

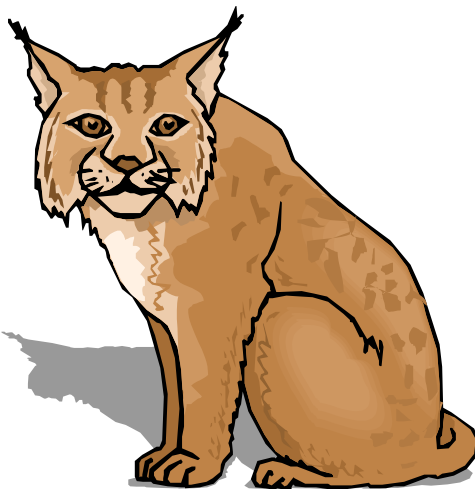
BROOKER CREEK ELEMENTARY

Parent-Student Handbook
2017/2018

The mission at Brooker Creek Elementary is for students to make a year's worth of growth in reading, writing, math and science.

Principal - Jennifer Mekler
Assistant Principal - Abby Cannata

3130 Forelock Road
Tarpon Springs, Florida 34688
Phone: 943-4600



ABSENCES - Please refer to the Student Code of Conduct pages 33-36.

Excused absences include: illness of student, major illness or death in the immediate family, religious holiday of the student's faith, religious institutes, conferences or workshops (only 2 days) if the request is signed by a parent and given to the school before the absence. Unexcused absences include, but are not limited to:

- Out-of-school suspensions
- Family Vacations
- Students without a completed Certificate of Immunization

Student work made up after an unexcused absence may be dropped a letter grade. The number of days allowed to make up work shall be the same as the number of days the student was absent. If a student is going to be absent for family or other personal reasons, outlined as an excused absence previously stated, advance notice should be given to the child's teacher. Class work can be done ahead of time, during or after the absence, according to the arrangements made ahead of time with the individual teacher. **A note explaining any absence from school is required the day the student returns to school.** If your child is to be excused from PE for more than three (3) days, the office must receive a doctor's statement. To resume PE, a doctor's statement must be sent to the office.

APPOINTMENTS/EARLY DISMISSALS - If a student must leave school at any time other than regular dismissal time, the student must bring a note from home with the time, date, and parent signature on it. This note should be shown to the teacher involved and then sent to the office. Frequent early dismissals interfere with your child's time spent on academic subjects. Brooker Creek promotes "bell to bell" learning meaning that students should be in attendance from the first morning bell until dismissal. If your child is dismissed early on a regular basis, they will be referred to the school's Child Study Team for review.

The person picking up the student must report to the office and be prepared to show their picture I.D. Every precaution is taken to ensure your child's safety and well-being. Absolutely no student is to leave the school grounds **at any time** without permission from the office staff. Students will be released to parents, guardians, or designated emergency contacts only from the office area. Every three (3) early sign-outs within a grading period will count as one (1) unexcused absence.

ARRIVAL - Students should arrive on campus no earlier than **8:10 A.M.** unless they are enrolled in the YMCA Program. Students are to be dropped off in the carline or at the bike rack gate if they are a walker. **Every three (3) unexcused tardies within a grading period will count as one (1) unexcused absence.**

BACKPACKS-Due to a space issue and safety concerns, no rolling backpacks will be permitted.

BICYCLES - All bicycles must be parked in our compound during the school day. The compound will be locked each morning and unlocked each afternoon. It is also necessary for students to lock up their bicycles with a chain while they are in the bike compound.

We are not responsible for lost or damaged bicycles. Individual locks are highly recommended for each bicycle. Please make sure that you plan a safe route to and from school with your child and make sure that he/she follows safety rules, including wearing a bicycle helmet.

BUS TRANSPORTATION - To ensure the safety of all students, we ask that you make sure your child knows and uses acceptable behavior on the bus. The bus driver is responsible for the safety of all students riding the bus to and from school. Students should obey their drivers at all times. Any student who persists in disorderly conduct, shall be reported to the Principal and may be suspended from the bus. Should an emergency develop due to the conduct of students on the bus, the bus driver may take such steps that are reasonably necessary to protect the other students on the bus. Bus behavior is addressed in more detail in the Student Code of Conduct. Pinellas County guidelines prohibits students who are not bus riders from riding home with other students. Also, students are not permitted to ride on any bus other than the one to which they are assigned.

