Brookview School Parent Handbook

2015-2016 School Year

PEAK PERFORMANCE
WEST IRONDEQUOIT SCHOOL DISTRICT

Brookview School
300 Brookview Drive
Rochester, NY 14617
(585) 336-1630

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INTRODUCTION

Brookview School's staff is committed to working with children, parents and community members in providing an excellent educational program so that each student will demonstrate progressive development of the knowledge, skills and values to function effectively in a complex and changing world.

Mission Statement: The West Irondequoit School District accepts the responsibility to ensure continuous intellectual, social, and personal growth for students so that each will become a life-long learner and productive world citizen.

THE SCHOOL DAY

Children may arrive to school no earlier than 8:30 a.m., when supervision is available. The school day for Grades 1-3 begins at 9:05 a.m. and ends at 3:05 p.m.

Morning Kindergarten enters at 9:05 a.m. and leaves at 11:35 a.m.
Afternoon Kindergarten enters at 12:35 p.m. and leaves at
3:05 p.m.

During the first five minutes, children get themselves ready for the day. Coats and backpacks are hung up in the students' lockers, attendance is taken, lunches are put away, milk is ordered, morning work is started and the tone of the day is set.

ATTENDANCE

Reporting Absences

If your child is absent for any reason, please call the 24-hour school attendance line (voice mail system) at 336-1630 before 9:00 a.m. Please state your **child's name, teacher and the reason for his/her absence or tardiness**. Please call each day of the absence. If a student is absent and the absence is not reported, the school will attempt to contact the parent by phone.

On the day your child returns to school, it is necessary to bring a written note stating the date and specific reason for the absence. A similar statement is required for all instances of tardiness and/or early dismissal. State law requires that the school keep these notes on file.

If your child is late, he/she should report to the office before proceeding to class. **A note is also necessary.** In the case of appointments or emergencies, please do not hesitate to send your child late. It is better to miss part of the day rather than the entire day.

Make-up Work

If a child misses more than two days of school **due to illness**, a parent may wish to call the school to make arrangements with the child's classroom teacher regarding any possible make-up work.

Emergency Cards

At the beginning of the school year, an emergency card is submitted to the school. Please update any changes of information during the school year. If we need to contact you for any emergency, correct telephone numbers are essential. It is critical that the school also has the name and telephone number of someone other than the parent(s) who can be contacted in case of an emergency. **Please notify the school immediately if any of this information changes.**

Requests for Early Dismissal

If it is necessary for your child to be dismissed for part of the day, a note is necessary. This written excuse is required in advance and needs to indicate the date, time and reason for early dismissal.

Parents are encouraged to schedule appointments for children outside of the school day, so as not to miss valuable instructional time.

Children who need to be dismissed early must report to the office. Prior to leaving school, a parent or adult authorized by the parent will sign the dismissal log in the school office. (Please note: ID may be asked for when signing the child out). No child in Grades K-3 will be dismissed during school hours unless released to a parent or another designated adult.

Vacations

Absences for vacations are considered illegal under New York State law. The school is not responsible for providing assignments or make-up tests a student misses during an illegal absence.

Individual teachers may honor requests for special assignments if given enough time to prepare. If a teacher fills such a request, your encouragement in helping your child to complete assignments is appreciated.

EMERGENCY CLOSINGS

There may be times, due to adverse weather or other emergencies, when it will be necessary to close school. If the decision to close school is made before the opening of school in the morning, the local radio and television stations below will carry the news. If school is closed on successive days, the announcement will be repeated each day. **Additionally, the District's automated phone system will also be used. In this event you will receive a phone call to your primary phone – not your emergency numbers.**

TV	**Radio**
WROC TV, CH. 8	WHAM, 1180 AM
RNews CH. 9	WXXI, 1370
WHEC TV, CH. 10	
WXXI	
WHAM TV, CH. 13	

If it is necessary to close school during the day, the following emergency procedures will apply:

K-8: Parents must fill out and return an Emergency Notification Form in September. Parents will be contacted via the district's automated messaging service. Thus, it is crucial that we always have correct, up to date phone numbers including emergency phone numbers. If the principal feels that they can reach their destination safely, students will be released in accordance with instructions on each child's emergency form. Review with your child the procedure to be followed if s/he arrives at home and you are not there. If conditions permit, busses will be available to transport students who regularly ride the bus.

