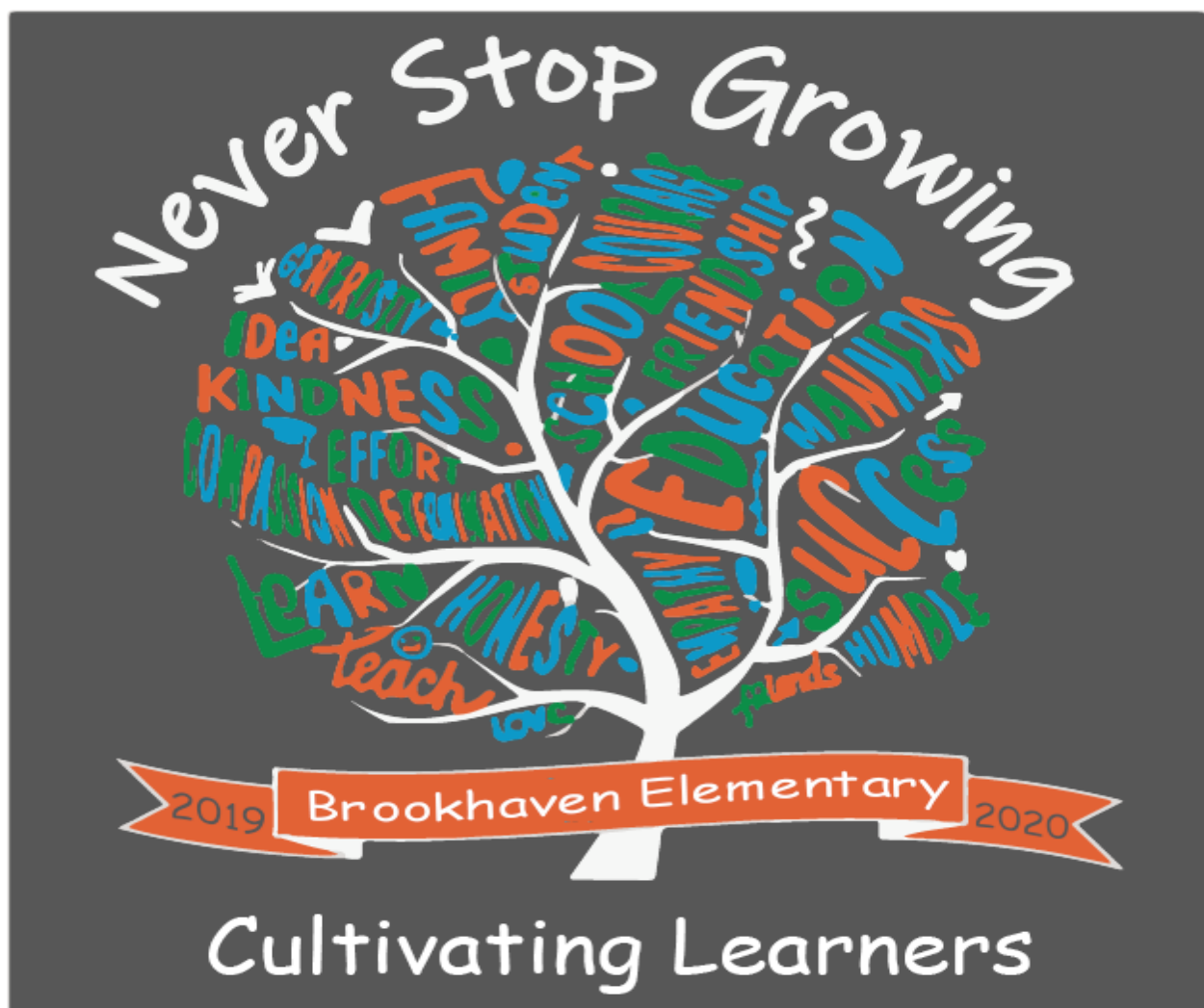


Brookhaven Elementary Student/Parent Handbook 2019-2020



Inspire • Connect • Engage

Our Roots Run Deep ~ Our Branches Stretch Far

Brookhaven Elementary School

August 2019

Vision

Brookhaven students will receive high quality instruction through engaging activities in a positive classroom environment to instill a lifelong love of learning.

Goal

Brookhaven staff will work together so that each student is challenged, and confident that they can achieve at their highest potential.

Beliefs

- ✓ Each student is unique and can learn more and at higher levels.
- ✓ Students will give their attention and commitment when provided engaging experiences.
- ✓ Each member of the school has the responsibility to ensure quality learning experiences for students.
- ✓ We can achieve more by working together.
- ✓ Every teacher is a leader and every leader a teacher.

Brookhaven Elementary School

Iris Felder, Principal

Steve Bibiano, Asst. Principal

Tara Hernandez, Asst. Principal

A MESSAGE FROM THE PRINCIPAL

Dear Brookhaven Elementary Students and Families,

On behalf of the staff of Brookhaven Elementary School, I welcome you to another successful school year and look forward to working with your child and your family. We are proud of our school and the many programs and opportunities available to our students. We strive for students to experience a well-rounded program that helps them harness their uniqueness and strengths. Our theme for this school year is Never Stop Growing: Cultivating Learners! Our focus for our students is to continue developing and maintaining a growth mindset, understanding that they control their own learning by how much effort they are willing to apply. Believing in themselves can assist them with owning their own learning. Having a growth mindset will support them as they reach new heights this school year. Our curriculum is rigorous, relevant and provides the best possible opportunity to succeed academically and socially. You, as parents, are the most critical part of your child's growth. This is why it is imperative that we continue working together in providing an atmosphere that promotes education and quality work habits. Your support provides the foundation for students to come ready to grow. I strongly encourage you to be an active part of your child's education by staying involved with their life at school and at home. Have positive conversations about school when at home. Challenge your child to be their very best as you model these characteristics in your own life. Brookhaven Elementary staff will continue to work closely with families on ways to support students to be leaders at school and in life. You will find your child's teachers are your best resource and I encourage you to build a positive partnership with them. I look forward to working with you

as partners in helping your children grow academically, socially, and emotionally. I am honored to be your Principal, and I look forward to working with our community. Please read the following Parent and Student Handbook and discuss the contents as a family. Our intention is to familiarize you with the policies and procedures at Brookhaven Elementary School. It will also be available for ongoing reference on our school website (<http://www.killeenisd.org>). If you have any questions, please feel free to contact me.

