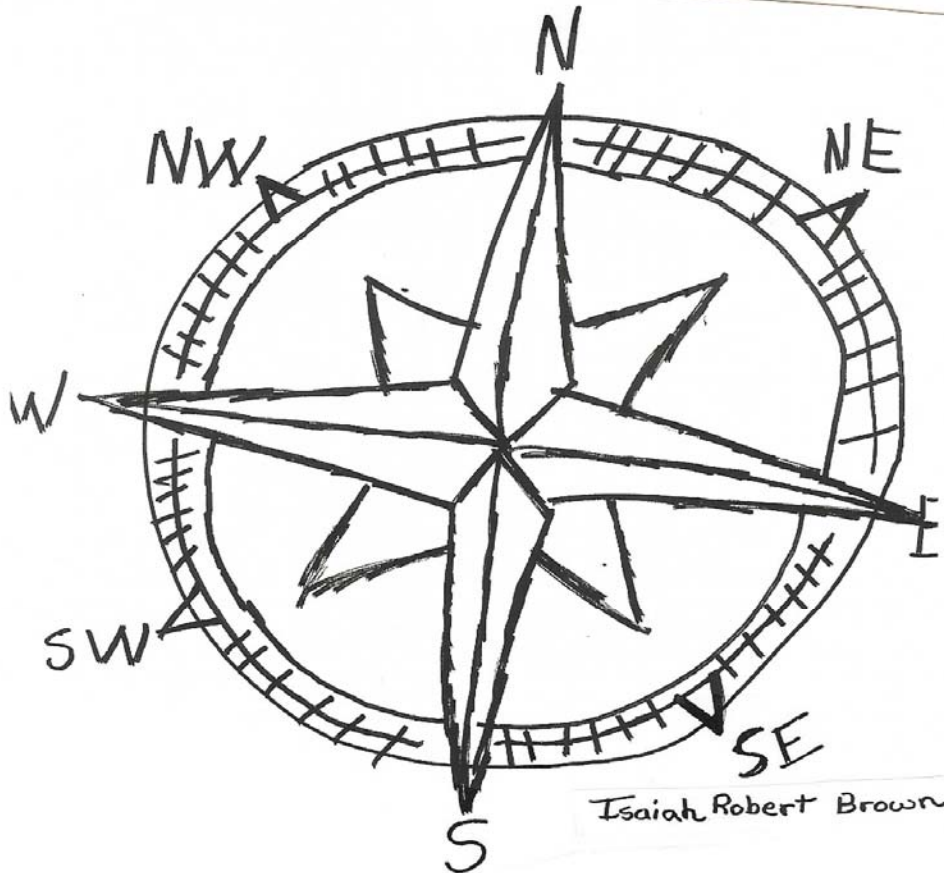


BROAD VIEW ELEMENTARY

STUDENT/FAMILY HANDBOOK

2009-2010

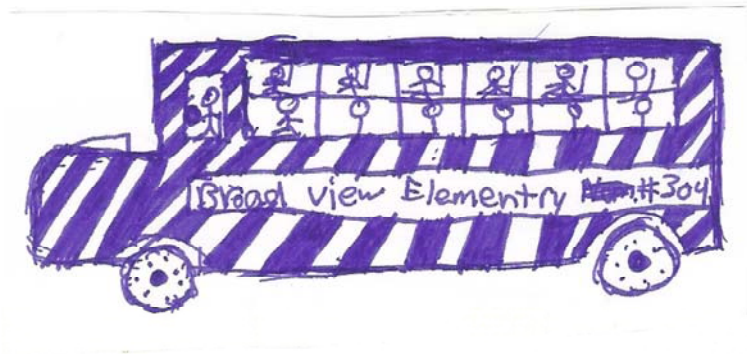


Broad View Elementary
473 SW Fairhaven Dr.
Oak Harbor, WA 98277

BROAD VIEW ELEMENTARY INFORMATION

Phone Numbers

Main Office	279-5250	Attendance	279-5295
Counselor	279-5270	Nurse	279-5049
Kitchen	279-5256	Resource Room	279-5259
Life Skills	279-5262	Library	279-5253
LAP	279-5273	School Closure Line	279-5060
District Offices	279-5005		



