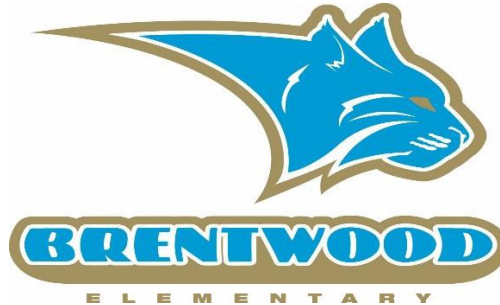




# A LEADER'S GUIDE TO BRENTWOOD SCHOOL 2016-2017

BRENTWOOD ELEMENTARY SCHOOL  
28 HERON ROAD  
SHERWOOD PARK, AB  
T8A 0H2

TELEPHONE: (780) 467-5591  
FAX: (780) 464-5338  
WEB: [WWW.BRENTWOODELEMENTARY.CA](http://WWW.BRENTWOODELEMENTARY.CA)



## ***Great Happens Here!***

Welcome to Brentwood School home of the Bobcats. Brentwood began growing leaders in September of 1965. Brentwood School was honored in 1965 with a metal sculpture called "The Scholar" which still stands at our entrance today.

This year we will be a strong clowder of bobcats. Our school will be made up of approximately 500 students and 40 staff members. We are able to offer two classes from Kindergarten to Grade 6 alongside a single stream of LOGOS Christian Education classes. Brentwood is also a lead site for many specialized school programs. We offer a Play and Learn at School (PALS) program for pre-kindergarten students and a GOALS class for grade 2-6 students.

## ***Meet the Leaders***

### **Principal**

Ms. Christine Romanko

### **Assistant Principal**

Mr. Paul McKay

### **Kindergarten Leaders**

Mrs. Martin, Mrs. Tomkins/Miss Smith(LOGOS), & Mrs. Matz (EA)

### **Grade 1 Leaders**

Mrs Kallis, Mrs. Pearn & Mrs. Cunha (LOGOS)

### **Grade 2 Leaders**

Mrs. St. Jean, Mrs. Shield , Mr. Snaterse (LOGOS)

### **Grade 3 Leaders**

Mrs. Vicic, Mrs. Heydanus, Mrs. Johnson (LOGOS) & Mrs. Hartfeil (EA)

### **Grade 4 Leaders**

Mrs. Landry-Doran, Ms. Hansen & Mrs. Nicks Tambasco (LOGOS)

### **Grade 5 Leaders**

Miss Larsen/Mrs. Rossman, Mrs. Querengesser (LOGOS)

### **Grade 6 Leaders**

Mr. Vantour, Mr. Smith, Mrs. Russell (LOGOS)

### **PALS Leader**

Ms. Larsen, Mrs. Alty (EA), Ms. Bohach (EA)

### **Goals Leaders**

Mrs. Plesniarski, Mrs. Elkow, Mrs. Light (EA) & Mrs. Rixin (EA)

### **Office Leaders**

Mrs. Webster (Finance) & Mrs. Beaudry (Registrar)

## **Leader in Me: Brentwood Elementary's New Roots**

"Great Happens Here.", and it is the root of our educational tree. The strength of our school lies not only in what you see on the walls and in the halls, but what lies within all our bobcats. We are a Leader in Me school which means we practice the seven habits of highly effective kids. We are proactive, we begin with the end in mind, and we always try to put first things first. As bobcats we always look to think win-win, seek to understand others, and synergize with each other. A school is only as strong as the roots that anchor it and as a result of our strong roots many leadership branches have emerged. Leaders can be seen all over Brentwood from our morning greeters, to our Bobcat Buddies. We have environmental leaders, milk leaders and learning leaders who tutor younger students in reading and math. As we continue to learn and grow the fruits of our labors begin to emerge as confident, intelligent, proud bobcats.

## **Habit 5: Synergize**

### ***Special Programs at Brentwood Elementary***

#### **LOGOS PROGRAM**

In addition to the regular elementary program, students may be enrolled in the Logos Christian Program (K-Grade 6). This program teaches the Alberta curriculum, however, instruction is delivered with a Christian perspective.

