

2018-2019

FAMILY HANDBOOK



BROOKWOOD ELEMENTARY
SCHOOL

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**BROOKWOOD ELEMENTARY SCHOOL
FAMILY HANDBOOK
2018-2019**

913-993-2500
913-993-2599
913-993-2502
913-993-2588

Office
Fax
School Nurse
Attendance

4401 W. 103rd St.
Overland Park, KS 66206

WELCOME TO BROOKWOOD ELEMENTARY SCHOOL!

We are so glad you are part of our school community. This handbook has been designed as your resource for school information and policies. Please feel free to contact the office staff or me when you have a concern that the handbook has not adequately addressed. Our goal is to always work together with Brookwood families to meet our children's individual and collective needs. Thank you for your continuous support in helping our students becoming life-long learners.

Mr. Kevin Frick
Principal

BROOKWOOD MISSION STATEMENT

Brookwood School is a community for ALL students to learn and grow to be the best that they can be.

BROOKWOOD VISION

We believe for all students to be the best that they can be...

- We will differentiate using data to drive our decisions.
- We will collaborate as a PLC community.
- We will participate in PD that is aligned with staff and student needs.

BROOKWOOD FACULTY & STAFF

Principal: Kevin Frick

Secretary

Meagan Alexander

Clerical Aide

Blair Gulick

Educational Aide

Angela Brooks
Carol Frankel

Kindergarten

Kelsey Allinger
Caitlin Gapsch
Madison Haggerty

First Grade

Kelsey Ripley
Shazon McKinney
Ellen Wilson

Second Grade

Carly Bachman
Allie Bishop
Jessica Leichter

Third Grade

Karen Knabe
Sara Huck
Sammi Kinney

Fourth Grade

Catherine Grogan
Whitney Langerud
KellyAnne Agee

Fifth Grade

Dawn Goss
Kim Swanson

Sixth Grade

Lori Ingram
Sydney Jones

Nurse

Cassie Maldonado

Librarian

Emily Mihelic

Physical Education

Kelly Ponzer

Art

J.D. Mosher

Music

Marilyn Lake

Strings

Hope Ragan

Band

Paul Schapker

Reading

Kelly Gilhaus

Resource Center

Barbara Shaw

Social Worker

Tracie Chauvin

Paraprofessionals

Chris Wright
Tiffany Buescher

Food Service

Felicia Staudinger
Alice Lindley

Custodians

Spencer Gleese
Kelly Roby

Speech

Emilie Haley

HOURS OF OPERATION

Grades K - 6: 8:10 a.m. - 3:10 p.m

School Office Hours

The school office is open, and phones are answered between 7:30 a.m. and 4:00 p.m. The building is locked at 4:00 p.m. each evening unless a special activity is scheduled.

Crossing Guard Duty Hours

7:50 a.m. -8:15 a.m.
3:05 p.m. -3:20 p.m.

ATTENDANCE

Arrival Time

The tardy bell rings and school begins at 8:10 a.m. It is expected that students are sitting in their desks and ready to learn at 8:10 a.m. Therefore, an 8:00 a.m. arrival time is suggested.

Tardies

Consistent school attendance is necessary for students to make steady school progress and growth. Children arriving after 8:10 a.m. are considered tardy and must report to the nurse to obtain a late slip before being going to class. Parents will be contacted when tardiness appears to be chronic.

SCHOOL VISITORS

Parents are cordially invited to visit school, to attend school programs, and participate in classroom activities according to the following procedures:

- Please make advance arrangements with your child's teacher, if applicable.
- Go to the office, provide your driver's license, and obtain a visitor's badge to wear during the time you are at school. This badge reflects that you have properly registered and helps keep our children safe.
- When you are ready to leave, please return your badge to the office.
- Children who are unaccompanied by an adult may not visit during school hours.

EXCUSED ABSENCES

Reporting Absences

The staff at Brookwood need to know that children are safely accounted for each school day. In order to efficiently handle the absences of Brookwood students:

A parent must call the attendance line at 913-993-2588 before 8:30 a.m. to report an absence. Your call may be transferred to voicemail. At the prompt, please provide the following information:

- Your name;
- Your child's name;
- Your child's teacher's name;
- The date of the absence;
- The reason for the absence;
- Whether your child has a contagious disease such as chicken pox or strep throat (so that other families in the child's class can be alerted.)