Websites

- District Website: www.ohsd.net
- School Webpage: go to www.ohsd.net, click "schools," then select Broad View from the left-hand menu.
- PTA Website: www.whidbey.com/bvepta

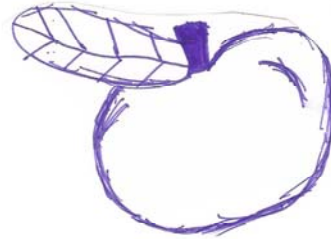
School Hours

Every Monday: School Improvement Day

Kindergarten AM	9:00 a.m. – 11:40 a.m.
Kindergarten PM	11:40 a.m. – 2:20 p.m.
Grades 1 – 5	9:00 a.m. – 2:20 p.m.

Tuesday – Friday

Kindergarten AM	9:00 a.m. – 12:10 p.m.
Kindergarten PM	12:10 p.m. – 3:20 p.m.
Grades 1 – 5	9:00 a.m. – 3:20 p.m.



WELCOME TO BROAD VIEW ELEMENTARY!

Welcome to Broad View Elementary! This is the home of thoughtful students who work hard to meet high expectations and talented staff members who have dedicated themselves to student success. Because showing respect and being responsible are so important to success in school, this handbook is provided for your family as a resource about our social expectations. It contains a collection of information about our school and while thorough, it doesn't contain everything. Please read it with your child(ren) to become familiar with the content and then contact the school office or your child's teacher if you have any questions about our policies or procedures.

To teach and reinforce the Explorer characteristics, we highlight one of them each week. On Fridays, an "Explorer of the Week" is chosen from each classroom to receive special recognition. I'm very proud of our Explorers and the way they demonstrate the characteristics we value. It's wonderful to work with children who are polite, hard-working and inquisitive!

Best wishes for a happy and successful school year!

Joyce A. Swanson
Principal

AIM STATEMENT (MISSION STATEMENT)

The purpose of Broad View Elementary is to provide a safe environment where all students are challenged and encouraged to achieve the highest standards of academic excellence and social responsibility.

WE ARE THE EXPLORERS:

Our mascot is the Explorer; our school colors are light blue and dark green. Below are the characteristics we value and promote at Broad View:

Include	Everyone
Pursue	Excellence
Always	Persevere
Become a	Life-Long Learner
Have an	Open Mind
Be	Responsible
Express	Empathy
Show	Respect
Give	Service



A SPECIAL THANK YOU FOR OUR HANDBOOK ARTWORK! We'd like to thank Broad View Elementary students for contributing their artwork for the handbook.

ATTENDANCE

Regular school attendance is critical for mastery of the instructional content being presented sequentially to your child at BVE. Children learn hundreds of new skills/concepts during the school year and their understanding of these skills and concepts is dependent upon their daily attendance and participation. Additionally, regular daily attendance is important to a student so that he/she may develop secure relationships with peers and the classroom teacher.

Significant changes in the district's attendance policy were made in May, 2006, increasing expectations for student achievement from the federal and state levels. The changes include:

1. A new category of "excused" absence. Military Family Deployment Leave. This allows a student to miss up to ONE day for a parent's deployment and up to ONE day for a parent's post-deployment reunion. This is limited to one day per event and specific to the NASWI deployment/reunion.
2. Family vacations and such ARE NOT EXCUSED ABSENCES unless the principal/designee approves it in ADVANCE. Principals cannot approve such absences if the absence will have a negative impact on the student's schooling.
3. Students arriving up to 90 minutes late are tardy. Any more than that, and it is a ½ day (of full day) absence. Students whose parents pick them up early are "absent" for the ½ day if they leave school more than 90 minutes early.

