



**Brookwood Bears are always Safe, Kind & Responsible**

## Brookwood Elementary

The mission of Brookwood Elementary School is to prepare highly educated and self-reliant students, by providing an innovative education through the combined efforts of dedicated staff, involved parents and the effective use of community resources.

### **Brookwood Bear Expectation Matrix**

At the end of this booklet, you will find our Behavior Expectation Matrix. These are common behaviors that all Brookwood Bears display at school. This Matrix is posted all around the school. We believe a common understanding of expectations will help all of our students be successful.

### **Attendance**

The Canyons Board of Education recognizes that regular attendance at school facilitates academic achievement by maximizing the interaction between students and teachers. The Board also recognizes that regular student attendance at school is mandated by Utah Compulsory Attendance Law 53A-11-101 and also Canyons District policy 500.35, which requires students between the ages of six and 18 to attend school and is critical, if schools are to meet the accountability standards set by federal and state legislation. For Brookwood's detailed attendance plan please visit [www.brookwood.canyonsdistrict.org](http://www.brookwood.canyonsdistrict.org).

If you are keeping your child home from school, please call the attendance line: 801-826-7913 before 9:00 am. If you do not call before 9:00 am, you will receive an automated call notifying you of your child's absence.

Students should arrive at school as close to 8:55 a.m. as possible. Teachers will be outside supervising from 8:40-8:55 am. Please do not bring your child to school any earlier than 8:40 am. At the end of the school day we encourage all students to leave school grounds in a timely manner.

### **DAILY SCHEDULE**

#### **SUPPLEMENTAL KINDERGARTEN AND 1ST-5TH GRADE**

8:55 a.m. - First Bell

9:00 a.m. - School Begins

3:31 p.m. - Bussed Students Released

3:33 p.m. - Walking Students Released

3:35 p.m. - Carpool Students Released

School Ends at 1:55 every Friday



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### **AM KINDERGARTEN**

8:55 a.m. - First Bell

9:00 a.m. - School Begins

11:40 a.m. - Students Released (Monday-Thursday)

School Ends at 11:00 every Friday

### **PM KINDERGARTEN**

12:55 p.m. - School Begins (Monday-Thursday)

11:55 a.m. - School Begins (Friday)

3:31 p.m. - Bussed Students Released

3:33 p.m. - Walking Students Released

3:35 p.m. - Carpool Students Released

School Ends at 1:55 every Friday

### **Bicycles, Scooters, Skateboards and Rollerblades**

The school does NOT assume responsibility for stolen, lost or damaged bikes/scooters. Brookwood provides bike racks and cages to secure bikes. For added security, however, you may want to provide your student with a bike lock. Students are not allowed to ride their bikes during school hours. They **must** walk their bikes/scooters while on school grounds and while crossing at all crosswalks.

Skateboards and motorized bikes are never allowed at school due to the danger they pose.

### **Checking In and Checking Out**

Students are not allowed to leave the school grounds during school hours except with a parent or a parent designee. Please check your student out of school by showing ID in the front office. All students must be checked in or out through the office. Students can only be checked out by adults on the family's Skyward emergency contact list.

### **Citizenship**

Each child has a right to learn in an environment that is safe and without disruptive influences. It is expected that each child will behave in a manner that allows all children the opportunity to learn. This requires responsible behavior in class, on the bus, walking to and from school, and in all school related activities. If situations occur where a student's behavior is so disruptive that it interferes with the learning and safety of others,



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appropriate action will be taken. Teachers have a responsibility to teach, encourage responsible and appropriate behavior and deal with student misbehavior in their classrooms. Therefore, each grade will implement a set of rules based on the school's philosophy that children should be reinforced for appropriate behavior and receive consequences when necessary for inappropriate behavior. Every effort will be made to deal with problems fairly and in a manner that demonstrates respect for students. Principal intervention might include one or more of the following and will depend upon the seriousness of the offense, number of repeated offenses, and other mitigating circumstances:

- Principal/student conference w/call to home
- Temporary loss of privileges
- Time out in a designated area w/access to grade-level curriculum
- Principal/teacher/student/parent conference
- Restoration/restitution of damaged property
- In-school/out-of-school suspension

### **Discrimination and Harassment**

Canyons School District is committed to providing an educational environment that is free from illegal harassment and other forms of discrimination based upon sex, race, color, ethnic background, national origin, religion, gender, creed, age, citizenship, or disability. (CANYONS ADMINISTRATIVE REGULATION - 200.2-7)

1. **Discrimination:** Conduct, including words or gestures and other action, which adversely affect a student's learning environment or results in disparate treatment based upon their immutable characteristics such as sex, race, color, ethnic background, national origin, religion gender, creed, age, citizenship, or disability.
2. **Harassment:** Unwelcome conduct of an offensive nature that is demeaning or derisive or occurs substantially because of the race, color, ethnic background, national origin, religion, gender, creed, age, citizenship or disability and which creates a hostile educational environment.
3. Students who participate in discrimination or harassment and students who witness but do nothing to prevent the behavior or do not alert an adult will be subject to disciplinary action.

### **Dress Code**

Students shall dress in a manner that shows respect for the educational environment and is befitting the day's activities. Students' clothing and jewelry must not present a health or safety hazard or distraction, which would disrupt the educational mission. Disruption is defined as reactions by other individuals to the clothing or adornment, which causes the teacher/administrator to lose the attention of the students, to modify or cease instructional activities, or to deal with the student confrontations or complaints.



