



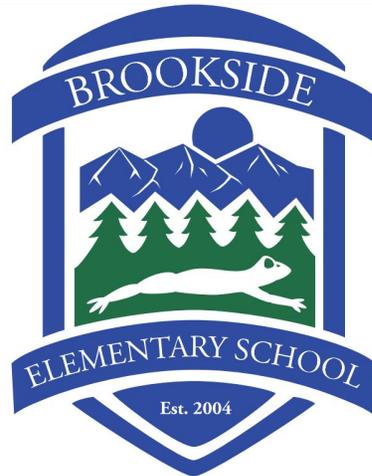
OFFICE STAFF:

Michael Griffin, Principal
Alison Shrive, Assistant Principal
Dalila Janos, Principal's Secretary
Jacquelyn Balander, Health/Attendance Clerk
Jami Tuells, Health/Attendance Clerk
Adriana Chavez, Office Clerk

Brookside Elementary School

PARENT HANDBOOK

38755 Brookside Ave. Beaumont, California 92223
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WELCOME to the Brookside Family!
We are an AVID Certified School, a Gold Ribbon School recipient, an ERP Honor Roll School, and a Title 1 Academic Achievement Award Winner!

Beaumont Unified Mission

Mission Statement: The Beaumont Unified School District shall provide high quality educational opportunities for all students in a safe and secure learning environment through a shared commitment among home, school, and community.

PARENT/STUDENT GUIDELINES

ARRIVAL AND DEPARTURE

Site and playground supervision of students is provided from 8:30 am until the 3:20 pm dismissal. For safety reasons, **students should not arrive before 8:30 am**, as gates remain closed and there is no supervision. **Students should be picked up promptly at 3:20 pm dismissal time**, unless participating in a scheduled after school activity. Morning TK/Kindergarten hours are 9:00-12:25 am. Free breakfast service is available from 8:30 to 9:00 am. Afternoon TK/Kindergarten hours are 11:10-3:20 pm. Supervision begins at 11:10 am.

Parents need to make arrangements in advance with the teacher or the office if there is a change in their child's normal pick or drop-off time. **Additionally, any individual picking up your child must be at least 18 years of age having appropriate identification.**

ATTENDANCE AND TARDIES

We have reached or exceeded our attendance goal of 95% for 15 years in a row!

School attendance is mandated by statute and by laws and regulations of the State of California and the Governing Board of the Beaumont Unified School District (BP 5113).

Brookside has the responsibility to enforce all attendance policies, which assure regular attendance and punctuality. In order for an absence to be cleared, **a parent/guardian must send a note or call the office within one week to inform the school of the student's absence.** Parent notes will only be accepted for the first 10 absences. After ten absences, a doctor's note or school site verification may be required. According to the California Compulsory Attendance Law, an absence is excusable for the following reasons only:

1. Illness
2. Quarantine directed by a county or city health officer
3. Having medical, dental, or vision services rendered
4. Attending funeral services of a member of the pupil's immediate family
5. Student attendance in court

When a student accumulates absences, whether excused or unexcused, under the district attendance procedure, the following interventions may occur:

1. **3, 6, or 9 unexcused absences** - Parent/Guardian receives written communication from the school. Teacher may conference with the student.
2. **10 or more absences** - Parent/guardian receives additional written communication from the school. Other options may include but are not limited to:
 - a. A scheduled conference with the School Attendance Review Team (SART).
 - b. Referral to the district's School Attendance Review Board (SARB).
 - c. Attend an Educational Monitoring Team (EMT) meeting
 - d. Revoke of intra/inter district transfer.

Make up work will be the responsibility of the student. The student should immediately ask the teacher for missed work upon returning from an absence.

Independent Study

An Independent Study contract *may* be approved for students who plan to miss between 5-20 consecutive days. Contact the Attendance office at least 2 weeks in advance. All contracts must be approved by the principal. Notez* - Independent Study will not be approved during State testing.

ATTENDANCE INCENTIVES

- Perfect Trimester Attendance certificate and extra recess
- Monthly trophy for best attendance in each grade
- Monthly Popsicles for classrooms with 97% or better
- Monthly drawing to have lunch with the principals
- All year “Perfect - Perfect” Attendance: TROPHY - 100% Daily Attendance (NO TARDIES/NO EARLY OUTS)
- Excellent Attendance: MEDAL - 100% Daily Attendance (UP TO 3 EXCUSED TARDIES/EARLY OUTS)

TARDIES:

- ✓ **A student is tardy if s/he arrives to school after the bell rings at 9:00 am.**
- ✓ **Three tardies in excess of 30 minutes without a valid excuse will be counted as truancy.**
- ✓ **Tardies that result in truanancies may be referred to the SARB board for review.**

Parents must come into the office to sign their student out for medical, dental, or other kinds of appointments that require them to leave school early. Office personnel will verify that you are authorized to pick up the child and will call students up to the office for pick up. If possible, medical and dental appointments should be scheduled after school. Please

remember, taking your student out of school early is disruptive to his/her education, as well as the rest of the class, and should be avoided, except in an emergency.

