

Chief Brodie Memorial Elementary School

Nancy W. Diaz, Principal



Working Together for Success
Student Handbook

SY 2015-2016

225 North Marine Drive

Tamuning, Guam 96913

647-4444

WELCOME TO CHIEF BRODIE MEMORIAL ELEMENTARY SCHOOL

Dear Students and Parents:

The staff and faculty of Chief Brodie Memorial Elementary School (CBMES) welcome you to another fantastic school year! We look forward to a rewarding and exciting year filled with opportunities to grow and learn together. We will make every effort to help the student achieve academically, emotionally and socially. It is our goal to create an enriched learning environment that engages the student to achieve and succeed in an ever changing world.

We will continue to encourage parent support and communication. Chief Brodie Memorial's faculty and staff will work with parents to strengthen a partnership which will support our school mission to: *prepare our students for the challenges of life, promote opportunities for excellence and provide positive and meaningful experiences.* Together we can make this happen. Together we can achieve excellence.

Parent involvement can be through attendance of parent-teacher conferences, Open House and other school events. We also highly encourage participation in the school's Parent Teacher Association meetings, fundraisers and activities. Students, parents, teachers and staff's continued commitment will result in a better school for our children and our community.

This handbook and planner will serve as a guide. Please familiarize yourself with the school procedures and information. We ask parents to ensure homework is completed by their child and to sign the planner daily acknowledging that it was checked.

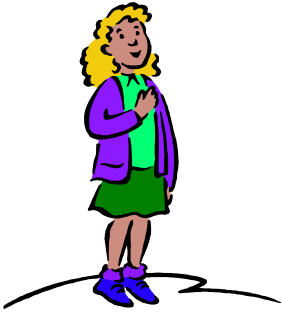
We will continue to keep you up to date of any new policies. Parents are encouraged to visit the school's website at www.cbmesbusybees.weebly.com or www.gdoe.net under the GDOE Links - *Schools* for important information and upcoming events.

Thank you for your support, involvement and commitment.

Welcome and best wishes for a successful school year!

Nancy W. Diaz
Principal

*Chief Brodie Memorial
Elementary School*



“ Home of the Busy Bees ”



Our Vision is to.....

STRIVE FOR SUCCESS

By providing a safe, clean, and supportive environment which fosters academic learning and high expectations for student behavior, The Chief Brodie Memorial Elementary School family acknowledges and welcomes cultural diversity. Administrators, faculty, and staff provide opportunities for collaboration and demonstrate ownership of our learning community. We recognize and celebrate our achievements as a growing school organization.

School Mission Statement.....

We will.....

- PROVIDE positive and meaningful experiences,
- PROMOTE opportunities for excellence, and
- PREPARE our students for the challenges of life.

Chief Brodie Memorial Elementary

"The History"

The beginning of Chief Brodie Memorial School was in January 1960. It was with the assistance of the Guam Public School System and Marianas Association that funds were allocated to complete the first temporary structure in Tamuning, Guam. The purpose of the Marianas Association was to devise a way to assist exceptional children on Guam to become individuals within their own capacities.

The project of building Chief Brodie Memorial School was one of dedication and eventual tragedy. Chief Clifford Brodie of the Naval Mobile Construction Battalion U.S. Naval Station, Guam, shared along with his men, a concern in constructing the school. It was after a period of many hours of laboring and nearly completing the project, when his men were called to assist in a nearby tragedy. A World Airways DC-5 jet crashed on Mt. Barrigada. Chief Brodie and his men volunteered their services day and night to assist in the salvage operation. After long hours of work without rest, the diligent and dedicated Chief Brodie returned to work on the school project. In the stillness of the following night, Chief Brodie quietly passed away in his sleep due to a heart attack. His commitment to exceptional children was kindled to burn brighter in the lives of these children when his worthy battalion returned to complete the construction of the school.