CAFETERIA PROCEDURES - Both breakfast and lunch are served daily. Students are expected to be in class by 8:35 A.M.

During lunch and breakfast, we hope to maintain an environment that will allow all students to enjoy eating and to quietly socialize with friends. Each student is expected to practice the general rules of good manners in the cafeteria. All students should:

- ➔ Sit with their bottom on the bench, feet on the floor, with their knees under their table.
- ➔ Use an inside voice.
- ➔ Raise hand for help.
- ➔ Pick up trash after self.
- ➔ Use walking feet and exit quietly.

Breakfast is free. The cost for lunch is \$2.00. Milk is \$0.50. Snacks range from \$.25 - \$.75. Prices are subject to change, please visit the Pinellas County Website for the most current prices.

CAMERAS AND VIDEOS -When capturing events at Brooker Creek on camera or video, we must consider disruption of learning environments as well as safety. There are some children that are not allowed to be photographed. Keeping that in mind, we must be cautious when taking pictures. Camera and video equipment use is limited to taking pictures of our child, individual class events or major school events, such as field days and award ceremonies, unless requested by the teacher or principal.

Disruption of the school day or interfering with the learning process will not be permitted. The principal or assistant principal will give permission or set limits when the disruption of the school day, safety, or interfering with the learning process is in question.

CELL PHONES-Are to be kept **turned off and out of sight on school grounds** unless the administrator gives permission for their use.

CLASS ASSIGNMENTS - Instructional groupings, peer relationships, and class/team structures, as well as other factors, are considered when class lists are developed. Please allow us to make the best placement for your child by not requesting specific assignments at anytime. We cannot accept or honor requests. Class assignments are effective for the first ten days of school. We welcome any input you may have regarding specific learning/teaching styles your child may thrive the best under. We will not honor requests of specific teachers by name. If an older sibling has had a teacher that was not the best fit for reaching your child's learning style, you may submit a request with the teaching style your child would do best with.

CLASSROOM VISITATIONS - Parents are welcome to visit classrooms. However, please stop in the school office, sign in, show your picture I.D. and tell the staff where you wish to visit. When leaving the campus, you must

sign out in the front office. Teachers will be given a 24-hour notice for classroom visits. This policy is for protection of the students and to avoid disruption of classes.

When dropping off an item for the classroom, please leave it in the front office for delivery to your child's classroom.

CLINIC - Any child who becomes ill or injured at school is sent to the school clinic until he/she feels well enough to continue with school activities or is picked up by a parent, guardian, or designee. **It is extremely important that we have a telephone number with which the school can contact someone in case of emergency. PLEASE ADVISE US IMMEDIATELY OF A PHONE OR ADDRESS CHANGE. In an extreme emergency, when an adult cannot be contacted, 911 emergency services will be used.** Please make sure that all persons able to pick up your child are written on the emergency clinic cards that parents/guardians complete at the beginning of each school year. All accidents should be reported immediately to the principal. As per policy, a child who vomits during the school day must go home.

A school nurse is not on campus every day. She/he checks health records and advises teachers, but may not treat any children. She/he may observe health conditions, which may cause her/him to call parents and discuss with them any concerns the school may have regarding the child's health.

CONCERNS - If you have a concern about something at school, we ask that you try to resolve it first with the teacher. If that step is unsuccessful, you are encouraged to meet with the teacher and an administrator. Our goal is to resolve any concern as quickly as possible. We feel that 99.9% of your concerns and questions can be answered here at school.

CONDUCT - Each student is expected to conduct himself/herself in a manner that is in the best interest of all students and the school.

Rules and policies can be found in the Pinellas County Schools Code of Student Conduct, a copy of which has been or will be sent home with your child.