A good description of this program is included in the mission statement:

Students are taught in a spiritually nurturing, intellectually challenging and disciplined environment and acquire the knowledge, attitudes, skills and training necessary to seek after "whatsoever things are true". That, sustained by Christ's teachings and God's love, students may develop binding commitments to their families, neighbors, country and the global community while leading moral, healthy and productive lives.

Logos students may access all services available to all students.

Staff and students in Logos show respect towards peoples of other religious faiths.

This non-denominational Christian program is based on traditional Christian principles as set out in the Bible and the Apostles' Creed.

Classes may include: daily devotions/prayer and scripture memorization.

Traditional holidays are celebrated in the Logos Program with an emphasis on the religious rather than the secular significance.

The only holiday Logos students do not celebrate is Halloween. On October 31, students do not dress in costume or attend classroom parties. Instead, an alternate field trip activity is planned. This may be a trip to a swimming pool or to an indoor playground.

Each month there is a Worship Celebration for all Logos students. Parents and family members are invited to attend. Different classes take ownership for planning and presenting these special events.

#### **GOALS PROGRAM**

Goals is a system special education program designed to meet the needs of students with mild cognitive disabilities. The focus of this program is on basic academic skills, as well as life skills and social skill development. Instruction is guided by an ISP and builds on individual strengths and needs.

#### **PALS PROGRAM**

The PALS program is an early intervention program for children aged 2 1/2 to 6 with severe disabilities who qualify for up to 3 years of specialized programming.

## **Habit 2: Begin With The End in Mind**

### ***Elk Island Public School's 3 Year Plan***

***Vision: To Inspire a passion for lifelong learning.***

***Priority 1 : Promote growth and success for all students***

**GOAL 1 EXCELLENT START TO LEARNING**

Outcome: More children reach social, intellectual, and physical developmental milestones by Grade 1.

**GOAL 2 SUCCESS FOR EVERY STUDENT**

Outcome: More students achieve a minimum of one year’s growth in literacy and numeracy.

**GOAL 3 SUCCESS BEYOND HIGH SCHOOL**

Outcome: More students are engaged in school, achieve excellence, and are supported in their transition beyond high school.

***Priority 2 : Enhance high quality learning and working environments***

**GOAL 1 A FOCUS ON WELLBEING INCLUDING STUDENT CITIZENSHIP AND STAFF ENGAGEMENT**

Outcome: Our learning and working environments are welcoming, caring, respectful, and safe.

**GOAL 2 QUALITY INFRASTRUCTURE FOR ALL**

Outcome: Student learning is supported through the use of effective planning, managing, and investment in division infrastructure.

**GOAL 3 BUILD CAPACITY**

Outcome: All staff have the opportunity and are supported in increasing their professional and leadership capacities.

**GOAL 4 A CULTURE OF EXCELLENCE AND ACCOUNTABILITY**

Outcome: The division uses evidenced-based practices to improve student engagement and achievement.

***Priority 3 : Enhance public education through effective engagement, partnerships, and communication***

**GOAL 1 PARENTS AS PARTNERS**

Outcome: Student learning is supported and enhanced through parent engagement.

**GOAL 2 SUPPORTS AND SERVICES FOR STUDENTS AND FAMILIES**

Outcome: Community partnerships support the needs of our students.

**GOAL 3 ENGAGED AND EFFECTIVE GOVERNANCE**

Outcome: The division is committed to ongoing advocacy to enhance public education.