Please review your child’s emergency card. Any person listed on your child’s emergency card is authorized to check your child out of school. **If there is a custody issue, please notify the school office immediately and bring a copy of the most recent stamped court orders. If a court order is not on file, both parents are assumed to have equal rights.**

PBIS SCHOOL WIDE EXPECTATIONS:

Be Safe, Be Respectful, Be Responsible & Ready to Learn

Here are the 16 Positive Behavior Intervention Skills (PBIS)

| | |
|--|----------------------------------|
| Getting the teacher’s attention | Accepting criticism/consequences |
| Accepting “No” for an answer | Working with others |
| Asking permission | Disagreeing appropriately |
| Following instructions | Giving criticism |
| Listening | Using appropriate voice tone |
| Asking for help | Making an apology |
| MYOB – Mind your own business | Resisting peer pressure |
| Staying on task | Waiting your turn |
| All discipline procedures are aligned with our PBIS expectations. | |

HEALTH OFFICE AND FIRST AID

In case of an accident or illness at school the school will administer first aid. Parents and/or other person(s) listed on the emergency form will be contacted as soon as possible in most cases. Except for first aid at the time of an injury, school

personnel cannot treat injuries. Medical treatment is the responsibility of the parent and physician. When it is necessary for a student to go home because of illness or injury, it is the responsibility of the parent or other person(s) listed on the emergency form to pick the child up from school.

Students with cuts, splinters, injuries, and illnesses received at home, **MUST BE TREATED AT HOME**. We do not have a registered nurse on duty to check and/or treat health problems. It is the parent's responsibility to obtain treatment and to keep the child home if necessary. Please do not send your sick child to school (unless your child is on an attendance contract; this exposes others to the illness and hurts those students who aim for perfect attendance.

Medications are only given at school for special or serious problems. The following procedures will then be followed:

- Students are not allowed to carry medication. Medication must be delivered to the school office by the parent or guardian.
- The physician and parent/guardian must complete and sign a form available from the school office. This form authorizes school personnel designated by the Principal to administer medication specified on the medication release form.
- Prescription medication **MUST be in the original bottle**, which has the name of the child, physician, drug contained therein, and expiration date. It must also include the amount of medication, or dosage to be taken and the time schedule.
- All medication is to be locked in the school health office at all times. Your child will be responsible to report to the health office to take his/her medication, under the supervision of the Principal or her designee only. You will be contacted if your child is found with medication in his/her possession.

PARENT VISITATIONS

Brookside is extremely proud of the educational programs being carried out on a daily basis. It's a pleasure to have parents/guardians visit their child's classroom. In order to ensure student safety and to prevent any disruption in the daily instructional program, we request that visitations be made as follows:

- **Notify the school 24 hours before coming to visit.** This will enable the teacher to inform you of any previously scheduled testing, study trips, assemblies, or other student programs. Volunteers need to follow a schedule provided by the teacher.
- In an overall effort to keep your student safe, all visitors and volunteers need to **sign in through the Raptor system (please have your ID ready)**. When you leave the school, **please make sure you check out in the office through the Raptor system**. It is an important safety precaution so the office staff can identify and locate anyone on school campus when classes are in session.
- Please do not bring small children when visiting classrooms as they often distract students from their classroom work. Unfortunately, we are unable to provide babysitting services.
- If you wish to volunteer at Brookside for any length of time, please fill out a district Volunteer application. Our district will arrange for you to be fingerprinted and TB tested. Returning volunteers are **required to fill out a volunteer application each year**.

BREAKFAST AND LUNCH

Breakfast and lunch are served daily. **FREE BREAKFAST** is available for morning TK/Kindergarteners and 1st – 5th graders from 8:30 to 9:00 am. Afternoon TK/Kindergarten lunch is from 12:30-1:10 pm. 1st & 2nd grade lunch is from 12:10-12:50 pm . 3rd grade lunch is from 12:30-1:10 pm and 4th/5th grade lunch is

from 12:30-1:10 pm. All parents are requested to fill out an application for the free or reduced lunch prices.

