



Brookwood Bears are always Safe, Kind & Responsible

Brookwood Elementary Mission Statement

The mission of Brookwood Elementary School, where excellence and community involvement are traditions, is to prepare highly educated, creative and self-reliant students. We achieve this by providing a relevant and innovative education through the combined efforts of motivated students, a dedicated and caring staff, involved parents, and the effective use of community resources.

Attendance

Parents and students are jointly responsible for regular school attendance. All student absences are initially considered unexcused. It is the responsibility of the parent or guardian to contact the school regarding the reason for the absence. Once the school has received communication and verified the information, the absence may be reclassified by school staff as excused in accordance with district guidelines.

Parents must excuse each day of their student's absence by calling the attendance line at 801-826-7913. If you do not call before 9:00 am, you will receive an automated call notifying you of your child's absence.

Scheduled Pre-Approved Leave includes: an illness, which may be either mental or physical, regardless of whether the school-age child or parent provides documentation from a medical professional; mental or behavioral health of the school-age child; a family death; an approved school activity; an absence permitted by a school-age minor's individualized education program (IEP) or Section 504 Plan; or any other valid excuse approved by the local school board.

A student may be allowed up to ten (10) days for education leave in a given school year if prior arrangements have been made with the school for the student to make up his/her homework. Additional days for education leave are subject to approval by the School Performance Director.

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 before the absence.
4. The student will receive a comparable number of days to complete homework 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.).



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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. All students must be checked in or out through the office with valid ID and can only be checked out by adults on the family's Skyward emergency contact list.

DAILY SCHEDULE

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 the school grounds promptly. Because we do not have school supervision on the playgrounds before and after school, we do not allow students to play on the equipment. Students are expected to line up at their grade level door.

FULL-DAY KINDER-5TH GRADE

8:55 a.m. - First Bell

9:00 a.m. - School Begins

3:45 p.m. - Final Bell

School Ends at 1:55 every Friday

HALF-DAY KINDERGARTEN OPTION

8:55 a.m. - First Bell

9:00 a.m. - School Begins

11:55 a.m. - Pick your child up in the main office

OR

12:35 p.m. - Have your child stay for lunch and recess and then pick them up in the main office

Bicycles, Scooters, Skateboards and Rollerblades/Heelys

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, you may 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, Rollerblades (including the use of Heelys), motorized bikes, and motorized scooters are never allowed on school property due to the danger they pose.



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Brookwood Bear Expectation Matrix

You will find our Behavior Expectation Matrix at the end of this booklet. 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.

Citizenship

Each child has a right to learn in a safe environment 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 during 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, appropriate action will be taken. Teachers have a responsibility to teach, encourage responsible and appropriate behavior, and address misconduct 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 and call to home
- Restorative Practice Intervention
- 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 on 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 actions, 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



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derisive or occurs substantially because of 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, that causes the teacher/administrator to lose the student's attention, modify or cease instructional activities, or deal with the student's confrontations or complaints.

Personal Electronic Devices Policy

In accordance with state legislation (53G-7-226), all cell phones must be silenced and kept in students' backpacks throughout the entire school day. Smartwatches may be worn but must be used responsibly. If a student is found using a smartwatch to call or text, it must also be silenced and stored in their backpack for the remainder of the year.

Students must use the office phone to contact parents with teacher permission. Parents should not call or text their child during school hours. Instead, please call the main office at 801-826-7900, and the message will be delivered.

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 may not attend school with your child.