Students will be given an unexcused absence when a parent telephone call is not received.

Religious Absence

Children will be dismissed for observation of religious holidays upon request of the parents. Please submit written requests in advance, stating the length of the absence. In such cases, students will be given excused absences.

Family Trips And Vacations

When children must be absent due to a family vacation or trip, a letter of request must be written *in advance* to the principal to obtain an excused absence from school. A written response will be given to the parent with a recommendation as to whether the student can afford the loss of instructional time, as well as the conditions required to make up the work.

Making Up Missed Work Due to Absence

Remind your child to check on work missed when he or she has been absent. Make up work will be ready at the end of the school day if the request is made of the teacher by 9:00 a.m. Check with individual teachers for pick up location.

DISMISSAL

School dismisses for all grades at 3:10 p.m. Students should go straight home after dismissal. Students enrolled in daycare should go directly to the daycare location. Parents picking up children after school should wait in the front of the school. Please do not go to your child's classroom to pick up your child before the dismissal bell rings. Please do not bring dogs to the arrival and dismissal areas near the building.

Early Dismissal - Parent Request

If you plan to pick up your child any time before the 3:10 p.m. dismissal time, for your child's safety, please follow the procedure listed below.

- Send a note with your child in the morning requesting early dismissal and stating the time and reason for it. Also state who will pick up your child.
- Report to the office, your child will be called to the office to be dismissed when you arrive. Please do not go to the classroom to pick up your child. The office staff will sign out your child.
- Be prepared to present identification.
- Your child will be signed back in at the office when/if she or he returns before the end of the school day.

Emergency Weather

At various times throughout the year, students and employees are sometimes subjected to weather conditions that may pose a threat to their health and safety (*e.g.*, snow or ice during the winter months.) Whenever the appropriate administrator for our school district determines that weather conditions are extreme and therefore unsafe for students and staff, schools will be closed. During the winter months, that decision is made based on temperature, precipitation and travel conditions.

The following procedures will be followed whenever schools must be closed due to extreme weather:

Closing Before the School Day

Officials will decide as soon as possible after evaluating many factors such as current and projected weather and road conditions. Sign up in Skyward for all Skylerts pertaining to your child. Look for information on local newscasts and listen on radio stations. You can check the district website, www.smsd.org, or call the 24-hour district information line at (913) 967-8020 for additional information.

Closing During the School Day

Occasionally, students may already be in school when unanticipated bad weather develops or other problems with the school facilities arise. When that happens, it may be necessary for schools to close and students to be sent home from school early. At the beginning of the school year, each student/family will complete an emergency release form for the school.

In such cases, lunch will be served prior to dismissal. Student activities normally conducted during or after school will not be held and may be rescheduled for a future date.

Any time weather conditions are such that parents become concerned about their children's health, safety or welfare, they may keep students at home or come to school and pick their children up from school.

SCHOOL ACTIVITIES

Do – Good Club

Brookwood students also have the opportunity to participate in the PTA sponsored Do-Good Club. The purpose of this club is to instill the desire to learn and

become civically engaged, provide students with strategies needed to be successful inside and outside of the school, build relationships between our students and the local community, and expose student to larger social issues and inspire them to become civically engaged change-makers.

Musical Instruction

Shawnee Mission School District provides optional and voluntary string and band instruction. Band and string instrument instruction is offered during the school day to 5th and 6th grade students.

Fifth and sixth grade students may participate in choir and chimes. Students rehearse from 7:15 – 8:00 a.m. These musical groups perform several times during the school year.

Math Club

Grades 4-6 students have the option of participating in Math Club. Math Club is an after-school activity that focuses on math computation and collaborative problem-solving skills. The district provides Mathletics, which is a competition three times a year, with a regional meet to culminate the year. The students work in teams to solve higher level math problems.

Field Day

With the assistance of classroom teachers and PTA volunteers, the physical education teacher organizes fun outdoor competitions and activities for two days in May. Sixth grade students help younger students with activities, and parents also assist.

Spanish Language Program

Thanks to the generosity of the Brookwood parents, each student in grades 1 through 6 may participate in an after-school club. The purpose of this program is to expose our students to the Spanish culture.