Chief Brodie Memorial School for exceptional children was dedicated on October 29, 1960, marking a new vision for many children who were "different", who were either kept home or were not able to receive proper services. Six students and one teacher administrator, Mrs. Ruth Paterson, began learning, teaching and growing together. By February, the enrollment doubled. When Mrs. Paterson began holding training classes, funds were appropriated by the Guam Legislature for teachers' salaries. Marianas Association scholarships and federal grants contributed to the rapid expansion in the program of training and education for the exceptional children of Guam.

On November 1, 1963, Governor Manuel F.L. Guerrero, through an executive order, designated Chief Brodie Memorial School as part of the Guam Public School System. This act paved a way for the construction of the buildings that were dedicated in January 1965. Demands and needs led to the construction of an additional complex which was dedicated in February 1971, during Governor Carlos Camacho's administration. On August 22, 1994, Chief Brodie Memorial Elementary School opened its door as a regular public school facility.

All of us here at Chief Brodie Memorial Elementary School are proud of our school and our namesake, but many did not want the facility to keep the original name. Although Chief Brodie was a wonderful man and Chief Brodie Memorial School for exceptional children was instrumental in shaping the lives of numerous special needs children, his name has been used in a derogatory manner. At times, people on Guam use the term "Brodie" to ridicule or degrade others. People just took it upon themselves to use it in that way. Others followed and continue to follow without even knowing the history behind it. This was addressed during the first few years the elementary school opened. Students were embarrassed to say they went to the school due to the teasing and comments many received. However, the school personnel did an excellent job of educating the students and their families as to the importance of keeping the school name and being proud of it. We continue to have students who will speak out when the term "Brodie" comes up in a negative light.

The previous and current administration of Chief Brodie Memorial Elementary School since its establishment as an elementary school are as follows:

1994-1995	Mrs. Lorena Chaco, Principal
	Mrs. Majorie Raess, Assistant Principal
1995-1997	Mrs. Lorena Chaco, Principal
1997-2000	Ms. Lois Gumataotao, Principal
	Ms. Anna Austin, Assistant Principal
2000-2004	Mrs. Glenna F. Woodruff, Principal
2004-2006	Mrs. Katherine M. Reyes, Principal
	Mrs. Nancy W. Diaz, Assistant Principal
2006-2007	Mrs. Katherine M. Reyes, Principal
	Mrs. Rebecca G. Perez, Assistant Principal
2007-2008	Mrs. Evangeline A. Chang, Principal
	Mrs. Krisinda Aguon, Assistant Principal
2008-2009	Mrs. Evangeline A. Chang, Principal
	Mrs. Nancy W. Diaz, Assistant Principal
2009-2016	Mrs. Nancy W. Diaz, Principal

Home of the "BUSY BEES"



Our Busy Bee Family



Nancy W. Diaz, Principal

Kindergarten

Delia Alcampor

April Daniel

First Grade

Belen Daling

Delia Taijeron

Second Grade

Melinda Burke (ESL)

Kimberly Barrett-Pendon

Third Grade

Daisy Fatovic (ESL)

Maria Abid

Daisy Singenes

Fourth Grade

Juanito Nuevo

MaryLeah Pervez

Fifth Grade

Joleen Gay

Joycelyn Aguon

Curriculum Coordinator -Franky Indalecio

G.A.T.E- Rebecca Klemm

ESL Coordinator-Melinda Burke

ESL Teacher- Daisy Fatovic

Guidance Counselor (Vacant)