COUNTY TELEPHONE NUMBERS -

Brooker Creek Elementary School	943-4600
Area 1 Superintendent	588-5023
Administration Building	588-6000
ALA Teen	786-0120
AL Anon	786-0120
Alcoholics Anonymous	530-0415
Juvenile Addictions Receiving Facility (JARF)	524-4497
Juvenile Assessment Center	464-7455
Narcotics Anonymous	547-0444
Crisis Line 24 Hours	344-5555
Operation PAR	570-5080
(For further information, call the Safe and Drug Free Schools office)	588-6130
YMCA	939-2579

DISMISSAL - School is dismissed at 2:35 P.M. Students should go directly home using planned safety routes. Crossing guards are on duty until twenty (20) minutes after the dismissal bell. In order to make the end of the day transition for students and teachers run smoothly, all early dismissals need to occur before 2:15.

Insurance laws only allow officially registered bus students to ride the school bus. We cannot honor requests for children to ride the bus occasionally.

It is extremely important that car riders be picked up promptly by 2:35 P.M. Please do not leave cars unattended, as this blocks other cars and is a safety hazard. Carpooling will help ease the traffic congestion. Students are to load their cars at the designated area they have been called to wait. Parents will pick their student up at the designated area. Parents are to stay in their car at all times - please do not get out to open car doors. Students are to load cars on the passenger side for safety. Parents are encouraged to park and pick up any student that needs assistance being buckled into a seat.

There are three ways to exit the school: 1) All walkers and bike riders will exit at the bus circle; 2) All car riders will exit at the car circle (If you are parking your car to pick up your child, you must enter and exit through the front entrance gate.); and 3) All bus riders will exit at the bus circle. All gates will open at 2:35 P.M.

Should you need to make a change from the usual dismissal instructions you have given your child, please notify the office by 12:00 p.m. to make sure there is time to notify the teacher and student.

The YMCA provides a before- and after-school program at Brooker Creek Elementary. Please contact the YMCA for additional information and/or register your child if you anticipate a need for this service.

EMERGENCY CARDS/CLINIC CARDS - It is critical that our files contain up-to-date information. Parents are asked to notify the office of any change of address or telephone numbers. This will enable us to reach you during the day, in case of emergency. The name and phone number of an emergency contact is also important.

EMERGENCY PROCEDURES - Fire drill, Tornado and Lock Down instructions are posted in each room and must be followed. Each drill shall be treated as if it were an actual emergency situation. Although speed is important in any such procedure, of greater importance is the cooperation of all students in following directions and proceeding in an orderly manner.

FAMILY RIGHTS AND PRIVACY ACT - The intent of this law is to protect the accuracy and privacy of student educational records. Only parents/legal guardians and authorized individuals having legitimate educational interests will have access to your child's educational records.

FIELD TRIPS - Field trips are off-campus activities that introduce, extend, or culminate the curriculum. The appropriate district field trip permission form, issued by the teacher originating the trip, must always be signed by the parent or legal guardian. **Notes and/or phone calls may not be accepted in lieu of the district permission forms.** Students are expected to return the forms in a timely manner. Students who do not have a signed permission slip will remain at school. All drivers and/or chaperones must complete required paperwork and be approved at least two weeks prior to the field trip. **Siblings may not attend field trips.** All chaperones who have students in their care without the teacher's direct supervision must have Level 2 clearance with Pinellas County Schools (this includes drivers).

All field trips will begin and end at the school of origin. Students will be considered present at school only if they are present in the classroom during attendance procedures beginning at 8:35. Parents are asked not to drop in on field trips. If a parent is not a registered chaperone traveling

with the class, they will not be able to participate in the event. We **encourage** all students to travel with their class on all field trips.

When a parent or guardian has elected to transport his/her own child to an event, the adult is not deemed to be a chaperone on the field trip and they are prohibited from contact with the Brooker Creek students. The student must also be signed out in the front office by the parent (not considered an absence). Therefore, no other Brooker Creek student may travel with that parent, either to the event, during the event, or returning from the event. All students may only travel in the manner arranged for by the school. Students traveling outside the school group will be considered a family, non-educational outing.