As parents, you control your child's attendance. Every attempt needs to be made to guarantee good school attendance. However, circumstances do arise which necessitate a student occasionally missing school.

Washington State has a compulsory school attendance law (RCW 28A.22S.010). If your child is absent from school for any reason, you need to do the following:

1. Call the school attendance line **279-5295** (24 hours) to notify office personnel of the absence.
2. Send a note with your child within 48 hours of his/her return to school explaining the reason for the absence, date of absence, your signature and the current date. You may also e-mail Mrs. Fink with the attendance note to bveattendance@ohsd.net.
3. **Absences without a note will be considered unexcused.**
4. Contact the classroom teacher and ask for assignments that need to be made up.
5. If you anticipate a lengthy absence for medical reasons, please provide the school with a note from the doctor.

***See back pages of handbook for District Policy on Attendance which includes new information from the May, 2006 update.**

Call-Back Procedures

If a child is absent and the school has not heard from the parent, the school will call the parent or other designated individual. Every attempt will be made to make the calls by 10:15 AM. The school will make only one call. Each parent will provide the school with a call-back telephone number to use in the morning where there will be somebody to receive the call, e.g., home, relative, reliable friend, work. **Please update home, work and emergency phone numbers on a regular basis.**

Emergencies

In the event of an emergency, students will only be released to their parent, guardian, or persons designated on their registration card.

Tardiness

Students entering the classroom up to 90 minutes late are considered tardy. Students who are late **must** report to the office to check in and get a tardy slip to present to the classroom teacher. In order to keep parents informed about the number of tardies their child is accruing, letters will be sent home after 5, 10 and 15 tardies.

Checking Students In and Out of School

If you need to remove your child from school anytime during the school day, please be sure to check in at the office first. You will be asked to sign your child out and note the reason for taking him/her out of school. The office personnel will call your child from class via the intercom. ***To insure safety, no student will be picked up directly from their classroom by anyone, under any circumstance, without permission from the office.***

Students will be released to the parent or guardian indicated on the student registration card in the office. If you wish to have someone pick up your child from school for any reason, please call the office beforehand and/or send a note with your child.

IMPORTANT NEWS! PARENT ALERT!

The vehicle loop will be reserved for "buses only" until 3:45 p.m.

OPTIONS for STUDENT ARRIVAL/DISMISSAL:

- Allow your child to walk or ride a bike to/from school. Team up with other parents to walk or ride with the kids. Use School Share to find walking/riding partners in your neighborhood! Exercising is healthy! We have an epidemic of childhood obesity in our state and also have evidence of diabetes and heart disease in children; daily exercise is an excellent prevention strategy.
- We will allow parents to drop off their children at the crosswalk in the south parking lot in the morning.
- Arrange to drop off or pick up your child(ren) at a street location away from the school. Your child will be a "walker" so they can walk to meet you and you can stay out of the traffic in front of the school. Many parents use the little park on SW 6th Ave or the sidewalk along SW 3rd. There are two paths off of the school grounds that exit to SW 6th and SW 3rd.
- Park on the street or in a designated parking spot in the south parking lot and walk to the school to pick up your child from the gym.

REMEMBER:

- Students may arrive at school after 8:45 a.m. Adult supervision is not provided until that time. Exception: those who are taking part in the school breakfast program may arrive at 8:30 am. To ensure safety, students are expected to leave the school ground promptly at dismissal time.
- First through fifth grade students who are waiting for a parent or sibling to pick them up after school will wait in the gym.
- Please do not block the bus lane or the parking lot.

By increasing the number of children who are walking or riding a bike to/from school, we will improve our air quality and reduce traffic congestion near the school. We all want healthy children!