Safety Patrol

Sixth grade students may apply for the privilege of serving Brookwood by assisting with student drop-off and pick-up and general safety leadership on sidewalks

and in the halls during student arrival and dismissal times. In late spring, 5th grade students are trained and serve as safety patrol leaders.

DARE

DARE stands for Drug Awareness Resistance Education. Brookwood's program for students in grades K-6 is sponsored by the Leawood Police Department. During the second semester of the year, the Leawood DARE officers provide classroom instruction focused on teaching students how to remain drug free. A highlight for sixth graders is their DARE graduation.

BROOKWOOD TECHNOLOGY

All Brookwood students receive iPads as learning tools each year. Students in grades K-3 keep their iPad at school. Students in grades 4-6 take them home each night. iPads should be kept in a safe location as a charging station every night. It should be brought back to school each day fully charged. District owned iPads should be utilized as learning tools only.

Brookwood classrooms are equipped with a projector, screen, and Apple TV for teachers and students to easily display their learning material.

COMMUNICATION

Effective communication between home and school is an essential part of the education program at Brookwood.

Skyward

Skyward is an Internet-based resource for you to use as a way to remain informed about your student's school experience. Through Skyward you will be able to keep track of your student's attendance, grades, schedule, academic progress, assignments, emergency information and more.

Newsletter

The *Brookwood Newsletter* is published weekly and sent home to all families via e-mail.

Website

Brookwood's website is updated weekly. Go to the Shawnee Mission Website, www.smsd.org, go to Our Schools, and click on Brookwood.

PTA Directory

The Brookwood PTA publishes a directory in the fall each school year. Look for information in your first day packet to be completed and returned for the directory. The PTA is not authorized to publish your information (and therefore your information will not be included) unless you return the information and consent form by the deadline printed on the form. Each family will receive one directory, courtesy of the PTA. Parents of students enrolled at Brookwood may purchase additional directories in the school office.

Conferences

The educational program at Brookwood has been developed to assist each student develop his/her skills and abilities. The goal of Brookwood's professional staff is to keep you well informed and updated on the progress of your child.

Parent-teacher conferences, and in some cases parent-student-teacher conferences, will be held throughout the year. Additional conferences are scheduled according to need and may be requested by the teacher or parent.

Each parent is encouraged to be a part of his or her child's educational program. This means that parents are welcome to visit and communicate questions and concerns to the classroom teacher. Please contact the teacher in advance to arrange an appointment.

Progress Reports

A formal progress report will be available on Skyward to parents at the end of each quarter. These four reports will indicate the strengths and weaknesses of your child in each academic area and also in the areas of personal development. Progress during the year will be noted and the grade levels on which you child is working will be indicated. A copy of the report card becomes a part of the child's permanent record. Teachers can explain individual grading systems if questions exist.

Confidentiality

Information concerning a student shall not be given to any individual or group without parental consent except in the case of law enforcement officers and social workers. Such requests should be referred to the principal.

District policy also prevents the school from disclosing telephone numbers and addresses. However, each family may voluntarily provide such information to the PTA and consent to its publication in the PTA directory.

ROOM PARTIES

Seasonal Parties

Three parties - Halloween, Winter Holiday, and Valentine's Day - are scheduled at school each year. Party plans must be approved by the classroom teachers in advance. It is always our goal to provide a safe and positive atmosphere for an increasing number of students experiencing food allergies or needing special dietary considerations. All of our classrooms are peanut free. Please check with the teacher or school nurse for any other considerations in your child's classroom.

Birthday Celebrations

Due to healthy guidelines and allergies we do not allow birthday treats.

Nutritious Treats or Alternatives / Food Allergies

Parents are encouraged to provide nutritious treats and drinks or, if non-nutritive treats are served, it is requested that you also provide a healthy alternative. Due to the number of students with severe peanut allergies, please remember that NO peanut products are allowed in the classroom. Be sure to check food labels and avoid any products that have "manufactured in a facility with peanuts" or "may contain peanuts" on the label.

LIBRARY AND MEDIA RESOURCES

Brookwood Library

The media center, located in the school library, contains a variety of materials for student, teacher, and parent use.

