



The mission of Brentwood Academy is to empower the young minds of East Palo Alto through quality instruction and community outreach to create life-long learners

The mission of Brentwood Academy is to empower the young minds of East Palo Alto to become life-long learners.

Parent/Guardian and Student Handbook

2015-16

2086 Clarke Avenue
East Palo Alto, CA 94303
(650) 329-2881
Revised 8/6/2013

School Pledge

I _____, a student of Brentwood Academy, pledge to be **safe**, be **responsible** for myself and my learning, and be **respectful** to my teachers and to my fellow students.

Core Values

Brentwood Academy integrates 8 core values, RESPECT, RESPONSIBILITY, COURAGE, JUSTICE, COMPASSION, HOPE, WISDOM, AND INTEGRITY into its curriculum on a monthly basis. Each value is studied and practiced daily. Demonstration of the core values is rewarded monthly at Friday Morning Sing.

Staff

The Brentwood administrative staff is available to assist student, parents, and the community. Please call staff at (650) 329-2881.

Jennifer Gravem	Principal
Darice Thomas	Vice Principal
Diana Zeballos	Office Manager
Maria Diaz	Bilingual Clerk
Juan Bilbao	Library and Technology Manager

Daily Schedule

Students are expected to be lined up in the courtyard and ready for the school pledge by 8:30am. Please do not drop off students before 8:00am. Breakfast is served to all students in the classroom. School is dismissed at 3:10pm Monday, Tuesday, Thursday, and Friday. School is dismissed at 1:10 every Wednesday.

Attendance Policy

Regular attendance at school is extremely important for each student's learning. Please schedule medical or other appointments after the school day. Should your child be absent, please contact our Office Manager at (650) 329-2881 to report the absence.

According to the law a written excuse note **MUST** accompany all absences when a student returns to school (even if they have called first). A doctor's note must accompany all absences lasting three (3) days or more.

If your child is going to be absent two (2) or more days and you want homework for your child, it is important that you call the office by 10am in the morning. The homework will be ready in the office after 3pm.

If a student has more than two unexcused absences the family will be referred to the district Student Attendance Review Board. According to California Education Code families can be penalized for additional absences.

Late/Tardy

All students arriving after 8:30am are considered tardy. Being tardy causes a disruption to the classroom learning environment for the student, the student's teacher, and the student's classmates. Every effort must be made to ensure that students arrive promptly in the morning.

If a student arrives after 8:50 am they must go to the Main Office to receive a Tardy Pass before going to the classroom.

Independent Study

An Independent Study contract will be given to your child if you know ahead of time that your child will be out of town for at least five (5) days, but not more than ten (10) days and it is approved by the district. The contract is signed by the teacher, parent, student, and principal. Please contact the school office two or more weeks in advance to request independent study.

Uniform Policy

Uniforms provide equity among students and help create a stronger school community. Following Brentwood Academy's uniform policy will help to ensure student safety and security both on and off campus. It is mandatory that student wear the following uniform:

White collared top such as polos or button down shirts.

Navy blue bottoms such as pants, skirts, or shorts.

Students should wear socks and tennis shoes every day in order to participate in PE and be safe on the playground.

Students may not wear hats, scarves, or sunglasses inside the cafeteria or classroom.

Visitation Policy

Parents are welcome to visit their child's classroom. Please follow the following guidelines while visiting Brentwood Academy:

- All visitors must check into the front office, sign in, and get a visitor's badge. For safety reasons, we must have an accurate list of all people who are on campus at all times. Visitors must also sign out upon leaving.
- Visitor badges must be worn where they can easily be seen.
- If a student forgot an item, it should be dropped off in the Main Office, not taken directly to the classroom. This will help keep classroom disruptions to a minimum.

Dismissal

Dismissal is at 3:10pm on Monday, Tuesday, Thursday, and Friday. All students will be escorted to the cafeteria or parking lot where they will be dismissed. Students will not be allowed to wait in the office or make calls home. Students should always know how they are expected to get home. On Wednesdays the students will be dismissed at 1:10 pm.

Wellness Policy

Brentwood Academy provides a healthy snack for all students daily. ***Please do not send students with chips, cookies, soda, or candy.*** In accordance with the Ravenswood Board adopted wellness policy, we promote a healthy lifestyle through physical activity and good nutritional choices. If a child repeatedly brings unhealthy food to school, we will contact the parent to support the family with a healthier plan.

