
- All students must play on their designated playground and recess areas
- In general, habits of safety, good manners, respect and good sportsmanship are to be used at all times.
- Students must be respectful to one another and the supervising adults and staff at all times.
- All games must stop when the bell rings. There is to be **no** additional play after the bell.
- At the end of recess or P.E., students are to **WALK** to their classrooms or meeting areas when they reach the blacktop or sidewalk areas.
- Only school equipment may be used at school.
- Toys or electronic equipment gaming devices may NOT be brought to school or child care at any time. Items collected will be kept in the office until a parent picks them up.
- Children are not allowed to swing while standing up or to ride two in a swing. No jumping from a moving swing.

## **BROOKHAVEN LIBRARY**

The library supports the classroom curriculum and provides **Accelerated Reading** books. **The student may check out the same book each week until the book is read.** The student may check out one book for pleasure reading and one for a classroom assignment. Students visit the library once a week with their class. Students may visit the library during morning and lunch recess to turn in or check out books. Reference materials may be used in the library only.

- Overdue – Late Items: If you have any overdue items you may not check out or renew any other item until the overdue item is cleared (AR books are included in this guideline).
- Lost, Stolen, or Damaged: If an item is lost, damaged or stolen while checked out to you, you are responsible for paying for that item. You may not check out or renew any other items until



your account has been cleared. A letter will be sent home with you, for your parents, letting them know the replacement cost. When your account is cleared, library check-out privileges are reinstated.

- **Outstanding Balance:** At the end of the year if you still have an outstanding account that has not been cleared, your balance is carried over to the next school year and a letter is sent home with the outstanding balance invoice. Library check out privileges may be suspended until the account is cleared or repayment arrangement has been made with the principal.

### **Library Behavior Guidelines**

- Library time is quiet reading time. You may read silently or work on classroom assignments quietly.
- **Cleanliness:** Please ensure your hands are clean before handling library books or other items. Wash hands or use wipes, especially after recess, lunch, or PE.
- **Restroom:** Please use the restroom or get a drink of water prior to entering the library. Your library time is once a week.
- **Library Disruption:** Please do not play or 'horse around.' Disruptive behavior will result in you being sent back to the classroom, or the office depending on the severity of the offense. A citation or other consequence may also be assigned by the classroom teacher or principal.
- No food or beverage allowed in the library.
- **Reward:** Helpful, thoughtful behavior and good library manners are rewarded! Examples – always reading quietly, helping library tech, etc.

### **LUNCH STANDARDS OF BEHAVIOR**

- Students shall be seated while eating.
- Students are not to leave their seat without permission to be dismissed.
- Students are to use good table manners at all times.
- Due to medical restrictions/food allergies, etc., **students are not allowed to exchange foods.**
- Students are responsible for keeping their eating area clean. Students will be excused when their area is clean.
- Carbonated drinks are not allowed.
- For safety, no glass containers of any type.
- All food is to be eaten within the lunch area. No food is to be taken to classrooms, fields, or the blacktop, unless otherwise designated by Administration or staff.
- The directions of noon supervisors, administrators, teachers, instructional aides and custodian are to be followed at all times.

### **LUNCH PROGRAM**

Lunches that are brought to the office will be kept in the office to be delivered to the lunch tables prior to lunchtime. If your child has forgotten their lunch, be sure to deliver it to the office by 11:00 a.m. Your child's name, room number, and teacher's name are to be on the lunch sack/lunch box. Students should arrive with their lunch or lunch money every day. It should not be the norm or routine for a parent to drop their child's lunch off daily.

Classrooms will NOT be disrupted to inform the student that his/her lunch is in the office; therefore, remind your child that he/she should check at the lunch tables if he/she is expecting you to bring in a

lunch.