Wishing all a safe and successful school year.

Sincerely,

Iris Felder, Principal
Iris.felder@killeenisd.org
(254) 336-1440

First Day of School

Welcome to Brookhaven Elementary School! The first day of school is an exciting experience for both students and teachers. There are a few things you can do to help make it easier for everyone. Here are some suggestions:

- Your child's room and teacher assignment will be posted on the front windows. Teachers, assistants and support staff will be in the hallways to help your child.
- Please be sure your child and teacher understand how he/she will get home after school (pick up, bus, walker, daycare or YMCA). Children in PPCD, PK4, kindergarten, and 1st grade must be picked up, by parent/guardian or another designated adult. The person designated to pick up the student must be listed on the registration card in the office.
- Although your child's teacher would like to know as much about your child as possible, please understand that the first day of school is not a good time for conferences. Any important information should be communicated in writing, or you can make an appointment for a conference at a later time. Thank you for understanding so teachers can focus on ensuring all students get home safely.
- Parents may walk their students to class *only during the first week of school*. This applies for all grade levels. ^

- In order to facilitate an orderly hallway, please escort your child to the room, say your goodbyes, and exit the building promptly, even if your child is upset. Our caring staff is experienced in dealing with these situations. Your child is in excellent hands.
- After the first week of school, please say your goodbyes at the “hugs & kisses” area located at the front of the school.



School Day Procedures

<i>School Hours</i>	
Breakfast	7:00 a.m.
First Bell (Classes begin)	7:30 a.m.
Tardy Bell	7:35 a.m.
Dismissal (PPCD & PK4)	2:45 p.m.
Dismissal (Kinder – 1 st)	2:45 p.m.
Dismissal (2 nd – 5 th)	3:00 p.m.
Early Dismissal (PPCD & PK4)	12:45 p.m.
Early Dismissal (Kinder – 1 st)	12:45 p.m.
Early Dismissal (2 nd – 5 th)	1:00 p.m.

Before School

Because the doors are locked and staff members are not available to ensure your child's safety, **students should not arrive on campus before 7:00 a.m.** After entering the building, students who are eating breakfast should go directly to the cafeteria. Breakfast is not served after 7:30 a.m. All other students should proceed directly to their designated hallway location where they are supervised.

After School

Our school supports 100% ID card check. There are no exceptions. Students may be dismissed to parents/guardians or their designees. Designees must be authorized by the parent/guardian and listed on the student registration card in the office. Students in 2nd through 5th grade are allowed to walk home if there is a note on file authorizing this method. Each student will use a signal with the teacher to "tap" out before leaving the line. This ensures accountability before leaving.

All students should leave the campus no later than 3:15 p.m. unless participating in an approved after school activity. When school is dismissed, children are expected to leave the campus immediately. They may not wait in the classrooms, inside, or outside the building for siblings who are attending after school activities. Parents are requested to support teachers and staff by picking students up at the proper dismissal time. **If students are not picked up in the afternoon by 4:00 p.m. on regular dismissal days, the police will be called.**

Bicycles



Students are allowed to ride bicycles to and from school. Students who ride bikes to school must get off upon entering school property and walk the bicycle to the bike rack. It must be locked securely to the rack to prevent theft. Sidewalks must be used.

According to the KISD Code of Conduct, skateboards, rollerblades, and scooters are prohibited from school property. (The school assumes no responsibility for lost or stolen bicycles.)

Bus Students

The safety of each child depends on the child obeying the bus driver and all bus rules. Activities that create distractions for the bus driver will not be permitted. Bus rules are posted on each bus and printed in the KISD Code of Conduct. Please discuss these rules with your child. Riding a bus is a privilege. Misbehavior on the bus can lead to a bus referral and possible removal from the bus.

Car Riders

Parents are requested to obey all traffic laws when on school grounds. The speed limit on campus grounds is 10 mph. There is no parking in the circle drive that is designated as a fire lane. You can be cited by the police if you are in a designated fire lane or improperly parked in a handicap parking spot.

Car riders should be dropped off only at the front of the campus. When dropping your child off, please use the drop off lanes. Please do not stop your car in the crosswalk. Students should remain in the car until you drive up to a staff member who will open the car door and assist children. Children **may not be dropped off in the parking lot** as this raises serious safety concerns. Additionally, students may not walk to meet you in the parking lot. Park and escort your children across the crosswalk if not using the drop off lane.

If it is after 7:35 am, and no staff is outside, parents/guardians must park their vehicle and walk their student to the front office and sign them in.

Parent Pickups

All parents/guardians or their designees must present ID cards at dismissal time. PPCD, PK4, and Kindergarten are dismissed in the cafeteria. Students in 1st through 5th grade are released on the North side of the building. **If someone other than the parent or guardian is picking up the student, please send a note to inform the teacher.**

Walkers

Walkers will be escorted by Brookhaven staff to the dismissal area. Older siblings may pick up younger siblings in the designated dismissal area. **Only children walking home without adult supervision are considered walkers.**

The use of crosswalks is vital to the safety of your child. Students who walk to and from school need to cross the road using the crosswalks on campus and Hilliard Avenue. **When on campus, please use the crosswalks to escort your child across from the parking lot to the campus.** If there is a crossing guard present, please follow their directions. Assist us in setting the example by using the crosswalks at every opportunity.



