

Absent from School ?

Brouillet Office: 841-8670

Ext: 1



Each day your child is ABSENT from school, we ask that you call the school's office. This line is available 24 hours a day. Give your child's first and last name and reason for absence.

If we do not hear from you before 9:00 a.m. you will receive a call from the automated system telling you that your child is absent from school.

All student absences are marked Unexcused until we receive a call or written parental note from a parent/guardian.

Unexcused absences may result in disciplinary action. Under the State's mandatory "BECCA" attendance law, (5) unexcused absences in a month and/or (10) in a school year, the District will *file a petition with the juvenile court seeking the Court's jurisdiction over the student's attendance in school.*

All correspondence regarding your child's unexcused absences and/or tardies is placed in his/her permanent records.

Parent Newsletter

Brouillet's monthly Parent Newsletter is sent the first week of each month to every Brouillet family household.



If you do NOT have access to e-mail, contact the school office, and a hard copy will be sent home with your child.

Early Dismissal

Every Wednesday

Dismissed at 11:51 a.m.



If you have a kindergarten student, the AM/PM classes will attend on alternating Wednesday mornings.

Lunches will be served (grades Kdgn-6)

The primary goal of the Learning Improvement Calendar is to provide teachers and other school staff with the time they need to work with one another to address student learning needs. Education research clearly shows that students learn more in schools where teachers and specialists collaborate with one another to:

✓ make sure the lessons they are presenting in one grade level are adequately preparing students for the next;

✓ analyze students' performance on assignments and tests; and

✓ figure out the best strategies for reaching every student.

Parents and teachers benefit from having regularly scheduled days available for conferencing together.

The schedule allows for working parents to plan daycare arrangements for every Wednesday afternoon.

Volunteer Program

Guidelines

As a volunteer in the Puyallup School District, you are an important member of our educational team. Before working with students, volunteers are **REQUIRED** to:

- **Fill out a 'Volunteer Application'** form on a yearly basis. (application forms are located in the school office)
- **Participate in a Washington State background check** process.
- **Attend** an orientation and training class.
- **Sign-in and sign-out** at the school office each day that you volunteer and record your service hours.
- **Wear an identification badge** while in the school building. Students and staff are very aware of strangers around the building. If not wearing a badge, you may be asked why you are here and escorted to the school office.

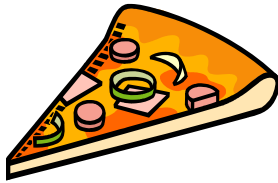


Our staff is pleased and proud you chose to contribute your time and effort to work with our students and staff. You will be providing a wealth of support, and we hope you find your time at Brouillet to be rewarding and worthwhile.

Make-up Homework

If your child is absent (1) day **ONLY**, homework will be waiting for your child upon his/her return to school the following day.

If your child is absent (2) days or longer, please contact the school office by 9:45 a.m. to request homework. Homework materials can then be picked up, in the school office, between 3:15-3:45 p.m., or sent home with a sibling or classmate.



Lunch Prices 2010/11

Student HOT Lunch - \$3.10

Reduced HOT Lunch

Grades K-3 **Free**

Grades 4-6 **\$.40 cents**

Milk - \$.65 cents

CASH ONLY

Adult HOT Lunch - \$3.95

Planned Absence

If you know your child will be absent for a reason other than illness, and will be absent for (2) days or longer, you will need to obtain a Planned Absence form from the school office. This form should be filled out and returned PRIOR to the absence.

Riding Devices Prohibited

Students are prohibited from riding devices including, but not limited to, skate/in-line skates, skateboards, scooters, wheeled shoes, etc. to or from school or on school property. These items are disruptive and present a safety hazard and may be confiscated. This applies to all District properties at all times.

Bicycles

Students in grades 4 - 6 are permitted to ride bicycles to and from school.

Bicycles are NOT to be ridden on the school grounds or on the sidewalks in the school block. Students **MUST** walk their bicycles in these areas to the parking rack. The school assumes NO responsibility for loss or damage of bicycles.

A release of liability permission form **MUST** be completed on a yearly basis. This form may be picked up in the school office.



School Lunch Program

Hot Lunch

(one lunch credit) Can be purchased by cash or check, made out to Brouillet Elementary. Your child will purchase lunch credits through his/her classroom lunch line. Puyallup School District's Food Service encourages parents to purchase at least one weeks worth of credits. Note: On 'Early Release' days, full hot lunch is served with the exception of Fair Day and the Last Day of School.

NOTE: Kindergarten Students will have the opportunity to purchase hot lunch on Wednesdays ONLY.

Free and Reduced

Free/Reduced lunch program is available for qualifying families only. Forms are in the school office. For more information, call the District's Food Service office at 841-8773 between 7-4:00 p.m. Families are required to apply every school year.