***Bell Schedule:***

Registration	8:30- 8:35
Period 1	8:35 – 9:07
Period 2	9:07 – 9:39
Period 3	9:39 – 10:11
Recess	10-11 – 10:26
Period 4	10:26- 10:58
Period 5	10:58 – 11:30
Period 6	11:30 – 12:02
Lunch Eating	12:02 – 12:22
Lunch Recess	12:22 – 12:56
Period 7	12:56 – 1:28
Period 8	1:28 – 2:00
Period 9	2:00 – 2:32
Period 10	2:32 – 3:04



*Until we can manage time, we can manage nothing else.*  
Peter F. Drucker

***SCHEDULE FOR STAFF MEETING DAYS (First Wednesday of Every Month)***

Period 7	12:56 – 1:28
Period 8	1:28 – 2:00
Dismissal	2:00

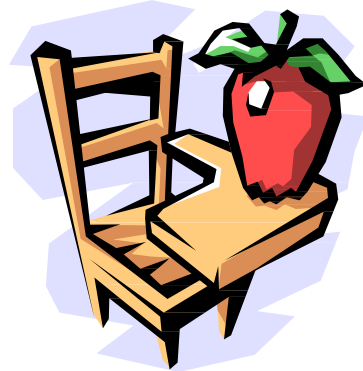
***KINDERGARTEN SCHEDULE***

Kindergarten operates Monday to Friday, 8:35-11:20am and 12:20-3:04 pm (September to June). Note: For the 2016-17 school year, small group days will be scheduled during the first week of classes before the regular schedule begins. LOGOS Kindergarten is full day Tuesday, Thursday and alternate Fridays.

There will be no kindergarten or PALS classes held on staff meeting days which are scheduled for the first Wednesday of each month.

***DISTRICT CALENDAR***

- Aug 30** Classes Begin
- Sept 5** Labour Day - Stat.
- Oct 6 - 7** Professional Learning Days
- Oct 10** Thanksgiving Day - Stat.
- Nov 2 - 9** Diploma Exams
- Nov 11** Remembrance Day - Stat.
- Nov 14 - 18** Fall Break
- Nov 18** Day-in-Lieu for Parent Teacher Interviews
- Dec 26 - Jan 6** Winter Break
- Dec 26** Boxing Day - Holiday
- Dec 27** Day-in-Lieu for Christmas Day
- Dec 28** Christmas Floater Day - Holiday
- Jan 2** Day-in-Lieu for New Year's Day
- Jan 9** Classes Resume for Students
- Jan 16 - 30** PAT/Diploma Exams
- Jan 31** Second Semester Begins
- Feb 9 & 10** North Central Teachers' Convention
- Feb 17** Professional Learning Day
- Feb 20** Family Day - Stat.
- Mar 3** Professional Learning Day
- Mar 24** Day-in-Lieu for Parent Teacher Interviews
- Mar 27 - 31** Spring Break
- Apr 3** Classes Resume
- Apr 5 - 13** Diploma Exams
- Apr 14** Good Friday - Stat.
- Apr 17** Easter Monday - Holiday
- Apr 28** Professional Learning Day
- May 18 & 19** School Closure Days
- May 22** Victoria Day - Stat.
- Jun 21** Aboriginal Day - no exams
- Jun 29** Last Instructional Day



## ***Habit 1: Be Proactive***

### **ATTENDANCE**

Regular attendance by all students is essential for learning to occur. While recognizing that absences due to illness are often unavoidable, parents are encouraged to schedule medical, dental or other such appointments or engagements outside regular instructional hours whenever possible.

The homeroom teacher and the school secretaries monitor daily attendance.

Parents are asked to provide information regarding absences as soon as possible.

Parents may leave messages on the answering machine (467-5591); they may write notes in agendas or they may send notes to school with the details. Please include the child's name, grade, teacher and length of absence.

Secretaries will be available to take calls for the absentee check starting at 8:15 and during the remainder of the day until 4:00

If students leave during the day, they are to present notes to the classroom teachers who forward them to the office. Parents must come into the office to sign their child out. No students will be permitted to leave unless they are signed out by an adult. Students who arrive late are asked to check in at the office so both the secretary and the teacher know they have arrived.

If, in an emergency, a student must leave the school without a note from home, an administrator may grant permission.

Family holidays, which extend beyond regular holiday dates, should be undertaken with the understanding that the student is responsible for missed instruction. In such cases, parents should notify the school as soon as possible so arrangements can be made for missed assignments.

### **ABSENTEE CHECKS**

When no prior notice has been received, the school secretary calls home to verify a child's absence with the parents. This is done after the morning and the afternoon registration for students in all grades from K-Grade 6.

