

# Brookfield Elementary School



*Learning and Growing Together*

## Student Handbook/Agenda 2017 – 2018

Chignecto-Central Regional School Board/Nova Family of Schools

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# Welcome to Brookfield Elementary School!

Brookfield Elementary School strives to be a happy and caring place of learning. We welcome all new and returning students and their families to our school community. For some, this will be your final year at BES and for others - your journey is just beginning! No matter where you are on this journey, each new school year provides new opportunities. We are looking forward to working with you to provide the best possible educational experience...with some fun along the way!

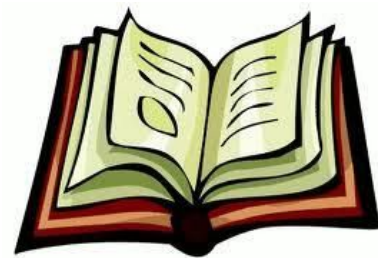
The education of our children is a partnership involving families, the school community and the children themselves. All students can experience success but in order to optimize their learning, *all* members of the partnership must fulfill their roles and responsibilities. Parents/guardians are an integral part of that partnership and a key element in the success of children in school. We welcome parents/guardians and other significant people in our students' lives as part of our learning team. With your involvement and support, students will always benefit.

Communication is an important aspect of the success of any partnership. This handbook is designed to provide parents, guardians and students with information about our school. Please read and use as a quick reference during the school year. If you need additional information, or have questions or concerns please contact the school. Information will be conveyed on an ongoing basis on our website. The web page can be found at:<http://bes.ccrsb.ca/>.

Get involved at BES. Think about joining the School Advisory Council or Home and School. Volunteer in your child's classroom or during special events. You have much to offer!

## **SCHOOL HOURS**

- 8:30 Bus Students begin to arrive and will go directly inside, doors open to all students at this time
- 8:50 Registration, O Canada and Daily Announcements
- 8:55 Instruction Begins
- 10:25 Recess
- 12:15 Lunch Break
- 1:00 Classes Resume
- 2:50 Walkers dismissed
- 2:55 Dismissal



## UNINTERRUPTED INSTRUCTIONAL TIME

We strive to create as much **uninterrupted instructional time** as possible. While there are many things we do internally to accomplish this goal, there are opportunities for our families help us be successful as well. How can you help us create as much uninterrupted instructional time as possible? Here are some basic suggestions:

- ✓ ***Have your child arrive on time and prepared for the school day.*** When a student arrives after instruction has started, it is disruptive for the class and puts the tardy student at a disadvantage. **Students should arrive at school *no later than 8:40 am* so as to get settled in classrooms and order lunches. Attendance is taken at 8:50.**
- ✓ A student who arrives unprepared (without the proper materials or homework completed) is also at a great disadvantage.
- ✓ As possible, plan ahead for changes in routines to avoid last minute phone calls or other interruptions in the classroom.
- ✓ Stay abreast with communications from your child's teacher. Knowing when assignments are due, and signing and returning agendas, assignments, tests and permission slips on time, are examples of ways to help the teachers maximize the use of time.
- ✓ Help us understand how we can help you. We want to work together with you to create a successful experience for your child.
- ✓ Send notes if there is to be a change in dismissal routine. If you need to phone, please call the school prior to 12:30 so that messages can be delivered to the appropriate students and teachers before dismissal.
- ✓ Sign out children if they leave the school prior to regular dismissal time or if going home by a method other than the usual.
- ✓ Please have your child check in at the office if arriving late so that attendance, which is a legal document, can be updated accordingly.

## BROOKFIELD ELEMENTARY SCHOOL STAFF

Kathy Weatherbee: Principal  
Amanda Cornelius: Administrative Assistant  
Judi MacKenzie: Grade Primary  
Sarah Topshee: Grade Primary/1  
Lisa MacQuarrie/Shelley O'Connell: Grade 1  
Brenda Henderson/Kurtis Porter: Grade 2  
Robyn Greene: Grade 2/3  
Allison Tucker: Grade 3/4  
Lisa Smith: Grade 4/5  
Janell Nelson: Grade 5  
Autaum Marshall: Grade 6  
Alison Read: Resource  
Larry MacKenzie: Physical Education  
Laura Bowman: Music  
Lisa MacQuarie: Reading Recovery

Julie Holland : French Circuit  
Susan Venner: Math Mentor  
Sara Thomson: Math Support  
Sharon Quinlan: Guidance Counsellor  
Beth Hill: Educational Assistant  
Patty Stewart: Educational Assistant  
Amy Prest: Educational Assistant  
Marion Hart: Educational Assistant  
Tracey Hoyt: Educational Assistant  
Denise Boulton: Speech Language Pathologist  
Jessica Conway: Psychologist  
Roger Cox: Daytime Custodian/Bus Driver  
Julianne MacPhee: Custodian  
Sharon Dunlap: Cafeteria

## CCRSB: Mission Statement

We develop independent lifelong learners in a student-centered environment with high expectations for all.