Please review with your children, neighbors and relatives the plans you have pre-arranged, should an early dismissal or emergency school closing occur. It is crucial that parents understand the emergency notification procedures we are using and that you think about how you and your children will respond under these rare conditions. *We appreciate your efforts to keep your child's emergency plan up-to-date as family schedules and circumstances change.* Please do not call the school during adverse weather conditions. Outside lines are limited, and the school needs to receive further communications. No child will be dismissed without notifying a parent or the authorized adult designated on the Emergency Closing Card.

FIREDRILLS/LOCKDOWN

At least twelve fire drills are held throughout the school year to ensure the students' safety and to comply with state law. Lockdown and other emergency drills are also practiced per our district and building safety plans.

LUNCH PROGRAM

The school lunch hours are from 12:10 to 1:10 p.m. Children are supervised by lunch monitors. Lunch can be purchased for $2.65 and includes milk. Milk only may be purchased for .50 cents. Menus are posted on the District Web site and listed in our monthly newsletter**. A free/reduced price milk program is available to qualifying families. If a child forgets his/her lunch, every effort is made to contact the parent**.

The lunch hour is split into three time segments. Lunch for 25 minutes, recess for 25 minutes and Relax and Learn for 10 minutes. *Relax and Learn* provides an opportunity for the children to pursue individual interest areas, to read or to finish classwork, as needed.

In a real sense, the lunch program can be considered an extension of home-school health services. The road to good health is paved with healthy eating habits. Research and literature support the link between nutrition and student learning. We encourage parents to send **nutritious lunches and snacks** with their children. Soda pop is discouraged. A healthy mid-morning snack may be sent to school with your child on a daily basis. Parents can support good eating habits by providing nutritious food (for example: fruit, raw vegetables, cheese and crackers, pretzels, etc.) Along with a nutritious lunch, other healthy habits are fresh air and exercise.

CAFETERIA/ALL PURPOSE ROOM

The lunch monitor escorts the class to the All Purpose Room where students have 25 minutes to eat their lunch. While students are eating in the All Purpose Room, lunch monitors are responsible for student safety. The following expectations are reviewed with the children at the beginning of the school year and thereafter as needed:

1. All students will sit at an assigned table and remain there throughout their lunch time.
2. Everyone is encouraged to use an inside, quiet voice.
3. Good table manners are expected by all, including: eat with a fork or spoon, touch and handle only your own food, and keep your hands and feet in your own space.
4. Students are to raise their hand when in need of assistance.
5. Students may not bring toys, iPods, electronic games, etc. into the All Purpose Room.
6. Food must remain in the cafeteria.
7. Food is not to be shared.

RECESS

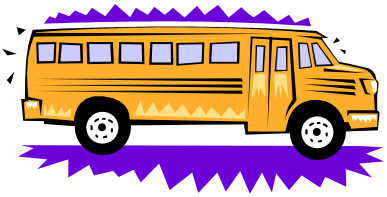
Children are provided with recess every day. The children will be taken outdoors when the temperature and/or wind-chill is 20 degrees or above and it is not raining. Careful consideration will be given regarding the weather conditions if the temperature is less than 20 degrees. During the winter weather, it is important that children arrive in appropriate outdoor wear (including boots, snow pants, hats, mittens, and scarves), so that they can enjoy playing outdoors.

Parents can expect that recess will occur each day for 25 minutes. This will occur through activities that support active involvement, exploration, imagination, and pretend opportunities. Play is essential to development as it contributes to the cognitive, physical, social, and emotional well-being of children. Play allows children to learn how to work in groups, share, negotiate, resolve conflicts and learn self-advocacy skills. Hence, play is integral to the academic environment and it ensures that the school setting attends to the development of the whole child.

PLAYGROUND

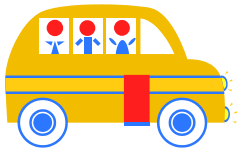
The following rules will be reinforced by your child's teacher and adults in supervisory positions while children are using the playground equipment.