### **LATE SLIPS**

If a child arrives late to school he or she must present their agenda to the office where it will be time stamped and recorded in our attendance records.

### **ACCIDENTS/ILLNESS**

If a child has an accident at school or becomes ill, the parents are contacted to take the child home. If parents are unavailable, the school will phone the emergency contact person.

If neither the parents nor the emergency contact person are available, the child will remain in the make-shift infirmary.

If the accident/illness appears to be severe, the principal or designate will make a decision as to whether medical attention is required, in which case the child will be taken to the nearest health care centre. The school administrator will continue to try to contact the parents and/or the emergency contact.

Parents are asked to make sure the emergency contact person listed on the Student Information Sheet is the most current one and available to receive telephone calls.

Whenever a child has received a minor injury at school, the parents will be notified even if no action is required.

*“When you travel, be fully present in the place of voyage.”  
— Lailah Gifty Akita,*

## **ADMINISTERING MEDICATION**

Some students will require prescribed medication during school hours. Parents and staff members will work together to ensure that safe procedures are in place. However, final responsibility for such medical treatment rests with the parents or guardians.

Any medicine to be administered by staff during the school day will be carefully labeled and kept in a locked cabinet in the office. Medications will be administered by the school secretary in most cases.

Parents/guardians and physicians (as appropriate) will provide written instructions for the care requested. Parents will complete and sign the Medication/Personal Care Request and Authorization Form annually. If any changes occur, parents must notify the principal immediately and complete/update the form.

Written records will be kept of the request as well as a daily administration log. In the daily log, a notation is made in two places for each time medication is administered to a student. Also, the staff member who dispensed the medication will initial the second entry in the log.

For those students who have life-threatening allergies an emergency medical plan must be completed by the parents. Copies of this document are kept in the office, in the staffroom and in the child's classroom.

Staff is trained annually in emergency procedures such as using an Epi-pen.

## **STUDENT ALLERGIES**

In our school, we have children who have life-threatening allergies to peanuts, nuts and nut products. Consequently, we would like our school to be a No Nuts Zone to ensure the safety of these children. Parents are asked not to send any nuts or nut products for snacks or lunches. It is very important to check the list of ingredients to ensure that items are safe. The school will do its best to monitor all foods.

We realize that we may not be able to create an environment which is 100% safe for children with nut allergies, but we want to ensure that our school is as safe as possible. We will certainly be on the lookout for peanut butter sandwiches, nut granola bars and cookies with nuts as these are items which are particularly dangerous.

Even items that contain the warning, may contain traces of nuts, may be dangerous to a small percentage of children who have allergies that are at the life threatening end of the spectrum. We ask parents not to send these items even if they are a minimum threat.

When food items are brought in by the staff or volunteers for special events, every effort is made to ensure all products are nut-free.

In the event a child does bring a nut product to school, he/she will be asked to put it away and eat it at home. Notes to the parents are normally written in the agenda book. If it is the child's main lunch, he/she will be sent to the office to eat it and the office staff will ensure that hands are washed afterwards.

Because we have children who are severely allergic to animals, we are particularly careful about having animals brought into classrooms. This may occur if it is part of a teaching unit and the teacher is confident that no one will be adversely affected.

Our staff and students need to work together to make our school a safe place for everyone. Like a family, we need to help, support and be kind to each other.

Parents who have concerns or questions are asked to meet with the principal.

## **STUDENT SUPPORT SERVICES SCHOOL COUNSELOR**

Mrs. Kropp is the counselor at Brentwood Elementary. Mrs. Kropp works part time at our school and can be reached through the main office at 780 467 5591.

## ***Habit 5: Seek first to understand then to be understood.***

### **STUDENT ASSESSMENT--OVERVIEW**

Assessment is the process of collecting information on student achievement and performance. Assessment information provides the basis for sound decision making regarding teaching and learning. This process reveals what a student understands, knows and can do.

Teachers maintain strong communication between home and school using a variety of different strategies to inform parents about student learning.