For those who bring their lunch, milk or juice may be purchased. A hot lunch (which includes milk) is available for those who wish to buy for \$2.75. Milk is available for purchase for \$.50 and juice for \$.75. Lunch may be purchased daily or a parent can deposit money towards a student account in advance. Please bring cash or check in an envelope with your child's name on it to the front office. ***We do not have change in the office.*** If writing a check, make check payable to PYLUSD Food Services.

A free and reduced lunch program is available for those who qualify. Forms are available in the school office and more information is available on the [district website](#). If your child forgets their lunch, the kitchen will provide them lunch for that day and payment can be brought in the following school day.

### **SCHOOL VISITATION**

You are welcome to visit your child's class via a scheduled appointment/visit. Your child benefits when the home and the teacher work together. These suggestions will make your visit more valuable:

- Please work with your child's teacher to arrange a time to visit or volunteer in the classroom. Unplanned visits require a 24 hours notice prior to your visit. This is a courtesy to the teacher and complies with California Educational Code.
- Visitors are required to stop at the school office prior to going to the classroom to pick up an office pass. Visitors must also check through the office before leaving.
- Brookhaven welcomes and values our volunteers. Without volunteers, many programs and activities offered at our school would not be possible. You will be given opportunities to sign up for various events, responsibilities, and/or classroom volunteering at the beginning of the year and at Back-to-School Night. We encourage volunteers to be active at our school and are very appreciative of the many services they perform for us.
- We do require, however, that all volunteers (or visitors) sign in and out at the office upon entering and leaving campus and that they have filled out the proper volunteer form. This helps to ensure student safety and the safety of our campus. Visitor stickers are available for all our volunteers and visitors in the office and must be worn in a visible spot at all times.

### **BIRTHDAYS**

We discourage any activity that takes time or attention away from teaching and learning, so the teacher must approve any acknowledgement of special days, like birthdays ahead of time. We encourage the donation of a book to our school library to honor the birthday of your child. Their name will be placed in the donated book. Other great ideas are to pass out pencils, erasers, etc. in lieu of donuts and cupcakes.

### **NUTRITION BREAK**

This is held during the morning recess. Some of the following nutritious foods are suggested: fruit, vegetables, nuts, cheese, dried fruit, fruit juices, etc. No carbonated drinks in cans or bottles at any time. Primary students will eat at the lunch tables and upper grades will eat snacks at the lunch tables near room 408. No food is allowed on the blacktop at any time.

## **LOST AND FOUND**

Parents are asked to clearly label all personal belongings with the child's name so that lost items may be returned promptly. Valuable items, such as jewelry, watches, electronics, etc. should not be brought to school. These items are easily mislaid and easily picked up. The school will not be responsible for lost or broken items. The only electronics that are permitted are at the teacher's request for BYOD, (Bring Your Own Device). Cell phones brought to school by students are not to be out or in use on the school grounds during the school day.

If your child is missing a sweater, jacket etc., please check our lost and found located in the multi-purpose room periodically. Remaining items will be donated twice a year to a local charity.

## **SPECIAL SERVICES**

### **PSYCHOLOGICAL SERVICES**

The services of the school psychologist at Brookhaven focus upon the unique needs or concerns of students, staff, and parents. Delivery of services may include individual psycho-educational assessment for those students referred for possible learning disabilities, monitoring of students in Special Education, and consulting to staff and parents regarding learning style, material modification, behavior management, and self-esteem of students.

### **Student Study Team (SST)**

Any time a teacher or parent has a concern regarding attendance, behavior, academic, social, emotional, or physical development, the student may be referred to the SST team. The SST team is made up of trained teachers and the school administrator and may include the school psychologist, resource specialist and speech teacher. Parents play an important part of this process. The purpose of an SST meeting is to share your child's strengths as well as concerns in order to help your child succeed in school. You are an important part of the team. You have valuable information and opinions that will help form realistic plans.

### **Rtl**

All students are screened for reading fluency three times a year. If a child meets the district criteria the child will be placed in a reading intervention group during "Walk to Read" time that varies by grade level. Your child's teacher will communicate with you regarding this support, should your child need it.