Health Counselor- David Hendricks

Librarian- Irmgarda Diola

Chamoru Teachers- Donna Quitano & Arlene Camacho

Headstart Teachers - Velma Sablan & Ruthie Lancero

SPED Teacher-Eleanor Ouichocho

Our Busy Bee Family

Nancy W. Diaz, Principal



STAFF



Lina S. Rojas
Administrative
Assistant

Mary San Nicolas
Custodian

Eliza Leon Guerrero
Computer Operator

Emmalyn Borbon
ESL Aide

Joshua Arceo
School Aide I

Patrick Borro
School Aide I

Vanessa Diego
School Aide I

Jenney San Nicolas
Para Educator

Dora P. Cruz
Para Educator

Camarin Nauta
Teacher's Assistant

Samantha Welch
Teacher's Assistant

Febelyn Diaz
Teacher's Assistant

Alexis Aromin
On-Call Substitute

Nadia Mondia
Teacher's Assistant

Earl Flores
Teacher's Assistant

Sylveria Cepeda
On-Call Substitute

Patty Dimapan
Teacher's Assistant

Brittney Duenas
Teacher's Assistant

Laarni Servillon
Headstart Aide

Dishane Afilleje
Teacher's Assistant



BULLYING & HARRASSMENT

Chief Brodie Memorial Elementary School works to insure safety for all students. "Bullying is another name for harassment". It can be physical, but more often is verbal and includes persistent threatening, teasing, ridicule, or talking/writing, about another person (spreading rumors). To assist in providing a safe environment, bullying will be dealt with swiftly and consequences will be severe. Research shows that bullying has significant negative consequences for bullies, bystanders, and victims throughout one's life. Prevention is essential at the elementary school levels. We encourage your students to deal with aggressive peers by alerting an adult, recognizing dangerous situations, and using communication skills to confide in parents without shame or embarrassment.

CAMPUS PROCEDURES



VISITORS

Visitors to the school are welcomed. However, since the administrator is solely responsible for all persons on campus, visitors are required to sign in and obtain a visitor's pass from the office BEFORE proceeding to the classrooms. "Any person found on school campus without permission from the principal / staff, shall be guilty of a misdemeanor" (Government Code of Guam Section 11503). No parent/ guardian are authorized to approach students for any such reason. Approaching a student is grounds for TERRORIZING. Government Code of Guam, Section 3112.1 governs all students from grades K-12, who attend any school within the jurisdiction of DOE with special focus on the prevention of bullying and harassment. All issues and concerns must be directed to the principal.

GATE CLOSURE TIMES

To ensure our students' safety, the school gates will be closed for recesses and lunches. The gates will be closed from 9:45am – 12:45pm. Parents who wish to conduct school business when the gates are closed are asked to park in the gravel area (near Head Start bldg.) and then walk to the main office.





CURRICULUM



Chief Brodie Memorial Elementary School uses the newly adopted Common Core State Standards, and DOE K-5 Content Standards and Performance Indicators to guide curriculum and instruction. Teachers are expected to create their instructional units, lessons plans, and assessments according to these standards. The school uses Response to Intervention (RTI). The framework provides students who are having difficulty in Math and Reading extra time and interventions in addition to the core curriculum.

Teachers are encouraged to teach using the integrated curriculum model and differentiated instruction to ensure the learning needs of our different level learners are met.

To assess and monitor student academic progress in Reading and Math, the school uses AIMSWEB benchmarks and progress monitoring assessments. In addition to the basic subject areas, all students are provided instruction in the Chamorro language. Chamorro is part of the daily instructional schedule.

Chief Brodie Memorial Elementary School provides special instruction for identified youngsters. We provide resource room assistance for children with special needs and challenging, higher level instruction for children who are identified with exceptional talents and abilities. Teachers provide our ESL (English as a Second Language) students with modified instruction to develop English language proficiency.

DISCIPLINE PROCEDURES

In order to ensure that a safe and positive learning environment is provided for all students, Chief Brodie Memorial Elementary School has adopted the Positive Behavioral Interventions and Support (PBIS) framework. PBIS includes strategies and systems that teach academically appropriate, socially acceptable and safe behavior. Positive reinforcement is used when the child displays the desired behavior. Limited or natural consequences are used when inappropriate behaviors are displayed. The classroom teachers are responsible for teaching and enforcing the school wide discipline plan. The school aides are responsible for enforcing the discipline plan outside the classroom.

REMINDERS



- **Chewing gum is not permitted on campus.**
- **Playing around parked cars is not permitted.**
- **Throwing rocks, nuts, marbles, etc.; regardless how small, is not permitted on campus.**
- **Writing on walls or school buildings is prohibited. Parents or guardians will be required to make restitution or restoration for damage caused by students.**



ARTICLES PROHIBITED IN SCHOOL

Items which may be hazardous to the safety of others or which interfere in some way with school procedures are not to be brought to school. Items such as toys, electronic games, playing cards, matches, lighters, cigarettes, large amounts of money, and anything of great value are prohibited. Weapons of any kind (knives, needles, firearms, explosives, chains, toy guns, padlocks, etc.) are not allowed in school. Any student guilty of bringing weapons to school is subject to disciplinary action.

