

# Brentwood School Handbook

Brentwood Elementary School

28 Heron Road

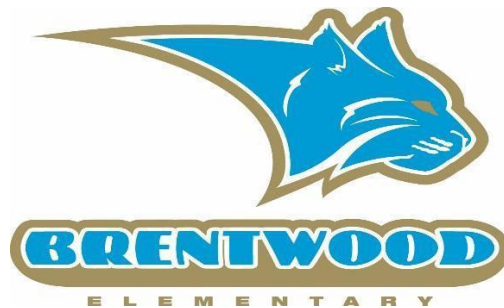
Sherwood Park, AB T8A 0H2

Telephone:(780) 467-5591

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

Instagram: @brentwoodeips

X (Twitter): @brentwoodeips



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

Welcome to Brentwood School, home of the Bobcats. Brentwood began growing leaders in September of 1965. Brentwood School was honoured 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 450 students and 33 staff members. We offer classes from kindergarten to Grade 6 and a LOGOS Christian Education Program. Brentwood is the site for the specialized GOALS program for grades 1-6 students.

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

#### **LOGOS PROGRAM**

In addition to the regular elementary program, parents may enroll their child 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. Students do not dress in costume or attend classroom parties. Instead, an alternate activity is planned.

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**

The GOALS (Generating Occupational, Academic and Life Skills) Program offers smaller classes for more targeted instruction and is designed to meet the needs of students identified with mild cognitive (intellectual) disabilities. Application to the GOALS program are processed through Support for Students. The focus of this program is to improve academic and independent living skills within a positive and supportive learning environment. Flexible and responsive instruction is guided by an Instructional Support Plan (ISP), builds on individual strengths, and needs and follows the Alberta Education Programs of Study, with adaptations or modifications as necessary. The GOALS program continues all the way through to High School, where students work towards a High School Certificate of Completion or a Certificate of High School Achievement (Knowledge and Employability) rather than a High School

Diploma. All special education students have an Instructional Support Plan or ISP to guide their academic programming. The ISP is developed in partnership with all educational stakeholders. This team includes parents, teachers, and may also involve the principal, the school counselor, Supports For Students Consultants, Occupational Therapists and Speech Language Pathologists.

**BELL SCHEDULE:**

<b>Warning Bell</b>	8:25
Period 1	8:30 - 9:02
Period 2	9:02 - 9:34
Period 3	9:34 - 10:06
<b>Recess</b>	<b>10:06 – 10:21</b>
Period 4	10:21- 10:53
Period 5	10:53 - 11:25
<i>Period 6</i>	<i>11:25 – 11:57</i>
<b>Lunch</b>	<b>11:57 - 12:27</b>
<b>Lunch Recess</b>	<b>12:27 - 12:57</b>
Period 7	12:57 - 1:29
Period 8	1:29 – 2:01
Period 9	2:01 - 2:33
Period 10	2:33 - 3:05
Bus Departs	3:12pm



**EARLY DISMISSAL:** (1st Wednesday of each month) 2:05 pm

**Lunch 11:21-11:51; Lunch Recess 11:51-12:21**

**Warning Bell** 8:25

Bus Departs 2:12pm

***KINDERGARTEN SCHEDULE***

Kindergarten operates Monday to Friday, running on the same bell schedule as the rest of the school.

Note: **SCHEDULE A:** Mondays, Wednesdays and select Fridays

**SCHEDULE B+LOGOS:** Tuesdays, Thursdays and select Fridays

## **ATTENDANCE**

Regular attendance by all students is essential for learning. 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 to the **OFFICE**. Parents may leave messages on the answering machine 24hours/day (780 467-5591); or through our website <https://www.brentwoodelementary.ca/contact>. Please include the child's name, grade, teacher and length of absence and reason.

Secretaries will be available in the office starting at 8:00 and during the remainder of the day until 4:00.

If students leave during the day, they are to inform the office. Parents must come to the office to sign their child out unless other arrangements have been made. No students will be permitted to leave unless they are signed out by an adult.

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.

## **ABSENTEE CHECKS**

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

## **LATE ARRIVALS**

If a child arrives late to school, they must enter the school through the main doors and check in at the office. Attendance will be 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 decide as to whether medical attention is required, in which case the child will be transported 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.



## **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. Medications will be administered by the school secretary or EA's.

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 school immediately and complete/update the form.

Written records will be kept of the request as well as a daily administration 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 and in PowerSchool.

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

**It is imperative that the school be informed of any changes in medications as well as contact information, including home, work, and emergency numbers.**

### **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 Nut Aware 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.

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.

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, they will be asked to put it away and eat it at home. A reminder to parents will be communicated. If it is the child's main lunch, they will be sent elsewhere to eat.

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.

### **STUDENT SUPPORT SERVICES SCHOOL COUNSELOR**

Mrs. Waddell is the counselor at Brentwood Elementary and can be reached through the main office at 780 467 5591.

### **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. If you have a question about the way that your child is being assessed, please read the Guide to Reporting Student Achievement that is located on our school website or contact your child's teacher directly via email.