1. Running is encouraged in the large open grassy areas.
2. Stones/wood chips must be left on the ground.
3. All equipment must be used in a safe and appropriate manner.
4. Everyone should be treated with courtesy and respect.
5. Children must respond to the redirection of all adults in a supervisory role.



TRANSPORTATION

All students in Grades K-3 are eligible for transportation to and from school. Students are scheduled to arrive between 8:30 and 9:00 a.m. and depart from 3:05 to 3:10 p.m. Bus monitors supervise bus riders before and after school. After school walkers and car riders are welcome to use the playground **with the supervision of parents**, as bus monitors are responsible for supervising a large number of students riding buses.



TRANSPORTATION GUIDELINES

At the beginning of the school year, parents designate their child's normal transportation routine. Any transportation changes regarding bussing must be submitted in writing to the district's transportation department and not the school.

Children will not be allowed to make their own decisions (for example to walk to a friend's house) without parental consent. Unfortunately, we cannot let children call you for these decisions at the end of the school day, as this is a time when there are many incoming and outgoing phone calls.

West Irondequoit Central School District permits busing to and from a day care provider **within West Irondequoit Central School District** boundaries. Forms may be requested through the school office.

The Transportation Department requires that students must ride the same bus and get off of the bus at the same location every day; they may not alternate afternoon stops. Students are not permitted to ride a different bus home with a friend for a play date or day care.

The Transportation Department of the District Office requests that you do not ask for your child to ride a different bus home with a friend for a play date or day care. Please make these arrangements with the other child's parents.

The safety of your child is first priority, and riding the bus is a privilege. Children who act inappropriately on the bus are reported by the bus driver to the school. This is usually done using a Bus Incident Report. One copy of this form is sent to the parents, another is kept on file in the building, and the third is sent to the Transportation Department. Serious violations of behavior and frequent reports could mean the loss of bus privileges for a period of time.

BUS CONDUCT

It is a privilege to ride a school bus and appropriate, respectful behavior is expected. Courteous behavior toward the driver and other students is key to establishing a positive environment as children travel to and from school.

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The purpose of these rules is to provide a safe bus trip for all students. Bus safety is a team effort which involves students, teachers, drivers, and parents. Students and parents should become familiar with the expected bus behaviors parents should discuss and practice them with their child.

1. Respect your driver and fellow riders by being courteous.
2. Stay in your seat until the bus comes to a complete stop.
3. Have respect for other students' property (book bags).
4. Keep your hands, feet, head, and belongings inside the bus at all times.
5. Keep the driver's view clear. Personal items should be placed on the floor, under a seat or on the student's lap.
6. Students may not carry the following on the bus: glass objects, pets, skis, ski poles, sleds, skateboards, tools, chemicals, or any object that could cause injury.
7. New York State regulations prohibit eating and drinking on the bus.
8. Students are strongly encouraged to wear seat belts.
9. Sit down completely in your seat.

DAILY ARRIVAL

If you drive your children to school, or if they walk or ride a bicycle, be aware that **there is no supervision before 8:30 a.m.** Please have your children leave home at a time that will have them arrive at school when supervision is available.

When cold weather approaches, please dress your child appropriately for the weather. Since children spend time outdoors before and after school, as well as during lunch recess, children should dress as though they will be going outside each day. On snowy and cold days, be sure that children have warm clothing, snow pants, boots, mittens, hats, scarves, etc. Your child's participation in outdoor activities may be limited if he/she is not dressed appropriately. Be sure to label all clothing with your child's name.

DISMISSAL

INDOOR DISMISSAL

Bus Riders

Children who ride buses will meet at specified locations within the All-purpose Room.

If some unforeseen circumstance requires you to pick up your child from school without having written a note in the morning, please report directly to the school office to sign the dismissal log to indicate that you will take your child home. This will save time and confusion when the children board the bus and your child is not in line.

Walkers and Car Riders

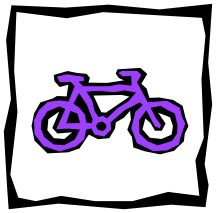
All walkers and car riders are to exit the building at the playground door. Parents should park and come to the door to get their children and **sign them out** (identification may be required). We ask that all children leave the building from this one exit to ensure safety, security and consistency.