School Closure

School will remain in session during regular school hours unless weather conditions become extreme or an unforeseen emergency arises. Please refer to the OHSD Emergency Communication Information Bulletin for information regarding school closures, late-starts and bus transportation changes. Emergency messages and closures will be carried by radio and TV stations, or posted on the internet at <http://www.ohsd.net>.

From the homepage, select: Operations>Transportation>Emergency Closures and Alerts. This page gives information regarding school delay or closure. Emergency school closure/schedule change information can also be accessed by calling **(360) 279-5060. PLEASE DO NOT CALL THE SCHOOL OFFICE.**

HOT LUNCH

The Oak Harbor School District participates in the National School Lunch Program. The nutritionally complete lunch will be \$2.15, breakfast will be \$1.35. Students can purchase milk for \$.35. Menus will be sent home monthly.

Students purchasing hot lunch are encouraged to put money on their account which is debited like an ATM card. To credit your account simply send money or a check payable to O.H.S.D. in an envelope clearly marked with your student's name and their teacher's name. Lunch money may also be turned into teachers in the morning or put in the locked box located in the Galleria next to the main entrance.

Free and reduced-priced lunch applications are available in the school office. If you have any questions about your student's lunch account, please call our **school cafeteria at (360) 279-5256.**

LUNCHROOM RULES

1. Use your restaurant manners
2. Use a soft/quiet voice
3. Walk in the cafeteria
4. Stay seated until dismissed by a supervisor
5. Do not share food, give away food or trade food
6. Clean up after yourself
7. Be safe!

HEALTH AND SAFETY

Immunizations

State law requires that all students attending kindergarten through twelfth grade must present proof of immunization. **Failure to provide documentation of full immunization before or on the child's first day of attendance shall exclude the student from school until an acceptable Certificate of Status form is submitted to the school office.** If you have any questions, contact the school. Certificate of Immunization Status forms are available in the school office.

Washington State Law requires the following immunization prior to the first day of attendance:

- **DTP** – 4 or more doses (for entry level students, K-5 grades) with the last dose on or after the 4th birthday.
- **Polio** – 3 or more doses of POLIO vaccine with the last dose on or after the 4th birthday.
- **MMR** – 2 doses. First dose on or after 1st birthday and second dose at least 28 days later.
- **Hepatitis B** – 3 doses.
- **Varicella** - 2 doses (for entry to Kindergarten) given on or after the 1st birthday or parent reported history of disease.

Exemption

Your child may be exempted from immunization for medical reasons (physician signature required) or personal or religious reasons (parent/guardian signature required). However, if there is an outbreak of vaccine-preventable disease that your child has not been immunized against, he/she will be excluded from school until the outbreak is over.

Medications at School

School district policy requires that school personnel have a written authorization form from your physician regarding the amount and frequency of medication to be taken by the student at school. There is a form available for this in the school office. A current "Parental Request" form and "Licensed Health Professional Request" form provided by the district must be completed by the prescribing health professional and the parent. This form is valid for one school year and must be completed by both parties at the start of the school year. Both over-the-counter and prescription medications must have the medication form completed. **(This includes cough drops, Tylenol, cough syrup and other medications commonly administered at home.)** **Medication must be brought to the school office by the parent in the original labeled pharmacy container.**

Life Threatening Health Conditions

Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc. are required to have a medication or treatment order in place from the child's licensed health care provider and a nursing plan developed **before they start school.** For more information call our school nurse, Mary Alice Lloyd, at 279-5049.

Insurance

School insurance is a voluntary program offered for your convenience. Applications will go home in first day packets. The school district does not insure individual students for accidents at school.

Accidents/Illness

If a child is ill or injured at school, emergency first aid will be given and the parent or emergency contact will be called. If the parents cannot be reached, the emergency contact person listed on the registration card will be called. **It is imperative that the phone numbers on your child's registration card are always accurate.** If there is a change, please notify the office as soon as possible. When a child is sick, the school will ask you to pick up your child. We not only have a concern for your child, but other children in the school as well.

