

BROOKDALE ELEMENTARY SCHOOL

Parent/Student Handbook



IPSD 204
Brookdale Elementary, 1200 Redfield Road, Naperville, IL 60563
Main Office 630.428.6800
Attendance Line 630.428.6810

Last updated August 2016

Brookdale Elementary School

1200 Redfield Road
Naperville, IL 60563
(630) 428-6800



Mary Howicz, Principal
Amy Madzinski, Student Services

Dear Brookdale Parents and Students:

Welcome to our school....the best school in all of Illinois!

This Parent-Student Handbook provides you with basic information about our school. It has been put together to help answer questions and explain our procedures and practices. Please look through it carefully and place it in a convenient location for an easy reference while enrolled at Brookdale. It is also available on our website at www.brookdale.ipdsd.org under "Student Handbook".

In addition to this handbook, please refer to the District 204 Parent-Student Handbook, which has more detailed information concerning school policies and procedures. The District handbook is updated yearly and can be accessed online at www.ipdsd.org.

Strong academic programs are a tradition at Brookdale Elementary School. The staff and I are committed to providing a nurturing and supportive learning environment, where students are respectful, responsible, safe and ready to learn. Students are encouraged to be active participants in their own learning.

We welcome you as a valuable partner in your child's education and encourage you to be involved to the best of your ability. Please help foster this partnership by supporting school functions and monitoring your child's school work and progress. Your participation will help to insure success for all of our students. Please feel free to call if you have any questions, concerns, or want to visit or volunteer.

We sincerely hope you will enjoy and contribute to the rich school experience that we share at Brookdale Elementary School. Thank you in advance for your support and involvement in our school community.

Respectfully,

Mary C. Howicz

Mary Howicz
Principal

Brookdale Elementary Parent-Student Handbook

School and Office Hours.....	3
• School Hours	
• Office Hours	
Arrival/Dismissal Procedures.....	3
• Student Drop-Off & Pick-Up Procedures	
• Grade Level Door Entry & Exit	
• Cell Phone Law	
• Buses/Daycare Riders	
• Cars	
• Walkers	
• Bicycles	
Art/Music/Physical Education.....	5
• Schedule	
• P.E. Clothes	
Attendance.....	6
• Make Up Work	
Birthdays.....	6
Communications.....	6
• Principal’s Weekly Update	
• Brookdale Newsletter	
• Indian Prairie District 204 Handbook	
Digital Citizenship.....	7
Early Dismissal.....	7
Emergency Delayed Dismissal.....	8
Grading Scale.....	8
Heat Plan.....	9
Homework.....	9
Library Media Center (LMC).....	11
• Book Fines	
Lost and Found.....	11
Lunch Procedures.....	11
• Food Allergies	
Money.....	12
Parent/Teacher Association (PTA).....	12
Parent Involvement.....	12
Parties.....	12
Pets.....	12
Recess/Playground Procedures.....	12
• Playground Guidelines	
School Colors and Mascot.....	13
Scooters/Skateboards/Roller Blades/Wheeled Sneakers.....	13
Valuables/Toys/Games.....	13
Visitors.....	13
Web Page.....	13
Appendix 1 - Arrival/Dismissal Map.....	14
Appendix 2 - Brookdale’s Core Values.....	15

Brookdale Elementary Parent-Student Handbook

School Hours (Mondays, Tuesdays, Thursdays and Fridays)

Grades K-5	9:05 AM to 3:35 PM
1st Bell	8:50 AM
Tardy Bell	9:05 AM
Bus Dismissal	3:30 PM
Dismissal Bell	3:35 PM

All children not riding the school bus should arrive on school grounds after 8:50 a.m. Teacher supervision does not begin until that time. Children will enter the building and go directly to their classrooms. Students arriving prior to 8:50 a.m. are to wait outside the building. There is **NO** supervision provided before 8:50 a.m. For purposes of clubs, Busy Bobcat, Safety Patrol, band, chorus or orchestra, or with special faculty permission, students may enter the building early.

All school announcements begin promptly at 9:05 with the Pledge of Allegiance. Student announcers are used whenever appropriate.