These may include:

- Comments on assessed work;
- Phone calls;
- E-mails;
- Meetings;
- Notes in agendas;
- Student reflections;
- Meet the teacher night;
- Parent/Teacher interviews;
- Celebrations of learning;
- Report cards.

### **REPORT CARDS**

Brentwood elementary is continuing with the new report card for Elk Island Public Schools. Brentwood will be committed to communicating with parents throughout the pilot project to make sure the best possible report on student learning is achieved. Please check our school website [www.brentwoodelementary.ca](http://www.brentwoodelementary.ca) for regular updates.

### **PROMOTION POLICY**

Promotion of elementary students is based on achievement in the core subjects (language arts, math, science, social studies) and takes into account the student's social and emotional needs as well.

The team considering promotion or continuation in the same grade includes the parents, the teachers, the school counselor and the principal.

Teachers will discuss student achievement with parents on an ongoing basis and will communicate concerns as early as possible with respect to possible retention.

Ultimately, parents will make the final decision regarding passing or retaining a student.

### **CLASS LISTS**

Class Lists will be created in June for the upcoming year. The teachers who teach the students currently will meet to make up the lists along with both administrators. The intent is to create balanced classes taking into account the following considerations:

- The number of boys and girls;
- The number of high, medium and low achieving students;
- The number of students with special education needs;
- Combinations of students that may not be desirable and combinations of students who should stay together.
- The total number of students in each class.



## ***HABIT 4: Think Win-Win***

### **POSITIVE BEHAVIOR SUPPORTS**

A school-wide approach to positive behaviour supports effectively promotes a safe, orderly and predictable environment for learning and teaching. It creates a positive school culture that students, staff and parents perceive as safe and caring. (Supporting Positive Behavior in Alberta Schools, p. 2, 2008)

At Brentwood School we have four behavioral expectations for staff and students which include:

- Be safe;
- Be kind;
- Be respectful;
- Be responsible.

Positive and proactive techniques are promoted which may include the following:

- A focus on Character Education that is school-wide via the Leader in Me program
- Staff works to create a safe and caring environment with the classrooms, the school and the schoolyard.
- Positive recognition is provided to students informally with positive staff-student interaction on a daily basis.
- Fine arts, sports and other extra-curricular activities help to create a positive environment.
- Rules and consequences within the school are clear, consistent and fair.
- A Collaborative Problem Solving Approach where students and staff work together to come up with a plan to deal with unsolved problems
- DARE program is offered to Grade 6 classes to encourage students to make good choices.
- Appropriate behavior plans are developed to meet individual needs and promote student success.

### **BRENTWOOD DISCIPLINE PLAN**

The Discipline Plan is intended to keep children safe and to provide all students with a good learning environment. Key aspects of the plan include the following:

- Consequences—negative or positive—are designed to change behaviors.
- Consequences for inappropriate behaviors are based on logical consequences.
- The Discipline Plan deals with student behavior during all aspects of the school day including riding the bus, playing at recess or learning in class.
- We encourage students to make good choices; they are responsible for their own behavior and will be held accountable.
- When assigning consequences the following factors are considered:
  - The age of student;
  - The understanding the child has as to whether the behavior was appropriate or not;
  - The emotional state of the child and if willful intent was present or not;
  - The specifics of the situation which may include special circumstances;
  - The frequency of the inappropriate behaviors.
- A student who has a minor infraction will usually serve a recess detention.
- Other consequences may include restitution, phone calls/notes home, lunch detentions or meetings with the administrators, teachers and parents.
- A very serious consequence for inappropriate behavior is a half-day or full-day in-school suspension.
- An in-school suspension may be assigned depending upon the severity of the behaviour.
- Parents will be kept informed if their child misbehaves at school. A warning letter will be provided to the student and parents prior to receiving an in-school suspension.
- The administration may amend these procedures depending upon individual circumstances.
- All documentation dealing with discipline matters will be maintained in one location.

## **ANTI-BULLYING POLICY**

Our goal at school is to create a safe and caring environment for all students. This means that staff and students will work diligently to promote a climate where bullying is not acceptable.