DISCIPLINE PROCEDURES

DUE PROCESS OF LAW

In all disciplinary actions included herein, students will be afforded due process of the law as stipulated in Federal and Guam law, and Guam Department of Education regulations.

PROGRESSIVE DISCIPLINE

Students involved in inappropriate behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by school officials:

Informal Talk - A school official will talk to the student and try to reach an agreement regarding how the student should behave.

Conference - A formal conference is held between the student, parent and one or more school officials.

Parent Shadowing- The student is accompanied at school by a parent / guardian during a predetermined amount of school days.

Work Detail- The student performs various duties around school, such as beautification and campus maintenance.

Detention- The student is monitored by staff and detained in an assigned room during recess.

In House Suspension - The student is informed that he /she is subject to an in-house suspension for a specific number of days and attends school but is restricted from his / her classroom. The student's parent or legal guardian is notified by telephone or letter that the student is suspended.

Out of School Suspension - The student is informed that he/she is subject to a suspension (specifying the number of days and date of return). The student's parent or legal guardian is notified by telephone or letter that the student is being suspended. Specific grounds for suspension are:

1. Bullying
2. Assault
3. Possession of weapons
4. Use or possession of alcohol or tobacco products
5. Fighting
6. Vandalism or Property Damage (graffiti)
7. Obscenity or inappropriate gestures, verbal or written
8. Conduct which endangers the health or safety of others
9. Making threats of violence against others
10. Continued willful disobedience

Restitution - The student provides monetary compensation, services in kind or written or verbal apology for loss, damage or injury.

EARTHQUAKE PROCEDURES

Federal Emergency Management Agency (FEMA) recommends Drop, Cover, and Hold On.

FEMA reiterates its long-standing advice for staying as safe as possible during an earthquake. It's easy to remember and even easier to do:

DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; HOLD ON until the shaking stops; or when necessary use the WALL.

Students are to secure themselves against the nearest wall.

Don't try to evacuate the classroom until the quake is over. Once the quake is over, then evacuate. Remain calm to insure an orderly evacuation. Do not re-enter the building until it is determined to be structurally sound. If in a bathroom or hallway with an immediate outside exit, evacuate and get outside.

Reminder: Take shelter under a desk or along an inside wall. Doorway arches offer good protection also. If you are outside, stay outside and stay in an open area.



MESSAGE FROM THE NURSE

Medication at School

All medication, to be given at school requires a doctor's order and parents must sign a permission form.

Board Policy

Requires parents to deliver medication directly to the nurse, in properly labeled pharmacy containers, designated "for school use". No over-the-counter medicines will be allowed in school. They remain the responsibility of the parents to give at home. If found, they will be confiscated and parents must visit the school to claim them. This policy protects all school children from medication mishaps. "Safety First!"

Emergency Clothes

We want to assist your child in changing clothes quickly, if the need arises. All children are required to have extra clothes (shirt, pants/shorts, underwear, and socks). The set must be kept in the classroom or school bag. You may be contacted to come to school to assist your child, if need be. Our resources are limited and your help is always appreciated. "BE PREPARED FOR EMERGENCIES".



NATIONAL SCHOOL LUNCH PROGRAM

Breakfast

Breakfast is served from 7:00 - 7:45a.m., daily. Students should arrive to school on time if he/she is eating breakfast. Cost for breakfast is \$0.50 for regular paying students, and \$0.30 for students eligible for reduced prices.

Lunch

Lunch costs \$2.50 for regular paying students and \$0.40 for students eligible for reduced prices. Students may bring his / her sack lunch, or purchase lunch tickets in the morning. Parents may also purchase advance lunch tickets (pre-paid) as well. The school does not assume the responsibility of informing parents when lunch tickets have expired. If applicable, first and second letters will be sent home informing parents their child has charged lunch.