Contact Information

It is vital to inform the school when emergency contact information needs to be changed. Often parents will update phone numbers or contact information with teachers; however, we still ask that you come to the office to *officially* update your child's record on the student registration card. Students will only be released to contacts whose names are on the registration card filed in the office.

Parents/guardians must physically come in to the office to change or update an emergency card. A telephone call to the office will not be accepted for another individual to pick up a child. It is a requirement to show a picture ID when picking your child up from school. We will not release your child to anyone whose name is not on the card. If there is a court order limiting who may pick up a child from school, the court order must be on file in the office.

The Police may be called for assistance when the school is unable to reach a parent or an emergency contact person for a medical emergency or for failure to pick up a student at dismissal.



Attendance

Attendance

In order for your child to be successful in school, regular attendance is essential. Students in PPCD, PK4, and kindergarten are expected to attend school if they are enrolled. If your child is unable to attend school, please call the school office at 254-336-1440. If your child is absent and we have not heard from you by 8:00 a.m., you will be contacted for the safety of your child. Students are counted absent if not in their classroom by 9:30 a.m. Students with medical appointments will not be counted absent if they are in attendance any part of the day, bring a written note signed by the doctor, and make-up any missed work. **If your child is going to be absent, please call the main office at (254) 336-1440 after 7:00AM to notify us of the absence.** School attendance is extremely important to your child's school success.

Students who are checked out early or absent may not come back to campus to attend programs or events.

Parents are able to write up to 10 notes to excuse absences.



Please see the KISD Student Code of Conduct where attendance is addressed fully.

Tardies

The first school bell rings at **7:30 a.m.** All students should be *in their classrooms* by **7:35 a.m.** when the tardy bell rings. If your child is not in his/her classroom by this time, they will need to report to the front office for an admission slip before going to the classroom.

The KISD School Board gives each school the ability to build and enforce its own tardy policy within the limits set by board policy and state law. Our Tardy Policy is as follows:

# of Tardies	PK4 – 1 st Grade	2 nd – 5 th Grade
4	Notify Parent	Notify Parent
8	Parent/Student Conference with Administrator	Parent/Student Conference with Administrator
10	1 Lunch Detention	1 Lunch Detention
12	Conference with Principal	Conference with Principal
16	1 Lunch Detention	½ Day ISS
20	1 Lunch Detention	Full Day ISS
24	1 Lunch Detention	Saturday Detention at Clifton Park Elementary

We realize that students are not responsible for getting themselves to school on time. This is why it is of the utmost importance for us to partner together to ensure instructional time for your child is maximized.

We enjoy having your PPCD, PK 4, and kindergarten child at Brookhaven. Please remember this is a *full day* instructional program. Attendance expectations are intended for ALL students to include those enrolled in PPCD, PK4, and kindergarten. The law, as it is written in the Texas Education Code, states: **Texas Education Code-Sec.25.085. COMPULSORY SCHOOL ATTENDANCE – A child who is required to attend school under this section shall attend school each school day for the entire period the program of instruction is provided. On enrollment in prekindergarten or kindergarten, a child shall attend school.** In other words, if you enroll your child in school regardless of the age, you understand that the attendance and tardy policy will apply to all students.

NBA All-Stars (Never Been Absent)

All students that are present every day for the entire school day, will be recognized at the end of the semester as NBA All-Stars. They will receive a certificate as well as a basketball. This is a separate incentive from our Perfect Attendance recognition. The student has to be on campus the entire day, with no early checkouts or tardies in order to receive this honor.

Early Check Outs

Students are not signed out after 2:15 p.m. on regular school days or 12:15 p.m. on early out days as teachers are preparing students for their dismissal and ensuring that students get to their correct dismissal areas safely. Please plan accordingly. Extenuating circumstances will be handled by campus administration. You may be asked to provide documentation for an appointment.

Withdrawals

Please notify the classroom teacher and the office at least five (5) days in advance of the planned withdrawal date. Return all textbooks and library books, and pay all fines owed to the school (library and textbook fines) prior to withdrawing.

Transfers to Brookhaven

Students who are at Brookhaven Elementary on approved transfers may have those transfers revoked should they experience attendance, tardiness or behavior issues. Please understand that parents are responsible for making sure their students are at school on time and follow behavioral expectations in order to stay at Brookhaven.

When families move from the Brookhaven attendance zone, it is a district requirement that transfer requests be filled out in order to continue to attend Brookhaven. The transfer documents are found online.

Cafeteria

Breakfast

Breakfast is served each morning from 7:00 a.m. to 7:30 a.m. The line is closed at 7:30 a.m. and all students are transitioned to class by 7:35 a.m. If you plan on your child eating breakfast at school, please ensure your child arrives with enough time to get through the line and eat. Uneaten breakfast may not be taken from the cafeteria.

Lunch

Students eat lunch at a scheduled time with their class. Please feel free to join your child for lunch. If you plan on eating a school lunch, please notify the teacher in writing that morning in order to ensure that plenty of food is prepared. The full adult price must be paid as the meal is received. The full adult price for lunch is \$3.75, which must be paid in full when the meal is received.

Brookhaven has qualified for additional funding from the state for the Community Eligibility Program (CEP). This entitles all students at Brookhaven Elementary School to participate in the FREE lunch program. Additional items such as cookies, ice cream, etc. will have to be purchased. The free lunch is attached to the same CEP form that will be sent home at the beginning of every school year to determine continued eligibility.

In accordance with Texas Department of Agricultural guidelines, students may not share food from their tray and adults are not allowed to eat from a student's tray. Leftover food may not be taken from cafeteria.