Homework

Students will be expected to complete homework every school night. The purpose of homework is to extend and reinforce what has been learned in class, to develop proficiency with skills, study habits, and a sense of responsibility and accomplishment. The amount of homework varies depending on the student's grade level.

If your child is spending what appears to be an unusual amount of time on homework, or if the homework seems particularly difficult for your child, please communicate this to your child's teacher.

“Tuesday News Day”

School information will be sent home each Tuesday. Please be sure to check your child’s backpack and return any documents that need to be signed. If you have any questions about the information sent home please call the office.

SST

The Student Success Team (SST) is available to create solutions and ensure that all students have the support they need to be successful. The team will develop individual plans and provide links to community resources. Teachers, administrators, staff members, and/or parents may request that a student begin the SST process.

Field Trips

Classroom teachers may plan field trips for specific educational purposes. In order to participate, a child must complete and submit a Field Trip Permission Form. If a parent does not wish for their child to participate, arrangements will be made for the student to attend another classroom for the day. Field trips are a privilege for all students. Therefore, students who receive disciplinary consequences during school or do not complete school work may be restricted from extra curricular activities or field trips.

Library

School library books are furnished free of charge to students. Books may be checked out for one week and then returned. Students will receive a report quarterly of any books that have not been returned. Students are required to pay for lost or damaged books.

Emergency Cards

Brentwood Academy requires a current Emergency Card on file for every student. The cards are filed in the Main Office and are used to contact family members in the event of an emergency. The Office Manager should be notified if there is any change to a student’s address or phone number.

Medication

If a student has a medical condition or need, it is imperative that the school be notified in writing. All information will remain confidential.

In order to ensure the safety of your child, school policy requires written parent permission for all medication to be given during school hours. In addition, students who may need prescription medication during the school day are required to provide the school with a doctor’s note. If a child is to receive medication during the school day, the following procedures must be followed:

- complete and sign the school's medication permission form
- all medication must be brought in its *original* labeled container
- all medication must be left at school (it cannot travel back and forth)
- doctor's notes for medication must include the name of the student, the drug, dosage, schedule, and a doctor's signature

Health

If a student becomes ill or is injured at school, a parent will be notified immediately by phone. If the office is not able to contact the parent, they will notify someone listed on the Emergency Card. A child may be sent home from school if they:

- have a temperature over 100 degrees
- are vomiting
- have a severe earache or headache
- have head lice, pink eye, or other contagious conditions

Parents are requested to call the school office to report any contagious illness or condition. In such cases, students should stay home until their return has been approved by their doctor and they are clear of infection.

If a student has head lice they may not attend school until they are completely free of nits. If a student is identified as having head lice, the parent will be contacted and will be given information on the appropriate treatment.

Volunteer Opportunities

Family support and involvement are key elements in the academic success of our students. In addition, the staff would greatly appreciate your gift of time and talent during the coming year. The following volunteer opportunities offer flexible, interesting, and fun ways to contribute to the Brentwood community. A parent may serve as a presenter, field trip chaperone, classroom assistant, special event coordinator, fundraiser coordinator, library organizer, office assistant, advisory office assistant, etc. Regular volunteers (more than 3 times) will be asked to complete a volunteer packet which includes fingerprints and a current TB test.

Classroom Parties

In order to maximize on instructional time, classes are limited to 5 parties per year. These parties ordinarily fall around Halloween, Winter Break, Valentine's Day, Spring

Break, and the End of the Year. Parents are encouraged to bring healthy snacks or fun activities to the parties. Please see your child's classroom teacher for more information.

Student birthdays may not be celebrated during instructional time, please do not bring cupcakes or food to school for your child's birthday.

Cell Phones/Electronics

Cell phones and other electronics (iPods, DS games, etc.) can distract from student learning. Students are not allowed to bring cell phones or other electronics to school. All staff is instructed to confiscate any cell phone or electronics that they see and turn the item into the principal. A parent can pick up the item from the principal after school hours. If a cell phone or electronic item is stolen, the school is not responsible.

Brentwood Code of Conduct

School-wide Rules

The school-wide rules are posted on large charts in every classroom and apply to all areas of the school (e.g. classrooms, hallways, cafeteria, playground, bathrooms, etc.). The three school rules are: **Be Safe, Be Respectful, Be Responsible**. The school rules will be said each morning before the start of the academic day. This sets the tone and makes the expectations clear for everyone in the school community.