Cafeteria Expectations include:

- Students are expected to walk using an appropriate noise level when entering and leaving the cafeteria area
- Students are expected to line up quickly and quietly and show appropriate behavior in line.
- Students eat a snack and lunch at the outside tables.
- Students sit at designated tables assigned by supervisors.
- Students will use good manners by being polite and courteous to everyone.
- Students must clean up all trash in their area.
- Food is not to be shared or taken to the playground.

Prohibited Drinks/Snacks:

- No carbonated or red colored drinks
- No hot chips (eg. Takis/Hot Cheetos) or candy
- No Family size or large servings (bring snacks packaged for individual consumption)

LOST AND FOUND

Please label all your child's possessions (with name and room #). These items may include lunch boxes, backpacks, coats, sweaters, and jackets. **Please tell your student to check the classroom and the "Lost and Found" immediately after a personal item has been lost.** All unclaimed articles are sent to the "Lost and Found" rolling cart on the back stage. At the end of each trimester all unclaimed items will be donated to charity.

BICYCLES/SCOOTERS

Students may ride bicycles or scooters directly to and from school providing they exercise safe and responsible behavior

and follow the expectations set forth in the Motor Vehicle Code governing the use of bicycles:

- By law **all bike riders must wear helmets**, students who arrive at school without a helmet will not be allowed to ride their bikes or scooter home.
- Keep to the right side of the road or street. Ride single file and do not weave.
- No passengers are allowed on bicycles.
- Obey all traffic laws.
- Use hand signals.
- Bikes or scooters may not be borrowed or loaned without permission from the office.
- Bikes or scooters are not to be ridden on school grounds at any time.
- Bikes or scooters must be locked securely with the student's lock to the bike rack and remain there during school hours.
- Walk your bike or scooter at all times upon entry to school property and upon leaving the bike rack area.
- The school is not responsible for stolen or damaged bikes or scooters.
- Skateboards, Heelys, and roller blades are not allowed.

SCHOOL BUSES

Students must have their bus pass daily to ride the bus. For the safety of all passengers, students are expected to follow the expectations set forth by the Beaumont Unified Transportation Department. Transportation to and from school is a privilege and not a right and therefore can be taken away. Students may receive Bus Tickets for poor behavior while riding the bus. The policy for consequences for Bus Tickets is as follows:

- First Ticket: Written warning
- Second Ticket: Transportation denied for five (5) school days.

- Third Ticket: Transportation denied for a minimum of fifteen (15) school days.
- **IMPORTANT NOTE:** Consequences may be more severe, including suspension from school or the bus for a longer period, for any ticket depending on the incident.

AVID

We are an AVID Elementary School. That means that all TK-5th grade students will receive AVID instructional strategies (writing, inquiry, collaboration, organization, and reading) in preparation for college and/or career. AVID expectations are:

- **Arrive at school on time**
- **Bring your binder/folder every day**
- **Ask an adult to sign your agenda or calendar**
- **Complete your classwork and homework**
- **Attend school everyday**

HOMEWORK POLICY

Per Board policy, homework is assigned by classroom teachers to reinforce or practice applications of a skill, which has been learned or is in the process of being learned. **These homework assignments should be reflected in your child's AVID folder, agenda, or binder)** and are to be completed beyond the classroom instructional day. Outlined below are some suggestions to help parents and students complete homework regularly.

Parent Responsibilities:

- Designate a place with good lighting your child to do his/her homework.
- Turn off the TV during homework time.
- Teach your child to set priorities and budget time.
- Ensure that your child completes homework on a regular basis. Ask him/her to **see** it. Don't just ask if s/he finished it.

- Communicate with your child's teacher if problems occur or if homework assignments are not coming home.
- Become acquainted with learning expectations in the classroom and grade level.

Student Responsibilities:

- Ask for work missed due to absence.
- Ask questions concerning homework until your assignment is understood clearly.
- Practice setting priorities and budgeting time.
- Complete homework to the best of your ability.
- Return homework on time every day/week.

REPORT CARDS

Report cards are issued three times per school year. Brookside requires all teachers to meet with every parent for a report card conference after the completion of the first trimester of the school year. At the end of the second trimester, parents will be requested to meet for conferences on an as needed basis. Final grade reports are sent home at the end of the school year. Parents may request a meeting with the teacher at any time.

LOCK DOWN, DISASTER, AND EMERGENCIES DRILLS

Monthly drills are conducted according to the Brookside and Beaumont Unified School District's disaster plans. It is important that all students and staff understand what to do in an emergency. Teachers will instruct students regarding specific procedures and necessary safety precautions. In the event of an emergency, every attempt will be made to contact the parents if a student requires immediate medical attention. **Each student must have an emergency card on file so that the school has the necessary information to make the proper contacts.** In the event of an emergency, only the person(s) listed on the

emergency card will be allowed to take students from campus. Please complete and update emergency cards and return them to Brookside School as soon as possible.