School Hours (Wednesdays)

Grade K-5	9:15 AM to 3:35 PM
1 st Bell	9:00 AM
Tardy Bell	9:15 AM
Bus Dismissal	3:30 PM
Dismissal Bell	3:35 PM

Please note that student arrival for Wednesday mornings is 9:00 a.m. rather than 8:50 a.m. If your child must be dropped off at 8:50 a.m. on Wednesdays, a staff member will be on duty to supervise the students on the playground from 8:50 AM - 9:00 AM. All students will be allowed to enter school at 9:00 a.m. on Wednesday mornings. There is **NO** supervision provided before 8:50 a.m., so please do not drop off your child any earlier than 8:50 a.m.

Office Hours

The office is open each day from 7:45 a.m. until 4:15 p.m. The office telephone number is **(630) 428-6800** and the fax number is **(630) 428-6801**. To report your child's absence from school please call the 24-hour attendance line at **(630) 428-6810**.

Arrival/Dismissal Procedures

As you know, the safety of your children is our main concern. Parents are asked to communicate with teachers and office staff stating daily dismissal arrangements for their child. Your child will be classified as a walker, bus rider, daycare van, Safe-n-sound or parent pick-up. Once we have established your designated travel, you must notify your child's teacher in writing each time a change is made from the routine. **If we do not hear from a parent, we will not accept a child's word for a change in routine.** Children often get the facts or days mixed up. **All transportation changes need to be made prior to 3:00 p.m. daily.** Please be consistent; daily changes are both confusing for your child as well as the teacher. We appreciate your cooperation.

Student Drop Off/Pick Up Procedures

Please familiarize yourself with the following drop off/pick up procedures. Your cooperation with these procedures allows us to ensure safe arrival and departure for all students. Please see

Brookdale Elementary Parent-Student Handbook

the Parent Pick-Up and Drop-Off and Arrival/Dismissal Maps included at the end of this handbook (Appendix 1)

Grade Level Doors for Entry and Exit

Grade	Door for Entry	Door for Exit
K-1 st	Door # 10 (K-1 st Grade Hall)	Door # 10 (K-1 st Grade Hall)
2 nd -3 rd	Door # 9 (Playground)	Door # 9 (Playground)
4 th -5 th	Door # 9 (Playground)	Door # 8 (MPR)
Morning/ Afternoon Activities	Door # 1 (Front Door)	Door # 1 (Front Door)
Bus/ Day Care students	Door # 2 (YMCA)	Door # 2 (YMCA)

Cell Phone Law

Please be aware of a law that took effect on January 1, 2010, Senate Bill 72 titled “Vehicular Phone Use in School Zones”. According to the law, **“a person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone”**

Buses/Daycare Riders

Buses and daycare vans will drop off and pickup students in the front circle drive area in the front of the building. There is no parking permitted in the circle drive area while buses or vans are present or during times posted. Students will enter and exit the building through door # 2.

Cars

Drop Off/Pick Up Procedures on Redfield Road:

- Follow staff directions and signs and pull forward as far as possible (up to the end of walkway at the parking lot entrance).
- During arrival and dismissal, the staff will be wearing orange vests and using hand-held stop signs to direct the flow of traffic.
- The only entrance to the drop off lane will be at Bainbridge and Redfield. The drop off lane is one continuous lane.
- Your child should be ready to exit the vehicle upon stopping. Have your child exit/enter your car on the curbside. Drivers should stay in the car; school staff will assist your child, if necessary.
- Once your child exited/entered the car, move forward and follow staff directions to merge to the left into traffic. Be aware and cautious of other vehicles to your left as you proceed.
- Be aware of the crosswalk area and obey the instructions of the crossing guard. Respect our neighbors and residents on Redfield; avoid blocking their driveways at both arrival and dismissal times.
- You may park and get out of your car if you are parked outside of the School Zone (typically indicated by yellow curbs) on the east side of the street. On the west side of Redfield, you may park and get out of your car if you are parked outside of the drop off lane and outside of the School Zone.

