

# BROOKDALE



**BOBCATS ARE...  
READY TO LEARN!**

FAMILY RESOURCE HANDBOOK

2019-2020

Dear Brookdale Families:

On behalf of the staff at Brookdale, I am happy to welcome you to the 2019-20 school year! We are looking forward to a productive partnership with you so your children can achieve their highest potential. We recognize that in order to be successful in school, children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for your children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) attends school daily, arrives on time, and is ready for the day's learning experience.
- 2) completes all homework assignments given by teachers.
- 3) reads daily to develop a love for reading and to improve literacy skills.
- 4) shares school experiences with you so that you are aware of his/her school life.
- 5) informs you if he/she needs additional support in any area or subject.
- 6) knows that you expect him/her to succeed in school and beyond.

Brookdale's Vision & Mission Statements are the drivers for everything we do at Brookdale.

**Vision:** Every Brookdale student will gain the necessary social, emotional, and academic skills to be successful in school and beyond.

**Mission:** Students, staff and families work collaboratively and respectfully to engage Brookdale students in a meaningful and challenging environment in order to achieve personal and academic goals.

Please take time to review this handbook with your child(ren). Inside is important information regarding day-to-day activities, rules, & expectations for students. If you have any questions about what is included, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are fully informed regarding the expectations related to appropriate behavior for a safe and productive school year!

The Brookdale staff and I feel privileged to be a part of this wonderful school family! We thank you for your support and look forward to working with you.

Sincerely,

Connie Holman

Brookdale Principal

## **Brookdale Staff Contacts**

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### **CLASSROOM TEACHERS**

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- CLASSROOM PHONES MAY BE FORWARDED DURING INSTRUCTION TIME
- ALL PHONE MESSAGES WILL BE RETURNED WITHIN 24 HOURS
- PLEASE REFER ALL CHANGES IN END OF THE DAY ROUTINES TO THE OFFICE

# ATTENDANCE EXPECTATIONS

*Attendance is a major factor in academic excellence. Most of what students learn academically and socially requires that they be in the classroom for the instruction. Research shows that students who attend school regularly in the early years are more likely to learn to read well by the critical 3rd grade milestone, score higher on standardized tests and graduate and go on to college than students who are chronically absent or tardy. Please be sure that your child is at school on-time every day.*

## GOOD ATTENDANCE STRATEGIES

Here are some strategies families can use to encourage good attendance:

- Set a good example
- Talk about the importance of school and being somewhere on time
- Avoid scheduling family trips or appointments during the school day
- Get organized for school the night before
- Enforce a reasonable bedtime
- Stay healthy with nutritious food and exercise

## CELEBRATING GOOD ATTENDANCE

At Brookdale we celebrate good attendance in a variety of ways: monthly perfect attendance awards, recognition of students with perfect attendance at the end of each trimester, and classroom incentives, to name a few.

## ATTENDANCE REQUIREMENTS

- Call before 9:15 a.m. each day that your child is absent. A message can be left 24 hours a day—298.3100.
- Please inform the office of ALL absences.
- To explain an absence, if the office was not contacted by phone, students must bring a note with parent/guardian signature upon their return to school.
- The office staff have legal authority to determine which absences are ‘excused’ or ‘unexcused’ (State law – RCW28A.225.010 – requires schools to report to the Office of the Prosecuting Attorney, any student with more than 5 unexcused absences in a month or 10 in a year.)
- Once a student misses 7 days during a school year, the district will require 3rd party documentation to excuse future absences.  
\*\*When in doubt, a doctor’s note is always a good idea.
- Late arriving students MUST check into the office for a tardy slip before going to class.

## SCHOOLWIDE EXPECTATIONS FOR SUCCESS

We are a Safe and Civil school and have established schoolwide behavior expectations. We refer to these expectations as the 'Paws for Praise.' These are...

- Be Safe
- Be Respectful
- Be Responsible
- Be Cooperative

## RESTORATIVE PRACTICES

Restorative practices build healthy communities, repair harm, and restore relationships. Staff members use elements of restorative practices by incorporating community circles, affective statements, and using restorative questions when responding to challenging behavior.