Student Library Schedule

Students are scheduled into the library for a 30 minute period each week plus a

20 minute checkout period. The instructional time is used for developing library skills, developing skills for researchers and supporting readers through the use of reading strategies. Students are also encouraged to visit the library during free time and before and after school, with teacher permission. Students may check out books for two weeks and renew as needed. No fines are charged for overdue books; however, students may temporarily lose checkout privileges if they continue to have overdue books. Students are expected to pay the costs for lost or damaged books. In addition to a full-time librarian, the library is staffed with parent volunteers to help students find answers to reference questions and good books to read.

TELEPHONES

School telephones are considered business phones and may be used by children only with permission of the teacher or principal. Teachers and children will not be called to the phone from class except in an emergency; however, necessary messages will be delivered to students. Please make necessary plans for inclement weather transportation with your child. Children will not be permitted to use the phone to arrange for after school activities. All staff members have voice mail. Any calls made to teachers between 8:10 a.m. and 3:10 p.m. will go directly into the teacher's voice mail. Emergency messages for students should be left with the office.

Students are not permitted to use cell phones on school property during the school day.

APPROPRIATE ATTIRE

General Policy

The general atmosphere of a school must be conducive to learning. If a student's appearance attracts attention to the extent that it may become disruptive to the educational process, a building administrator will ask the student to make the necessary changes.

Dress Code

Clothing with vulgar, profane, ethnically derogatory messages, pictures, symbols or depictions of gangs, illegal substances or alcoholic beverages shall not be worn to school. Shirts with spaghetti straps, clothing that allows a bare midriff, clothing that allows underwear to show, and short shorts or skirts are examples of inappropriate school attire.

Outdoor clothing, such as headgear, sunglasses, gloves, coats, hats, *etc.* must be removed upon entering the building and stored in an appropriate facility provided by the school.

For safety purposes, students are strongly urged to wear closed shoes that fit securely on their feet. Parents will be notified and asked to bring appropriate school clothing or shoes to school when necessary.

RECESS

Recesses are scheduled times for students to experience physical exercise and social interaction. Safety is a primary concern. Generally, if a child is too sick to go outside for recess, the child is too sick to be in school. If a child must remain indoors for health reasons, the school must have a note from a parent/guardian. A written doctor's request for indoor recess will always be honored.

Cold Weather

All students should come to school properly clothed for the prevailing weather. There will be no outdoor recess when: The temperature is 15 degrees F or lower, the wind chill is 0 degrees F or lower or it's raining. This general policy does not prevent a teacher from taking classes out for a few minutes of fresh air.

Brookwood Dining

Lunch Procedure

Students have a 30-minute lunch period. Monthly lunch menus are distributed via e-mail at the beginning of each month in the regular school newsletter. The lunch menu is also available online on the district website.

Guest Table

Parents are encouraged to eat lunch at school with their children. It is always

our goal to provide a safe and positive atmosphere for an increasing number of students experiencing food allergies or needing special dietary considerations.

- Parents who purchase a school lunch may join their child at the guest table.
- Parents who bring a retail lunch for themselves or their student may join their student at the guest table.
- Lunch may be brought only for your child.
- Treats may not be distributed in the cafeteria.

Lunch Accounts

Each student has a separate lunch account in which parents are encouraged to keep a positive balance. Since the lunch program is computerized, any amount can be deposited in the lunch account (\$7.50 minimum - \$400.00 maximum).

Deposits in Lunch Accounts

Deposits can be made in lunch accounts in the following ways:

- (1) Send a check payable to "Brookwood Elementary School," noting your child's name and teacher on the check, and "Lunch"; or
- (2) Swipe your credit/debit card in the office to deposit money in your child's account; or
- (3) Pay online by going to the district website, hover over families, and click on "Pay Fees." You will then click on the button "e-funds for School." This will pull up the fee payment window where the student's ID number and last name will be entered. Follow the step-by-step process.

HEALTH SERVICES

School Nurse

Each Shawnee Mission school has a full-time nurse on staff. If a child is seriously injured or becomes ill at school, parents will be notified.

Medication – District Policy

The State of Kansas and the Shawnee Mission School District require all medication to be kept in the nurse's office. School personnel, including school nurses are not authorized to dispense any medication, including over-the-counter medication without written permission from a parent.