There is a video on our Brookdale Website – under ‘About our School’ tab. [Watch it here.](#)

Drop Off/Pick Up Procedures on Bainbridge Drive:

- You may park in any area that is not marked as a “No Parking” zone.
- Monitor your speed and use extreme caution when approaching unsupervised crosswalks and obey the instructions of the crossing guard at the Bainbridge/Redfield crosswalk.
- Have your child exit/enter your car on the curbside.
- Respect our neighbors/residents on Bainbridge; avoid blocking their driveways at both arrival

Brookdale Elementary Parent-Student Handbook

and dismissal times.

- Additional location for dropping off/picking up students will be on Bainbridge at the end of the path. There will be a staff member located on the path wearing an orange vest beginning at 8:50 AM and 3:30 PM each day.

Parking Lot Procedures:

- The circle drive may be used to make a change of direction. However, to avoid making a negative impact to the flow of traffic on Redfield, **please consider using Foxhill Street to Bainbridge to travel west or north.**
- The front drive is for buses and day care/transport vans only.
- The parking lot is closed to parking for arrival and dismissal of students from 8:45AM to 9:15AM and from 3:15PM to 3:45PM.
- When visiting the school or outside of the times listed above, vehicles may park in any available designated parking spot.
- If the lot is full and no designated parking spots are available, vehicles must park on Redfield or Bainbridge as directed above.

Walkers

Walkers should enter the appropriate door depending on their grade level. We ask that all students and families use the sidewalks at all times. **Students should not arrive at school prior to 8:50 a.m. on Mondays, Tuesdays, Thursdays and Fridays and 9:00 a.m. on Wednesdays.**

Parents may pick up and drop off walkers at the grade level designated doors. Drop off times are at 8:50 a.m. (9:00 a.m. on Wednesdays) and pick up times are at 3:35 p.m.

Bicycles

Students have the opportunity to ride bicycles to school. Once students are on school property the following rules must be followed:

- Bikes are to be walked on school property.
- Bikes must be locked in the bike racks during the school day.
- Students must obey all traffic rules when traveling to and from school.
- For safety reasons, it is recommended students wear properly fitted bike helmets.

Art, Music and Physical Education

Schedule

Students will receive instruction in these special areas as scheduled. Necessary supplies, materials, and gym shoes are required to participate.

Art.....	50 minutes one time per week
PE.....	25 minutes three times per week
Music.....	25 minutes two times per week

P.E. Clothes

All students need a few basic supplies for P.E. For safety reasons, it is recommended that all children wear gym shoes (rubber-soled “tennis shoes”) that cover their heels and toes. Children should consider leaving a separate pair of gym shoes at school for PE use only. This is so we have dry shoes for emergencies and for changing when the ground is wet outside. Girls should consider wearing shorts under a skirt or dress on gym days.

Attendance

Attendance is maintained in the eSchool student information system. Students' absences should be reported to the office by 9:10 AM. The school office will contact families of a student absence which has not been reported. The administration monitors attendance regularly. The Regional Office Guidelines state that 5% or more is considered truant.

PARENTS MUST REPORT ABSENCES TO THE OFFICE BY CONTACTING THE ATTENDANCE LINE (630) 428-6810 BY 9:10 A.M. This is a 24-hour voice mail system that can be called at any time. In the case of a known extended absence, you need only make one call. If we are not contacted by 9:30 AM, a parent will be called. If the sickness is interpreted to be a contagious disease or if the sickness lasts 5 school days or more, readmission to school requires a signed note from your physician.

Make up Work

If a student is unable to attend school for two or less days, he/she will receive make-up work upon returning to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the third day of absence to request make-up work. A parent may then come to the office at the end of the day to pick up homework. Students with critical illnesses that result in an extended absence may qualify for homebound tutor. Please contact the school office for more information. Teachers will not be able to give potential missed work when parents remove students for an extended period for vacation or travel.

PLEASE REFER TO THE DISTRICT PARENT-STUDENT HANDBOOK FOR INFORMATION REGARDING ABSENCES AND TRUANCY.

Birthdays

Birthday recognition is important at Brookdale! We honor students by reading their names on their birthdays during morning announcements. Additionally, students receive a birthday pencil and sticker. Summer birthdays are announced on the student's half birthday. If you do not want your child's birthday announced by the Principal, please contact the office at least one week prior to their legal birthday (or half birthday for summer dates).