Control of Communicable Disease/Exclusion Periods

- **Chicken Pox** – 7 days or until all vesicles are crusted.
- **Conjunctivitis (pink eye)** – until eyes are clear and no puss remains.
- **Impetigo and Ringworm** – may attend school with written notice from the doctor.
- **Head Lice** – until all signs of egg cases (nits) have disappeared.
- **Nor Virus** – 3 days after last symptom

As a general rule, if students are not well enough to play outside, they are not well enough to come to school.

Child Abuse or Neglect

According to state law (RCW26.44.030), professional school personnel are required to report suspected child abuse or neglect. Washington State Law also states that those who knowingly fail to make a report or cause a report to be made shall be guilty of a gross misdemeanor (RCW26.44.080).

Any person who has reasonable cause to believe that a child has suffered abuse or neglect may report, in good faith, such incidences to the Child Protective Services of the Department of Social and Health Services or to law enforcement. Reporting should be regarded as a request for an investigation into a suspected incident of abuse or neglect. A report does not necessarily constitute a proven fact. Making a report can be the beginning of a process that can help parents learn to care for and protect their own children.

Sexual Harassment

Every person in the Oak Harbor School District has a right to feel respected and safe. Therefore, the district has adopted a sexual harassment policy. Below is an overview of the policy. If you would like a complete copy, please contact the school office.

A harasser may be a student or an adult. Some specific examples of behavior related to sexual harassment are, but not limited to:

- Sexually demeaning statements, jokes, graffiti, or cartoons
- Sexually suggestive gestures
- Graphic or degrading comments about an individual's appearance
- Display of sexually suggestive objects or pictures
- Unwanted physical contact of a sexual nature, including feigned (accidental) contact as well as pinches, embraces, slaps, or pats
- Pressure for sexual favors or activity

Weapons

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school provided transportation or other facilities used for school activities. Any student who violates this policy will be dealt with according to Board Policy. The possession of a firearm replica is also a violation of district policy. This includes, but is not limited to, toy guns and squirt guns. The following are examples of dangerous weapons: slingshot, sand club, metal knuckles, knives, nunchuk sticks, guns or facsimile, and other devices which, in the judgment of the administrator, could cause harm to students and staff. For further information refer to Board Policy 4364 and 4364.1.

Threats, Harassment, Intimidation, Bullying and Violence

Threats to do bodily harm, or violence toward another student, staff member, parent, or visitor will not be tolerated. The district has adopted a policy to ensure the safety of everyone in the Oak Harbor School District. Below is an overview of the policy. Please contact the school if you would like a complete copy of the policy.

“Harassment, intimidation or bullying” means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic of race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a student or staff member or damages the student’s or staff member’s property; or
- Has the effect of substantially interfering with a student’s education or the staff member’s job performance; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Depending on the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used for the remediation of the impact on the victim and the climate and change the behavior of the perpetrator.

False reports of retaliation for harassment, intimidation, threats or bullying also constitute violations of this policy. Board Policy #4363.1



SCHOOL COMMUNITY

Report Cards and Student/Parent/Teacher Conferences

Grades K-5 receive report cards four times a year. Student/Parent/Teacher Conferences for all students grades K-5 are planned in October and March. You may request a conference with your child's teacher at any other time by contacting him/her by phone or email.

Homework

Homework for children should help them develop good study habits, foster positive attitudes towards learning, and communicate to students the idea that learning takes place at home as well as at school. Elementary homework is important for honing organization skills, learning how to manage time, and developing the ability to learn autonomously.

Other benefits of homework, which recognize the variety of learners at BVE, are that homework can provide:

- Time for working on long-term projects
- An opportunity for student/parent sharing what is being learned at school
- Additional time for skills practice
- Time for polishing unfinished class work
- Utilization of home resources to complement learning.

Actual time spent on homework varies from student to student due to many factors. The time recommendation is ten minutes a day per grade level.

