



BROOKDALE BOBCAT PRINTS

Connie Holman, Principal

Office Hours 8:30 a.m. – 4:00 p.m.

(253) 298-3100/FAX (253) 298-3115

www.fpschools.org

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WELCOME BACK FROM MRS. HOLMAN - On behalf of the staff at Brookdale Elementary, I am happy to welcome you to the 2017-18 school year! We are looking forward to a productive partnership with you to ensure our 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 our children's success and want you to know that we will do our very best to carry out our responsibilities. Regular communication between home and school is vital! Be sure to check-in regularly with your child's teacher. We ask that you guide and support your child's learning by ensuring that he/she:

- 1) Attends school daily and arrives on time, ready for the day's learning experience - after all, **"Brookdale Bobcats are on time, every day, ready to learn!"**
- 2) Completes all homework assignments given by teachers, this includes reading to and/or with you each night
- 3) Shares school experiences with you so that you are aware of his/her school life - all it takes is asking your child questions like; "what did you do at school, today?" "What was the best thing that happened at school, today?"
- 4) Knows that you expect him/her to succeed in school and go on to college

Please consider volunteering at Brookdale! Our students can greatly benefit from your involvement and contributions to the school's program and its operations. As a precaution, all volunteers must be cleared in order to participate in events during the school day (ie: field trips, school lunches, class celebrations.) Please be sure to complete the online application for any family, friend or relative that would like to volunteer. You will find the application under the *For Parents* tab on the district website. Each volunteer application is valid for the current school year only. It is important to complete the application well in advance of the activity you would like to volunteer for - it usually takes 1-2 weeks for applications to be reviewed by the state. Please contact Jen Van, volunteer coordinator, with questions.

I encourage everyone to join Brookdale's PTA! The PTA works hard throughout the year supporting classrooms and activities. We have a new and exciting PTA Board with lots of ideas - they just need your help to get them off the ground. It doesn't take much to join PTA, but it means so much to our students!

Students will be bringing home the 2017-18 Family Resource Handbook on the first day of school. Please review the handbook with your child, sign and return the blue sheet, indicating that you have reviewed the school expectations. If you have any questions about the rules and/or expectations, 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 standards related to appropriate behavior for a safe and productive school year. You can also access the handbook on Brookdale's website.

Thank you so much for being a part of the Brookdale community! We look forward to working with you this coming school year!



WELCOME NEW STAFF - We warmly welcome the following staff members to our Brookdale community: Mrs. Cheema, kindergarten; Mrs. Riley, first grade; Mr. Woods, second grade; Mrs. Sherry, third grade; Ms. Hills, music; Mrs. Thornberg, office assistant; Mrs. Borton and Ms. Lawrence, paras.

OUR DAILY SCHEDULE -

8:40	Students allowed on campus/breakfast
8:55	First Bell, students report to class
9:00	Tardy Bell, school begins
9:45 - 9:55	Recess for Second, Third, Fifth and Excel
9:55 - 10:05	Walking Club for Kindergarten and First
11:15 - 11:25	Morning Recess for Fourth
11:10 - 12:00	Lunch and recess - Kindergarten
11:22 - 12:10	Lunch and recess - First Grade
11:35 - 12:20	Lunch and recess - Second Grade
11:45- 12:30	Lunch and recess - Third Grade
12:05 - 12:50	Lunch and recess - Fourth Grade
11:55 - 12:50	Lunch and recess - Fifth Grade
1:15 - 1:25	Recess for Kindergarten and First
1:55 - 2:05	Walking Club for Second through Fifth
2:35 - 2:45	Walking Club for Excel
3:30	Dismissal

PLEASE MARK YOUR CALENDARS WITH THESE IMPORTANT DATES

September 1 & 4	No School - Labor Day
September 5	Kindergarten students first day
September 13, 20, and 27	2:00 dismissal
September 21	Reading Night ~ Grades 3 - 5 ~ 6:30 p.m.
September 26	Picture Day

NEWSLETTERS - This will be the only newsletter that comes home with your student. All other newsletters, brochures, flyers, etc. will be sent to you via email on the PEACHJAR system. If you have an email address on record, newsletters, as well as other notifications, will be sent right to your email address. If you do not, please send this information to the office. We do not want you to miss out on any important information from the school or district.

WEBSITE - You have the ability to view our school newsletter and other important information at our school website. Go to www.fpschools.org, in the top left corner click on 'find a school' and Brookdale will be listed. You can also find transportation and lunch information online. Please keep our website in your favorites.