## WHEN STUDENTS BREAK THE RULES

- Students who do not follow Brookdale expectations will face consequences. They may include:
  - ◇ Classroom intervention
  - ◇ Think Time
  - ◇ Notification by classroom report, notes, email, and/or phone call to parent/guardian
  - ◇ Restorative Conversations
  - ◇ Early intervention
  - ◇ Referral to the principal
  - ◇ Referral to MTSS-B (Multi-Tiered System of Support—Behavior)
  - ◇ Development of an individual behavior contract
  - ◇ Suspension from school
  - ◇ Expulsion from school

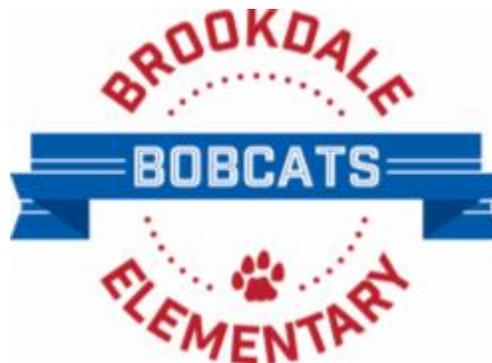
## POSITIVE REINFORCEMENT

- We emphasize positive behaviors with encouragement such as rewards, public recognition, friendly smiles, handshakes, High-5s, and positive notes.
- Reinforcements include activities at the classroom and school-wide levels including certificates, Paw Slips, Bobcat Bravos, B.O.B.C.A.T. Pride assemblies, etc.

## PERSONAL PROPERTY & VALUABLES EXPECTATIONS

*Brookdale Elementary is not responsible for lost or stolen items*

- **Cell phones** or personal listening devices ARE NOT to be seen or heard on school property during school hours.
- ALL non-school materials will be confiscated if they are seen or heard during the school day. This includes, but is not limited to:
  - Toys/electronic devices—including spinners, fidget devices and Apple or other *smart* watches
  - Trading Cards (all kinds)
  - Personal grooming items (make-up, hair products, perfumes, etc.)
  - Items that distract from learning



# Brookdale School Wide Expectations

As a Safe and Civil school, Brookdale uses *CHAMPS* to support our Paws for Praise and to define classroom and school-wide expectations.

Guidelines for Success	I will be safe	I will be respectful	I will be responsible	I will be cooperative
<b>Bus</b>	I will remain seated.	I will listen to the driver.	I will keep my body and things to myself.	I will use kind words.
<b>Breezeways</b>	I will walk facing forward.  I will carry a pass if I am not with an adult.	I will have a voice level 0-1.	I will go straight to my destination.	I will stay in a straight line.
<b>Lunch line</b>	I will keep my body and things to myself.	I will use a voice level 1.	I will carry my tray with 2 hands.	I will wait patiently.
<b>Classroom</b>	I will keep my body and things to myself.	I will listen to the speaker attentively.	I will follow directions the first time they are given.	I will use kind words.
<b>Restroom</b> <i>Go, Flush, Wash, Leave!</i>	I will keep my body and things to myself.	I will have a voice level 0.	I will report any problems to an adult.	I will use the equipment and materials appropriately.
<b>Playground</b>	I will use the equipment safely.	I will listen to the adults.	I will follow directions the first time they are given.	I will use kind words.  I will take turns.
<b>Assemblies</b>	I will keep my body and things to myself.	I will listen to the speaker attentively.	I will follow directions the first time they are given.	I will participate appropriately.
<b>Arrival and Dismissal</b>	I will go straight to my destination.	I will listen to the adults with a voice level 0-1	I will follow directions the first time they are given.	I will wait patiently.

## Brookdale Student Dress Code

The purpose of this dress code is to assist administrators, teachers, students, & parents in providing all students a quality educational experience. To accomplish this, the learning environment must be one that is safe, disciplined, and free of distractions. Therefore, the dress code regulations that follow are not designed to inhibit personal taste but to encourage learning, good behavior, and safety.