PLEASE DO NOT SEND BIRTHDAY TREATS TO SHARE AT SCHOOL. Due to state and district regulations, we cannot pass out food items to help celebrate your child's birthday. As an alternative to sending a birthday treat for your child's class you are encouraged to purchase a book to donate to the LMC in your child's name.

Invitations to your child's birthday party are to be handled outside of school hours. ***Invitations to parties may not be handed out during the regular school day within the school building.***

Communications

A quality education occurs with good communication between home and school. Parents are encouraged to email or telephone the school if they have questions. The first contact for parents is normally the classroom teacher. However, the principal is always available to help clarify or resolve situations or problems. Our goal is to always provide the best possible information and communication.

Email communication is the main way that our school and district will communicate with families. Please be sure that the office has an accurate email address for you.

Brookdale Elementary Parent-Student Handbook

Please check your child's book bag on a daily basis. Encourage your child to take responsibility for giving you informational items, community announcements, school schedules, and newsletters which he/she may carry home in the book bag. Parent/child communications will be improved through jointly exploring schoolwork and school communications each day.

Principal's Weekly Update

Each Friday, the principal will send an update through email from the week as well as important information for the week and month to come.

Brookdale Newsletter

The Brookdale PTA will publish the Brookdale Bobtales newsletter every other month. Please retain the calendar enclosed in the newsletter for important dates. Brookdale Bobtales will also be available on our web page at <http://brookdale.ipds.org/pta>.

Indian Prairie District 204 Handbook

Indian Prairie School District #204 provides a Parent/Student Handbook that contains information pertinent to the entire school district organization. This handbook will be available online at www.ipds.org at the beginning of the school year. A hardcopy is available upon request.

Digital Citizenship

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families of the Brookdale community and school to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents. Before you post a picture of a child other than your own, ask yourself "Do I have permission to post?" and "How will this post affect others?" Your family can explore and pledge to be good Digital Citizens through the following links:

<http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and
<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see the district website (www.ipds.org) for Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common SenseMedia.org/educators/digital-glossary>
- Parent Concerns: <https://www.common SenseMedia.org/parent-concerns>
- Topics surrounding Social Media: <https://www.common SenseMedia.org/social-media>

Early Dismissal

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for family situations and/or medical appointments should be communicated to the classroom teacher or main office no later than the morning of the dismissal. Board of Education policy #5060 states that students will not be released from school on a regular basis. Parents must come to the school office to sign out their child and remain there as office staff calls the child from class. A child will only be released to his/her parents/guardians unless other arrangements have been made.

Emergency Delayed Dismissal

If severe weather conditions (tornado warning, high winds, severe thunderstorm and lightning) exist during the dismissal times (3:20-3:35pm) an Emergency Delayed Dismissal may be announced. If this occurs, students will remain in school until the dangerous weather conditions subside. When informed by the District office that there will be a delayed dismissal, the following procedures will be followed:

- Announce to students and staff that there will be a delayed dismissal.
- Students and staff are instructed to remain in safety areas of classrooms or school locations until the all-clear signal is given.
- Parents are not encouraged to take their children from school during stormy weather; however, parents who wish to pick up students during this time are required to sign them out prior to their release. Parents should enter and assemble in the office hall for instructions. Please sign students out in the office as we will call the students from their assigned locations.
- Parents may only sign out their own child unless the school has received written permission from another parent or a phone call.
- Buses or vans will not be released until the all-clear is given.
- An all-clear announcement will be given to signal release time.
- Brookdale staff will monitor and assist parents and students during an emergency delayed dismissal.

Grading Scale

Grades are an evaluation of student achievement toward grade level objectives, not potential or social performance. Teachers use frequent and ongoing evaluation tools in determining a student's grades. Components of these grades will reflect numerous and varied grade-level appropriate opportunities for students to be risk-takers, to succeed and to demonstrate their knowledge of the subject matter. These grading components may include:

- class participation
- cooperative group projects
- cooperative group presentations
- in class assignments
- preparation for class material
- class discussion
- independent projects
- independent presentations
- quizzes & tests
- independent readings

Grading Scale for Grades 1-2

S+	Demonstrates strength
S	Satisfactory progress
I	Showing improvement
N	Needs to improve
U	Unsatisfactory progress

Brookdale Elementary Parent-Student Handbook

Grading Scale for Grades 3-5

A	91-100	Above Average
B	81-90	Average
C	71-80	Satisfactory
D	65-70	Below Average
F	64 and below	Failing

Heat Plan

The district monitors internal/room temperatures in non-air-conditioned schools throughout hot days. When the temperature exceeds the recommended guidelines of safety, which is when the Effective Temperature calculation (ET) reaches 85 degrees, we recommend the following early dismissal plan for students be implemented at the non-air-conditioned buildings.