All walkers and car riders depart from the school grounds immediately upon dismissal, unless a parent chooses to ***supervise his/her child on the playground.*** We ask parents to accompany their children, as the bus monitors are required to supervise bus children only.

Please help the buses to provide safe passage in the school driveway. **During dismissal, the loop area needs to be clear of parked cars so that the buses may park and allow the students to safely board.**

SIDEWALK SAFETY

1. Children are expected to walk on the sidewalks when entering and leaving the school building.
2. The children are expected to leave snow, stones and sticks on the ground so that people and property are protected from harm.
3. Children are expected to listen, obey and respect all directions given by the helping adults to ensure safety for all.



BICYCLES/SCOOTERS

If you give permission for your child to ride his/her bicycle/scooter to school, it must be securely locked at the bike rack in the back of the building at all times. It is crucial that children know and follow safety rules on bicycles/scooters. We prefer that kindergartners not ride bikes/scooters to school unless accompanied both ways by an adult. Students must walk their bikes (not ride them) on school grounds between 8:30 a.m. and 4:00 p.m. State law requires children under age 14 to wear bicycle helmets. Please be sure that your child wears an approved bicycle safety helmet when riding/scootering to and from school.

Thank you for your cooperation in helping to ensure a safe and problem-free arrival and dismissal from school!

RESPECT/RESPONSIBILITY

PERSONAL PROPERTY

Young children enjoy bringing personal possessions to school. The responsibility for such items is in the hands of the child. Classroom teachers have their own policies, which will be discussed with the children, as to the type of items that may be brought to school. Children are discouraged from bringing electronic games and other expensive toys.

1. Students are expected to bring appropriate school materials and be responsible for them.
2. Please label school supplies and personal items with your child's name.
3. The use of a backpack is strongly encouraged to ease the organization of school materials for your child.
4. Students may only bring legal and safe objects to school. Please do not allow your child to bring or have items in school which are unsafe, dangerous, or illegal such as knives, sharp objects, firecrackers, matches, or lighters.
5. Please do not send cell phones, iPod's, hand-held games, and expensive technology items to school.
6. We will not be responsible for damage to or loss of personal property.

PARTY INVITATIONS

Party invitations may be distributed when given to all of the students in the class or all of the male/female students. Due to the laws of confidentiality, school personnel cannot give the names, addresses and/or phone number of your child's classmates. The children can share this information with each other, which may assist families in their investigation of this information via the phone book. PTSA publishes a friendship list that families have an option to be placed on for classroom contact information. This is **not** a list published by the district.

DISCIPLINE

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. Discipline actions place emphasis on the students' ability to grow in self-discipline. Discipline will be firm, fair, and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The students age
2. The nature and offense and the circumstances that led to the offense
3. Other extenuating circumstances

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

Please refer to the West Irondequoit Code of Conduct.

Responsible Use of Electronic Devices, Cell Phones and Social Media

The responsible use of electronic devices, cell phones and social media before, during and after the school day is critical to promoting healthy decision making and a positive climate and culture at Brookview School. Inappropriate use that includes but is not limited to harassment, bullying, threatening or intimidation of any kind or that creates a disruption to the normal business of the school day will result in school based consequences to include in-school or out-of-school suspension. If the conduct occurs off school grounds and causes or threatens to cause ill will towards a student, the building, or its staff, the conduct will be treated just as it had occurred at school, and the school administration will impose consequences in accordance with the inappropriate conduct.

HEALTH GUIDELINES

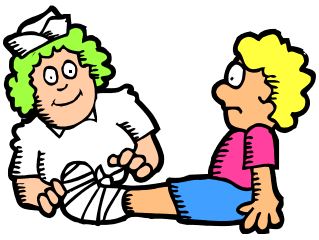
PHYSICAL EXAMINATIONS

New York State requires physical examinations for all students entering a school for the first time and for those entering Kindergarten, Grades 2 and 4. A physical form is sent home in the spring with each child in Grades 1 and 3.