**If you are unsure, your student shouldn't wear it to school**

	Approved	NOT APPROVED
ALL CLOTHING	Weather appropriate  Clothes that fit appropriately	<ul style="list-style-type: none"> <li>• Sagging (zip ties will be provided if necessary)</li> <li>• Words/messaging or symbols which are offensive, insulting, promote violence, or are otherwise inappropriate for school</li> <li>• Make-up</li> </ul>
HATS AND OTHER HEADGEAR	Hats on outside only	<ul style="list-style-type: none"> <li>• Hats during class</li> <li>• Bandanas</li> </ul>
PANTS/JEANS	Pants/Jeans must be worn on hips	<ul style="list-style-type: none"> <li>• Sagging jeans (zip ties will be provided if necessary)</li> </ul>
SHIRTS/BLOUSES	Tummy must be covered	<ul style="list-style-type: none"> <li>• Tank tops (less than 2 inch straps)</li> <li>• Low cut tops</li> <li>• Spaghetti straps</li> <li>• Crop tops/tube tops</li> </ul>
SKIRTS/SHORTS	No shorter than 2 inches above knee	<ul style="list-style-type: none"> <li>• Short skirts/shorts</li> </ul>
SHOES	Comfortable; good enough for PE  MUST have a back	<ul style="list-style-type: none"> <li>• Heels</li> <li>• Open toed shoes</li> <li>• Flip flops</li> </ul>

**STUDENTS WHO COME TO SCHOOL IN CLOTHING THAT IS NOT APPROVED WILL CALL HOME FOR A CHANGE OF CLOTHES AND MAY BE PROVIDED WITH ALTERNATIVE CLOTHING FOR THE DAY**

# Drop-Off & Pick-Up

## Procedures

### Arrival

- Students should arrive on campus between 8:40 a.m. and 8:55 a.m. There is **NO** student supervision available before 8:40.
- Students **must** be dropped off in the designated area—west parking lot. Adult supervision is provided between 8:40 & 9:00 each morning.
- Students **MUST** check in at the office when arriving after 9:00 a.m.

### Dismissal

- Students who ride the bus or walk will be dismissed to the bus zone or crossing guards at the end of the day.
- Students who are picked up by vehicle will be escorted to the west parking lot for dismissal.
- Students will be called to a loading spot by an adult and will be delivered to their car *valet* style.
- Adults will not be able to enter the loading zone without prior approval from the office.
- **ALL changes to the end of day routine must be received by the office 1/2 hour before dismissal.** Upon notification, students will receive a pink slip indicating the change.
- **NO parent pick-up by car will be allowed at the corner of 132nd and Park or in the front of the building.**

**These dismissal routines are in place to ensure students' safety at the end of the day.**



# VOLUNTEERING

Please consider joining our school volunteer program. Our students will greatly benefit from your involvement and contributions to the school's program and its operations. You can donate one hour or one day a week, or perhaps you'd be able to work on one project during the school year. No matter what you prefer, we're happy to work with you to ensure a positive experience!

We seek volunteers to help us with the following activities:

- Listen to students read.
- Read to students.
- Chaperone field trips.
- Assist in the classroom.
- All visitors must check into the office upon arrival.

If interested, please call our Volunteer Coordinator at 253.298.3100. We'll be glad to work with you to complete the online volunteer screening. (Screening assures families that volunteers in the school have no serious criminal records.)

ALL volunteers **MUST** complete a volunteer screening at the beginning of each school year.

## **VISITORS & GUESTS EXPECTATIONS**

*Brookdale welcomes our many visitors – family, teachers from other schools and districts, and guest presenters.*

- All visitors must make arrangements with the classroom teacher at least one day prior to visiting.
- Visitors must check in at the main office upon arrival.

## **CLASSROOM FOOD POLICY**

- Due to food allergies, it is important to check with your child's teacher regarding bringing food to school.
- Please request permission from your child's teacher before bringing snacks to school.
- All snacks/treats must be store bought.
- **24 hours** notice is required.
- Healthy treats are encouraged!

## **Prohibition of Harassment, Intimidation, & Bullying**

Franklin Pierce Schools strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process.

The school community includes all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race; color; religion; ancestry; national origin; gender; sexual orientation (including gender expression or identity); mental or physical disability; or other distinguishing characteristics.

RCW 28A.300.285

## **Firearms on School Property**

The possession of firearms on school property will result in a one year mandatory expulsion, subject to appeal with notification to parents and law enforcement.

RCW 28A.600.420

BOBCAT PRIDE