****Registered Chaperone:** An adult that has filed volunteer paperwork with the Community Involvement Assistant, passed a Pinellas County background check, and has contacted the classroom teacher a minimum of 2 weeks prior to the field trip will be eligible to be placed on the teacher's chaperone list.

FIRE DRILLS - Regular fire drills are required by law and are an important safety precaution. The alarm is one long signal. It is essential that, when the first signal is given, everyone obeys promptly. This includes any visitors on campus. The building should be cleared by the planned route as quickly as possible. Students should quietly remain outside the building until the "all clear" signal is given to return to the building.

HOMEWORK - Homework will be given to students on an increasing basis as they progress in school. This is an important pattern in responsibility that should be established when children are young. Parents are encouraged to assist their child/children with this work. This should be a positive experience for all. Your child's teacher can provide more detailed suggestions. MAKEUP WORK-If your child has an excused absence, makeup work will be assigned upon return to school.

HONOR ROLL/PRINCIPAL'S LIST - To enter a student in grades 3 - 5 on the Principal's List, the student must achieve all "A's" in the academic areas, perform on or above grade level, and earn all "E's" and "S's" in Conduct, Work Habits, P.E., Art, and Music.

To enter a student in grades 3 - 5 on the Honor Roll, the student must earn at least all "B's" in academic areas, perform on or above grade level, and earn all "E's" and "S's" in Conduct, Work Habits, P.E., Art, and Music.

INSURANCE - Accident insurance is available to all students. The school serves only as an agent and all claims are made directly to the insurance company. More information has been or will be sent home with your child.

LIBRARY/MEDIA CENTER - The library is an extension of the classroom, where resources and enrichment activities are housed for the benefit of students and staff. Parents are invited to visit the library/media center and check out materials for their families.

All library books are bought through school funds. Each child's signature on a library book card stands for two (2) promises:

1. That the book will be returned on time.
2. That the book will be returned in good condition.

LOST AND FOUND - Lost and Found items can be retrieved on the table outside of the multipurpose room. All items not claimed will be given to a charitable organization periodically throughout the school year. Please label all personal items. We strongly recommend that your child **not** bring to school items of value.

MEDICINE - Any medication must be delivered to school by a parent/guardian in the original container and be accompanied by a signed authorization form. Because administering medications at school takes the student away from the classroom, it would be to his/her advantage to schedule medication before and after school, if at all possible. Medication required during the school day, if ordered by the doctor, will be administered by office staff once students are in school. These will only be given at the time(s) and by the amount indicated on the prescription container.

Over-the-counter medications are not allowed on school premises and cannot be dispensed without a doctor's authorization. Medication Cards are on file in the front office and must be filled out by parents before any medication is dispensed.

NEWSLETTERS - The Brooker Creek Newsletter will be sent via Peachjar each month. It will contain school news, upcoming events, and announcements. The website is www.brooker-es.pinellas.k12.fl.us

PARENT-TEACHER CONFERENCES - Parents are encouraged to arrange conferences with teachers concerning their child's progress and achievement. Conferences may be scheduled by calling the school office, sending a note with your child, or requesting on the report card. Teachers are not able to conference with parents during teaching hours. Before attending a conference, please report to the office, sign in, and get your visitor's pass.

PARTIES - Parties are limited. Three parties are permitted for the year. Teachers and room mothers need to plan with the teacher. Activities and refreshments relating to instruction may be arranged with the principal's approval. **All food must be store bought and be in the original, unopened packaging. These parties should take place the last 45 minutes of the school day.**

Birthdays are to be celebrated during lunch. Pinellas County Schools has a **WELLNESS POLICY**. All snacks must comply with the district's standards and may not contain any low nutritional candy or dessert type items (cookies, cupcakes, pudding, ice cream or frozen desserts, etc.) Please refer to the districts web site for the new nutritional guidelines-www.pinellas.k12.fl.us. Students may not send home party invitations from school.

County policy prohibits preschool age children and middle and high school children who are not registered volunteers from attending any parties. Also, younger siblings are **only** allowed at school during lunch and school-wide functions such as Field Day. For safety, younger siblings are not allowed on field trips or at individual classroom events or parties.