While it is not right, children will find themselves in situations where bullying occurs. This may be in school, at home or in the community. Moreover, bullying may occur at any age and may be a problem for adults as well as for children.

At Brentwood, staff members aim to make everyone aware of the dangers of bullying and help to empower students so they can confront those who are perceived as threats.

Our school will promote both proactive strategies to help prevent bullying along with reactive strategies, which will deal with specific act of bullying in a firm but fair manner. Specific details are listed below.

## **PROACTIVE STRATEGIES**

- Each child must find personal strategies that will work as what may work for one person may not work for another. Demonstrate strong body language and look the bully in the eye before speaking or walking away.
  - Ignore the bully and walk away.
  - Be honest with the bully and let this person know how you are feeling.
  - Say, No, and ask the bully to leave you alone.
  - When a bully tries to get a reaction, shrug of the remarks and let the bully know that you are not concerned or bothered by what is being said.
  - Agree with the bully, which may not give this person the attention that is desired.
  - Use humour to diffuse the situation.
  - There is safety in numbers. Be with friends when there is a chance of encountering a bully.
  - Avoid place w where a bully may be present.
  - Ask for help from an adult, particularly if the strategies tried have been unsuccessful or if there is the danger of physical violence.
  - Do not use physical violence or name-calling against the bullies. As you may be accused of being a bully yourself.
  - Think of things to say ahead of time. You may want to role play situations that may arise.
  - Project confidence;
  - Make friends with the bully. This is likely the most difficult strategy.
  - Students who observe bullying are encouraged to take action. While they should not stop the actual confrontation, they must seek help from an adult. Moreover, an individual who learns about bullying must encourage the victim to talk to an adult or must report the situation.
- Adults will constantly reinforce with students who are victims that there are options they may use to confront bullies.
- Whenever possible, visiting performing groups or guest speakers will speak to students about the importance of promoting a bully-free environment.
- All students will learn the importance of fairness, respect and responsibility.

## **DEALING WITH BULLIES—REACTIVE STRATEGIES**

- Staff will listen to each child who is a victim of bullying and will let this person know that the issue will be taken seriously. Each child needs to know that he or she has a voice and a right to be treated with respect.

- Staff members will intervene immediately in a situation where bullying may be involved. The bullying behavior will be stopped and the staff member will take action. Such action may involve others including the teacher, the principal or the counselor.
- The school has a Behavior Plan along with a Discipline Cycle, which will be followed to ensure that consequences are applied.
- Parents are informed when their children are involved in cases of bullying with an intent that home and school will work together to solve problems.
- In some cases the school counsellor will be involved in helping victims and bullies deal with issues.

## **GUM**

Students are not allowed to chew gum in school at any time.

## ***LEARNING COMMONS***

The learning commons at Brentwood has an excellent collection of research materials along with recreational reading materials. A library technician helps staff and students to use the learning effectively.

The technician circulates resources and helps library users locate resources. Below are basic rules and procedures:

- In general, each kindergarten child may sign out two books and each student in Grade 1-6 may sign out two books and one magazine.
- If a student has an overdue item, he/she will not be allowed to sign out another book until it is returned.
- A note will go home after the book has been missing for two weeks. After the third week, we assume the book is lost and students and parents will be expected to make restitution.

## ***STUDENT DRESS***

It is expected that all students will attend school dressed in appropriate clothing. This generally means clothing that is not revealing and is respectable. Students must be dressed appropriately for the weather. This means warm clothing during the winter months, rain gear in spring and hats for hot summer days.

## ***HATS***

Students are not allowed to wear hats in the school building. They should be left in lockers. We ask that parents serve as good role models and remove hats as well when inside the school.

Hats are allowed on special event days.

## **SAFETY AT SCHOOL**

Parents are encouraged to discuss and stress the following safety guidelines:

- Follow the rules of the road while riding bikes or scooters. Bikes and scooters must be walked on the tarmac and on the sidewalk by the bus-loading zone. Students must wear bicycle helmets.
- Students must walk their bikes on the sidewalks and tarmac.
- Skateboards, roller blades and roller skates are not allowed on school property.
- Students must stay out of parking lots.