### **GATE (Gifted and Talented Education) SERVICES**

Brookhaven Elementary offers a cluster program for GATE students. The cluster program groups students together that are identified as gifted and talented. Each year all third and fourth graders are screened for GATE identification. Parents will be notified when this testing occurs. Results will be mailed to the parents shortly after assessments have been given to provide assessment results. If you have further questions regarding our GATE program, please contact the Principal, Mrs. Lucas.

## **CHOICE OF TEACHERS**

To insure well-balanced, heterogeneous classrooms, we do not accept teacher requests. In order to provide the best learning environment for all students, many factors must be considered. A qualified team will make the proper recommendation for the placement of your child.

### **BROOKHAVEN CHILD CARE CENTER**

On-site Child Care Center is located to the west of the office inside of the kindergarten gate to the right. Their hours are from 6:30 a.m. to 6:00 p.m. and it is available for Preppy K through 6<sup>th</sup> grade. For more information on registration and fees, contact the Child Care office at 996-0654 and speak to the Director, Mrs. Elvoid.

### **PTA**

Our amazing PTA is a very important part of our school activities. Being involved at school sends a strong message to your child that school is important. If you wish to support, help, get involved, etc., please call the school or email our PTA President. Contact information for our PTA is located on our school website under the PTA tab. Our PTA will send notices regarding meetings and activities regularly. You may also simply check our school website for the school calendar and learn about ways to get involved.

### **BACK-TO-SCHOOL NIGHT/OPEN HOUSE**

You are invited and encouraged to attend our **Back-To-School Night** in the Fall. Your child's teacher will discuss instructional goals and expectations for the year. This night is for adults only. **Open House** is scheduled in the Spring. All members of the family are invited to attend and share in the activities and experiences your child has had during the school year. Children must stay with their parents at Open House.

### **REWARDS AND INCENTIVES**

In conjunction with our Positive Behavior Interventions and Support system rewards will be built around following "The Bear Necessities". In addition, reward cards will be given for:

- doing something wonderful
- voluntary acts of kindness or thoughtfulness
- superior participation in school activities or events
- good and/or improved work habits, behavior, interaction, peer teaching
- overall improvement
- consistent responsibility
- good sportsmanship
- volunteering to help in or outside of class

### **Classroom Awards and Certificates**

During the school year, teachers may individually recognize students for many different reason within their classroom. Students are recognized throughout each trimester for reaching their Accelerated Reader goals. In addition, Brookhaven will celebrate student success in four designated categories at each of our trimester awards ceremonies. Parents will be invited by the classroom teacher to attend

should their child be receiving an award. The four award areas are:

- Outstanding Academic Achievement
- Improvement in a specific area as selected by the teacher
- The BEAR Necessities award
- The Principal's award

## **HEALTH, EMERGENCY AND MEDICATION PROCEDURES**

Other than minor scratches, bumps, etc., you will be notified promptly if your child becomes ill or is injured at school. The school will follow the directions you give in your Parent Portal concerning your physician and others who are to be notified if you are unavailable. Please keep your Parent Portal account up to date of any changes.

Some children require medication during school hours. Should this be the case, the following procedures must be followed:

- Long term or daily medications: Parent and Physician Medication Request forms must be signed and brought to the office. The medication must be in the original prescription container, and the pharmacist's label must indicate name of student, date, name of doctor, and name and specified dosage of medication, and method of administration.
- Short term medication such as cough medicine and antibiotics, Parent and Physician Permission form is required. The medication must be brought to school in the prescription container. The pharmacist's label must indicate name of student, date, name of doctor, name and specified dosage of medication, and method of administration.
- "Over the counter" medications, i.e., aspirin, cannot and will not be dispensed without physician's authorization. A Parent and Physician Permission form is required and medication must be in original container.
- All medication request forms are available on the PYLUSD website under Health services.