CHANGE OF ADDRESS/TELEPHONE

Students who move or change telephone numbers should inform the Attendance Office as soon as possible. For emergency reasons, it is important to keep this information up to date and accurate. Please list at least two usable phone numbers (home and work, or a relative/neighbor). List only those adults who have a legal right and your permission to pick up your child. **If there are any custody situations, please note that at the top of the student's emergency card. Copies of the court orders need to be on file in the school office. It is the policy of Brookside Elementary School that your child absolutely will not be released to an individual not listed on the emergency card without parental permission. Additionally, any individual picking up your child must be at least 18 years of age having appropriate identification.**

STUDY TRIPS

Properly supervised and planned study trips are an important part of the instructional program. Permission from a parent or guardian is required for all trips outside the district. Parent volunteers for study trips are encouraged and should be discussed with your student's teacher prior to the day of the field trip. **All parent volunteers, including study trip chaperones, must be approved prior to volunteering with students.** This procedure takes time, requires fingerprinting and TB test, and must be completed in advance of any study trip.

LIBRARY

Classes are scheduled to use the library on a regular basis and students are encouraged to check out books. Library books must be returned or renewed by the next week. Students are responsible for the book(s) they borrow from school. As the parent/guardian you will be charged for damaged or lost books.

STUDENT PICK UP/DROP OFF, PARKING, AND STUDENT SAFETY

- All students in 1st-5th grade enter through the large main gate next to the main parking lot.
- Our parking lot closes daily at 3:10-3:30 pm and on early release days it closes from 2:05-2:25. If you are parked inside the gates once they have closed, you must wait in your parking spot until the gates open.
- All TK/Kindergarten students should enter by the small front gate next to the office leading to the Kindergarten playground.
- Parking is available at unmarked curbs, in the District Office parking lot, or in the Brookside parking lot.
- 1st graders and 2nd graders dismiss from the sidewalk in front of the main school building
- 3rd-5th graders dismiss from the sidewalk in the main parking lot area.
- Families with more than one student can make arrangements with teachers for the older students to go directly to their sibling's pick-up area at dismissal time.
- **Do not double park or make U-turns in a school zone.**
- **Use the crosswalk at all times.**
- **Pedestrians and drivers should follow all directions given by crossing guards.**
- **Please do not motion your children to cross in the middle of the street or between cars. Encourage them to use the crosswalk.**

PLAYGROUND EXPECTATIONS

Students are expected to follow all PBIS playground expectations. In addition students should:

- Always walk on the blacktop unless actively participating in an approved activity.
- Keep hands and feet to yourself.
- Freeze when the bell rings. Students are expected to stop playing and “freeze.” When the whistle is blown, students will return equipment and walk to their line-up area.
- Tag and chasing is not permitted.
- Students must walk while on the Big Toy.
- Students must respect and follow all instructions of the playground supervisors. They are expected to stop, look and listen, be polite, wait their turn to speak, answer questions and be honest.

CONSEQUENCES

Students who do not meet behavior expectations at school may receive one of the following consequences:

- Reflection Room during recess
- Parent contact or conference
- Loss of privilege
- Other consequences determined by school staff

PERSONAL PROPERTY

Students assume the responsibility for lost or damage to their personal clothing, equipment, books, and instruments. The school endeavors to protect all personal properties, but is not responsible for them. Large sums of money and articles of real or sentimental value should never be brought to school. When items of value must be brought to school, they should be taken

to the school office or given to the teacher for safekeeping until they are needed.

USE OF SECURITY CAMERAS

The Board of Trustees authorizes the use of video camera surveillance on District property and on vehicles used for District-provided transportation to promote the safety of students, employees and visitors, and to safeguard District facilities and equipment from vandalism and theft. Designated District staff has identified appropriate locations for the placement of surveillance cameras. Signage is posted to inform students, employees, and visitors that surveillance may occur and that the system is actively monitored by school personnel. The violation of Board policies, administrative regulations, or the law may be used as evidence that may subject the student to appropriate disciplinary action and may be referred to local law enforcement, as appropriate. Video recordings may become a part of a student’s educational record.

(Board Policy 3515)

THANK YOU for reviewing these important practices and procedures.

At Brookside, we take pride in operating a safe, secure learning environment.

We’re looking forward to a positive, productive year!