Menus

The lunch menu can be found on the KISD website, or you may pick up a copy in the front office.

Payment

Parents may choose to bring money to the cafeteria between meal services (**7:30-10:30**). Alternatively, parents may bring money to the office to be submitted to the cafeteria. Another option is to use the Pay PAMS – the Parent Account Management System at <http://paypams.com>. This is a simple, safe, and secure portal for making payments. Pay PAMS flyers are also available in the front office.



Clinic Procedures

Injury or Illness

If an injury or illness appears serious, the clinic staff will call parents. When a child has a fever over 100.0°F, the parent/guardian will be contacted and the child must be sent home. If a student must be sent home, he/she will remain in the clinic until picked up by parent/guardian. Student cannot return to school until fever free for 24 hours. Students who have vomited may also be sent home.

Medical Emergencies

The school nurse and parent/guardian will be notified if a student requires immediate medical attention. It is the responsibility of the parent or guardian to keep emergency information up to date.

Medication

Parents must deliver any medication to the clinic. Teachers are not allowed to give any medication to students. All medications require completion of a form by a physician. These forms are available in the office. No medication, including over-the-counter medication (such as throat lozenges, etc.), will be administered without the above mentioned paperwork. **Elementary students are not permitted to carry and/or self-administer any medication.**

Immunizations

Texas State Law and KISD policy require that all students present a validated up to date immunization record at the time of enrollment. The record must remain as complete as medically feasible for the student to remain in class. Additional information can be found in “Policy Online”, at FFAB legal.

Minimum Immunization Requirements:

Pre-K – 12th grade: <http://www.dshs.state.tx.us/immunize/school/default.shtm>

Exemptions:

Exclusion from compliance are allowable on an individual basis for:

1. Medical contraindications with a note from a physician – Texas Admin Code Rule 97.62
2. Reasons of conscience, including a religious belief.

Provisional Enrollment:

The State of Texas allows a student to be given a 30 day Provisional enrollment if:

1. The student is a dependent of an active military parent and the student is awaiting transfer of immunization records.
2. The student is transferring from one Texas school to another and is awaiting the transfer of immunization records.
3. The student is homeless as defined by §103 of the McKinney Act, 42 USC §11302.

Communication Procedures

Email & Class Dojo

The most efficient way to contact and communicate with your child's teacher is through school email. All staff members have an email account and teachers are asked to check their email at least twice per day. Staff email is generally set up like the following example: `firstname.lastname@killeenisd.org`

You may also call the office and leave a message for your child's teacher. We do not interrupt instructional time, so the message will be placed in the teacher's office mail box.

Some teachers use a message system, such as Class Dojo or Remind 101. Teachers are expected to teach during instructional time. Like email, teachers will check Dojo during breaks or before/after school.

Facebook

Brookhaven Elementary has an official Facebook site. You can find us at <https://www.facebook.com/BrookhavenElementary/> or you can search Brookhaven Elementary School. The official Facebook site has a picture of a Bronco with the words Brookhaven Broncos.

Grades

Parents are able to utilize the KISD online computer program Home Access to access student grades and attendance on a daily basis. For more information about accessing Home Access, please see the Brookhaven office staff.

KISD now supports a phone app which makes staying connected to your student's academic progress even easier. Information about the eSchoolPLUS Mobile Family App can be found on the district's website under the Students & Parents link. Again, if you need any assistance please let us know.

KISD requires that progress reports be sent to parents of children whose achievement is 75 or below in the middle of each grading period. At Brookhaven, we send these progress reports home with all students.



Report cards will be sent to parents/guardians of each student at the end of each 9-week grading period. The report card should be reviewed, signed, and returned to school as soon as possible.

PPCD-3 students do not receive a report card. Students in PPCD-3 receive progress reports at both progress report time and report card time.

PPCD-4 and Pre-K 4 students do not receive a report card the first 9-weeks. Teachers will hold conferences to report progress. Students will receive a report card starting the second 9-week period.

Marquee Announcements & Upcoming Events Fliers

Special announcements may be posted on the school marquee. State testing, holidays, and other events will be noted weekly.



Newsletter

A school newsletter will be sent out twice a month. The newsletter will include updates from the principal, each grade level, the counselors, the librarian, and the parent liaison. The newsletter will also include important dates.

Parent Teacher Conferences

At Brookhaven Elementary, we require a minimum of one conference in the fall and one in the spring to clearly communicate your child's progress. However, the Brookhaven staff welcomes the opportunity to work with you and your child throughout the school year. Parent conferences may be held as needed and teachers will schedule these conferences with each parent. Parents are also encouraged to contact the teacher when there is a question about their child or classroom activities. Each grade level has a scheduled conference time that is set aside to meet with parents. If you need to visit with a teacher, please make an appointment with him/her. Understand that before school and at dismissal our primary concern is the safety of your child. Dismissal is not to be used for conference purposes.

School Closing

KISD may close schools due to bad weather or emergency conditions. This also includes a delayed start or an early closure. This information will be posted on the KISD web site, local television and radio stations, and will be communicated to parents through a ConnectEd telephone call.

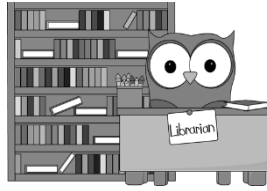
Website

KISD maintains a website with a wealth of information about the district. Within the KISD website, each school also maintains a website. To find out more about our staff, school, and upcoming events, please visit the campus website. To access the campus website, please go to <https://www.killeenisd.org>. Once there, click on the link for Schools and then on the Brookhaven link.

Weekly Folders

Each student at Brookhaven Elementary will have a weekly folder/binder/agenda that will be sent home each Tuesday. Please look through the folder and return any materials that need to be signed. Agendas are also provided for all 1st-5th grade students. This enables daily communication. Parents are expected to sign daily.