Ways Parents Can Help With Homework:

- Be available to offer guidance, interest and encouragement (but not necessarily the answers) to your child.
- Establish a homework routine that includes providing a regular time and place for homework, and any necessary supplies or resources.
- Clearly state your family expectations and standards for homework to your child.
- Help with practice work such as spelling, math facts, or storyboards.
- Contact the teacher if problems arise.

Supplies

The Oak Harbor School District provides the basic materials, supplies, and equipment necessary for the instructional program. Students will be required to purchase supplemental materials such as notebooks, crayons, protractors, rulers, paper, etc. A supply list is available on the school website or in the office for each grade level.



SPECIAL PROGRAM SERVICES AT BVE

Special Programs

LAP (Learning Assistance Program), Special Education, Speech and ELL (English Language Learners) program services are available at BVE.

- Students are assessed periodically to identify deficiency areas and parents will be notified if students are eligible for these programs. Please talk to your child's teacher if you have concerns about your child's progress in school.
- Life Skills is a special education program for students with moderate to severe handicaps. These students receive appropriate individual instruction and are included in the general student population to meet the student's needs.

Gifted and Talented Education Program (GATE)

Oak Harbor School District's Gifted and Talented Program is designed to serve identified highly capable students in grades 2-5. Broad View houses the self-contained gifted classes with students throughout the district attending this campus. Starting in 2006-07, all elementary schools began providing services for talented students. Students who meet the criteria for the program have demonstrated high academic ability.

Eligibility is determined by teacher or parent nomination and scores on standardized and cognitive abilities tests. For more information regarding the GATE program, contact the building principal at 279-5254.

After-School Enrichment Program

The BVE PTA offers an innovative after-school enrichment program for students. The purpose of the program is to provide students with an opportunity to participate in a variety of activities that may not currently be available within the classroom setting. Information is sent home with students prior to the sessions. Popular classes fill quickly so it's best to register early.

Counseling/School Psychologist

BVE has a counselor on campus to work with students, teachers, parents and other support staff. The counselor provides help during times of social, emotional, behavioral or academic troubles. The counselor assists teachers in the classroom as well as working with small groups or individual students. Referrals for counseling services can be made by students, parents, teachers, principal or support staff.

The school psychologist helps with assessment and placement of students with special needs. The psychologist may be called upon to help students deal with sudden trauma or other difficulties related to their school life.



PARENT/COMMUNITY INVOLVEMENT

Parent Teacher Association (PTA) – Broad View’s PTA serves the children of the BVE community. All students, teachers, and parents benefit from the support of our PTA. All staff and parents/guardians are encouraged to become a part of the association. PTA members volunteer their time to provide students with innovative and exciting programs that may not be available in the regular classroom setting. Getting involved in the PTA is a great way to make a difference in the lives of BVE students. For more information, please call Jennifer Vasileff, PTA President, at 240-0900.

Visitors and Volunteers

Visitors and volunteers are encouraged, welcomed, and appreciated at BVE! Anyone with time, a desire to work with children, or special talents is encouraged to volunteer. Parents and guardians are encouraged to visit their child’s classroom and get acquainted with the teachers and the many changes taking place within our schools today. For the safety and convenience of all persons, we ask that you contact the office or teacher prior to any visit so that an appointment can be scheduled. All school visitors, including parents are to sign in at the office and receive a pass before going to any classroom. Student visitors from other schools or pre-school children are not allowed in classrooms.

All volunteers work under the supervision of a member of the school staff. School district policy requires that all volunteers complete the Washington State Volunteer Packet prior to helping at school. Volunteers must sign in and out at the office and wear the identification badge that will be provided once the application process is complete. To ensure safety in our school, we have trained our school personnel to approach and ask unfamiliar faces for proper visitor identification. All volunteers work under the supervision of the classroom teacher, a staff member, or the PTA.

All parents interested in helping at our school will happily be put to work! Please contact your child’s teacher or the office for more information.