Federal Lunch Program

Program provides free or reduced-priced meals for eligible students. Application forms may be picked up at the main office throughout the school year. Please be informed that **IT IS THE PARENT'S RESPONSIBILITY TO OBTAIN, SUBMIT, AND FOLLOW-UP** on their child's lunch application. If parents have not received an approval notice from the office after 3 days, they should contact the office immediately. A discrepancy on an application can result as an incomplete application and it will not be processed. Should parents need assistance in filling out the lunch application they are welcome to come in to the office or contact Ms. Rojas at 300-2241. Should your child have any outstanding charges for the lunch program, school verifications for public assistance will be on hold until payment arrangements are made with our office. No school verifications will be given if there is a previous year lunch charge balance.

FOODS WITH MINIMAL NUTRITIONAL VALUE

Board Policy 705, Food & Nutrition Services Management Policy prohibits foods with minimal nutrition values (such as sodas, ice cream, or similar products, licorice, marshmallow candies, chewing gum, candies, candy coated popcorn, etc.). Foods with minimal nutrition value are not to be eaten at school anytime during school hours of operation. Classroom parties with food products other than from the cafeteria and the Approved Food List are not allowed. See your child's teacher for the Approved Snack List.



Bag of Fried Chip



Apple



Soda

PLAYGROUND PROCEDURES

It is important that we stress respect for others and play safely at all times on the playground. We should strictly avoid any practices that could be a danger to others or ourselves. When using the equipment, students will take turns and will wait for their turn at a safe distance from the equipment.

CLIMBING EQUIPMENT:

1. Stay in line quietly.
2. Behave Safely.

SWINGS:

1. One person per seat
2. No jumping off.
3. Keep a safe distance from the person swinging.

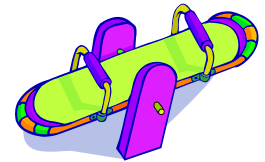
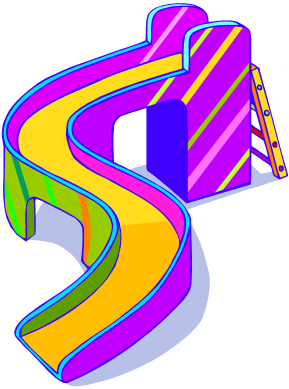
TETHERBALL:

1. Observers stay outside the tetherball circle.
2. Keep off the pole at all times.
3. Follow the game rules.

SEESAWS:

1. No jumping off.
2. When getting off, be careful and take caution to be sure you and other students do not get hurt.

Personal equipment such as baseballs and footballs are not to be brought to school unless authorized by the teacher or administrator.



REPORT CARDS / GRADING

Report cards are issued at the end of each quarter (four times a year). Parent Teacher Conferences are held during first and third quarters. At conferences, parents will be given the opportunity to meet with teachers. Report cards will be given out at the conferences. The grading policy (BP 350) for the various grade levels is as follows:

KINDERGARTEN

- M = Mastery
- S = Satisfactory
- I = Improvement Needed
- = Not Taught at this time

GRADES 1-5

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 & Below

CITIZENSHIP

- E = Excellent
- S = Satisfactory
- U = Unsatisfactory
- N = Needs Improvement



PARENT - TEACHER CONFERENCES

According to the Guam Department of Education School Year 2015-2016 calendar, the following Parent Teacher Conferences are scheduled:

Tuesday, November 3, 2015 & Wednesday, April 14, 2016

Parent Teacher Conferences are set up once a semester. However, teachers and parents are encouraged to set up individual conferences when the need arises during the school year. Regular communication between parents and the teacher is a positive asset. Parents may communicate with teachers by notes and writing in student homework planners.

STUDENT DRESS CODE

Students are encouraged to take pride in their school. All students are expected to wear the Chief Brodie Memorial Elementary School uniform. Clothing with inappropriate sayings and campaign logos are not allowed. Appropriate footwear must be worn at all times (shoes, sneakers). Slippers and high heeled sandals should not be worn. Students are not allowed to wear dangling earrings for safety reasons. Students must maintain health and personal hygiene.