## **BROOKHAVEN ELEMENTARY SCHOOL CONDUCT CODE**

To maintain a safe, orderly and positive school climate, Brookhaven's Conduct Code sets a high standard for student behavior. The safety and well being of your child is the utmost priority of the Brookhaven School Staff. We, therefore, ask your cooperation in helping your child understand and follow school rules. Listed throughout this book and below are the general rules and related behaviors of particular significance:

- BE IN THE RIGHT PLACE, AT THE RIGHT TIME, DOING THE RIGHT THING
- BE KIND TO EACH OTHER IN WHAT YOU SAY AND DO
- ACCEPT RESPONSIBILITY FOR YOUR OWN ACTIONS
- TAKE PRIDE IN YOUR SCHOOL BY KEEPING IT NEAT AND CLEAN
- KEEP HANDS, FEET, AND OBJECTS TO YOURSELF

- BRING ONLY APPROPRIATE ITEMS TO SCHOOL

## **BEHAVIOR AT SCHOOL**

Students and families will...

- Demonstrate and model positive, expected behaviors that are taught to all students at the beginning of and throughout the school year
- Show respect for all members of the school staff, all students and any adult on campus
- Respect the rights of other children and adults, as he/she would have his/her rights respected
- Follow all school rules as all times. Conflict Management Strategies are taught to all students as a means to resolve problems
- Not use obscene or inappropriate language/gestures and are not to be used or tolerated on school grounds
- Walk on the school campus at all times. Running is not permitted on campus unless during organized play or PE and only on the grass
- Not participate or demonstrate disruptive behavior when classes are in session
- Keep the campus clean and healthy by not littering or spitting or chewing gum at any time
- Not participate in “Horseplay or play fighting”, including pushing, shoving, throwing items or tackling
- Demonstrate positive, respectful and responsible behavior which is ught and is expected in the classroom, MPR, office and all areas on campus at all times
- Know and follow individual classroom rules
- **Cellular phones** and other portable electronic devices may not be seen, used, or heard at any time during the school day unless it is being used as part of the classroom Bring Your Own Device (BYOD) policy. This is utilized at teacher discretion only. These devices will be confiscated if on or out during the day. If such a device is confiscated, it will be kept in the office until a parent comes to school to receive it. The school is NOT responsible for lost and/or stolen cell phones
- Other prohibited items include: laser light pens, toys, games, cameras, matches, weapons, lighters, fireworks and anything meant to create a disturbance or distraction
- Not participate in fighting, play fighting, kicking, or other physical aggression
- Not bring any animals from home, unless the teacher and principal have granted permission

In an effort to support the positive actions of the vast majority of students, disciplinary action and consequences for inappropriate behavior will be enforced fairly and consistently within the guidelines of school and district policies.

## **FAILURE TO FOLLOW SCHOOL RULES**

The consequences for breaking school rules will depend on several circumstances including, but not limited to, the following:

- The seriousness of the rule that was broken
- The age of the student
- The number of previous warnings, referrals or disciplinary actions for behavior

The following are possible consequences:

- Warning or counseling from school staff
- Time-out to another classroom
- Loss of privileges

- Referral to the principal's office
- A note or phone call to the parent or a conference with parent
- After school detention - held once a week on Thursday's as assigned
- On campus and/or Off campus suspensions (see severe misbehaviors)

The staff will determine the most effective and most appropriate form of consequence for misbehavior.

New this year is the consequence of detention should your child be assigned. Detention may be given to your child only by the Principal or certificated teaching staff. If a child is assigned a detention, parents will be notified via the detention slip so that arrangements can be made between the student and parent in order for the student to serve at the next detention period. The detention slip must be signed and returned to the classroom teacher.

