

Brewster Handbook of Policies and Procedures

Attendance

It is very important that every student be in attendance at school unless the child is ill. Although there are some assignments that can be completed later, there are many important activities that cannot be repeated. Excessive absences and frequent tardiness have a negative impact on a child's learning. Rochester Community Schools has implemented a *Truancy Tracker* system which will provide guidelines for supporting children and families having difficulty with regular school attendance. This six step system will be put into effect when a child reaches 5 absences. The homeroom teachers and the administrator will be calling and sending letters home according to the totals generated by the computer absence reports. The Oakland County Early Truancy Intervention Policy will be implemented as situations warrant. The responsibility of attending school and arriving on time is an important attitude for children to develop. Though regular attendance is important, when a child is ill, he/she should stay home in order to recover. Children may not return to school until they have been free of a fever for at least twenty- four hours.

Tardiness

Students should make every effort to arrive at school on time each day. *Late arrivals may miss instruction; they also create disruption of learning in the classroom.* Arriving on time is a responsibility that needs to be developed by all students. *If a student does arrive late, he/she must be signed in by a parent in the school office so their name can be removed from the absence list.* All absences and tardiness are reported electronically to the State of Michigan. The Oakland County Early Truancy Intervention Policy will be implemented as situations warrant.

Early Drop Off

For the safety of your children ***DO NOT*** drop off children before 8:00a.m. (except for SAC). There is NO supervision until that time. School is dismissed at 11:25 for Half Day and 3:13 for Full Day. Please make sure you have arrangements in place for after school pick up. If you need before or after school child care, please sign up for our after school *School Age Care* program.

Safety Check

Our school safety check program is designed to ensure the safe arrival of your children at Brewster School. In order to provide a more efficient program, parents should call the Brewster twenty-four (24) hour school attendance line 726-3310 by 8:30 AM to report all absences. The following information is needed:

- Name of your child
- Teacher's name
- *Nature* and length of the illness or absence
- If you don't know length of absence, please call again on subsequent days
- Notify us of communicable diseases

This plan of safety will alert us that your child is missing.

Prearranged Absences

If you know in advance that your child will be absent (doctor's appointment), you may call the 24-hour school attendance line (248) 726-3310 or send a note to school with your child. Teachers are asked not to release students unless directed to do so by the office. When you need to take your child out of school early, *come to the office and sign him/her out.* Upon returning to school the same day, you should also *sign your child back in.* This procedure ensures the safety of your children.

Assignments for Absent Students

If you would like assignments for your child who is absent for an extended period, teachers will be happy to provide missed assignments. Please leave a message requesting the assignments on the 24-hour attendance line. We will send work home with a sibling/neighbor or have it in the office for you to pick up. *Extended vacations that do not coincide with the school calendar are discouraged. Teachers are not obligated to provide assignments for these absences.*

Work Not Completed During Absences

It is the responsibility of the student to do any necessary work that was assigned during an absence. There may not be time during the school day, so the work may have to be completed at home. Typically, two days for each day absent is given to turn in the work. Parents' supervision and support is needed.

Bikes

In Rochester Elementary Schools, children in grades three through five are permitted to ride their bicycles to school. *Skateboards, scooters, and roller blades are not permitted.*

Books and Supplies

All books and supplies needed for the basic instructional program are provided by the school district. It is expected that the students develop the responsibility to take care of all materials. The parents must replace books that are damaged or lost. Students may also bring their own supplies if they prefer (pencils, notebooks, etc.). Teachers may also suggest that the students bring other materials to enhance their education. Textbooks, which are taken home, must be brought back each day, as extra copies are not available. Library books must be returned on time so other students may use them. *Rochester Community Schools provides all necessary materials and supplies for curricular classes.*

Communication Between School and Home

The school staff believes in the importance of good communication between the school and home. Several means of communication are provided:

- | | |
|---|---|
| Brewster Weekly | Written by the principal and PTA and sent home each Friday emailed by School Messenger |
| MySchoolAnywhere | An informational app to share any information published by the PTA-this is the primary communication for all things PTA! |
| PTA Meetings | Monthly informational meetings with parents, principal, and teacher representatives. |
| Parent/Teacher Conferences | The most important means of communication we offer. You will be invited by your child's teacher for a conference, or you may request a conference by sending a note or calling the school office. |
| Report Cards/ Conference Reports | Three report cards aligned with trimester schedule and fall and spring conferences. |
| Classroom Newsletters | Many classrooms produce weekly or monthly letters. Teachers also send home notes, reminders, make phone calls and e-mail parents. |
| Brewster Web Site | Updated regularly is an electronic means to stay informed. www.rochester.k12.mi.us |
| Brewster Twitter | @BrewsterRCS-highlights and reminders of our school events |

Daily Schedules

6:45 AM	School Age Care opens
8:05	Students admitted to the school
8:10	Classes begin
8:10 - 3:13	Full Day of School
8:10 - 11:25	Half-Day
6:00 PM	School Age Care closes

Please plan your child's arrival to coincide with the time he/she may enter the building.

Dismissal Procedures

All students will be dismissed with their class. Students riding the bus will proceed directly to the bus. Walkers will take designated route home. Pick-up line students go directly to the gym. Most of our student population either walk or are picked up by their parents. The PTA sponsored "***Student Valet Service***" is the safest alternative to use when transporting your child to and from school. All families using the valet line should place a large placard with one name (last) on it and display this on the dashboard. Students going home in that particular car will then be loaded. ***Follow these rules-1. Be patient and allow enough time! 2. Children should be ready to exit the car. 3. Follow the car ahead of you-DO NOT PULL OUT OF LINE TO PASS. 4. Yield to buses and watch for walkers.***

Dress for School

Students are expected to come to school wearing appropriate clothing. During warm weather, shorts may be worn but should be an appropriate length for school; bare midriffs are not appropriate. Only appropriate "Logo" shirts are permitted. Hats are not permitted in school.(If in doubt regarding clothing, call the office). Remember, the building is air-conditioned. During wet or cold weather, students need jackets, coats, and leg coverings. All students should also have boots or weatherproof shoes for the winter months. Students do go outside at recess and at the lunch hour, weather permitting. ***Items of clothing, particularly coats, jackets, and boots should be labeled with the student's name.*** Students who wear shoe boots to school must have a pair of shoes to wear in the classroom. No "flip-flop" type shoes allowed for safety purposes. Athletic/rubber-soled shoes are required for gym.

Emergency Cards

Every child must have an emergency card on file. Emergency Cards allow the school to notify the parents of an illness, injury, or to determine a serious health situation. ***Information on these cards must be accurate and current at all times. Students can only be released to adults who are listed on the emergency card. Please list individuals that can arrive to school in approximately 20 minutes or less.***

Emergency Early Dismissal

On very rare occasions, it may be necessary to send children home early. This may be due to mechanical failures such as heating, electrical, or plumbing. This may also be necessary due to severe weather conditions. In case this should be necessary, your child should be instructed about what to do in case you are not home. The Rochester Community School District has a "School Messenger" email/phone call system for emergency parent notification. Though helpful, it is impossible to reach every family; it is important for your child to know what to do.

Field Trips

Field trips can add much to an educational program, and Rochester Community Schools has planned appropriate opportunities for K-5 students. *Field trips are optional and are designed to supplement classroom learning.*

Hearing Screening

Each year, the Oakland County Health Department conducts a screening for hearing on all students in kindergarten, second, and fourth grade. Parents are notified if a student fails the screening.

Vision Screening

Each year, the Oakland County Health Department conducts a screening for vision on all students in grades first, third, and fifth. Parents are notified if a student fails the screening.

Homework

Your child may bring assignments home to be completed. Each teacher's expectations may vary, but the teacher will communicate these expectations to the parents.

Immunizations

Children must have all childhood immunizations in order to attend school. *Periodic checks of the files as well as upon new entrance to school may result in notification and possible exclusion from school until such time that records are brought up-to-date.*

Kindergarten

Kindergarten classes are provided for all children of kindergarten age in Rochester School District. Michigan Statutes stipulate that before a child may enroll in kindergarten, he or she must be age five on or before December 1.