Library Procedures



Library Hours

The library is open from 7:30 to 2:30 to Brookhaven students and staff every day except during special events, such as testing or presenters.

Library Policies

Students with an overdue book will receive a notice requesting the book(s) be returned to the library. There are no late fees for overdue books as long as the books are turned in without damage. Students with an overdue book or books will not be permitted to check out additional books until the overdue items are returned to the library. After three weeks being overdue, items will be marked as lost and incur a replacement fine.

Damaged or Lost Books

In the event a library book is lost or damaged, please notify the library. A fine for damage may be assessed. If a book is damaged beyond reasonable repair, a fine totaling the cost to replace the book will be assessed under the student's name. In addition, if a book is lost, a fine totaling the cost to replace the book will be assessed under the student's name. Any student who owes a library book fine will not be permitted to check out any books until the fine is paid.

Please do not attempt to repair a damaged book on your own. If a book is damaged in the classroom or at school, the determination of a fine will take place on a case-by-case basis and will involve the librarian speaking with all parties involved.

Open Library

Please come visit us in the library! Parents are welcome to come in and check out books for home.

General Information

Class Changes

Please do not request a change of placement as we do not typically move students unless required by enrollment numbers. All Brookhaven teachers are highly qualified and prepared to assist you in educating your child. Teachers plan collaboratively and have common assessments, so the level and pace of instruction is similar between classes. Experience has shown that students adjust to their teachers and peers quite well. Everyone at Brookhaven is here to support our students and offer them a challenging, positive learning environment. If you have any specific concerns about your child, we ask that you please first address your concerns with the teacher. If there are still concerns, please see administration.

Concerns

In the event that you may have a concern, we value your input and request that you allow us the opportunity to investigate and respond. If the concern is about a classroom situation, ***we ask that you attempt to resolve the concern with your child's teacher as a first course of action.*** If you still have concerns after speaking to your child's teacher, the administration will be happy to assist you further.

Curriculum & Instruction

Instruction is based on the state standards or the Texas Essential Knowledge & Skills (TEKS) and the district curriculum. To view the curriculum for your child’s grade, you may visit the KISD website and click on the Students & Parents link at the top. Under the resource list on the left, you will find a link to the TEKS Resource System. This website is where parents can log in and view the curriculum.



Parent Involvement Opportunities

We encourage you to be an active and involved parent at Brookhaven Elementary. Active parent participation has been proven to make a positive impact on student academic achievement, self-esteem, and behavior. Some ways to be an involved parent include:

- Having lunch with your student
- Bringing your non-school-aged child to the Brookhaven Tots program
- Checking out books for home in the library
- Attending any requested parent teacher conferences
- Communicating with your child's teacher
- Volunteering – contact the Parent Liaison for background check
- Attending school-wide events or activities
- Parent/Teacher Association (PTA)



Safety

Safety of the students and staff at Brookhaven Elementary is our top priority. All outer doors to the school, except the front door, are locked every day. Parents and guests are asked to comply with staff requests when directed to take a particular action.

Parents are requested not to take their student from their classroom, lunchroom, or any other location in the building. At no time will a child be dismissed to the parent from the classroom. *Students will not be called out of class until the parent/guardian has signed them out in the office.*

Students with Wet/Soiled Clothing

If your child soils his/her clothes, the student will be sent to the clinic. The clinic staff will notify the parent, guardian, or emergency contact to bring a change of clothing or to pick up the child as appropriate to the situation. If needed, the parent will be responsible for changing their child.

All PPCD, PK 4, CASTLE, and kindergarten students should have an extra change of clothes at school. Please make sure the extra set of clothing is weather appropriate.

Visitors on Campus

Parents are always welcome at Brookhaven Elementary. All visitors must report to the office and sign in. This includes parents who work for the district if not visiting for official school business. You will need to leave a driver's license or military ID in the office when visiting at any time during the school day. While on campus, visitors should be sure that their visitor sticker is clearly visible. This is to ensure the safety of all our students. If you need to speak with a teacher, please arrange for a conference or leave a message in the office. Please remember that our job is to teach. Interruptions, however brief, interfere with the learning process.

Parents are able to eat lunch with students. There are family dining tables in the cafeteria so you can eat with your children who are in different classes. Eating breakfast or lunch with your child is encouraged, but when your child's class leaves for outside or indoor recess, your child will need to rejoin their class. Parents are not able to accompany students to recess. **In order to ensure student safety and security, cell phones are not allowed in the cafeteria.**

KISD has made campus safety a priority. All campuses utilize a computerized visitor control system. Smart Check 3 is the visitor management and alert system used by KISD. This management system is compatible with all state driver's licenses and military IDs; however, if you opt to use your military ID we will have to ask for your social security number. If you would prefer not to tell us your social security number, please ensure you have your driver's license with you for your visit. Even if we know you, you will not be able to visit without being checked in.

The system will automatically compare the person's data with the U.S. Department of Justice National Sex Offender Public Website, which records information from all states. Visitors identified as registered sex offenders will be denied entrance and will be personally managed in reference to student needs. Visitors who do not alert the system will be issued a printed visitors sticker and allowed to proceed.

Visits to Classrooms

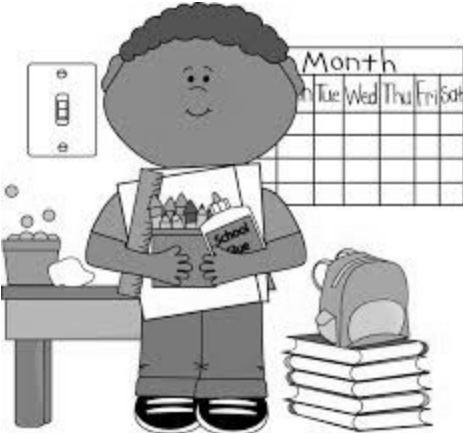
Killeen ISD policy states visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parents who wish to observe their children in class must call the school office in advance, make an appointment, and comply with access rules.