IMPORTANT INFORMATION COMING HOME - A number of forms are coming home with this newsletter that contain very important information for the first of the year:

The following are informational: Statement of Rights and Responsibilities, Think time letter, Peachjar flyer, student insurance form, McKinney Vento pamphlet, and transportation information.

The forms listed below must be filled out and returned by September 8th:

- CEP Lunch Survey ~ **one form per household**. Please remember to fill it out in ink and only one box can be checked on the front side of the form.
- Military Status ~ **one form per household**. The government has asked us to get Military status on every family in the state of Washington.
- Health History - **one form for each students**. If you are new to our school this year the one you filled out when you registered is sufficient, unless there has been a change in your child's health status.
- Student Housing Questionnaire - **one per student**. If you rent your own apartment or own your own home you do not need to fill out this form.



THANK YOU - At the beginning of school we ask parents to spend a lot of time filling out forms and purchasing supplies for your child. We appreciate your support, patience, and assistance in taking care of all the details for starting school.

ATTENDANCE AND STUDENT ABSENCES - School attendance is essential to academic success. Unfortunately, absences, excused and unexcused, can lead to academic trouble. Chronic absences, defined as missing 10% of the school year, or just 2-3 days a month, can translate into 3rd graders unable to master reading, sixth graders failing courses, and ninth graders dropping out. In the next few weeks you will be receiving information from the district regarding the updated attendance policy. Please review it carefully. In the event that your child is absent and in order to assure your child's safety, please call the school office at 298-3100 if your child is ill or unable to attend school. You can call and leave a message on our 24-hour voice mail if it is before school hours. If your child is not in attendance, and we do not receive a call from you by 9:15 am, we will attempt to call you to confirm the reason for the absence. Your phone call saves time for the office and is greatly appreciated!

RESTORATIVE PRACTICES - Restorative practices help build healthy communities, repair harm and restore relationships. At Brookdale staff and students will utilize elements of restorative practices by incorporating community circles in the classroom, using affective statements, and using restorative questions. Our goal is to be proactive rather than reactive when responding to students, thus developing positive relationships with all students. Look for more information on restorative practices in the coming weeks.

EARLY RELEASE WEDNESDAYS - Franklin Pierce Schools will continue with 2:00 dismissals on most Wednesdays this year. The first early release Wednesday is September 13. Teachers use this time to collaborate with student achievement in mind.



MARK YOUR CALENDARS – Individual pictures will be taken for all Brookdale students on Tuesday, September 26. Picture packets with pricing information will be coming home the week of September 11th. Please keep the envelope handy, it must be sent in on picture day if you are ordering pictures. We have very few extras in the office.



BUS PROCEDURES - Please be patient, the first couple days of school the busses might be running late. We have a very helpful transportation department; if you have any questions, issues about something that happened on the bus or at the bus stop, or concerns about a late bus, **please call the transportation office directly at 253-298-3865**. To cut down on the number of calls received in the office daily we ask that if you wish for your child to ride a bus other than the one they normally ride, or get off at a bus stop other than their normal stop, you **must** send a note. The same holds true if you want your child to walk rather than ride their normal bus. **Without a note, we will not allow students to walk or change their regular bus, bus stop, or end of the day routine.**

SAFETY FIRST - To ensure the safety of our students no children are allowed to be dropped off or picked up at the front of the school.

Arrival:

When dropping students off:

- Enter the parking lot at the west entrance and proceed to the student drop-off zone.

Dismissal:

When picking students up:

- **ONLY** walkers will be excused through the front of the building. Students who are picked up will be escorted to the student pick-up zone in the parking lot at the west end of the school.
- Cars will enter the parking lot at the west entrance and proceed through the 'valet' style pick-up.
- Any changes in your child's end of day procedure **MUST** be received in the office a half hour before the end of the school day!



VISITING SCHOOL? ~ PLEASE DO, BUT PLEASE STOP AT THE OFFICE FIRST

For obvious reasons, we are very safety conscious at Brookdale, and a big part of that is being aware of who is on campus. We want to make sure that whenever a visitor goes into the campus area of the school (beyond the front office and bus areas) they are wearing a visitor's badge. That way, all students and staff members know this is an authorized, safe, and welcomed guest. At the end of the day, please pick up your child in the back parking lot. Do not go past the front office to the classrooms. Thank you very much for your cooperation.

EXTRA CLOTHING - It is always a good idea to have an extra set of clothes in your child's backpack especially for kindergarten and first grade students. Many times students need a change of clothes and we have trouble finding things that fit in the health room.