It is recommended that your child have this examination done by his/her family physician. This recommendation is based on the premise that the family physician is most familiar with the medical history of the child and better able to treat, when necessary. The physical examination form for kindergartners should be completed and returned to your child's school by September 19th. 2 grade physicals are due by December 1st. A school physician and/or nurse practitioner is available for physical exams if the completed forms are not received.

IMMUNIZATIONS

When a child enters the school district, parents are required to provide proof that the child has been adequately immunized according to New York State Guidelines. Failure to provide proof of immunization or to obtain the required immunizations will result in a child being excluded from school until this requirement is met.



MEDICATION POLICY

When it is necessary for the administration of any medication to students by school personnel, including non-prescription, as well as prescription medicines, the following procedure is required and strictly adhered to:

1. The school nurse must receive a written request from the physician indicating the frequency and dosage of the medication.
2. The school nurse must receive a written request by the parent to administer the medication at school.
3. The medication must be in the prescription container. If it is an over-the counter medicine, (for example: Tylenol, cough medicine, etc.) it must be in the original container.
4. Medication must be delivered to school by a parent or other responsible adult. Do not send this with a student.
5. A medication request must be renewed annually.

HEALTH SCREENINGS

Your child will receive the following health screenings:

1. Vision Screening - far vision checked yearly, K-3
2. Color Perception - upon entry to school
3. Hearing Screening – K, 1 & 3

If any problems are found, you will be notified and a referral form will be sent home. This form should be returned to the School Nurse after a physician has evaluated your child.

HEALTH OFFICE

The Health Office is located in the Main Office. The school nurse divides the school day between another K-3 schools, and is always on call for emergencies. The nurse's office number is 336-1628.

Brookview School uses the following guidelines to determine when a student's illness or injury necessitates parent notification:

- Fever - A temperature of higher than 100 F is considered a fever. The child should have no fever for 24 hours before returning to school.

- Communicable Disease Symptoms - A child who has symptoms of a communicable disease will be sent home. A list of minimum exclusion periods for common communicable diseases is sent home in September.

- Illness or Injury - Any illness or injury that interferes with or prevents a child's ability to learn or may require follow-up care outside school warrants a call home by the school nurse (for example: earache, headache, persistent cough, sprained ankle, etc.).

If it is necessary to send your child home from school, parents will be contacted first. If the parents are unavailable, persons on the emergency card will be called. A child may be released only to a parent or an adult authorized by the parent. Therefore, it is most important to keep the emergency cards current and accurate, for these are the names and numbers used when such an event arises.

ACADEMIC PROGRAM

Our academic program is based upon West Irondequoit Learning Outcomes and New York State Common Core Learning Standards.

English Language Arts

The ELA program supports 21st century literacy with a focus on:

- Literacy Across Disciplines
- Complex Texts
- Research and Argumentation
- Academic Vocabulary
- Language Skills
- Digital Literacy

The standards are constant at the various grade levels, with the expectation that understanding and demonstration of the standards increases in sophistication at each successive grade.

Mathematics

The mathematics program develops students' application of the essential K-12 math understandings. Within these understandings there is a focus on mathematical concepts, processes and skills with a focus on the mathematical understanding of Equivalence, Operations, Geometry, Measurement, Numbers, Data, Probability and Statistics, Algebra, Methodology.

Science

The elementary science program extends children's knowledge and understanding of the natural world. Students learn about the scientific process and problem solving methods. Through discovery and experimentation, students develop skills to describe and explain scientific phenomena in the world.

Strands include:

- Science as Inquiry
- Earth and Space Science
- Life Science
- Physical Science
- History and Nature of Science
- Science and Technology
- Science in Personal and Social Perspectives

Social Studies

The two broad categories of continuous development, which are stressed within the literature based social studies program, include *skills* and *knowledge/understandings*. Along the K-3 continuum, children begin by learning about themselves and then gradually expand to discover more about others. The main areas of study at the various grade levels include:

Kindergarten	Self and Others
1st grade	My Family and Other Families, Now and Long Ago
2nd grade	My Community and Other US Communities
3rd grade	Communities around the World

Technology

Using mobile classroom units, teachers utilize computer software to integrate technology with curriculum objectives.