Parents will not be allowed to observe the classroom or visit during instructional time with siblings. This creates a disruption to the learning environment. Visits during instructional time may also be limited in length. While we enjoy having parents involved in our school community, staff at Brookhaven are dedicated to maximizing instructional time in order to create a challenging, positive learning environment where every student grows every day.

Parent /Guardian Conduct

Students in KISD are taught standard audience manners for use at performances. We ask that you set a good example for our students by turning technology devices off during assemblies or awards. We are thankful for your attendance and support. We appreciate your observation of audience etiquette.

Adults serve as positive role models for our students. Sometimes miscommunication or poor judgment will cause a reaction that creates safety concerns for our students or displays conduct that is inappropriate for a school setting. The principal may exercise the right to limit visitors to the campus who present safety issues. A “No Trespassing” or “Warning” letter may be issued in the unlikely event that such a situation occurs. The KISD police also respond quickly and decisively to any safety or conduct related concerns.



Student Activities

Awards

Awards assemblies will be held at the end of each semester for A Honor Roll, A/B Honor Roll, Perfect Attendance, and NBA (Never Been Absent). Only children who have been enrolled in a KISD school from the first day of school and in attendance daily will receive Perfect Attendance according to KISD policy.

Class Parties

There will be three party dates: Winter Celebration, Valentine's Day, and the End of the Year party. Only pre-packaged, store bought food items may be served. Parents may be invited to assist teachers with parties; however, **only school staff may pass out food items to ensure the safety of our students who have food allergies.**

Actual birthday parties may *not* be given during school hours; however, you may bring in cupcakes for your student to share with his/her class. **Only school staff may distribute cupcakes to students to ensure the safety of students with food allergies.** Cupcakes will be shared at the end of the day (after 2:00 p.m.) before dismissal. Birthday party invitations will be distributed at the end of the day and **ONLY** if there is an invitation for every child in the classroom. Celebrations and/or cupcakes may not be given because students are moving or for other reasons.

Deliveries

No deliveries of any nature will be made to any classroom. District policy does not allow commercial deliveries of any kind to be made to students at school. This includes flowers, balloon bouquets, pizza, cakes, etc. Please do not have deliveries made to your child, or bring in flowers, balloons, etc., during the school day.

Clubs

Brookhaven has many opportunities for your child to be involved in after school activities. Clubs vary each year, but this past year we had the following: student council, art club, book club, Science Olympiad, dance club, choir, Fit for Fun, Boys and Girls Rock and more. Club permission slips for all activities will be sent home prior to clubs starting. More information will follow once school starts. Students must be picked up on time. After two late pickups, student will be removed from the club.

Field Based Instruction



During the school year, students take trips to experience the concepts that are taught in the classroom. In order for your child to participate, a district permission slip must be signed and returned prior to the trip. We ask that you do not use the loss of a field trip as a consequence for behavior. Field trips are an extension of your child's classroom instruction and teachers use these experiences for learning activities after the trip. When students are not able to attend a field trip, your child is sent to a classroom in another grade level.

Parents requested to serve as volunteer chaperones must have an approved background check. Siblings are not permitted to attend the field trips.

Lost & Found

If students lose items such as clothing or lunch boxes, they should check the lost and found area in the cafeteria. Valuable items such as jewelry and eyeglasses are kept in the office. Please write your child's name in lunchboxes, backpacks, coats, and jackets. All unclaimed items are donated to charity in December and June.



Student Expectations

Brookhaven has adopted the Restorative Practices framework for our campus. Staff members will implement these practices consistently. Staff have been trained and are encouraged to work campus wide on our adopted discipline plan.

Restorative Practices

Restorative practice is a philosophy as well as a set of practices that help us know how to respond to problems as they arise. Restorative Practice also helps create school communities where problems are less likely to arise in the first place and less likely to be repeated when they do happen.

Restorative Practice sees harm not so much as a violation of rules (STOP RUNNING IN THE HALL!) but as a violation of relationships (when you run you risk hurting another person or yourself). We have to have rules...they are what allow us to live and learn and work and play together but they are a means to an end. When rules are broken there also has to be consequences – but they should be consequences that fix the harm and repair relationships. At Brookhaven, we have a general framework for a school-wide discipline plan. We will have this information available for you as you plan your rules with the students.

Three Goals of Restorative Practice

- 1. ACCOUNTABILITY** – Students have an opportunity to be accountable for the harm caused as well as the opportunity to repair the harm.
- 2. COMMUNITY SAFETY** – Students are empowered to help resolve conflict and maintain an environment where the work of the school can happen.
- 3. SKILL DEVELOPMENT** – Restorative practice works to address underlying factors that lead people to cause harm and give students tools for creating and maintaining community.

The following are non-negotiables and must be implemented with fidelity.

Circles

Each grade level will create a weekly schedule that includes circle check in, progress check, and check out. Circles are used for the following:

- Establishing norms
- Building community
- Decision-making
- Teaching content
- Reintegrating someone who's been gone
- Checking in with one another
- Repairing harm

Classroom Plan

Classroom teachers establish their own classroom expectations based on the school-wide expectations. Parents will receive a letter from their child's teacher outlining classroom procedures, expectations, incentives, and consequences.

School-Wide Plan

There are established rules and expectations for behavior in common areas. These areas include halls, cafeteria, library, computer labs, restrooms, playground, the bus and bus lines.