Two examples of the Effective Temperature calculation (ET) follow:

- when the inside temperature is 92 °F with 70% relative humidity which results in an ET of 85°F
- when the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision to have early dismissal will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents will be notified via the Connect ED emergency phone system.
- Dismissal will be at 1 p.m.

Principals will maintain a routine for relief on hot days that includes rotating classes through air conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate.

Homework

During the course of the 2008-2009 school year, the District #204 elementary school principals conducted an in-depth study on the topic of homework in order to guarantee that the district was current with best practices.

Several interesting results were found. They included:

- The focus on the purpose of homework should be student learning not compliance. Teachers know that certain learning skills require practice to perfect, and often homework is used for practice. Research confirms that mastering a skill requires focused practice (Marzano et. al, 2001.)
- Research does seem to verify that a small amount of homework may be good for learning, but too much homework may be bad for learning. Up to a point, homework appears positive, but past the optimal amount, achievement either remains flat or declines. Curiously, the research about the appropriate amount of homework for different grade levels is already consistent with an informal guideline that many teachers already practice – the “ten minute” rule (Cooper, 2007.)
- All homework can be used to check for understanding if we convince students not to be threatened by grades. Grades are not necessary for learning to take place. Grades on homework often get in the way of learning, demotivate students, and create power struggles between students and teachers and between students and parents (Guskey, 2003).
- The goal of assessment of learning should be to keep failure at a minimum and to maintain learner’s confidence – the opposite occurs when homework is graded. The

Brookdale Elementary Parent-Student Handbook

most important question to ask about grading homework is “What is the effect on future learning?” (Stiggins, 2007.) Priority must be given to tasks that do not cause students to give up.

- All homework should receive feedback. Moving from grading to feedback encourages student ownership of learning. Allowing students to take control of their learning makes learning personal (Guskey and Anderson, 2008.)

As a result of these findings, the principals with input from the teachers revised the District #204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, is still important to the learning process. Although homework will not be graded, the practice it provides is key to the learning process. Generally, most students will not receive good grades if they do not practice.

Homework Tips for Parents

Facilitating the learning of your child is the primary focus of the District #204 elementary staff. As a result, we understand the importance of an on-going partnership with our parents and students as they attempt school work at home. The following guidelines and tips are offered to assist you and your child to be successful:

- Parents are encouraged to
- Ask your child what they are studying in school.
- Ask your child to show you homework assignments.
- Assist your child in organizing homework materials.
- Help your child formulate a plan for completing homework.
- Provide an appropriate space for your child to do homework.
- Parents may if they wish.....
- Help your child interpret assignment directions.
- Proof read your child’s work, pointing out errors.
- Read aloud required reading to your child.
- Give practice quizzes to your child to help prepare for tests.
- Help your child brainstorm ideas for papers or projects.
- Praise your child for completing homework.
- Parents should not.....
- Attempt to teach your child concepts or skills the child is unfamiliar with.
- Complete assignments for your child.
- Allow your child to sacrifice sleep to complete homework.

Contact the teacher if.....

- Your child refuses to do their assignment
- Instructions are unclear
- Your child can’t seem to get organized to finish assignments
- You can’t provide the needed supplies or materials
- Neither you nor your child understand the purpose of the assignments
- (Vatterot, 2009) (Pandur, 2005)

The “Ten Minute Rule” should be applied as a general rule for homework assignments (ten minutes multiplied by the grade level per night). Included in the “Ten Minute Rule” time are long term projects, but not independent reading assignments. Time requirements, quality and subject are varied and reasonable within each grade level. Homework will only be assigned up to 5 nights per week. Each grade level will inform parents about specific homework guidelines and procedures. Students in grades 3-5 will record their assignments in an assignment notebook.