Art

Elementary art instruction is based upon New York State Art Standards. Our students become "Art Smart" by:

- Creating and participating in art
- Knowing how to use different art materials
- Responding to and discussing works of art
- Learning about the art of different cultures

Library

The main goal of Brookview's library program is to introduce young children to outstanding literature and to encourage and nurture a love of reading books. In addition, children become aware of the variety of resources available to gain information.

Students in grades one through three have a library class each six-day cycle. After an initial library orientation, library skills are gradually introduced and expanded throughout the school year.
Materials are selected based on curricula being taught at each grade level, thereby reinforcing classroom learning. In addition, various themes are used to help connect library skills with real life.

Kindergarten students come to the library for a story time every other day. Books and literature-related media are shared with the students.

Computers are available in each classroom, as well as in the library. Grade appropriate computer programs and databases are available for use by students with teacher supervision.

The library is always open during school hours. Children are free to exchange books without waiting for scheduled class sessions. Parents are encouraged to promote the proper care and timely return of library materials, as there is a charge for damaged or unreturned materials.

The Brookview Library is stocked with a wonderful selection of quality books. Young learners and parents are always welcome visit the library! Daily home reading is an enjoyable and productive habit.

Music

The goal of the primary music program is to instill a love for music in children that will remain with them for the rest of their lives. Children are born with an innate musical ability, which is one of the eight intelligences. With proper training, this ability can be developed in the first nine years of life. It must be cultivated or it can be lost. The greater the musical ability, the greater will be the potential love of music. Much time in musical development is spent by providing growth experiences in listening and performing. Utilizing the hands-on techniques of Carl Orff and the methods of Dr. Edwin Gordon, music students will develop a sense of beat, tonality, various rhythmic and tonal patterns, an ability to move to music with large and fine physical motions and a familiarity with basic childhood and patriotic song literature. As children progress through Brookview School, they also gain elementary music reading skills.

Physical Education

The physical education program at the primary level is one in which each child is given the opportunity to become a thoughtful problem solver as well as to experience the joy of movement. The high energy level and natural delight in movement which all children possess

are fostered and directed by introducing thought-provoking movement problems from a variety of movement concepts upon which all sports, games and gymnastics are based. The children are encouraged to respond physically in many ways at their own levels of ability. Their responses are individual and personal so that their movement experiences become a facet of who they are.

All movement themes are interrelated and repeatable. Themes will be expanded upon and added to as the children move from one class to the next, as well as from one grade level to the next. In order to experiment with these concepts, the children are introduced to a wide variety of equipment. Perceptual-motor activities, rhythms, dance dramatization and the importance of health-related physical fitness are also woven through the curriculum. Finally, physical education class provides learning experiences that are used to support positive attitudes and self-concepts starting at the beginning of the educational experience. Safety is emphasized throughout the program to enable a warm, positive physical experience.

SUPPORT SERVICES

School Counselor

The School Counselor is available to all children to help them grow as individuals. The Counselor provides services, programs, and consultation with parents and teachers that contribute to the social, emotional, and educational development of each child. Students meet with the Counselor individually, in small groups, and through whole class instruction. Class lessons focus on themes such as effective communication, personal responsibility, respect and relationships, problem solving, friendship and coping with change. The Counselor assists students in developing a greater awareness of self and the world around them so that they can make better decisions and life choices.

School Psychologist

The services of the School Psychologist are available to help individual children by analyzing their educational and psychological strengths and needs, by interpreting findings to teachers and parents, and by offering suggestions to provide a more productive learning experience. Parent permission is obtained for testing and follow up consultation is arranged.

School Nurse

The School Nurse is responsible for meeting the health care needs of the students during the school day by promoting wellness and safety, providing communicable disease control, administering first aid for injury and illness and meeting individual student's health needs.

Social Worker

The School Social Worker serves as a liaison between home and school and as a resource to staff for children with academic or behavioral difficulties that impair learning. The social worker interacts with parents to determine the nature of school problems, helping to develop a plan for their remediation.

Speech and Language Therapist

The primary responsibilities of the Speech and Language Therapist are:

1. identification of children who have speech disorders which require special attention
2. comprehensive evaluation of the identified problem
3. planning and conducting a program of clinical services appropriate to the child's needs
4. communication of student needs and services to parents.