Field Trips

Parents often accompany the class during such trips to assist with activities and lead small groups. We encourage and appreciate the parental support and assistance you provide. However, in order to provide a safe accident free environment, neither the school district nor the school allows parents to bring pre-school age children on field trips or class outings. Parents who assist with trips must have a current volunteer file with the school district.

PARENT COMMUNICATIONS

Broad View maintains a website and publishes a monthly newsletter, which can be found on our website. It contains school news and announcements of dates and special events. If you have questions about anything published by the school we encourage you to call the office or drop by school. Some research has shown that a child’s performance in school is closely related to the degree of interest shown by parents and the quality of communication between school and home. (Our PTA also publishes a monthly newsletter that is very informative for families.) See inside front cover of this handbook for the website addresses.



School Rocks!!!

GENERAL EXPECTATIONS

Student Behavior

Students attending BVE, like the members of any community, have both rights and responsibilities. We have the obligation to protect those rights and insist upon those responsibilities. Most students are very serious about wanting to take full advantage of the time they spend in school. Students who come to school to learn and participate in extracurricular activities seldom have problems with school rules. They have a good attitude toward school. Unfortunately, some students do not always have good attitudes, and their behavior creates problems for others.

The school's primary goal is to educate. However, when the behavior of individual students conflict with the rights of others, corrective actions are necessary for the benefit of that individual and for the benefit of the school as a whole.

We, at BVE, will provide a positive environment with clear, consistent expectations and consequences for student behavior.

Behavior Referral Slips

Behavior Referral Slips are used as a form of communication with teachers, parents, and other staff members. They are issued when a child refuses to act appropriately after other interventions have been attempted. When a student is issued a referral slip, he/she may conference with the principal. Consequences will be determined by the nature of the incident. The classroom teacher will send a copy home with the student to be signed by the parents and returned to school the following day.

Dress Code

Students' dress reflects the quality of the school and affects student conduct and learning. Responsibility for dress rests primarily with the parents. They should see to it that their children are properly dressed for attendance at school. Students wearing attire that is distracting, inappropriate, immodest or creates a safety problem will not be permitted to attend class, and the parents will be notified.

- Students should be prepared for PE class by wearing appropriate footwear.
- Children are not to wear suggestive or inappropriately located decorative slogans or pictures on their clothing.
- Clothing should not advertise things that are not allowed at school (alcohol, tobacco, drugs, gangs, violence, etc.).
- Hats are expected to be removed when inside the building.
- No make-up is allowed.
- Shorts-no shorter than arm length with the finger tips out-stretched along the thighs.
- No halters or spaghetti strap tank tops.
- Modest attire required.
- Please send your child in shoes that they can run in and play in safely. (No flip flops!)

General Rules

- No running on sidewalks. Walk to the right of the yellow line and stay out of the red zone.
- Walk and be quiet in the Galleria
- Pick up: Parents, siblings and others picking up students need to wait at the building's east entrance or in the Galleria (not near classroom doors/windows).
- Parents, siblings and others waiting in the Galleria at dismissal need to stay clear of the north gym door until all classes have filed into the gym.
- Cell phones must be kept in backpacks and turned off. If visible they will be confiscated and returned only to parents.

Assembly Rules

- Listen attentively to the performer(s).
- Clap politely; no whoops or booing.
- Sit flat on the floor.
- Enter by walking down the aisle, then out toward the wall and take the next seat available.
- Hats and hoods off!!

Walking Path Rules

- Keep moving for the whole ten (10) minutes.
- Walk on the path.
- Keep your hands and feet to yourself.
- Stay away from the dogs. (Avoid antagonizing them. No barking, talking or yelling to them or walking near the fence.)

Playground Rules

Common sense and safety are the general rule regarding student behavior on the playground.