Library Media Center (LMC)

Our LMC is integrated into the curriculum and is central to the learning process. The LMC is a service center for all students and includes a computer lab, which is used by all students at various times of the week. Students will have the opportunity to learn about and effectively use the resources available in the LMC as well as choose personal reading books.

Book Fines

Students who lose or misuse textbooks or library books will be charged an additional fee based on the decreased life of the book. Reasonable wear is accepted, but fines will be imposed for excessive wear or damage.

Lost and Found

We regret that each year our lost and found box has many valuable items that are never retrieved by the proper owner. Help us avoid this problem by clearly labeling your child's clothing and other articles with his/her full name. Remind your child to check the lost and found for lost items. Feel free to come in to look for the lost items at any time during the year.

Lunch Procedures

Each day, students receive a twenty minute lunch period for all grades. Brookdale has decided to allow the children to have recess prior to their lunch. Students are given the opportunity to wash their hands, use hand-sanitizer or a product provided from home to clean hands prior to eating lunch as they walk into the lunchroom.

Forgotten lunches may be dropped off at the office prior to your child's scheduled lunch period. Lunches will be delivered to the lunchroom for your child to pick up at their schedule lunchtime so as not to interrupt classroom instruction.

We expect students in the lunchroom to respect the rights and property of others. Good manners are essential. Due to space limitations and the number of students that must be in the lunchroom at one time, we cannot allow parents or siblings to join students for lunch.

Food Allergies

A separate table may be provided in the lunchroom for students whose food allergy requires them to have special seating. Each child can choose a peer/friend to sit with them as long as they follow food restriction guidelines. Determination who is required to sit at the separate table is made through the school nurse and individual parents as evidenced by a Health Care Plan.

Money

Any money sent to school for hot lunch, field trips, book orders, or other appropriate reasons must be put in a sealed envelope marked with the child's name, teacher's name, purpose of the money, and the amount enclosed.

Parent Teacher Association (PTA)

The Brookdale PTA, an affiliate of both the Illinois and National PTAs, seeks parent membership and support in the many projects, events, and activities throughout the year. General membership meetings, as well as other PTA activities, are included in the events calendar located at <http://brookdalepta.org/>. Brookdale is also represented on the District 204 Indian Prairie Parents' Council (IPPC), which works for the betterment of the entire school district.

Parental Involvement

Indian Prairie School District 204 and Brookdale Elementary School believe that parental participation is a very important part of the educational program. Therefore, Brookdale School will continue to provide programs, activities and opportunities for our parents and students.

To ensure effective involvement of parents and to support a partnership within our school community, listed below are important components to our school program.

- We will provide assistance to parents/guardians in understanding their role within the volunteer capacity.
- We will provide materials and training to help parents/guardians work with their children.
- We will educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate and work with them as partners.
- We will offer a variety of opportunities to maximize parental involvement and participation.
- We require all parent volunteers to respect the rights and privacy of the individual students and their families. By showing this respect, volunteers agree to keep all interactions, observations and conversations confidential to the classroom and with the teacher and students.

We look forward to a productive and rewarding partnership with the Brookdale School community. We thank you in advance for your support and involvement in your child's education. Please feel free to contact your child's teacher or the building principal for further information.

Parties

Special parties are sponsored by the Brookdale PTA throughout the school year.

Parents/guardians involved in the parties must sign in before going to the classrooms. Due to limited classroom space, siblings are not allowed at the school parties. Parent volunteers will enter through door #2 to sign in and receive a visitors badge before going to the classroom. If parents or guardians plan on leaving before the end of the school day and plan to take their child with them, they will be asked to sign the student(s) out prior to the parties and will be given a dismissal slip for each child. The teacher must be given the dismissal slip in order to allow any child to leave their classroom for early dismissal during classroom parties.

Pets

Due to safety and health concerns, pets should not be brought into school or on school grounds before, during or after school. In addition, dogs should not be walked on school grounds at any time when students are present.