Medication to be administered at school must be brought directly to the nurse's office and be accompanied by the following information:

- PRESCRIPTION MEDICATION
 - Prescription medication must be sent to school in the current prescription container. The prescription label will serve as the written permission from the doctor. If the doctor has given samples of medicine, then a written note from the doctor is necessary and should include the name of the student, the name of the medication and the dosage prescribed.
 - The note from the parent should state the student's name, the reason for taking the medicine, the time the medication is to be given, and the number of days to be administered at school.
 - All controlled medication must be counted by the parent and verified by the school nurse.
 - Request form for prescription medications at school is available on the school nurse's web back pack.

- NONPRESCRIPTION MEDICATION
 - These medications must be accompanied by a note from the parent stating when to administer the medication and for what reason. These medications include over-the-counter medications such as allergy medicine, decongestants, cough syrup, ibuprofen (Advil), acetaminophen (Tylenol), and others.
 - Your school may stock certain OTC medications. Make sure that the consent form is filled out on Skyward Family Access
 - A copy of Permission for Administration of Non-Prescription Medications is sent home in the first day packet and is also available on the Brookwood website on the school nurse's web back pack.

Miscellaneous Health Notes

- ***Stay Home When ...***Please keep your child at home if he/she complains of a severe sore throat or headache, experiences vomiting, or has a temperature of 100 degrees Fahrenheit or greater. **Students must be fever, vomiting, diarrhea free for 24 hours before returning to school.**
- **Activity Restrictions.** "Any student who has a cast, crutches, splint, sutures or incapacitating injury must bring a doctor's note detailing the amount of participation in school activities allowed." Students with injuries cannot participate in recess or physical education without a doctor's release. Students with injuries are allowed to take a book or quiet game to the picnic tables so they can enjoy fresh air, but activity is restricted until a doctor's release is obtained

- **Food Allergies.** Brookwood is a peanut-aware facility. Peanut products are restricted to safe areas of the cafeteria. Every effort is made to keep our classrooms and common areas peanut-free. Federal guidelines outline cafeteria accommodations for food allergies. If a student has a disability that restricts his/her diet, food service will make a substitution for milk. This must be documented by a written statement signed by a licensed physician, which explains the need for substitutions and includes recommended alternate foods (Form 19-E). USDA states that a disability is considered when it may result in a severe, life threatening reactions such as inability to breath. Required forms are available in the nurse's office.
- **Health Screening.** As directed by state law and district policy, vision and hearing screening is conducted in grades K, 1, 3 and 5. If you do not want your child to be screened, please contact the school nurse. Parents will be notified if screening results are not within normal limits. Dental examinations are recommended annually. Please return the dental form to the health office upon completion by your dentist.
- **Update Information.** Please inform the office secretary of any changes in address and/or phone numbers so that you can be reached in an emergency. Please make sure your child also knows the changes and generally knows your daily schedule.

School Health Council

Parents and staff work together on the PTA sponsored Brookwood School Health council to develop, review, and modify a School Health Action Plan to assure the best possible environment to encourage our children to be healthy, active, and safe. The School Health Council encourages compliance with the Brookwood Healthy Eating Guidelines and promotes increased physical activity for our students.

HOMEWORK

Homework is an integral part of a student's total learning experience. Homework appropriate to a student's age and maturity helps a student develop responsible patterns of behavior and retain what has been learned. A general guideline for homework is that homework should not exceed 10 minutes for each grade in school.

STUDENT VEHICLES

Bicycles

Bicycle racks are located in front of the school. Please stress bicycle safety with your child. The faculty at Brookwood will also encourage safety. To better protect our riders, please observe the following safety rules:

1. Only students in grades three through sixth may ride bicycles to school.
2. Bicycle safety is to be observed at all times. Students are strongly encouraged to wear bike helmets.
3. Bicycles are the responsibility of the owner. Please have a lock so the bicycle can be secured during the day. Please urge your children to LOCK their bicycles at school.
4. Please record the serial number of your bicycle and keep the number safely at home.
5. Students must dismount their bikes at the entrance to the school grounds and walk their bikes to the bike racks. When going home, students walk their bikes to the exit of school property, then mount the bike and ride home. Students must not ride their bikes on school property between 8:00 a.m. and 3:30 p.m..
6. Enjoy your ride to and from school by using safe riding rules. Parents, please review safety rules periodically. Periodically check your child's ability to follow safe bicycle procedures independently.