Online Payment

www.mySchoolBucks.com

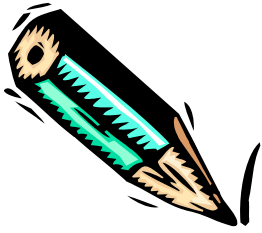
You can purchase your child's meals using your credit or debit card. With this online service, you can also view your child's cafeteria purchases, make payments for all your children even if they attend different schools, and set up automatic email reminders to tell you when a payment is needed.

If Your Child Forgets

Lunch Money ?

He/she will be permitted to telephone home for lunch money. If no one can be reached, a high grain granola bar and milk will be provided as a snack alternative so that no child is left hungry. The intent is that the granola bar and milk will tide a child over until school is out and can get lunch at home.

General Discipline



Discipline

To ensure that Brouillet students receive a quality education, students are expected to follow all behavior guidelines regulating school programs (i.e., class rules, playground/gym rules, bus rules and District Elementary Rules and Regulations.) Staff will work cooperatively to maintain a nurturing environment at Brouillet. We value and depend upon the partnerships and communication we have with the parents/guardians of the Brouillet community to help kids succeed.

When a student exhibits inappropriate behavior (breaking established rules) he/she will receive a behavior discipline slip explaining the infraction.

Guidelines followed

By Brouillet Staff

- Rules and expectations are taught and reinforced throughout the school year. Rules are posted at all times;
- Staff will include parents and support staff in the discipline process; and
- If a student makes inappropriate choices, correction may include: ignoring the behavior, verbal correction, change in seating arrangement, loss of privileges (recess, playground equipment, special activity), counseling and/or parent contact by notes, phone calls, conferences.

If we find a student is having difficulty with a specific behavior on an ongoing basis, we will arrange a time to review the situation with staff and parents so that a positive plan of action may be put into place.

Suspension

Fighting, intimidation, threatening behavior exhibited by one student against another student or staff member will result in an immediate referral to the school office and can result in loss of recesses, suspension from classroom activities and/or school premises.

Based upon specific circumstances, the principal reserves the right to move immediately into severe consequences: including school suspension, at home suspension, expulsion and contact with legal authorities.

Brouillet Elementary PTA 2011-2012



PTA has some excellent services available to parents and children at this school. We hope you will take advantage of the opportunity to be an active member in the organization that does so much for our children. You will receive periodic information and a monthly PTA Newsletter about all the activities PTA has planned.

PTA meets the first Monday of the month at 3:00 p.m. in the school library. PTA values your participation and input; feel free to contact the Board with any suggestions or concerns.

Executive Board Members

President: Shannon Perkins -
cliftonandshannonperkins@hotmail.com

Vice President: Catherine Anders
fcceanders@gmail.com

Treasurer: Jessica Jackson-Youngblood
Jessica.jackson@comcast.net

Secretary: Jennifer Burbidge
jenburb@hotmail.com

Brouillet Elementary

Bell Schedule

Monday, Tuesday, Thursday & Friday

First Bell (Students to their classrooms) 8:20 AM

TARDY Bell 8:25 AM

*Walkers arrive NO Earlier than 8:10 AM

Every WEDNESDAY (Early Dismissal)

Kdgn—6th 8:15—11:51 p.m.

1st Recess

Grades 1/2 11:30-12:00 p.m.

Grades 3/4 12:00 - 12:30 p.m.

Grades 5/6 12:30 - 1:00 p.m.

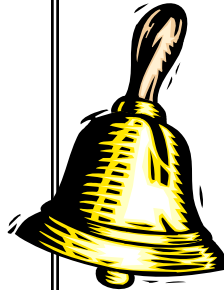
2nd Recess

Grade 1,2,3 1:30-2:00 p.m.

DISMISSAL 2:46 PM

AM Kindergarten 8:20 - 11:03 a.m.

PM Kindergarten 12:08 - 2:46 p.m.



Brouillet Elementary

Expectations

The Brouillet staff believes in a fair and consistent code of discipline that encourages students to be responsible for themselves. We hope to create an environment where courtesy and kindness prevail and where there is respect for differences in other people, customs, and cultures. We want your child to work on what we call the **Brouillet Big Five**. If problems arise, we will work positively to find solutions. If your child has difficulty assuming responsibility at school, we may ask you to help us teach your child an alternative set of behaviors. You may be asked to confer with us and/or support us in developing an appropriate plan for greater success. Our expectations to follow our school rules are the same during the school day as well as after school at evening performances and activities. Your child's knowledge that his/her parents are actively interested and supportive of the school program almost always results in fewer problems and greater success.

WATCH D.O.G.S.

Watch D.O.G.S. is a program that asks dads and father figures to volunteer one day a year at their student's school. The purpose is to bring a dad's presence to their child's school and support the staff with another set of eyes to watch over our kids. We are always looking for more dads and father figures to get involved. If you are interested in joining or would like more information, contact us via the PTA website at www.brouilletpta.org.

Brouillet's Big Five

We Respect:

1. Learning
2. All People
3. Property
4. Language
5. Personal Space



Brouillet is a hands off school.