### Student Success Planning (SSP)

BES has two goals for the 2017-18 school year. They are:

1. To increase student achievement in literacy through best assessment and instruction practices.
2. To increase achievement in mathematics through best assessment and instruction practices.

An Annual Report is compiled to celebrate achievements and to identify the progress in meeting the goals of the plan. Site based in-services address our SSP goals.

### ALLERGY ALERT; PEANUT AWARE!

There are children in our school with severe life threatening food allergies (anaphylaxis) to peanuts and nuts. This is a medical condition that causes severe reactions to specific foods. ***Only foods free of peanuts or nut/tree nut products are permitted in our school. Sharing of food is strictly prohibited.***

### SCHOOL ADVISORY COUNCIL

The purpose of the School Advisory Council is to offer advice to the school on a variety of issues with the intent of making improvements. Members are drawn from school personnel, the parent community and the non-parent community. Meeting dates are communicated on the school calendar.

### HOME AND SCHOOL

The Home and School organization provides financial support for the school through fund raising activities. Come help support the activities of this worthwhile organization! Meeting dates are communicated on the school calendar.

### MEDICATIONS AT SCHOOL

As per Board guidelines, unless authorized by a physician, school personnel will not administer any prescription or “over the counter” drugs, nor are students to “self medicate”. When authorized by a physician, administration of any medication will follow the procedures for administration of prescribed medications. Parents of those students requiring medication must send the meds in the original packaging with the pharmacy sticker indicating the child’s name, dosage and other pertinent information. All meds must be passed into the office where its administration will be monitored by school personnel.

### SECURE DOOR POLICY

For the safety of all, all doors are locked. We have in place a video/intercom system by which authorized visitors may gain access to the building. This is a proactive approach to prevent access of unauthorized individuals to children and staff. ***All visitors to the school are required to check-in and check-out at the office.***

### CHANGE OF DISMISSAL PROCEDURES

If your child is to travel home in a way other than the usual, the school must be provided with a note from the parent/guardian indicating the change. All children, regardless of the time of day, must be signed out at the office if leaving school in a manner that is not usual, and need to check in at the office if arriving late. This helps to ensure that attendance records, which are legal documents, are accurate. **Please Note: Children cannot be dismissed with other people without authorization from the parent or guardian.**



## **BUSES**

School buses provide a very important service for parents and students. In order to ensure everyone's safety, students must conduct themselves in an orderly manner while riding on them, adhering to the rules posted on the bus and as given by the driver. Parents can assist by stressing the importance of proper conduct to their children. Students are required to return home on their regular bus and disembark at their assigned stop, unless there is a note from the parent/guardian to indicate otherwise. Bus changes are dependant upon available seating. All requests must be approved by office staff and forwarded to the bus driver.

## **ABSENCES/PUNCTUALITY/SAFE ARRIVAL**

Regular attendance and punctuality are essential to success. **It is essential that students arrive at school on time and stay for the full instructional day, consistently.** Please verify all absences. If your child is absent or will be late arriving at school, call the school office or send a note to the teacher the day prior to the absence. Voice mail is available for messages. **If we have not heard from you by 9:00 am, a phone call will be made to the numbers provided on emergency forms to determine the whereabouts of unexcused absent students, thus confirming the safety of the children.** Student attendance records are legal documents. Accurate information regarding the reason and dates of absences, even partial day absences, is essential.



## **EMERGENCY/REGISTRATION FORMS**

Forms need to be kept up-to-date. Inform the school of any changes of babysitters, emergency contact numbers, medical information or any other pertinent information. ***Having local emergency contact persons, in the event that we are unable to contact parents/guardians, is essential! It is also essential that there is more than one alternate contact person.*** Please inform the school if parents/guardians will be away on trips or have other unusual circumstances as these may affect the actions/reactions of individual students. If we are informed of these changes, we are better able to address issues that may arise.

## **CONTACTING TEACHERS**

We appreciate your calls: however unless there is an emergency situation teachers cannot come to the phone or leave their classrooms to meet with parents/guardians during class time. If this is the case, leave a message and your call will be returned as soon as possible. If e-mail is an option, this can be an effective means of communication. E-mail addresses are on the school web-site.