Bike Rodeo

Each spring (usually mid-May), all second graders are invited to participate in the Bike Rodeo, a PTA event organized as a rite of passage for the "non-biking" second graders who will soon become "biking" third graders! Typically, second graders drop off their helmets and bikes before school. Members of the Leawood Police Department, with the assistance of PTA volunteers, take the students through a series of bicycle safety exercises.

Skateboards and Roller blades

Skateboards, scooters, and roller blades may not be used or brought to school during school hours or used on school property at any time.

No Motorized Vehicles

Shawnee Mission School District policy prohibits the use of minibikes, mopeds, go-carts, motorcycles, and other motorized vehicles on school grounds.

PARENT VEHICLES - DRIVEWAY PROTOCOL

Due to the heavy traffic at arrival and dismissal times, students are encouraged to walk to school and parents are encouraged to form carpools. For the safety of our children, please adhere to the following traffic rules:

1. **THE ENTIRE CURB LANE IN FRONT OF THE SCHOOL IS USED TO LOAD AND UNLOAD STUDENTS FROM CARS.**
2. Students may exit and enter their cars **only** from the building side of the car.
3. Pedestrians must cross the driveway **only** at the crosswalks under the direction of the safety patrol.
4. Cars must not be parked in the drop-off, pick-up lane and left unattended during arrival and dismissal times.
5. Cars exiting the driveway between 7:30-8:30 a.m. and 3:00-3:30 p.m. can only go straight or turn right. THERE IS NO LEFT TURN during these time periods.
6. All students will enter the building at the main entrance.
7. Handicapped parking places must be kept clear for their intended purpose. Only cars with legal authorization are permitted to park in these areas.
8. Each year at auction one parking space is purchased by a Brookwood family for their exclusive use. Another parking space is reserved for the current PTA Auction Chair(s). The spaces are clearly marked and must be left open for the purchasing family and our Auction Chair(s).
9. Please note the "No Parking or Standing" signs on Wenonga and Mohawk, the streets adjoining school property.

FIRE AND CIVIL DEFENSE DRILLS

- Fire drills are required by law and are held monthly.
- Tornado drills are held three times a year. Children are taken to basement shelters during tornado warnings. Before an all clear is announced, children may not leave the shelter and may be released only to their parents or other authorized adults. Our present civil defense warning system keeps us informed of tornado watches and tornado warnings.
- Code Red/lock down drills are also held monthly.

Brookwood has a crisis management plan that is reviewed annually and revised as needed.

PARENT OBSERVATION GUIDELINES

At Brookwood Elementary we strongly believe that education is a shared responsibility between parents/guardians and school personnel. At times parents/guardians may wish to visit or observe in a classroom. In compliance with Policy KFA, all visitors are under the jurisdiction of the building principal who has the responsibility to develop rules and procedures to maintain a safe and orderly learning environment. To ensure a successful school visit or observation, we ask for your cooperation with the following guidelines:

1. Please arrange a mutually agreed upon date and time with the building principal for the requested visit or observation.
2. For security reasons, visitors are required to check in at the school office before proceeding to contact any other person in the building or on school grounds.
3. The principal reserves the right to decline the request for classroom observation or visit if it is determined that such visit would cause undue disruption in the educational process.
4. All observation sessions will be planned so as not to create conflict with the teacher and student schedule. The principal may limit the frequency and duration of any observation in order to avoid distraction or disruption to the classroom schedule and classroom atmosphere.
5. To protect the learning environment, the parent/guardian should be the only visitor in the classroom during the observation. An observer, other than the parent/guardian, must be approved by the principal and have written consent from the parent/guardian describing the reason for the visit or observation.
6. Out of respect for the learning environment, parents/guardians are asked not to bring younger siblings or children while visiting/observing in the classroom.
7. During the observation, the principal or his/her designee may be present in the

observed setting, in order to accommodate follow-up discussion or clarify questions that may arise.

8. All aspects of individual student confidentiality must be preserved and respected.

KFA

PUBLIC CONDUCT ON SCHOOL PROPERTY

A. The Superintendent of Schools or his/her designee may deny access to the school buildings or grounds of U.S.D. 512 to persons who are not bona fide, currently registered students, staff or faculty at the school, persons who have no lawful business to pursue at the school, persons who are acting in a manner disruptive or disturbing to the normal educational functions of the school, or persons who are on school property in violation of Board and/or building policy. Administrative personnel or designee may demand identification and evidence of qualification for access of anyone desiring to use or come upon the premises of the particular school or facility.