FAIR TICKETS - This year we will be sending home a free Washington State Fair admission ticket with each student over the age of five on August 31. This ticket will be good for any day of the fair. **There will be no early dismissal of school that coincides with the run of the fair.** Please take advantage of an early release Wednesday if you can.



MEDICATION AT SCHOOL - The health room is staffed daily from 8:30 - 3:30 with a LPN to provide first aid to students who become ill or injured at school, and to give medications prescribed by state approved medical providers. **Our goal is to keep healthy children learning in the classroom and to get ill children home.**

State law allows for students to be administered only oral medications at school (including inhalers). The two exceptions in this law are for insulin and Epi-pen use. Please do not ask the school to give your student ear drops or eye drops, or to apply lotions and ointments, as we are unable to do so. All medications, even over-the-counter products such as pain relievers and cough drops, require an appropriate order from an approved medical provider. We must have a new medication order each school year. Please do not send medication with your child, as it is illegal for them to carry it on school grounds. Do not hesitate to contact our school nurse, Mrs. Van at 253-298-3124, if you have questions or desire further information.



IMPORTANT LUNCH INFORMATION - We are pleased to announce that Brookdale will once again be participating in the federal Community Eligibility Provision (CEP) Program. In a CEP school, **ALL** enrolled students receive a nutritious breakfast and lunch at no cost during the school year, regardless of family income. The meals served meet the federal regulations. All your child's favorites are still on the menu! Please remember that only the complete meal is available at no charge. If your child brings a lunch from

home and wishes to get just milk, it would need to be purchased separately. White and chocolate milk is available for purchase at 50 cents. Milk by itself is not free in a CEP school. Student meal accounts are still available in CEP schools if parents wish to put money on accounts for a la carte purchases, i.e. milk.

In order to secure additional funding and continue current funding you will be asked to fill out a Family Income Survey again this year. This Family Income Survey provides your child's school a way to collect household income information when free/reduced price applications are not collected. The information you provide by returning the Family Income Survey impacts funding that each school receives from the federal and state government. The survey is used to collect household income information in order to ensure that your child continues to have access to the level of resources he/she currently has at school such as Learning Assistance Programs (LAP), K-3 class size and state funded full day kindergarten. As well as competitive grants for which our school is eligible to apply and teacher incentives.

In keeping with current practices, all information provided is private and confidential as required by state and federal law. State and federal formulas use only aggregate information for funding calculations. If you have any questions concerning school meals or CEP please feel free to contact the Nutrition Services Department at 253-298-4618.

Please complete this form as soon as possible and return to your child's school.



AUTOMATED MESSAGES - Franklin Pierce uses an automated messaging service to send school-related phone calls to all parent/guardians who have provided their phone number to the school or district. Parents/guardians may change their contact numbers or opt out of receiving non-emergency calls at any time by contacting their child's school office, calling the district office at 253-298-3009, or logging into the Skylert system through Skyward Family Access and de-selecting non-emergency calls.

Family Access – Annual Student Information Update is now open!



Interactive Skyward Family Access features are now open and ready for primary guardians to review, update, and/or request changes to the following information:

- **Student Information;**
- **Family Information;**
- **Emergency Contact Information;**
- **Military Active Duty Status;**
- **Free/Reduced Lunch Application** and add money to lunch account, **or CEP Grant Survey;**

We ask that a primary guardian log into Family Access and complete the information update for each student prior to the first day of school. The update system will remain open until mid-October. Please use this link to log into Skyward Family Access: <https://www2.franklinpierce.wa-k12.net/scripts/cgiip.exe/WService=wfrankls71/seplog01.w>

To learn more about *Family Access*, check out the instructional videos located on our district website under *For Parents – Skyward Family Access* (http://fpschools.org/for_parents/skyward_family_access).

- For assistance with logging in for the first time or to retrieve your username/password, please view our tutorial video, *Logging In for First Time Users*.
- Other videos include *Introduction to the Family Access Home Screen*, *Viewing Attendance*, *Viewing Student Info & Contacts*, *Viewing Food Service & Meal Info*, and *Viewing Class Schedules*.
- New videos about the *Annual Student Information Update* are also available.

If you need help gaining access to a computer, try the Pierce County Library, visit your school, or come by the district office.

Franklin Pierce Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Questions and complaints of alleged discrimination should be directed to Dr. Shaun Carey, Compliance Coordinator for State and Civil Rights Laws; Wendy Malich, Title IX Officer; or William Rasplica, 504/ADA Coordinator at 315 129th ST S, Tacoma, WA 98444-5099 or at (253)298-3000