### **Detention**

Detention will take place once a week, as necessary, for 30 minutes after school in the school library. Students attending detention will report directly to the library, check in with the supervising teacher and be seated to begin their detention. Students will not be permitted to talk or complete any work during the detention period. When the detention period is over, the student will walk to the front of the school to be picked up by their parent or guardian. If a student purposefully misses detention, they will serve an additional after-school detention. Detention may be assigned at the discretion of the principal and teaching staff only. Detention may only be assigned for behavioral misconduct and not for academic failures.

### **SEVERE MISBEHAVIORS**

The following are severe misbehaviors that will result in an automatic referral to the principal. Parents will be contacted by phone or note home and may need to attend a meeting with the Principal and/or other school staff:

- Fighting, physical injury or attempting to cause injury
- Willful defiance or disrespect to an adult or other students
- Stealing, defacing, or damaging property
- Possession of a weapon, explosive, or a dangerous object
- Possession, use or sale of a controlled substance, beverage, tobacco or illegal drug
- Profanity or obscene acts
- Threats, bullying, cyber bullying or sexual harassment
- Repeated failure to follow classroom or school standards and rules

Consequences for severe misbehavior may include:

- Alternative to Suspension (on-campus, during the school day)
- Detention
- Off campus suspension
- Student/Parent/Teacher/Principal Meeting
- Behavior contract when deemed necessary and appropriate
- Referral to the school Student Success Team
- Referral to the district Student Services office for a possible transfer to another Placentia-Yorba Linda School

*The Placentia-Yorba Linda Unified School District Board of Education is committed to providing a safe and secure environment in which students can effectively learn. As such, the Board of Trustees will enforce the following penalties for student involvement with illegal drugs or alcohol and/or dangerous objects or weapons.*

## **DEFINITIONS:**

**Suspension:** “Suspension” (E.C. 48900-48900.5) means removal of a pupil from ongoing instruction for adjustment purposes. Suspension does not mean any of the following:

\*Reassignment to another education program or class at the same school where the pupil will receive continuing instruction for the length of the day prescribed by the governing board for pupils of the same grade level. (E.C. 48925)

**Expulsion:** “Expulsion” means removal of a pupil from the immediate supervision and control or the general supervision of school personnel. (E.C. 48925)

## **SCHOOL-INITIATED TRANSFERS**

It is the belief of the Board of Education that in order to maintain a school environment conducive to the highest quality of learning and, at the same time, foster positive behavior changes in students, intra-district transfers of students initiated by the school of attendance may be necessary.

Transfers initiated by the school administration are deemed to be in the best interest of the school and student when the student is unresponsive to disciplinary practices and efforts to develop consistent attendance and appropriate school behavior, or when the student is in need of a change in peer group.

Specific criteria for the initiation of an intra-district transfer shall be specified in the discipline plans of each school site. Additionally, it shall be the responsibility of the school initiating the transfer to assure that the students and parent/guardian are afforded due process including, but not limited to, notification of possible transfer prior to the initiation of the transfer, conferences with the students and parent/guardian, and specification of the conditions for return to the school of residence. All transfers shall be reviewed annually.

## **PROCEDURE FOR PARENTS REGARDING CHILD’S SUSPENSION – IN LIEU OF SUSPENSION**

The Board of Education encourages the use of all available resources in the handling of disciplinary problems including the involvement of parents and guardians in the classroom behavior problems of their children. Teachers are, therefore, authorized, pursuant to Education Code 48900.1, to require that parent or guardian of a pupil who has been suspended from the teacher’s class for committing an obscene act or engaging in habitual profanity or for disrupting school activities or otherwise willfully defying the authority of a school employee, attend a portion of a school day in his or her child’s classroom. Teachers who elect to impose this procedure shall do so in accordance with State law and District Administrative Regulations.