B. Persons, including parents or persons acting as parents, who have legitimate reasons for being on school property must nevertheless abide by policies adopted by the Board of Education and building policies specifically applicable to each school. Such building policies shall be published annually in the school handbook and shall be posted at the school in a conspicuous place visible to all who enter the premises. Visitors must secure and wear a visitor's pass.

C. Anyone who refuses or fails to leave the buildings or grounds of U.S.D. 512 after being requested to do so by an authorized employee of U.S.D. 512 shall be considered to be trespassing in violation of Kansas laws. In such case, the police will be contacted and arrest and criminal charges may result.

D. The administration will determine if the individual who has been asked to leave the building is allowed to return in the future. If the individual is not to return in the future, the appropriate "Trespass Notification" is to be completed and signed by the individual. This notification will be filed at the building for future reference.

Policy

Adopted: 6-22-92. Rev. 1-13-97

Reference: Shawnee Mission Administrative Guidelines and Procedures
K.S.A. 21-3721 Criminal Trespass

BROOKWOOD SCHOOL RULES

An important goal of the Brookwood staff regarding student behavior is to help students develop self-discipline and to ensure a safe and orderly learning environment. Effective discipline comes from the belief that teaching students to take responsibility for their behavior is as much a part of teaching as teaching subject matter and requires more than simply enforcing the rules.

1. Be Respectful
2. Be Responsible
3. Be Safe

Everyone has a right to be safe, to learn and to be respected.

BROOKWOOD PARENT TEACHER ASSOCIATION

Brookwood is fortunate to have an extremely active Parent Teacher Association. Many extra-curricular Brookwood activities and parent services are either organized or funded (wholly or partially) by our school PTA. Some examples are:

Directory
Welcome Coffee
Ice Cream Social
Auction
Cultural Arts Programs
Carnival
Chat n' Chew
Book Fair and Book Fair Dinner
STEAM Night
Skating Parties

Refer to the sections below for additional information regarding these activities.

Membership

When school begins, you are invited to join the PTA. Membership fees are nominal, and most of the funds collected are paid to the National and State PTA's for Brookwood's membership in those organizations.

Brookwood typically wins participation awards from the state PTA due to our

very high PTA school participation level. In fact, Brookwood teachers have won awards for 100% PTA participation for many consecutive years.

Organization of the PTA

Executive Board - Each spring eight officers are nominated by a nominating committee and elected by the PTA membership to plan and lead the PTA activities for the next academic year. These eight officers constitute the PTA Executive Board and consist of the president, president-elect, first vice president, second vice president, third vice president, secretary, treasurer and auction chair.

Among its other duties, the Executive Board prepares a plan and proposes the annual PTA budget after consulting with Brookwood's parents, professional staff, and PTA members.

General Board - PTA committee chairs comprise the General Board, which meets several times a year. Each committee has one vote on the General Board. All parents are encouraged to attend General Board Meetings. Check the PTA and school calendars for dates.

PTA General Membership - Persons who have paid their enrollment dues, primarily parents and teachers, comprise the PTA General Membership. At least three General Membership Meetings are held each year: Back-to-School Night and fall and spring meetings. All parents are welcome to attend General Membership Meetings. Check the PTA and school calendars for dates.

PTA SPECIAL PROJECTS

MakerSpace

The PTA is currently assisting with the development of a MakerSpace area in our school. The room and supplies are available for staff to utilize for classroom STEM activities.

PTA SPONSORED ACTIVITIES

Ice Cream Social and School Supply Dropoff - At the beginning of each academic year, the PTA organizes an event to give students, parents and teachers an opportunity to socialize. This event also provides an opportunity for new students to overcome first day jitters by familiarizing them with their new school environment.

Welcome Coffee - Hosted on the first day of Kindergarten, the welcome committee organizes refreshments for parents. This event is informational as well as a social event.

Book Fair - Book Fair is a reading celebration that lasts three days, usually in

winter/spring. During those days, the PTA hosts a sale in the school library as well as special events and a family dinner.