UNIFORMS

Since Chief Brodie Memorial Elementary School is the home of the "Busy Bees", **school uniform colors are yellow and black**. The polo-shirt is yellow with black collar and black sleeve trim, along with the school logo located on the top left pocket. The bottoms are black. Uniforms may be purchased at Paul's, located at the Micronesia Mall, telephone# **637-1050**.

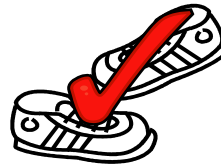


Biggest
Loser

No



No



Yes



Yes

SPECIAL PROGRAMS



CHAMORRO LANGUAGE AND CULTURE

- The Chamorro Language and Culture Program is mandated by law. Chamorro language and culture of Guam is taught in Kindergarten through 5th grades for 20-30 minutes daily.

SUMMER SCHOOL: Program for Extended Teaching and Learning (PETAL)

- The program provides students with additional instruction to improve reading, writing and math skills in a fun learning environment. Curriculum is focused on improving skills such as word decoding, vocabulary development, reading and writing fluency, comprehension and math problem solving for students in grades 1st – 5th.

AFTER SCHOOL PROGRAM: After School Program for Instructional Remediation and Enrichment (ASPIRE)

- The afterschool program provides additional instruction in reading, math, and language arts. During the regular day, teachers concentrate on various skills, unlike this program where the focus will be primarily on specific targeted students' skills. The program will provide opportunities for the students to master skills through drill and practice, hands-on activities, and integrated lessons.

SPECIAL PROGRAMS

- **G.A.T.E. (Gifted and Talented Education)**

Students identified as gifted in grades Kindergarten through 5th attend classes for approximately three hours a week. Identification is based on achievement test scores (nationally normed), a rating by the child's teacher, and two intelligence tests.

- **ESL (English as Second Language)**

The ESL teachers provide supplementary instruction to those students whose English proficiency is limited. The ESL teachers also provide other teachers with assistance and support in meeting instructional needs of these students in the regular classrooms.

- **SPEECH AND LANGUAGE**

Speech and Language instruction is available from the speech therapist. Services are provided when students are identified.

- **SPECIAL EDUCATION RESOURCE ROOM**

This program provides services for students who are identified with special needs. The amount of time spent in the resource room is dependent on the Individualized Education Program (IEP) prepared for each student. Resource room teachers also provide consultative services to the student's regular classroom teacher.

- **PARENT-FAMILY-COMMUNITY OUTREACH PROGRAM (PFCOP)**

This program is comprised of Social Worker, Erlinda Toves and Community Program Aide, Tina Leon Guerrero. The program supports at-risk students and their families by helping them meet basic needs and educating parents about the educational system. Additionally, the program exists to encourage parental involvement and facilitate interaction between families and the school. The Social Worker is home based at John F. Kennedy High School and can be reached at 300-4364. She is assigned to the school on Tuesdays and Thursdays.

STUDENT PROCEDURES

TRANSFER PROCEDURES

If students are transferring to another school, parents/guardians must notify the office at least 3 days prior. This will give the office ample time to prepare the necessary paperwork.

TARDY

Students who arrive at the classroom after 8:00 A.M. will be considered tardy. Any student who is dropped off late, must report to the office to obtain a tardy pass to enter a class. Tardiness will not be tolerated. For every minute a student misses, instruction is altered or missed.

CHANGE OF ADDRESS AND TELEPHONE NUMBERS

If a student's address or telephone number changes, parent / guardians must notify the registrar immediately. In the event of an emergency, it is very important that the school is able to immediately contact parents / guardians.

RAINY DAY PROCEDURES

During inclement weather, students may enter their classrooms in the morning before 8:00 A.M. when accompanied by their respective teachers or an assigned school aide.

STUDENT SERVICES

GUIDANCE COUNSELING

If a student needs help in making a decision or is experiencing a problem, counseling is available. The school guidance counselor provides both developmental and corrective services that promote positive child growth and development.