- Walk at all times in school corridors.
- Use playground equipment in a safe manner and obey supervisors.
- Avoid games involving physical contact and rough housing.
- No throwing rocks, snowballs and other dangerous items.
- Students are not allowed to build snow forts.
- No throwing balls and other objects onto the school roof or against the side of the school.
- When students are ice-skating, skating/hockey helmets must be worn. These helmets must be CSA approved. Skiers must also wear helmets.
- Students must stay out of the forest areas.
- Under no circumstances should a child leave the grounds without permission.
- During cold weather students waiting for rides home must wait inside the school.

## ***HABIT 6: Synergize***

### **TECHNOLOGY**

At Brentwood, students have access to a large selection of Chromebooks and Ipads. Each classroom is equipped with a Smartboard, which is an interactive whiteboard that provides Internet and computer access for teachers and students. Teachers within grade groups share document cameras and each teacher has his or her classroom web cam. At Brentwood we are keeping abreast of the latest in technology and its impact on education. Students are reminded that they must use computers and technology items with respect.

### **USE OF THE INTERNET**

All staff and students are required to sign Network Users' Agreement forms annually. The use of the computer workstations is a privilege and students must access sites appropriately.

All parents and students may want to sign a web page permission form. This will allow student photographs or student work to appear on the Brentwood web page as part of the Elk Island site. Care will be taken to ensure as much anonymity as possible by including only the child's first name or grade level for a photograph or piece of student work.

Students are always very carefully monitored by staff members when individuals or classes are using the Internet. The district has installed security measures to ensure that inappropriate sites cannot be accessed from school.

### ***BRENTWOOD: PARENT INFORMATION***

#### **WEB SITE**

The Brentwood web page provides parents with up-to-date information about the school. The home page is edited at least once each week.

The following documents may be accessed:

- Student Handbook;
- School Education Plan;
- Monthly newsletters.

Check out the address:

*Web: [www.brentwoodelementary.ca](http://www.brentwoodelementary.ca)*

## **NEWSLETTERS**

The school newsletter is available online on our web site at the beginning of each month. We publish community news events or notices in the newsletter if they are submitted to us a week prior to the end of the month. In addition, newsletters may come from classroom teachers, School Council or the Logos Society.

## **PARENT VOLUNTEERS**

Volunteers are an integral and much valued part of the Brentwood School community. Volunteers contribute to almost every facet of our school from fundraising to laminating, from reading with children to setting up displays.

Parents who are interested in helping at the school must register with the school and sign forms dealing with confidentiality and criminal records. Volunteers check in at the office and are asked to wear a volunteer tag.

All volunteers are recognized for their efforts at a Volunteer Appreciation event, held in May or June.

## **SCHOOL COUNCIL**

Parent volunteers are needed to serve on the Brentwood Elementary School Council (BESC), a body of educational stakeholders. The Council has a formal structure and is governed by a set of by-laws outlined by Alberta Education.

A parent chairs the group and representatives include the principal, a teacher, a community member and parents. This body serves to provide input, helps to make school decisions and communicate concerns. All sessions are open and all parents may attend meetings.

The Brentwood Elementary School Council has been working very hard to support the school. Some of the activities have been:

- Providing input to policies and activities.
- Input into Board of Education policies.
- Fund raising activities to help purchase materials for the school.

## **PARKING**

We have made many changes to our parking procedure to make things safer for students and more convenient for parents. Our staff parking lot is now a designated drop off zone for students. Parents are expected to quickly and safely drop students off and pick students up in this area. If parents wish to park and come into the school we ask that they park in the designated stalls in the parking lot or along Heron road which was previously our bus drop off lane. All busses including special needs busses will drop off on Falcon drive directly in front of the school. Please make sure to abide by all traffic laws in our parking lot including handicap stalls and fire lanes.

## **SMOKING**

Elk Island Schools are “smoke-free” zones. Smoking is not permitted in the school building at any time and is not allowed on the school grounds.

## **INCLEMENT WEATHER**

Schools in the system will generally be open to students when school bus service is suspended.