### **REPORT CARDS**

Please check our school website [www.brentwoodelementary.ca](http://www.brentwoodelementary.ca) for regular updates.

### **CLASS LISTS**

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

- The number of boys and girls;
- Input from the School Counsellor;
- 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.

### **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.

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:

- 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.
- 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 promote behavior change.
- 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 inappropriate behaviors.
- Consequences may include recess detention, restitution, phone calls/notes home, lunch detentions or meetings with administration, teachers and parents.
- In-school and out-of-school suspensions may be assigned depending upon the severity of the behaviour. A suspension letter will be provided to parents when a student receives an in-school or out of school suspension.
- Administration may amend these procedures depending upon individual circumstances.

Brentwood School Behavior Plan reflects *Administrative Procedure 350*. This procedure is available online at [AP 350, Student Code of Conduct](#)

## **WELCOMING, CARING, RESPECTFUL AND SAFE LEARNING ENVIRONMENTS FOR STUDENTS**

[AP 311, Welcoming, Caring, Respectful and Safe Learning Environment for Students](#)

## **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.

## **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 space.

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

- Students with overdue books may have their lending privileges suspended until the book(s) are returned or lost item(s) is paid for.
- A note will go home after a book has been missing for approximately 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.

### **LOST AND FOUND**

Please mark/label all your child's materials and clothing clearly so that they may be claimed if lost or misplaced. Lost and found materials will be kept in our lost and found bin and periodically displayed for students and parents to collect. Items left after these times will be donated to charity.

### **FOOTWEAR IN SCHOOL**

To help keep our school clean we ask students and visitors not to wear dirty outdoor footwear in the school. Non-marking, indoor shoes must be worn by all students inside the school at all times.

### **EXTRA SET OF CLOTHES**

Seasonal changes are messy and sometimes accidents happen!

All students should have an extra pair of pants, underwear and socks in their school bag.

### **CELL PHONE POLICY**

As per [District Administrative Policy 145](#) Students in kindergarten to Grade 6 are to have:

No access to cellphones or personal devices during the school day, including during breaks and the lunch hour—the only exception, students with a diagnosed medical condition or an identified inclusive educational need. All communications with children should go through the school office. The school is **not** responsible for any broken/lost/stolen devices.



### **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 school property and on the sidewalk by the bus-loading zone. Students must wear helmets.



- 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.
- No throwing balls and other objects onto the school roof or against the side of the school.
- Students must stay out of the forest areas.
- Under no circumstances should a child leave the grounds without permission.

## **TECHNOLOGY**

Students are reminded that they must use technology with respect and adhere to the Technology Agreement.

All staff and students are required to sign Network Users' Agreement forms. The use of technology is a privilege and students must access only appropriate sites/apps.

## **BRENTWOOD: PARENT INFORMATION**

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

**X (Twitter):** @brentwoodeips

**Instagram:** brentwoodeips

The Brentwood web page provides parents with up-to-date information about the school.

The following documents may be accessed on the school website:

- Student Handbook
- School Education Plan
- Weekly Newsletters

## **Weekly NEWSLETTERS (Brentwood this Week)**

The school newsletter is available online on our web site at the beginning of each week. 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 must check in at the office and wear a visitor tag.

## **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.

This body serves to provide input into school decisions. 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, such as the School Education Plan and school fees.
- Fundraising activities to help purchase materials for the school.

## **PARKING**

Our staff parking lot is a designated drop off zone for students. Parents are expected to quickly and safely drop students off and pick students up in this designated area. If parents wish to park and come into the school, we ask that they park in visitor parking or along Heron Road. All busses including special needs busses will drop off on Falcon Drive. 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.

## **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, administration 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, staff, and visitors 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, staff, and visitors 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 doors 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**

During some emergency situations students may need to be released to their parents. The student release procedure is a controlled method of releasing students to their parents or an authorized adult. The system uses two separate physical points, or "gates," to ensure the accurate accounting of all students, with runners to assist. Your administrator will guide you through this process.

Once the school activates the emergency response plan, families are not permitted to take their child from the school or the Emergency Evacuation Centre without signing for them. Families must follow due process to ensure the safety of their child and other children.

**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 \*Games Club \*French Club \*Volleyball \*Basketball \*Badminton \*Brentwood TV \*Green Team

**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.

Parent signed permission forms will be required for all field trips.

If parents drive students to or from a field trip, a special form must be completed by all parents involved.

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 student behavior is an issue or if the safety of the student is a concern.

## **ELK ISLAND PUBLIC SCHOOLS SUSPENSION OF BUS SERVICE DUE TO INCLEMENT**



### **WEATHER**

*Brentwood school follows: [EIPS Administrative Procedure 131: Inclement Weather](#),*

### **BUS SAFETY/STUDENT CONDUCT RULES ON BUSES**

Students are expected to follow all bus safety rules. For complete listing of rules and consequences please visit our website at <https://www.eips.ca/transportation/code-of-conduct>

### **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.