HEALTH SERVICES

Nurse Dave Hendricks is on campus to assist with the health needs and care of our students. If students are experiencing fever, cough, runny nose, sore throat or other sickness, teachers should immediately send them to the nurse's office. Students will be sent home immediately upon observing them with flu like symptoms or illness.

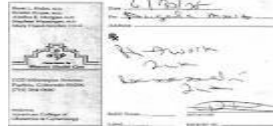
CHILD STUDY TEAM REFFERRALS

Child Study Team referrals should be called only after the classroom teacher and parents have attempted all reasonable efforts to help a student and finds that appropriate adjustments have not occurred. Parents must be informed to assist with the interventions prior to their child's academic/behavior status referral to the Child Study Team.

ABSENCES

Territorial Law requires all students ages 5-16 to attend school. Attendance is taken and reported to the office daily by teachers. Failure to attend school regularly interferes with school work and student learning. All students are urged to attend school every day unless there is a good reason for absence. The following are considered the only legal reasons for absence.

1. Illness of student
2. Death in the immediate family
3. Medical / dental appointment
4. Natural disaster beyond control



Upon returning to school following an absence, a note must be given to the teacher. The note must contain the following information: (1) student's name (2) date(s) of absences and (3) reason of absence. A parent or guardian must sign the note. All absences REQUIRE a note from home or doctor. Absences without a valid reason are listed as unexcused absences. Habitual absences are reported to the school's attendance officer.

ARRIVAL

Chief Brodie Memorial Elementary School begins at 8:00a.m. This means that students must be in their classrooms at this time. If students are car riders, it is essential that they arrive at school by 7:45 a.m. to give them time to walk to the classroom by 8:00 a.m. Students are not allowed on school grounds earlier than 7:00 a.m. The staff report to work at 7:00 a.m. and children will be without supervision if they come earlier. Students are not allowed in the classroom in the morning, and during recess and lunch time unless proper supervision is given.

BOOKS

LIBRARY

Students will be given opportunity to visit the library with their class. Students who check out books are totally responsible for them. If books are lost, stolen or damaged after a student checks them out, he/she will be charged for the cost. Overdue books must be returned and lost books must be paid for before a student can check out additional books. If a student is on the library overdue list, his/her report card will be held until the library record has been cleared.

TEXTBOOK

Parent(s)/Guardian(s) Responsibilities for Textbooks:

- Teach proper care of textbooks.
- Check occasionally to see your child has all textbooks.
- Parent(s) or Guardian(s) are responsible to pay for lost, destroyed, or damaged textbook(s).
- Be responsible and communicate with the teacher to determine if your child has any outstanding obligations due to any lost, destroyed, or damaged textbook(s).

Student Responsibilities for Textbooks:

- Be responsible for all instructional materials assigned and take care of them.
- Inform the teacher of any lost, destroyed, or damaged textbooks.
- Be responsible for the cost of replacing instructional materials that are lost, destroyed, or damaged due to negligence.

A student's grades and transcripts may be withheld until restitution is made by payment.



TYPHOON READINESS & SAFETY

WHAT TO DO UPON DECLARATION OF CONDITION OF READINESS 3(COR-3): Schools will remain open and school buses will continue with their normal schedules.

WHAT TO DO UPON DECLARATION OF CONDITION OF READINESS 2(COR-2): School In Session- Students who are not normally transported by school buses will be dismissed immediately. Parents/guardians of car riders should pick up their children immediately. DPW officials will send school buses to the schools where the bus riders will be boarded and sent home.

WHAT TO DO UPON DECLARATION OF CONDITON OF READINESS 2 (COR-2): School Not In Session-Schools close. Schools designated as primary shelters will begin preparations to open.

FIRE/EARTHQUAKE DRILLS/EVACUATIONS

Fire and earthquake drills will be held periodically to ensure safe response and evacuation from the building during emergencies.

During an evacuation drill, when the alarm is sounded, STUDENTS:

- Proceed quickly and quietly according to directions by the teacher.
- Go to a designated area of at least 100 ft. away from the nearest building.
- Line up quietly.
- Wait until the school bell rings before returning back to classroom.