Lost and Found

The lost and found is located in the lobby near the gym. If your child loses an item, please encourage him/her to check the box to see if the item has been found. Small items that are found are kept with the school secretary. *Labeling items is very helpful in their recovery. Items not claimed are donated to charity several times throughout the year.*

Lunch

Students in Kindergarten through fifth grade will remain at school during the scheduled lunch period. The students may bring their lunch or purchase a hot lunch. The procedure for ordering a hot lunch is:

- * A menu is available on the Rochester Community Schools website.
- * A count is taken each morning.
- * Students pay for the lunch with the POS card given at the beginning of the year. Money is put into student account either by sending money in with your child or by going on line and pre paying with a credit card.
- * Students may qualify for free or reduced prices after the parents complete the financial information form.
- * Milk, juice, and snacks are available for purchase by the students.
- * Students without a lunch, lunch money or POS balance in their account given a lunch and are expected to pay for that lunch the following school day. Your assistance in this is appreciated.

Students are supervised by Para-educators, hired by the school district.

Students are expected to observe all lunchroom rules.

Good table manners are expected.

Medication at School

Administration of medication at school is governed by strict adherence to the Board of Education Policy. No exceptions to this policy will be allowed. Medications are administered by one adult and witnessed by a second adult and then recorded in a logbook and signed by both individuals. A Medical Action Plan must be in place for all prescribed medications.

⇒ Students may not transport medication.

⇒ All medications are stored in the office under lock and key.

⇒ Medicines prescribed by a Physician can be administered at school with proper documentation signed by Physician.

⇒ Medications must be in the original prescription container.

⇒ Medications administered three times per day should be done at home, in the morning, after school, and at bedtime.

⇒ Medications needed for (Antibiotics, prescription cough medicine, etc.) may be administered by school personnel once we have the "Authorization to Administer Medication" form signed by the parent and Physician.

This procedure is in compliance with district policy and is designed to protect all children. Please observe the correct procedures.

Parent Teacher Association (PTA)

The PTA is very active at Brewster, sponsoring events, providing enrichments and coordinating fundraising activities. The working relationship and cooperation among parents, teachers and administration promotes the welfare of our children and youth. Please play an active and supportive role in this organization.

Personal Belongings

The school cannot assume responsibility for personal items brought to school. Students should be discouraged from bringing toys and games that may be a distraction in the classroom. Ipads, electronic games, and headphones should not be brought to school. Toy knives and guns are not allowed and may result in disciplinary consequences. *All student belongings should be marked with student name.*

Picking up Students Early

Occasionally, it may be necessary for you to pick up your child early from school. We request that you send a note with your child, or e-mail the school office to tell us what time the child should be ready. ***Only an adult, listed on the student's Emergency Card, may pick up a student. This person must come to the office to get the student and may not go to the classroom first. As you are signing the student out of school, we will contact the teacher and have the child sent to the office.***

Placement in Classes

The staff at Brewster knows the learning style of your child and the teaching style of our professional staff members. We feel qualified to place your child appropriately and are dedicated to creating classroom environments, which are well balanced. If you feel your child has characteristics, which may affect his/her learning progress, we ask that you share this information with the current teacher during spring conferences. Pupil Placement forms are available in the spring to provide information regarding your child's specific needs.

Recess

Each day children go outside for recess. Recess is twenty minutes in length and takes place during the students' forty minute lunch period. ***Children go outside for recess unless it is raining or if the wind-chill is below zero.*** All children are expected to participate in recess unless there is a note from a doctor. In these cases, children will sit at the picnic table outside or in some cases, in the office or cafeteria.

Report Cards/Conference Forms

Report cards are used as one means of communicating your child's progress. Read your child's card carefully. If you have any questions or concerns, please request a conference with the teacher. We also ask that you remember the card is only one means of sharing your child's progress. The conferences with the teacher and the weekly work brought home also give you important information.

Pet Procedure

Pets are not permitted inside Brewster Elementary School unless pre-approved by the principal or designee. Exceptions made for educational purposes, "Student of the Week" programs, or other circumstances may be granted. Parents are asked to contact their child's teacher as a first step in obtaining pre-approval. Pets are not permitted on school grounds (property) during school hours (7:00am-6:00pm) unless pre-approval has been obtained. Before or after school hours a pet must be on a leash or cage under the control of an adult at all times. If a parent chooses to walk a child to or from school with a pet, arrangements must be made to meet or drop off children at the far (south side of the playground).