Recess and Playground Procedures

All students receive 15 minutes of recess each day prior to lunch. During the winter, we will go outside for recess if the wind chill index is at 5 degrees or above. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots, and winter coats. All students participate in recess unless a doctor's note including a medical reason is provided to the school. When a student is excluded from PE due to a medical concern, the exclusion will apply to all physical activities including recess. The school nurse will follow up with the doctor's office as

Brookdale Elementary Parent-Student Handbook

needed. Safety is our priority. We ask that students NOT bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items for recess activities.

School Colors and Mascot

Brookdale Elementary School colors are blue and yellow. The mascot is the bobcat. Students are encouraged to wear their school colors on spirit days which are the first Friday of every month.

Scooters, Skateboards or Other Wheeled Items

Scooters, skateboards or other wheeled items need to be carried onto school grounds (and into the school, if needed) due to safety concerns. Students need to communicate with their classroom teacher on a safe location to store such equipment during the school day.

Wheeled sneakers or “heelys” are not to be worn at any time during the school day unless the wheels are locked or removed from the sneakers. Students who wear these shoes to school without the wheels removed or locked and who are caught “wheeling” on school grounds will be required to remove the wheels. The wheels will be kept in the office for parent pick up.

Valuables, Toys or Games

As stated in the District 204 Parent/Student Handbook, students are cautioned not to bring money, cameras or other valuables to school. The school is not responsible for articles that are lost or stolen. Students should not leave valuables at school.

Balls, toys, and games in any format (including electronics) are not permitted unless permission is given by the teacher for a special event or as part of BYOD. The school cannot be responsible for lost, broken or stolen items. It is best to keep them safe at home.

Visitors

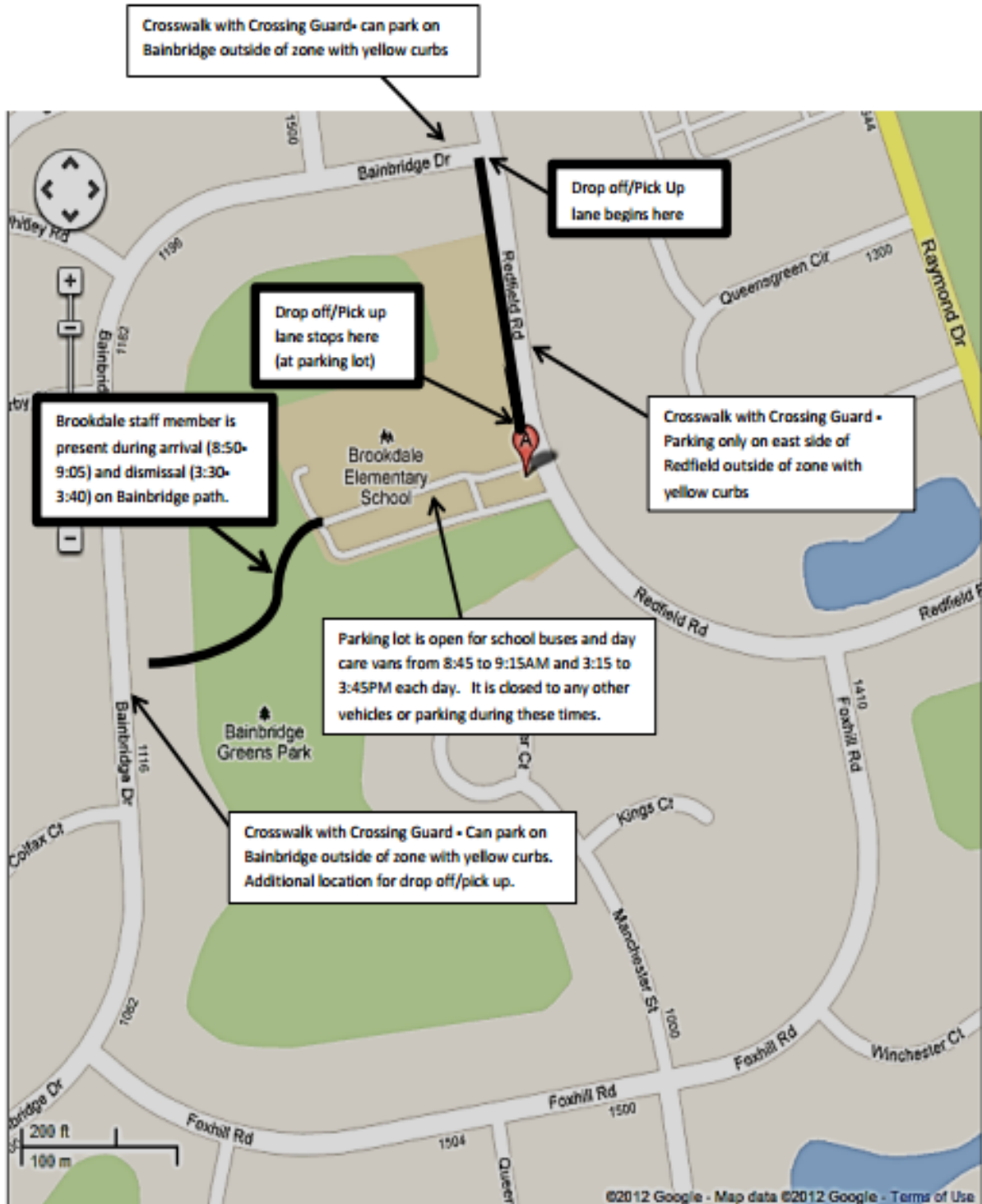
We ask for your cooperation in presenting your valid Illinois ID or Driver’s License when entering a school. Visitor’s IDs will be returned when they leave the building. The school staff will physically hold all visitors’ IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed.