The Book Fair promotes excitement for reading and learning by celebrating the importance of reading and the fun of book ownership and also by providing opportunities to purchase books, software, and art project kits, *etc.* that support our school. Proceeds from the sale of used books at Book Fair benefit the school library and the students of Brookwood through the PTA.

Chat 'N Chew - This book club program for 2nd, 3rd, 4th, 5th and 6th graders, is designed to encourage reading and discussion of literature. During the second semester, parent volunteers lead small reading groups during the lunch period to discuss assigned books the students have read at home. Chat 'N Chew is organized and funded by the PTA. Student participation is voluntary – but generally very popular.

Spelling / Geography Bees – Grades 4 through 6 participate annually in classroom spelling and geography bees. Classroom winners advance to “all school” competitions held as assemblies. The Brookwood winner of each competition advances to area competitions. Check the school and PTA calendars for competition dates.

Cultural Arts – The PTA provides funding for Brookwood’s cultural arts assemblies plus many classroom cultural arts experiences designed to enhance grade level curricula. Cultural arts opportunities funded by the PTA are selected and scheduled in conjunction with Brookwood staff.

Carnival – Each year the PTA sponsors a carnival, an evening of fun with games for the students. This event is not intended to be a fundraiser, but instead an evening of celebration among the Brookwood community. Parent volunteers organize and run the event.

Library Volunteers – Parent volunteers help in the library, checking books in and out, shelving books, organizing the library shelves, and helping students locate books when necessary. The volunteer’s shift usually coincides with his or her child’s library period.

Math and Science Night (STEAM) – Much preparation goes into this one night event of fun for students and parents alike at Brookwood. PTA committee chairs arrange for mathematic and scientific exhibits and organize volunteers. This event is not a fundraiser, but instead, an interesting night of hands-on learning and observation. Watch out, you might just learn something!

PTA Volunteer Opportunities

Families are involved at Brookwood! Information about volunteer opportunities and needs may be distributed by email, but if you have a particular interest, please do not hesitate to call ANY PTA representative or chairperson. See the list in front of the PTA directory for current year coordinators.

PTA FUNDRAISING

Auction

Thanks to the many hardworking PTA members at Brookwood, we are fortunate to be able to provide excellent resources for Brookwood students. Our primary fundraiser is the annual auction which is currently held in November of each year. Proceeds from the auction comprise most of the annual PTA budget.

Auction Supports the Budget. PTA expenditures show the Brookwood PTA's continued commitment to the support of cultural arts programs, library, music, art, author visits, student clubs, P.E. equipment, and educational speakers, just to name a few. PTA also provides "instructional enhancements" which allow teachers to be reimbursed for some teaching expenses not covered by SMSD. Some of the special "school improvement" projects the PTA have been able to fund with auction proceeds include updating and decorating the staff room and purchasing a Clavinova to enhance the music program.

Auction Solidifies the Community. Volunteering to help with auction is a fabulous way to get involved and feel like a contributing member of the Brookwood community. Work begins for the next year before school lets out and continues through the summer, so there is usually work to be done at any time.

BROOKWOOD EDUCATION FOUNDATION

Several years ago, our school district was required to implement budget cuts that reduced or eliminated staff, programs and materials from district schools, including Brookwood Elementary School. The Brookwood Education Foundation successfully organized campaigns to raise funds to address the reductions at Brookwood. Brookwood families continue to demonstrate their strong commitment to the school by generously donating funds that overcome the reductions and enhance the quality education and positive learning experiences provided for all children at Brookwood. The campaign is typically conducted in the spring when the district's

budget is set. Without the fundraising initiative sponsored by the Brookwood Education Foundation, Brookwood would have neither a Spanish language program or an educational aide.

BACK TO SCHOOL NIGHT

Back to School Night

Perhaps the most important event for organizational purposes is Back-to-School Night which coincides with our Sneak A Peek/Ice Cream Social. Parents visit each child's classroom, meet the teachers and learn about each teacher's plan for the year.

Important reminders and hints:

- Bring your calendar, so you know when you're available for conferences.
- Provide your email address to the teacher and room parent (since they cannot obtain the information from the school pursuant to district policy.)
- Pick up handouts from the teacher, professional staff, and from the PTA.