Problem Solving Team

The services of the Problem Solving Team (PST) (Principal, Psychologist, Social Worker, Teacher, School Counselor, Special Education, Speech, Occupational Therapist, Physical Therapist and Intervention Teacher) are integral to the total educational program. Team members work together to combine areas of expertise, design and execute plans that address specific academic and behavioral issues, monitor growth and help structure children's success. Individual members of the team can be contacted by calling the school.

Academic Support Services

Students who are shown to be in need of extra academic support may receive help outside their classrooms. An intervention teacher or teacher assistant (under the direction of the classroom teacher, Principal and the coordinator of RtI) work with the children individually or in small groups. Parents are informed by letter if children are in need of the services.

Classroom Volunteers

Brookview School benefits from the generosity of many parent and community member volunteers who take the opportunity to share their time and talents. We ask our classroom volunteers to remain respectful and confidential of our students and their varied learning and social/emotional levels. The valuable contributions of classroom volunteers are greatly appreciated!

FIELD TRIPS

Field trips are an important part of the learning experience. Effective coordination, planning, and teaching provide rich, real-life experiences. All field trips are taken on authorized school buses. It is necessary to have a permission slip for each child, in writing, before a child can participate in a field trip. A blanket permission slip is sent home in the fall, and each teacher sends a reminder note home just before a trip is scheduled. In order to avoid tears, frustration, etc., we ask that you fill out the permission slip when it comes home and return it to school as soon as possible. Unfortunately, telephone permission is not acceptable.

HOME-SCHOOL COMMUNICATION

The importance of forming cooperative home-school partnerships cannot be overestimated. Maintaining effective communication throughout the school year provides a rich means of support for children's development.

Brookview School Phone Numbers
336-1630
336-1631 (fax)

PARENT-TEACHER CONFERENCE

Parent/Teacher conference days are scheduled for grades 1-3 in the fall and spring. Kindergarten will hold regular sessions on these days. Kindergarten conferences are held in January and February. Refer to the calendar for exact dates. Also, teachers may request conferences before, during or after school in addition to the scheduled dates.

Parents may request a conference at any time. It is very difficult for a teacher to confer with a parent when children are arriving or departing. Convenient conference times may be scheduled in advance with a note or phone call. Thank you.

There may be a time, however, when an emergency arises, and it is imperative that you talk with a teacher or speak with your child during the school day. If this should happen, please call or visit the school office and ask the school secretary for assistance.

COMMON QUESTIONS ABOUT CONFERENCES

Is a parent conference scheduled for every child each year?
Yes, grades 1-3 teachers conference with each student's parents at least once during the school year. Kindergarten teachers do the same, and the first report card at the Kindergarten level is delivered during a parent conference in January/February.

Do conferences only take place on the set aside conference half days in October and March?
No, there is not enough time during both afternoons to schedule meetings with all parents in one class. Therefore, teachers are available and will schedule conferences before school, after school, during lunchtime or other planning time.

Who initiates a conference?
Either teachers or parents may initiate a parent-teacher conference. The schedule for conference half days includes both parent and teacher initiated conferences. Conferences take place whenever needed and parents need not wait to be invited to a conference if they desire one.

How can parents initiate a conference?
Teachers have sign-up sheets for conferencing at Parent Orientation/Curriculum Evening, and also send home a notice just before each conference day inviting parents to let them know if a conference is desired. Parents are also invited to call school or send a note to ask for an appointment at any time.

If I suspect that my child is having a problem at school, should I call for a conference, or just hope that things will work out?

Please call school for an appointment. If you suspect that your child is having a problem, probably the teacher has noticed something too! By forming an effective partnership, you can work together in the best interest of your child. The School Counselor is another resource for parents, as is the Principal.

Should I call for a conference even though there does not seem to be any problems?

You are welcome to call for an appointment to learn how things are going. Teachers are very happy to share the academic and social progress your child is making.

What are some of the questions I should ask in a parent-teacher conference?

Before the initial parent conference each year, teachers will send home a special brochure that explains conferences and helps guide parent questions. Many parents have commented on how helpful this is.