- 1. Listen and follow directions the first time given.**
- 2. Respect people and property.**
- 3. Keep hands, feet, mouth, and objects to yourself.**
- 4. Bring all needed materials to school each day.**

5. Follow hallway procedures.

Consequences

Consequences issued by administrators for office referrals may include a variety of outcomes. All outcomes will adhere to the student code of conduct. Please see the student code of conduct on the KISD website at www.killeenisd.org. During an investigation of a referral, a student may be placed temporarily in the ISS room under adult supervision until administration can conclude his/her investigation.

Dress Code

Students are expected to dress appropriately in clean, well-fitting clothing that is appropriate for the weather. All caps, hats, and hoods will be removed once students are inside the building. Dresses, skirts, and shorts may not be more than 4 inches above the knee. Clothing and/or hair will not be a distraction to the learning environment as per campus staff discretion. Students who are considered to be in violation of the dress code shall be advised by the campus staff and shall be given a chance to comply. Those who then fail to comply or who consistently violate this policy shall be subject to disciplinary action. For a complete description of the KISD Dress Code, please refer to the Student Code of Conduct online at www.killeenisd.org.

Dress Code for P.E.

All students need to wear tennis shoes to P.E. The shoes need to tie, zip or Velcro securely to their feet, must cover the entire foot and have a rubber sole. Shoes that do not stay on the foot, have open toes, or high heel/sole are unsafe for physical activity and do not allow your child the full benefits of exercise. Girls wearing dresses should wear shorts underneath.

Please help your children to understand the difference between “fashion clothes/shoes”, “summer clothes/shoes” and “school clothes/shoes.” School clothes and shoes need to be more practical and functional than some of the other types of clothes and shoes. For example, school clothes need to cover the midriff and shoulders, two inch straps on shirts & dresses. Students should be wearing footwear in the school building at all times. Clothing and shoes need to be practical for outside recess as well as for inside (if students wear any type of sandals, they should change into tennis shoes for recess). This is especially important with having wood chips under some of our playground equipment. Slivers in unprotected feet are painful, and the right shoes will prevent them! Students who don’t have safe shoes or clothing for recess may have to sit and watch others play. If we find that the clothes students are wearing distracts them or others, we have t-shirts or sweatshirts that students will be asked to wear. Our school is air conditioned, so you may want to send a sweatshirt or sweater along to be kept at school, even in warm weather. Your help is appreciated!

Items not Allowed on Campus

Particular items are not allowed on KISD campuses. Some of these include:

- Knives or tools
- Guns (or look-a-likes) or ammunition
- Toys
- Stuffed animals
- Hand-held electronics

If brought to school, these items will be confiscated by the teacher and brought to the office. A parent will have to pick up the item(s).

Please see the KISD Student Code of Conduct where behavior is fully addressed.

Telephone Use

Students are discouraged from making phone calls during the school day. The teacher will issue a telephone pass to call for forgotten lunches and emergencies only. Arrangements should be made in advance for students participating in after-school activities (i.e., choir, etc.).

Though students are allowed to have cell phones, they are not to be used during the school day. They are to remain in the students' book bags and switched off. Cell phones that are not switched off and in the students' book bags may be confiscated and will have to be picked up by parents or guardians. Brookhaven Elementary will not be responsible for lost or stolen cell phones.

Appendix

Brookhaven Elementary School

Parent & Family Engagement Policy (Title 1)

2019-2020

At Brookhaven Elementary, we are focused on doing what is best for students in order to create a challenging and positive learning environment where every Bronco grows every day. A thriving education is at its best when there is a solid foundation of communication between home and school. Brookhaven Elementary pledges to offer parents and family members various opportunities to be involved.

Staff Awareness: The staff receives training each school year about the value of parent and family member contributions at school. In the training, we stress how to reach out to, build ties with, and work with parents as equal partners to make sure that all students are successful in their learning. Our staff is kept up-to-date on our various parent programs, their role in the implementation and coordination of the programs, and how they can encourage parent and family participation.

Annual Meeting: Our annual Title 1 meeting is held in September of every school year. This meeting is offered at flexible times. All parents and family members are entitled to attend. We will provide our parents and family members with information about Title 1 guidelines, our Campus Improvement Plan, the Parent and Family Engagement Policy, the Home-School Compact, Parents Right to Know, and how you can be involved in your child's education. In addition, you'll learn about the curriculum we use, academic assessments, and our latest STAAR scores. The best part is snacks are provided.

Sight Based Decision Making Committee (SBDM): Monthly meetings of Brookhaven SBDM committee are held at least six times throughout the school year. This committee has elected members, administrative staff members, and special interest groups represented. The committee will also include at least one parent representative, a community member, a district representative, and a business representative. This committee provides input on our Campus Improvement Plan (CIP) and assists in making decisions about how Title 1 funds are spent. We value your opinions and welcome all parents who would like to serve. If you would like to serve on SBDM, please contact the office. For parents unable to participate in SBDM, an annual evening meeting is held for the purpose of evaluating the plan and gaining parent input on changes for the upcoming year. Note, if some reason the CIP is not satisfactory to parents, parent comments about the CIP will be submitted to the KISD Coordinator for State & Federal Program.

Volunteer Orientation: At the start of every new school year, and throughout the year, Brookhaven's Parent Liaison conducts a volunteer orientation to acquaint all adult volunteers with KISD policies and procedures to make volunteering a success. Newcomer's Orientations will be held periodically throughout the school year. Led by the Parent Liaison—Delores Coney. Newcomers Orientation will enhance communication and volunteerism. If you would like to volunteer, please contact Delores Coney or Jasmine Vasquez at (254) 336-1440. If you do not have access to the internet, you can use the school computer to fill out the volunteer form.