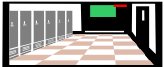





School-Wide Behavior Expectations

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

<p>ALL COMMON AREAS</p> 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self. • Use all equipment and materials appropriately. • Clean up after self. • Report important incidences to an adult. 	<ul style="list-style-type: none"> • Use kind words and actions. • Follow adult directions. • Be honest. 	<ul style="list-style-type: none"> • Follow school rules. • Get adult help for accidents and spills. • Take proper care of all school equipment. • Remain in supervised areas.
<p>CAFETERIA</p> 	<ul style="list-style-type: none"> • Focus on eating first. • Clean up after yourself. 	<ul style="list-style-type: none"> • Use a soft voice. • Pay attention when in food line. • Use table manners. • Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> • Raise hand and wait to be excused. • Eat your own food. • Walk quietly.
<p>PLAYGROUND / RECESS</p> 	<ul style="list-style-type: none"> • Inform adults of unsafe behavior or incidences. • Take care of your belongings. • Follow rules for equipment and games. 	<ul style="list-style-type: none"> • Share equipment. • Use good sportsmanship. 	<ul style="list-style-type: none"> • Follow playground procedures. • Remain on school grounds. • Stay away from unfamiliar adults or animals. • Use equipment properly.
<p>PASSING AREAS Halls, Breezeways, Sidewalks</p> 	<ul style="list-style-type: none"> • Stay with your class. 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self. • Use soft voice. 	<ul style="list-style-type: none"> • Walk single file • Walk on the right side of the hallway.
<p>RESTROOMS</p> 	<ul style="list-style-type: none"> • Flush, Wash and Go (back to class) • Keep restroom clean. 	<ul style="list-style-type: none"> • Give others privacy. 	<ul style="list-style-type: none"> • Use soap and paper towel properly.
<p>ARRIVAL</p> 	<ul style="list-style-type: none"> • Be on time. • Report to your area. 	<ul style="list-style-type: none"> • Walk quietly to cafeteria or waiting area. 	<ul style="list-style-type: none"> • Arrive at school no earlier than 7:00am (On Half-Day Professional Development Days, no earlier for 10:00am). • Bring only allowed items to school.
<p>BUS</p> 	<ul style="list-style-type: none"> • Take your seat immediately. 	<ul style="list-style-type: none"> • Follow bus driver's instructions. • Use soft voices. • Keep hands, feet and objects to self. 	<ul style="list-style-type: none"> • Remain seated in one seat until bus comes to your stop. • Keep the aisle clear.



Student Rights

I have a right to be treated kindly in this room.

This means that no one will laugh at me or hurt my feelings.

I have a right to be myself in this room.

This means that no one will treat me different because I am

Black or white, fat

or thin, tall or short, boy or girl.

I have a right to be safe in this room.

This means that no one will

hit me, kick me, push me, or hurt me,

I have a right to hear and be heard in this room.

This means that no one will

yell, shout, or make loud noises.

I have a right to learn about myself in this room.

This means that I will be free to express my feelings and opinions

without being interrupted or ridiculed.



THE SIX "C"s



Chief Brodie Memorial Elementary School's SIX "C"s reflect our staff's philosophy. These six words reflect an attitude towards, life, self, and others which results in disciplined, fulfilling, and socially contributing behaviors. As students learn these words, what they mean, and practice them in their everyday life, they take PRIDE in each and every daily effort they and others make. These daily efforts build strong lifelong foundations.

CARING is watching over or attending to, or heeding someone or something. It is also being kind, loving accepting, respectful, nice and giving to one's self and others.

COURTESY is showing respect and consideration for others by being polite and showing good manners. It is saying, "Thank You", "You're welcome", "Excuse me", "Pardon me", "Please", "May I" etc.

COOPERATION is working together to get something done. It is being helpful.

COMMUNICATION is giving and receiving information between or among persons by talking, writing, or other expressions. It is also listening and understanding each other.

COMMITMENT is a promise, pledge or agreement whole heartedly made without reservation.

COMPASSION is a feeling of sympathy and caring, and being conscious of one in distress. It is being a friend when needed.



Home of the
"Busy Bees"