P.T.A. - Brooker Creek Elementary is a member of the Pinellas County Council of P.T.A. You are encouraged to join the P.T.A. Meetings are held throughout the school year and generally feature some aspect of your child's curriculum experiences.

REPORT CARDS -Report cards are distributed throughout the school year. Please check the Pinellas County Website for dates.

SCHOOL IMPROVEMENT PLAN - Our School Improvement Plan is located in the office for your review. Our priorities lie in improved student performance and a safe learning environment.

SMOKING - **SMOKING IS NOT PERMITTED ANYWHERE ON SCHOOL GROUNDS OR WITHIN 200 YARDS OF SCHOOL BOARD PROPERTY.**

TARDIES - Parents/guardians must accompany late arriving students to the office. A BCE employee will walk your child to class.

TELEPHONE - Student use of school telephones is for emergency use only. We ask that students know their afternoon arrangements when they come to school in the morning. We request a note from a parent requesting a change of normal routine. Student cell phone use is prohibited.

TEXTBOOKS - All textbooks are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them. Students are urged to take good care of books, in order to avoid paying a charge at the end of the year. Most textbooks are also available online. Ask your child's teacher for the website address.

TORNADO/LOCK-DOWN - As with fire drills, tornado drills and lockdowns are conducted as an important safety precaution. An intercom alert will be the signal to follow the teacher's instruction to the safest areas.

TRANSFERRING - It may become necessary for some students to leave our school during the year. Please try to notify the school office staff two (2) weeks in advance, so that we may help you in making the transfer go smoothly and efficiently. Library books and textbooks must be returned and outstanding debts (such as borrowed cafeteria money) paid before leaving.

VISITORS - All visitors and parents are welcome and encouraged to visit the school. To ensure that maximum learning is allowed to take place, these visits should not interrupt the regular classroom routine in any way. Permits for these visits are available in the school office. Please call for an appointment at least 24 hours in advance and give the purpose of your visit, so that adequate arrangements can be scheduled. Extended visitation to classes will require administrative approval. Please park in the visitor parking lot.

All visitors to the school must sign in at the office, show a picture I.D. and get a visitor's pass. All visitors must come through the front office to sign out.

VOLUNTEERS - Brooker Creek Elementary welcomes parents and other community volunteers who wish to work in our school. Volunteers perform many services in our school. They work as tutors, mentors, classroom assistants, media center assistants, field trip drivers and chaperones, cafeteria helpers, etc. Many perform at-home tasks to assist our staff.

(Unfortunately, preschool age children and middle and high school children who are not registered volunteers **are not allowed** on campus with parents who are volunteering.) Pinellas County requires that ALL volunteers complete a Volunteer Registration Form each year at each school where they volunteer. It is also required that all volunteers follow the same dress code as the students.

This can be found in the Student Code of Conduct or the Volunteer Handbook. Please contact our Community Involvement Assistant if you would like to volunteer at Brooker Creek.

DRESS CODE - Pinellas County has instituted and requires that we enforce a certain dress code, as established in the Code of Student Conduct book.

The following is a summary of the dress code:

1. Shoes with back straps shall be worn.
2. No midriff shirts or blouses are permitted.
3. No see-through or mesh garments, or any clothing with straps (such as "spaghetti straps") shall be worn without proper undergarments (for example, a t-shirt under a jumper); no bare shoulders; sleeveless shirts are prohibited.
4. No unhemmed, ragged, or distracting clothing (**such as short skirts or shorts**) is permitted.
5. Hats are allowed to be worn only during outside P.E. activities unless approved by the principal.
6. Underwear of any type, including bra straps and boxer shorts, must not be visible.
7. Hairstyles and colored hair, and other fashions or styles that are disruptive to the school environment or educational process are prohibited.
8. Student dress and grooming shall be neat and clean.

Thank you for taking the time to read through the Brooker Creek Parent-Student Handbook. We look forward to working with your family and preparing your child for a successful academic career.