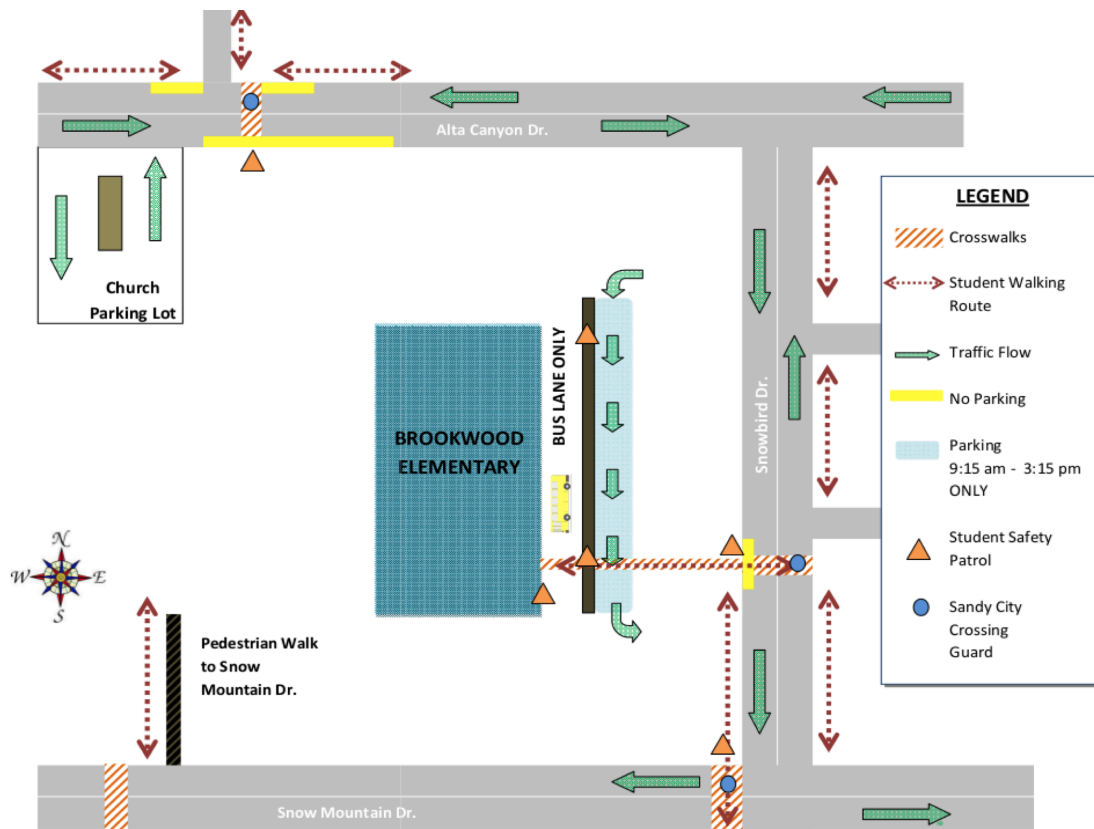
Volunteers

We welcome volunteers to our school and find them essential to our success! All Brookwood volunteers must be approved by the district at least 72 hours before volunteering. Please complete the volunteer application at <https://volunteer.canyonsdistrict.org>. Once 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's workroom or the classroom if you are working with students. We are unable to accommodate anyone other than adult volunteers on field trips.



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Brookwood Elementary Pick-Up/Drop-Off Procedure



Safety is always a TOP PRIORITY. Please follow a few simple instructions for the 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 Drive.
2. Once your passengers have exited or entered your vehicle, please pull out of line and exit the parking lot slowly.
3. 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 or scooter, get off and walk across the crosswalk.
6. The bus lane is for the bus ONLY.
7. No U-turns are allowed on Snow Mountain Drive, Snowbird Drive, and Alta Canyon Drive.
8. When volunteering at the school you can park in the carpool lane from 9:15 am – 3:15 pm. Vehicles must be moved by 3:15 pm (1:30 pm on Fridays) so as not to interfere with after-school pick-up.
9. Be courteous to other drivers and school faculty.



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Brookwood Expectation Matrix

 Brookwood Bears are....		Hallway	Bathroom	Cafeteria	Playground	Assembly
Safe Kind Responsible	Safe	Walk Keep your hands, feet, and other objects to yourself	Keep your feet on the floor Wash hands with soap and water	Walk facing forward Wait your turn	Snow stays on the ground Two finger touch	Enter and leave quietly Sit on pockets with hands in lap
	Kind	Voices off Wave	Give others privacy Flush	Use a quiet voice Include others	Share equipment Include others	Clap at appropriate times Clap in the way that the performers tell you to
	Responsible	Arms folded	Get in and out quickly Voices off Clean up after yourself Notify adults of any problems	Sit in assigned area Follow adult directions Leave your area clean	Report any problems to an adult Listen to adults	Sit quietly Listen to performer Participate at appropriate times



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Parent and Student Commitment

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

Parent's Signature

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

Student's Signature

Date