Web Page

Please visit our web page at <http://brookdale.ipdsd.org> or the district’s web page at www.ipdsd.org .

Appendix 1

Brookdale Arrival/Dismissal Map



Brookdale's Core Values

	Arrival/ Dismissal	Hallway	Bathroom	Playground	Lunch Room	Library	Assemblies	Field Trips	Bus	Indoor Recess	Class room	Emergency Procedures	
Be Responsible	Be on time * Be prepared * Wait at designated area	Stay on the right half of hallway * Stay together	Flush toilet * Throw away trash * Turn off water * Two pump rule * Be quick	Line up upon hearing the whistle blow * Dress for the weather * Return equipment	Get lunch and find a sit * Follow directions * Use quiet and kind voices	Return books on time * Keep library card in a safe place	Mind your own space * Sit quietly and pay attention	Listen for directions * Keep track of your own items * Use quiet and kind voices	Follow directions * Use quiet and kind voices * Take care of your own items	Follow directions * Clean up quickly and quietly * Use recess items properly	Follow directions * Use quiet and kind voices * Take turns when speaking with others	Respect personal space * Be alert	
Be Respectful	Obey the Patrol/supervisors * Keep hands and feet to yourself	Smile and wave * Keep hands and feet to yourself * Quiet in the hallways	Give privacy to others * Use soft Voices * Keep hands and feet to yourself	Play fairly and share * Include all peers * Keep hands and feet to yourself	Listen to the lunch supervisors * Clean up when finished eating * Keep hands and feet to yourself	Take care of LMC materials * Use shelf markers properly * Use quiet voices	Eyes and ears on speaker * Sit on bottom pretzel style * Clap to show appreciation	Respect personal space * Listen to speaker * Be involved	Listen to bus driver * Keep your hands and feet to yourself	Be careful of teacher desk & areas * Share and play fair * Use quiet/kind voices	Be here & Be ready * Always do your best work * Follow class' routines & procedures	Remain quiet * Be patient	
Be Safe	Use the sidewalk * Walk on sidewalks * Walk bike or scooter until past dismissal areas	Keep the outside doors closed	Wash hands with soap and water * Water stays in the sink	Stay in designated area * Use equipment properly	Stay in seat * Wait to be dismissed * Eat only the food you brought	Walk * Use furniture properly	Walk nicely * Wait for teacher directions * Wait for teachers dismissal	Walk * Stay with group * Avoid stranger danger	Walk onto bus * Stay in seat * Leave windows alone * Quiet voices	Keep your hands and feet to yourself * Walk * Use classroom furniture properly	Stay in your own space * All legs on the floor * Hands, feet, & objects to yourself	Follow directions * Hands, feet, & objects to yourself * Walk	

Brookdale Elementary Parent-Student Handbook