- Stop what you are doing **immediately** when the whistle blows and line up quickly.
- Show respect for others and follow instructions given by supervisors.
- Use equipment safely, sensibly and appropriately. **Do not** bring toys/equipment from home (except tennis balls and baseball/softball gloves).
- Always walk on the school sidewalks.
- Real or pretend fighting and rough play such as tackling, shoving and pushing are not allowed.
- Stay out of classrooms and bathrooms during recess unless you have permission or a pass.
- Use only assigned restrooms in Wing A and B and always use restroom properly.
- Swing only while seated – refrain from twirling or zigzag motion. Do not jump out while swinging.
- Follow the game rules (tetherball, 4-square, basketball, etc.).
- Kick only footballs and soccer balls (only out in the play fields). During recess rubber balls are for hand use only.
- On the “BIG” slide/bridge equipment there is only **one** way on but lots of ways off. Playing tag is not allowed on this equipment.
- Leave rocks, bark, sticks and other dangerous objects alone. Other than balls, there should be no throwing objects of any kind.

- Use sidewalk areas for quiet activities only (visiting, reading, drawing or coloring and if needed, quiet games during undercover recess). No balls or jump ropes.
- Stay off trees, planters, railings, drain pipes and poles
- Refrain from eating or gum chewing except for special occasions.
- Show pride in your school and neighborhood by keeping the building and grounds litter-free.
- In cold weather, keep arms covered (long sleeved shirt, sweat shirt or coat).

Lost and Found

Articles of clothing or other items found on the school grounds are put in the lost and found box in the galleria by the gym. The lost and found box is emptied twice during the school year – at winter break and at the end of the school year. Items not claimed will be given to charity. Small items such as watches, jewelry, etc. are kept in the office. **Parents are asked to plainly mark all lunch pails, articles of clothing and personal belongings.** If you think your child has lost something at school, we invite you to come in and go through the lost and found box or check in the office.

Bicycles

Students in grades 3-5 are encouraged to ride their bicycles to school. The following rules apply:

- Wear a helmet.
- Lock your bike to the bike rack.
- Walk bicycles on school grounds and across the school driveways.
- Obey all traffic signs.

TIPS FOR PARENTS

Safety

- Review safety procedures with your student.
- Instruct your student to walk with a group when walking to and from school.
- Supervision on Broad View school's playground begins at 8:45. Do not allow your student to arrive at school before this time.
- Make sure transportation plans (walking, parent pick-up, bus) are well established with your student on a daily basis before they leave for school.
- If your child is going to be absent from school, please call the attendance line at 279-5295 by 10:00 AM on the day of the absence to inform us.

Dogs/Pets

Even the friendliest dog can be a hazard on a playground full of children. The dog may scratch or tear clothing. Parents are urged to prevent dogs from following children to school. A city ordinance (Leash Law) requires dogs be kept off school grounds. School Board Policy addresses regulations for pets at school. Please contact the principal if you are seeking permission to bring a pet on to the school grounds.

Suggestions to Help Your Child Successfully Meet School Expectations

- Reinforce his/her ability to be successful.
- Speak positively about school. Get involved, ask questions.
- Encourage appropriate choices.
- Help your child accept responsibility for behavior choices.
- Stay in contact with Broad View. If your child is confused about or denying a behavior at school, call the teacher for clarification.
- Let your child know we are a team working for his/her success.
- Remember a consequence is a teaching tool and behavior deterrent. Keep separate the child's esteem and behavior.
- If your child calls home to report a misbehavior, the following questions and comments are helpful:
 1. What did YOU do? (Not someone else, YOU)
 2. What were you supposed to be doing? Or
 3. What would have been more appropriate? Or
 4. What can you do differently next time? End with a comment on expected behavior and your belief that he/she can display it.

DISTRICT FORMS/INFORMATION

Please note there is district information following this page, some of which may require a response.

- FERPA Form
- Attendance Policy
- Student Conduct on School Buses
- Emergency Communication Information
- Student Rights & Responsibilities
- School Share opt-out form