Safety

The school staff shares the concern that parents have for the children's safety. During the school year, your child will receive instruction and reminders about safety in the following areas:

- Rules for the building and playground
- Walking to and from school
- What to do if approached by a stranger
- Bicycle Safety
- Safety Drills (Fire, Tornado, Lock Down, Evacuation)

We urge parents do discuss safety with their children periodically. Adult examples are a good way for students to learn about safe behavior. Practice fire evacuations and meeting locations at home. Remind you child regularly about what to do should school dismiss early and no one is home. Be sure your child knows how they are getting home every day. Always have them come home first before playing with a friend.

School Age Care

School Age Care (SAC) is a Community Education program that operates in all thirteen elementary schools. This childcare program opens at 6:45 A.M. and remains open until the beginning of the school day and then opens after school until 6:00 P.M. For more information about availability and pricing please contact (248) 726-3000.

Telephone Use

The school phone is available for student use on an emergency basis. We ask that you help your children to develop the responsibility to bring their books, lunch, or money to school because such calls are discouraged. In the event a parent wishes to speak with a teacher, please call the school and you will be instructed how to leave a voice message. The teacher will return your call as soon as possible. We expect calls to a teacher be made to the school during the day via voice mail or urgent messages to be left with the secretary. ***Cell phone use is not appropriate for elementary students. The office will be able to contact students in case of an emergency.***

Visitors

All visitors to the school must report to the office upon their arrival. All visitors must use the front entrance and will be buzzed into the building after showing proper ID. Visitors will be given a badge to wear that identifies them as a guest in the building. Visitors in the classroom can be disruptive, so parents who wish to visit a classroom should make arrangements with the teacher in advance. A teacher's full attention to the students is necessary as the students arrive at school. If you need to speak with the teacher, please make an appointment with the teacher for a conference.

Rochester Community Schools Mission Statement

To provide students with a quality education resulting in their attainment of skills and knowledge which will enable them to function in and contribute to an interdependent and changing world.

Brewster Elementary School Mission Statement

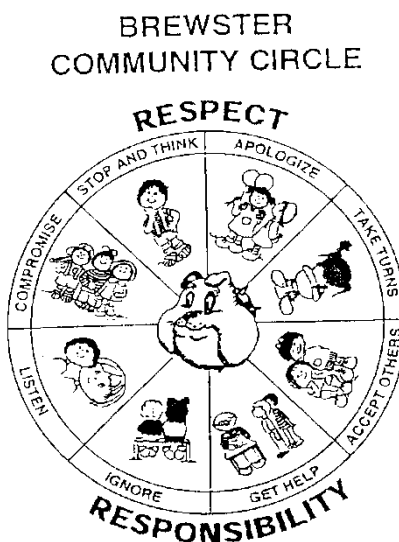
- *The purpose of Brewster Elementary is to promote learning in the school community. A responsible and respectful student at Brewster tries hard, uses the Community Circle, and is kind to others.*

Brewster Respect Code

Basic rule of courtesy, respect, and common sense are expected at all times from our students. Brewster Elementary follows our Rochester Community Schools Respect Code. All teachers have classroom rules, expectations, and procedures, in which this is reinforced.

The Brewster Community Circle

Developed as part of our school improvement plan, this form is the means for which we expect our students to avoid conflicts, solve problems, and insure the rights listed above.



An Active PTA

Welcome and it is our hope that you will join the Brewster PTA. The PTA supports many fine programs at Brewster and encourages networking among parents and staff.

The PTA engages in the following committees and activities and is actively seeking volunteers for them:

Adopt a Book	Art Smart
Authors in April	Bake Sale
Beautification	Brewster Barker
Campbell Soup Labels	Carnival
Drama Club	Family Dinner
General Mills Box Tops	Junior Great Books
Ice Cream Social	Disability Workshop
Lego League	Market Day
Parent Advocacy Committee	Brewster Reads
Reflections	Science Fair
Staff Appreciation	Spirit Wear
Student Director	Fun Run
World of Welcome	Yearbook
Youthsavers	Health and Welfare
Legislative Representative	School Supply Kits
Website Administrator	World Of Welcome
Field Day	