Illness At School

Each year a number of children become ill while at school. The procedures we use when your child becomes ill are as follows:

Child's temperature is taken, and it is decided whether or not he/she should go home. Quite often a short rest, in the nurse's room, is all a child needs.

A sick child is never sent home alone, nor is he/she sent home when no one is there. If you are not available, the 'Emergency' contact, listed on your child's school enrollment card will be called to arrange for care until you are available.



Medication at School

Washington State Law states that medications (prescription and non-prescription) may NOT be dispensed, by school personnel, without a physician's written order, and parent consent. Parents must provide a signed 'Medication' form which gives school personnel permission to administer the medication.

All medication must be brought to school in the original container and labeled, by the licensed prescriber, for the prescription drugs. A physician's order must include the following:

1. Child's Name.
2. Name of medication.
3. Time (s) when the medicine is to be given to the child.
4. Expected duration of administration.

This includes aspirin, Tylenol, cough drops, cold medicines, etc. Medication must be in the original container with a pharmacy label. All

medication shall be stored in the nurse's office in a locked cabinet, where it will be administered (to the child) by the school nurse, health assistant, office manager, or the school principal.

Change of Destination

At Dismissal

We ask that you send a note to your child's teacher, or contact the school office when your child's destination will be different (*going home with a school mate, picked-up by a parent, relative, or friend, ride the bus, etc.*)

Staff is required to send your child to his/her regular destination if the office has not been contacted or a note sent to school prior to the end-of-the-day.

Checking your Child

Out Early?

Always send a written note to your child's teacher if you will be picking your child up early from school. On those occasions, he/she will need to be dismissed and signed-out through the school office.

Child LATE to School ?

Students are considered Tardy if not in his/her seat by 8:25 a.m. It is important that all students check in (with the school office) for a Tardy Slip before going to class, otherwise he/she will be counted as absent instead of tardy. All tardies are marked unexcused unless the child is late due to a doctor or dental appointment.

Pet Policy

Pets are not allowed onto school property, into the school building, and/or for classroom sharing. This includes pets in cages or bowls.



Lost and Found

All valuable articles found at school are taken to the school office. Other personal articles are placed in the Lost & Found. You and your child should report any loss as soon as possible. We recommend labeling all clothing articles (*particularly coats, sweaters and sport hats*) with first and last name. Occasionally checking the Lost & Found box for missing clothing articles is also helpful. Unclaimed items are donated to a local charity the day prior to Winter Break and the day after the conclusion of the school year.

Personal Property

Students are NOT to bring electronic devices such as portable CD players, Game Boys, Ipods, or other toys which may disrupt the educational process (to school) unless the teacher has given prior permission. This is usually done for classroom 'sharing.' Sharing items are kept in the classroom.

Cell Phones

Permission to have a cell phone at school is granted provided that the school district guidelines are respected and followed and there is a Cell Phone Permission Form on file in the school office.



Important Information



Student Verification Enrollment Information

This information is our lifeline to YOU! Please remember to inform the school office with any changes (*address, home & work phone numbers, etc.*) throughout the school year. In case of an emergency and parents can not be reached, we strongly advise (2) names of local persons who may be contacted and to whom the child may be released. If the name doesn't appear on the verification form, we can not release the child.

**We can't stress enough -
the importance of a
completed and updated
'Verification Form'**

Puyallup School District Public Website

www.puyallup.k12.wa.us

The district's web is the district's 'gateway of information' to the community and is designed to be easily navigated by students, parents, and community members.

Emergency: current announcements, emergency contact, school closure information, weather policy, shelter-in-place, and overview.

Transportation Information: bus schedules and routes, bus behavior rules, and overview.



Food Service: lunch menus, free/reduced lunch application, and overview.

District Calendar: elementary, secondary, district events, and overview.

District Schools: overview on each school in the district (boundary map, school hours, school supply list, WASL and ITBS results and related information.

Information also available regarding the District, Student Learning, Student Programs and Services, Employment Opportunities, Diversity Affairs, Facilities, Technology Support, etc.

SchoolMessenger

The SchoolMessenger is an automated parent notification system. This system can rapidly alert parents of weather related school closures or changes in start or dismissal times. SchoolMessenger has the capacity to reach all families in a given school, or the entire district, within five to ten minutes from the time the first call is placed. In an emergency, the system is programmed to call the **HOME and WORK phone numbers of parents/guardians listed on the child's enrollment card.**

Transportation

Department

Students who have the opportunity to ride district school buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus riding privileges. All students are expected to follow school and bus safety rules when riding district buses



Recess

All students will be required to go outside during recess periods unless there are severe weather conditions. It is important that parents provide clothing and instructions to their child for the outdoor periods. The covered play shed area is used for rainy day recesses. During extreme weather conditions, the indoor recess policy will be put into place. If it is absolutely mandatory that a child stay in, a note from the parent is required.