Staff-Parent & Family Members Communication: Brookhaven will take an active role in establishing effective communication between staff, parents and family members. Some of the methods used may include:

- Campus and grade level newsletters detailing curriculum focus and upcoming events will be sent home biweekly and monthly. The lower grade levels are sent weekly.
- Beginning of the school year grade level newsletter detailing expectations, procedures, etc.
- Community calendar in the hallway detailing upcoming events.
- Weekly Folders, Agendas, Phone Calls, Marquee, Surveys, Home Visits, Parent Meetings, Conferences, Facebook page, the School Website, fliers, Connect-Ed automated calls, notes, letters, emails, Class Dojo, Remind 101, and Home Access.

We strongly encourage parents and family members to contact their student's teacher when there is a concern by making an appointment to meet with the teacher. In addition, we highly encourage using the Home Access

which enables you to monitor grades, attendance, and communicate with the teacher. Additional contact can be made through phone calls, notes, letters, emails, in the agenda, and through Class Dojo, SeeSaw or Remind 101. The information sent home is typically in English, but is also available in Spanish as needed. If translation is needed in another language, please contact the school office. We'll do our best to accommodate you. Brookhaven Elementary believes that there should not be anything we cannot work out together for the good of the student.

Types of Parental and Family Engagement: At Brookhaven Elementary we support and encourage parental and family member involvement through help at home, participation through volunteering at school, joining SBDM, joining the PTA, and attending school functions such as Math Night, Reading Night, etc...

- **Teachers** – helping at home with videoed lessons, examples posted on Seesaw & activity packets with all the needed materials and directions
- **Volunteers** – contributing your time and skills to the school
- **Decision Makers** – participating in joint problem solving with the school at every level
- **Supporters** – ensuring compliance with student code of conduct and KISD policies and procedures
- **Advocates** - promoting the home-school connection

Parent and Family Engagement Policy and Home-School Compact: Both the policy and the compact must be reviewed every spring, and we need your help. Parents and family members are a crucial and required part of this process, as we must have your input. Information is publicized in February about the meeting.

The current Parent and Family Engagement Policy and Home-School Compact can both be found on our campus website and in the Student Handbook. It is also available during our Annual Title 1 meeting. Our website will allow you to translate any posted information into any one of 107 different languages. Within the first 2-3 months of school, your child's teacher will contact you to arrange a conference to discuss the Home-School Compact and to give you more information about your child's achievement. Parents have the right to participate in decisions relating to their child's education.

Parent and Family Member Learning/Classes: We will hold parent meetings and learning nights to help with understanding the challenging Texas academic standards (our curriculum), provide STAAR and KISD assessment information, explain how to monitor your child's progress, and how to work with teachers as a team to help support your child. Additional information will be available to assist parents with staying current with new technology, as well as providing videos of model lessons and sending hands-on activities and games home for extra practice. In understanding that our parents have various schedules, we strive to schedule key meetings and classes at flexible times and dates to include a morning and an afternoon/evening session. If there is a specific topic of learning needed or suggested, please contact our Counselor/Parent Liaison—Delores Coney at (254) 336-1469. Each nine weeks there is "Pizza with the Principal" for parents to make suggestions about their child's education.

KISD offers classes free of charge for English as a Second Language, computers, and GED preparation. In addition, the campus offers classes in learning English using Rosetta Stone. Empowered Parents workshops and the Parent Academy are also available. Additionally, parents may attend and participate in the KISD Parent Advisory Council. Contact the Special Programs Department for more information at (254) 336-0240.

Brookhaven Elementary is a neighborhood school which was established in 1993. We will continue to strive to maintain a dynamic learning atmosphere where students can achieve academic excellence and parents and family members feel welcomed and valued. Please let us know how we can make this a continuing tradition. We appreciate you!

Revised 05/15/2019

Brookhaven Elementary School
Home-School Compact
2019- 2020 School year

The development of a strong relationship, high expectations and open communication between parents, teachers and students will lead to the success of all our students. We believe that all students can learn and our goal is for everyone to achieve his/her fullest potential by becoming a lifelong learner and responsible citizen. We invite you to join us in creating an atmosphere of honesty, integrity, respect, trust, caring, and responsibility, in order to ensure the success of each child.

As a teacher I will:

- ✓ Create and maintain a safe and caring environment
- ✓ Be prepared, committed to teach, and make learning a fun experience
- ✓ Be fair, respectful, patient and accepting of the uniqueness that each child brings to our class
- ✓ Do my personal best to recognize the strengths of each child and use those strengths to help them meet their goals.
- ✓ Maintain communication with parents/guardians and students
- ✓ Maintain and communicate an effective classroom management plan
- ✓ Follow district grading policy and input grades regularly

Teacher's Signature _____ **Date** _____

As a student I will:

- ✓ Come to school prepared to learn and to work
- ✓ Have a positive attitude, follow directions, and be respectful to my teacher and my classmates
- ✓ Complete my assigned work
- ✓ Always try to do my best work and be on my best behavior
- ✓ Work to resolve conflicts in a positive way
- ✓ Attend school regularly and be on time
- ✓ Take responsibility for personal items
- ✓ Share information with parents
- ✓ Talk to counselor/teacher when having a bad day or problems

Student's Signature _____ **Date** _____

As a parent/guardian I will:

- ✓ Work with my child's teacher as a partner
- ✓ Use Home Access Center for viewing student progress
- ✓ Make sure my child is at school and on time and prepared for a successful day
- ✓ Be involved in all areas of my child's learning experience
- ✓ Maintain communication with my child and his/her teacher and the school (check backpack and folder, sign agenda)
- ✓ Participate in parent/teacher conferences, workshops, parent nights and other school activities as much as possible to show my support of Brookhaven, my child 's teacher and most importantly my child
- ✓ Follow and support school policies, including dress code and behavior guidelines

Parent's Signature: _____ **Date** _____

Revised 05/15/19