A parent-teacher conference is a wonderful way for home and school to communicate, so please don't hesitate to call the school (336-1630) with questions, concerns or if you just want to find out how things are going. We look forward to talking with you.

REPORT CARDS

Report cards for Grades 1-3 are sent home four times (every ten weeks) during the year. Parents may keep the report sent to them for their own record. Please sign and return the report card envelope to indicate that you received your child's report. If you have any questions or comments, please send them on a note and return it in the envelope.

Kindergarten report cards are distributed during parent-teacher conferences that are held in January or February and are also sent home in June.

BROOKVIEW SCHOOL NEWSLETTER

The Brookview Newsletter is a monthly newsletter published in conjunction with the PTSA. This publication communicates important school-related information, features classroom areas of focus, posts notices of upcoming event, and provides helpful ideas to support learning at home. The newsletter is also available electronically by sending an email request to: **Bonnie_Ritzman@westiron.monroe.edu.**

PTSA ACTIVITIES

Brookview School is extremely fortunate to have an active, dedicated, and hard-working Parent Teacher Student Association membership. The school community appreciates and enjoys the wonderful spectrum of activities sponsored by the PTSA. The PTSA provides a wide variety of services ranging from enlisting room parents, hosting special events, and running our cultural arts experience.

The Parent Teacher Student Association serves to bring the home and school closer together for the purpose of enhancing the successful learning experiences of all children. Volunteers invest time and effort in supporting and supplementing educational activities. Membership in the West Irondequoit Central Parent and Teacher Association (WICPTA), suggestions and support are encouraged and appreciated! Thank you.

2015-2015 PTSA Co-Chairs
Mrs. Melissa LeVesque
Mrs. Kim Scott
Mrs. Jennifer Ignizio
Mrs. Stephanie Heiermann

WHO TO CALL

Parents often ask who they should call to address questions or concerns. The following considerations may be helpful:

- The first person to call is the teacher, and he/she is always available to return calls and arrange conferences as necessary.

- The School Counselor is available to answer questions concerning children's social and/or emotional needs.

- The Principal can provide support to parents and teachers regarding school/district programs or concerns about individual children.

- PTSA Building Representatives are available to answer questions regarding PTSA programs, suggestions for parental involvement or to discuss ideas you may have.

- The School Based Planning Team Representatives are available if you have questions regarding School Based Planning initiatives. These initiatives are designed to promote increased excellence in education.

- The School Secretary is always available to answer an array of questions and concerns.

BROOKVIEW SCHOOL STAFF

Building Principal	Mrs. Michelle Cramer
Secretary	Mrs. Bonnie Ritzman
Kindergarten	Mr. Mark Pringle
Grade 1	Mrs. Joanne Baldwin
Grade 1	Mrs. Mary Marianetti
Grade 2	Mrs. Gina Grisdale
Grade 2	Mrs. Nicole Juzwiak
Grade 3	Mrs. Shauna Coxford
Grade 3	Mrs. Karie Repich
Special Education Teachers	Ms. Casey Rybke
	Miss Brittany Hackbarth
Academic Intervention Teacher	Mrs. Jennifer Tette
Academic Intervention TA	Mrs. Gretchen Tortora
Art	Mrs. Megan Landt
Elementary Counselor	Ms. Colleen Graham
Library Media Specialist	Mrs. Charlotte Forties
Library Clerk	Mrs. Karen Vogler
Music	Mr. Robert Line
Occupational Therapy	Mrs. Kelly Sperano
Physical Education	Mr. Brian Maginn
Physical Therapy	Mrs. Helene Hoople
Psychologist	Miss Malory Blackburn
School Nurse	Mrs. Maria McCulloch
Social Worker	Mrs. Cheryl Wicks
Speech Pathologist	Mrs. Maureen Mercier-Keller
Custodial Assistant	Miss Linda Sorbo
Teacher Assistants	Mrs. Lisa Burns
	Mrs. Linda Bianchi
	Miss Katie Gorman
	Ms. Michele Meyer
	Mrs. Natalie Steo
Lunch/Bus Monitors	Mrs. Ann Garofalo
	Mrs. Bonnie Hill
	Ms. Tricia Sledge
	Mrs. Jacqui Ruiz