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### Extended Travel/Educational Leave

#### Guidelines:

1. State regulations allow a student to be excused from school for up to 10 days each year for family travel.
2. Parents must complete the Student Request for Educational Leave form if their student will be absent for three or more consecutive school days. This form is available in the office.
3. Parent/Guardian must make homework arrangements with the teacher at least one week prior to the absence.
4. The student will receive a comparable number of days to complete homework in order for absences to be considered excused. Example: If a student is absent five days, homework will be due 5 days after the end of the vacation.
5. Students who take educational leave will be disqualified from receiving awards associated with attendance (100% attendance awards, etc.).

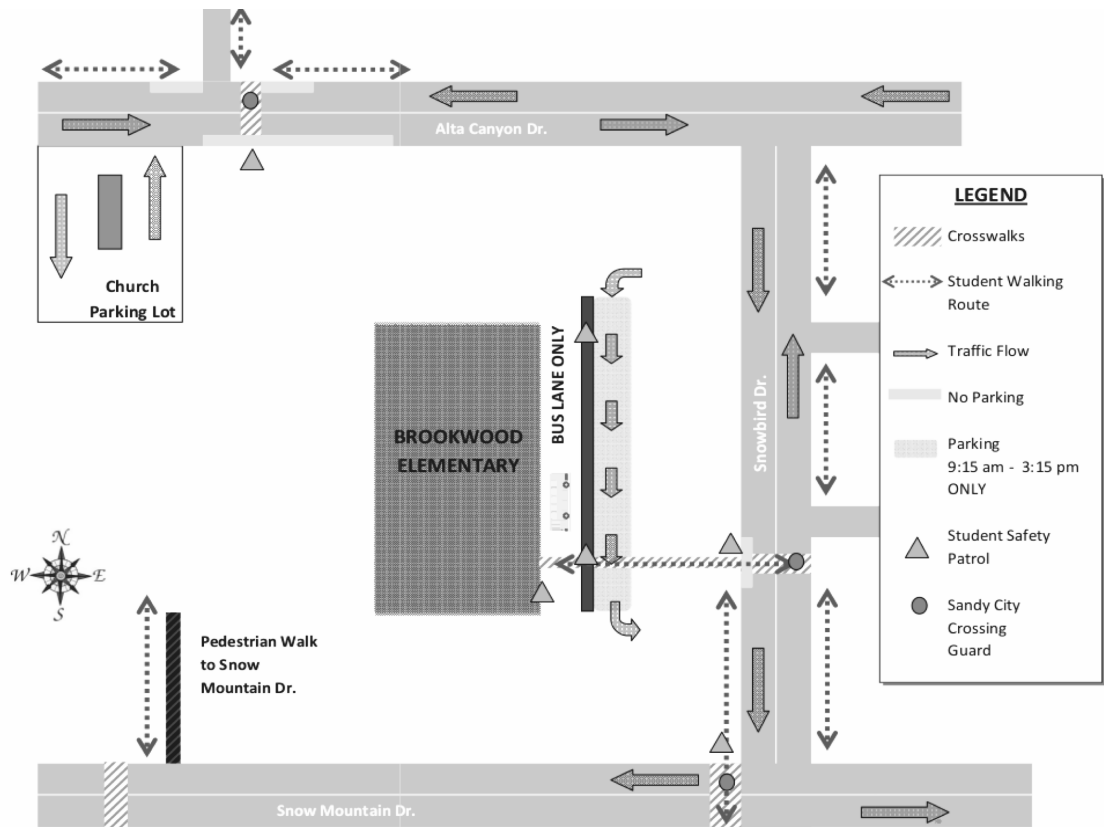
### Parking Lot Safety

*Safety is always a TOP PRIORITY. Please follow a few simple instructions for protection of our Brookwood Student Body.*

1. Pull forward and stay in a single line. DO NOT STOP AND HOLD UP THE CARPOOL LANE. If you need to wait for a passenger please pull into a parking stall or pull out and enter again off Snowbird Dr.
2. Once your passengers have exited or entered your vehicle, please pull out of line and exit the parking lot slowly.
3. When walking, use the crosswalk at the south end of the parking lot.
4. DO NOT walk across the parking lot dodging traffic.
5. When riding a bike, get off and walk across the crosswalk.
6. The bus lane is for the bus ONLY.
7. No U turns allowed on Snow Mountain Dr., Snowbird Dr., and Alta Canyon Dr.
8. When volunteering at the school you can park in the carpool lane during the hours of 9:15 am – 3:15 pm. Vehicles must be moved by 3:15 pm (1:30 pm on Fridays) so that they do not interfere with after school pick up
9. Be courteous to other drivers.



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### Telephone Use - UPDATE

School phones are not for student use, except in emergencies. A note or pass from the teacher allows a student to use the office phone. Possession of smart phones/watches by a student is considered a privilege that may be forfeited by any student who uses a device inappropriately. Students shall assume responsibility for personal electronics. At no time shall the school or district be responsible for preventing theft, loss or damage.

### Visitors

All visitors must report to the office. If you are going beyond the office, you will be asked to wear a visitor pass. This is for the safety of our students. If you have school-aged family or friends visiting, they are not permitted to attend school with your child.



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### **Volunteers**

We welcome volunteers to our school and find them essential to our success! All volunteers need to be approved by the district at least 72 hours prior to volunteering. Please complete the volunteer application at <https://volunteer.canyonsdistrict.org>. Once you are approved, you can sign in on the laptop in the main office. This allows us to record volunteer hours for state reporting. Infants or toddlers are not allowed in the teacher workroom or in the classroom if you are working with students. We are also unable to accommodate anyone other than adult volunteers on field trips.



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**Parent and Student Commitment**

I have reviewed the contents of this handbook with my child.

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Parent's Signature

I understand the Brookwood Code of Conduct and I reviewed it with my parents.

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Student's Signature

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Date