Daily Behavior Plans

Each teacher is expected to have a 15-20 minute Morning Meeting. The general agenda for a morning meeting is: Greeting, Announcements, and Activity/Behavior Lesson Plan. The behavior lesson plans are based on the needs of the school.

School-wide Incentives

Star Bucks – Student Store

Star Bucks are a reward (token economy) given to students who are “caught” being safe, respectful, and responsible. Students save up their Star Bucks and can spend them on items at the Student Store. Items in the store cost from 5-30 Star Bucks, but the most a student can use at one time is 30 Star Bucks.

Honor Classes

Classes with no referrals or citations for the week can earn an Honor Ribbon to display in their classroom. All Honor Classes are recognized at Morning Sing, a school-wide assembly every Friday. The classes with the most Honor Ribbons at the end of each trimester will receive a reward.

Star Awards

The Star awards are an opportunity for teachers to award students for success in Achievement and Effort. The Star awards are celebrated three times a year, at the end of each trimester. At the grade level ceremonies, students are called onto the stage to receive their award. Star awards are used both as an incentive program for students to achieve, and as a celebration of their accomplishments.

Attendance Banners

Brentwood encourages attendance at school in multiple ways. Teachers discuss with their students the important impact attendance has on student learning. Each Monday at morning assembly the class with the best attendance in each grade level receives a poster signifying their accomplishment to hang on their classroom door.

Cafeteria Expectations

Students are expected to silently walk on the blue lines and arrive to lunch on time. Classes should sit at assigned tables and wait for their turn to get food. Students will be expected to sit with their class for 15 minutes and eat before being dismissed to the playground.

Students will be monitored for the using quiet voices and having good manners. Good manners include raising their hands before being dismissed, sitting down quietly to eat, eating their own food and not asking for food from others, chewing with their mouths closed, and saying please and thank you to their peers and to the adults serving them.

Consequence System

Standard Management System

Students who break one of the school rules will receive the following consequences:

1. 2-3 reminders – the teacher asks the students what the procedure is (or rule) they should be following.
2. In class “time out” – the teacher gives the child an action plan in a quiet area in the room, the teacher talks individually with the student after they have had time to reflex on their actions and write a plan.
3. Parent call home – as soon as possible the teacher calls the parent to inform them of the behavior, the reminder given, the action plan filled out, and the behavior they expect

4. Buddy class “time out” – the teacher sends the student *with work* to a grade level colleague so that the student is removed from the situation. The students should not be in the buddy class for more than 15 minutes.
5. Lead teacher “time out” – the student is sent to the Lead teacher to determine if an office referral should be given. A student may not be sent to the Lead teacher before all the steps are followed including a phone call home. The Lead teacher will hold the student for another time out or will send them with a referral to the office.

Citation

Noon supervisors and teachers can fill out a citation to be sent home with a child that isn't following a school-wide rule. These citations can be used as warning to our students for behavior such as:

1. Using inappropriate language
2. Not keeping their hands and feet to themselves
3. Being defiant
4. Cruel teasing
5. Bullying
6. Running or shouting in the hallway
7. Using rough or aggressive behavior
8. Not following directions

A copy of the citation should be turned into the office and the original should be send home with the student to be signed by their parent. Teachers will call home the following day if the student does not return with their signed citation.

Progressive Discipline Plan

For extreme behaviors, teachers will use the guidelines outlined in the Progressive Discipline Plan. If a student is sent with a referral to the office, the administrator will determine the consequences for the child. The goal of the consequence is to stop/change the behavior, not only to punish the child. All efforts will be made to keep the child in school. If a student is sent home or suspended, the administrator will have a meeting with the parent before the child returns to school.

Student/Parent Handbook with Code of Conduct

My child and I have read the student/parent handbook and agree to the following: (check each)

- I will bring my child to school by 8:30am every day and **not before** 8:00am.
- My child will wear a uniform of navy bottoms and white tops daily.
- Snacks are served daily at Brentwood, I will not send chips, cookies, soda, and candy.
- Birthdays are not celebrated in the classroom, I will not bring cupcakes or other unhealthy treats for the class.
- My child will not bring electronics/cell phones to school.
- My child will follow the school rules (be safe, respectful, and responsible)
- My child will read for a minimum of 20 minutes a night and complete all homework.
- If I have any questions, I will ask the teacher or principal for clarification.

Student Name: _____

Teacher: _____

Classroom: _____

Thank you and we look forward to a fantastic 2015-16 school year!

Student Signature

Date

Parent/Guardian Signature

Date