## **HARASSMENT**

It is the policy of the school and the district that all students be treated with respect and feel comfortable attending school. The harassment of others based on sexual, religious, racial, or other themes will not be tolerated and will result in a referral to an administrator. Consequences for harassment or bullying of any type may include suspension. All students are responsible for treating others with respect. Verbal or physical bullying, calling others names that put them down, using words that make another person feel extremely insulted, touching others in an unacceptable manner, and making comments of a sexual nature are considered harassment. If at any time your child feels uncomfortable in dealing with other students or adults, it is your responsibility to report that occurrence to a teacher or administrator who will help you deal with the situation

Again this year, it is important that we review the law in California and our District Board Policy related to the sexual harassment of students. This law applies to student behavior in grades 4 through 12 and prohibits the sexual harassment of students by staff or other students. Sexual harassment may include such behaviors as:

- Unwelcome leering, sexual flirtations, or propositions
- Unwelcome sexual slurs, threats, derogatory comments, or sexually degrading descriptions
- Graphic verbal comments about one's body
- Sexual jokes, stories, drawing pictures, or gestures
- Teasing or sexual remarks about students
- Touching another's body or clothes in a sexual way
- Blocking of normal movements
- Displaying sexually suggestive objects at school

Any student who feels that he/she is being harassed should report it immediately to the principal. Students who engage in any form of sexual harassment may be subject to disciplinary actions.

## **STUDENT ANTI-BULLYING**

The Board of Education believes every child is entitled to a safe school environment free from bullying. Just as the Board expects professional behavior of its staff, similar behavior is expected of the students. The Board also believes that students should not be disruptive or create a climate of fear by bullying other students. Bullying is defined as any severe or pervasive physical or verbal act, including communications made in writing or by means of an electronic act, committed by a student or group of students directed towards other students.

Children need to learn appropriate social behaviors as well as consider the needs, behaviors, and feelings of others. Various strategies will be used to promote respectful relationships and to improve or change inappropriate behaviors.

Consistent with state and federal law, the district prohibits bullying and provides a timely and effective complaint procedure for pupils who believe they have been the victim of bullying. In order to create a positive climate for education, all reports of bullying will be investigated and resolved promptly to avoid an atmosphere of harassment.

The district also is mindful that, at times, behavior that is rude or insensitive may nevertheless be constitutionally protected in the context of a public school environment. Such conduct can best be

prevented with effective strategies that involve pupils, parents and school employees in collaborative efforts to promote respectful relationships and to improve or change inappropriate behaviors while teaching acceptance and ensuring equal educational opportunities for all. Regulations regarding this policy will be made a part of each school's student discipline and safety plan.

## **DISASTER PREPAREDNESS**

Brookhaven's staff is continually preparing for potential disasters, including earthquakes. If a disaster should occur during school hours, there would be a possibility that your child would need to remain at school through the dinner hour, or possibly, overnight.

### **TELEPHONE COMMUNICATIONS**

If telephones are operational following a serious disaster, their use will be restricted to reporting medical, fire, or other emergencies. **Please do not call the school.** Parents will be advised regarding school conditions, dismissal times, and procedures.

### **DISMISSAL**

No child will be released to anyone other than his/her parent or guardian, except under the following condition:

- Parent or guardian has designated other adult emergency contacts on the contacts screen in the Parent Portal.
- The identification, signature, and destination of any person signing a child out will be required before the child is released. Sign child out from the students-release area at the North parking lot. Once cleared, proceed to the kindergarten yard at the south end of campus where your child will be released to you or your designee. Only school personnel, emergency workers, and authorized volunteers will be allowed on campus in the event of a disaster until all students are accounted for or in the event the school site is designated as a Red Cross shelter. Your cooperation will be necessary in signing your child out after a disaster. The school must account for each and every student. We therefore need students signed out in a calm, orderly manner.
- Please minimize the possibility of a traffic jam and facilitate the smooth release of children by walking to school when possible. If you must drive to school, leave your car at least a block away to allow emergency vehicles room to get in. Please adhere to this courtesy so that we can help all families as fast as possible.
- Adult volunteers will be welcome to assist on campus during the emergency. Present yourself at the Information Gate and state your willingness to work on campus.