School bus service will be suspended at a temperature of -40 C.

Service will be suspended if the temperature is -25 C or lower and the wind chill factor is greater than 2300 watts/square metre, as measured at the International Airport. The Director, Student Transportation, will take into account the advice of the RCMP and AMA when making a recommendation regarding suspension of school bus service based on either weather or road conditions.

All official information released to the public will be broadcast by all radio stations starting at 6:00 a.m. During severe weather conditions parents must listen to radios to receive the information released by EIPS.

If weather conditions deteriorate during the day and it becomes necessary to recall busses and close schools, this information will be broadcast on all radio stations starting at 11:30 for implementation at 1:00 pm. It is important that parents receive this information so that arrangements can be made for children when they return home at other than the regular time.

In cases where a single school has to be closed for reasons unique to it, the principal will make the arrangements necessary for early dismissal.

In cases where a single bus route has to be suspended, the bus driver will use a home fan out system to advise parents. If individual school closure or bus suspension is known sufficiently early in the day, this information will be broadcast by radio stations.

Parents should use their discretion when sending children to school during inclement weather conditions even when busses are running and schools are open. For the safety of students who ride school busses, it is the responsibility of parents to ensure that their children are suitably dressed for coping with the weather should busses become unserviceable.

Parents are encouraged to have a contingency plan in place for the care of children when it becomes necessary to close schools during weather conditions.

### ***EIPS: EMERGENCY PLAN***

EIPS' first priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan works in collaboration with first responders and other local emergency preparedness plans. The division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plans use well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly depend on the specifics of the incident. Each year the principal shall hold a minimum of six evacuation drills per year and an additional two drills related to a severe natural disaster, hazardous material spill, lock-down, or shelter-in-place. These drills and exercises are actions designed to prepare students and staff to act quickly and minimize a child's fear should a real emergency occur.

### ***Evacuation***

An evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. In those instances, parents are informed of the alternate location via the school contact.

### ***Shelter-in-place***

During a shelter-in-place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.

Shelter-in-place is generally used during an environmental emergency, such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.

### ***Lock-down***

Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.

### ***Controlled Release or Dismissal***

Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.

For more information, go to the EIPS' site <http://www.eips.ca/content.php?page=227> or contact your school principal.

## ***HABIT 7: Sharpen the Saw***

### **EXTRA-CURRICULAR ACTIVITIES**

During the school year, various extra-curricular activities may be available for students depending upon staff and student interest.

Some activities that have been offered in the past include: Running Club, Floor Hockey, Indoor Soccer and Art Club.

### **FIELD TRIPS**

Field trips are planned for each grade that provide students with new experiences outside the school and that compliment a wide range of subject curriculums. Examples include:

- Safety City--Kindergarten;
- Valley Zoo--Grade 1;
- Telus World of Science--Grade 2;
- Ukrainian Village --Grade 3;
- Fort Edmonton--Grade 4;
- Edmonton Symphony--Grade 5.
- Alberta Legislature—Grade 6;

Parent signed permission forms will be required for all field trips. Normally, because a field trip fee has been collected as part of student fees, the cost will be minimal, if at all.

Transportation for field and extracurricular trips is provided by school bus. The only exception is if children can walk to the site.

If parents drive other students to or from a field trip, a special form must be completed by all parents involved. Moreover, when parents transport their own child, a special form must be completed.

This documentation is required for liability purposes

As most field trips are considered part of the curriculum, all students are expected to attend. The only time a student would not be eligible would be if behavior on prior field trips was inappropriate or if the safety of the student is a concern.

## **SUMMARY REMARKS**

The purpose of the school handbook is to provide parents and students with details about the school's operation and every effort has been made to provide information which is accurate and current. As this handbook was edited in April, there may be changes in the dates noted. Please check the monthly newsletter for the most up-to-date information.

Moreover, in such a document it is impossible to deal with all of the procedures, issues and concerns. Parents, who have questions or would like clarification on any issue should call, fax or e-mail the school or drop by for a visit.

We welcome all our Brentwood students and their families to a new school term. May the 2014-15 school year be the best one ever!