## **REPORTING PERIODS**

There are three reporting periods during the school year: Written reports will be issued in November, April and June. Specific appointments for Parent/Teacher and/or Student Led Conferences will be scheduled at these times. If you have concerns, please do not wait until a reporting period before expressing your concerns to the teacher! Likewise, teachers will contact parents/guardians if concerns arise at school.

## **VOLUNTEERS NEEDED!**

Volunteers and their involvement in a supportive role are an integral part of our school. At BES we welcome your volunteer participation and invite you to contribute your time, enthusiasm, talent, and commitment to education and to your child (ren). Many opportunities are available to our children only as a result of having volunteers.

As per Board policy, every volunteer who has the potential of being alone with children must complete a **Police Records Check** and **Child Abuse Registry** form. As it takes some time to process these forms, it is advised that they be completed well before the intended activity. Please be advised that forms are not transferable from one organization to another (if you have, for example, the forms completed for your job, another form must be completed in order to volunteer in the CCRSB.) Don't delay...do it today! Forms are available at the school office and on our website.



## **SCHOOL CANCELLATIONS**

Listen to the radio for cancellation notices for ‘Colchester-East Hants’, ‘Nova Family of Schools’, ‘SCA Feeder Schools’, or ‘Chignecto Central Regional School Board’. It can get confusing depending upon what part of the Board is closed due to inclement weather or any other unforeseen reason! Announcements will be made on both Truro and Halifax radio stations. If you are not sure which schools are affected, check out the School Closure section of the CCRSB web site (ccrsb.ca). In the event of a midday closure, announcements will be made on radio. **The school is required to contact parents and/or caregivers before students are bused/transported from school. We are unable to dismiss students until we are assured that all students are going to an approved caregiver. It is imperative that emergency forms be updated if changes have occurred so that the appropriate caregiver can be contacted.**

## **BREAKFAST PROGRAM**

We are fortunate at BES to be able to provide a Breakfast Program for our students. This program is available daily between approximately 8:30 and 8:45 am, and is made available to all students, no questions asked. Volunteers run this program. If you, or anyone you know, is available to help out, please contact the school. Volunteers need to have completed and submitted the Police Check and Child Abuse Registry forms. Donations are always appreciated.



## **CAFETERIA:**

All students, whether they bring a lunch from home or order through the cafeteria, will eat in the cafeteria under the supervision of the Student Monitors. Students purchasing their lunch are to place their order before classes begin each morning. Menus and order forms will be provided on a monthly basis on the website. Ordering by the week or month is encouraged if possible. Pre-ordered lunches will be carried over if a student is absent. Students are also able to purchase morning and recess snacks if they so desire.

## **NUTRITION**

Healthy lunches, whether purchased at school or brought from home, are essential to good health and better learning. BES follows the guidelines of the Provincial Nutrition Policy in its preparation of lunches and snacks. **Avoid sending to school non-nutritious food items and sugary snacks and drinks.** Students are permitted to drink water while in class: no other beverage will be permitted in the classroom during instructional time. **Water bottles should be taken home and washed daily.**

## **PEBS: Brookfield Elementary’s Expected Behaviours**

Brookfield Elementary School has developed a **PEBS** positive behaviour matrix. PEBS stands for **Positive Effective Behaviour Support** and is supported by the Nova Scotia Department of Education. It provides a proactive approach to students and staff regarding expectations for positive behaviour around our entire school community. Please see the PEBS Matrix, a document under the parent tab. This will be taught and reviewed often at school. Reinforcement at home will be greatly appreciated.



Teachers and other staff recognize the positive contributions students make by issuing Gotcha Ballots which highlight the 3 expectations noted on the PEBS matrix, namely: **Respect, Responsibility and Safety**. Draws for each class are conducted at the end of each month with a canteen to recognize their accomplishments.

## **TOYS and ELECTRONICS**

The responsible use of electronic devices is expected by the students and staff of Brookfield Elementary School. Some students bring electronic games to be used on a long bus ride home. Use of games, that must be appropriate in nature, is at the bus drivers' discretion. The potential for disputes amongst students as a result of these items being used or lost at school is great. If calls need to be made to parents/guardians, they can be made at the office. Phones and cameras pose a particular problem as there are students who are not allowed to have their photos taken; therefore we ask students not to take photos.

It is imperative that students be able to maintain concentration and attend to their lessons and items, such as those mentioned, cause much distraction. If these items are lost or stolen the school WILL NOT assume responsibility for them.

## **BICYCLES AND SCOOTERS**

Students bringing bicycles and scooters to school assume all responsibility for them. All bicycles must be placed at the bike rack and scooters are parked by the main door inside the school. As students are dismissed from school, bikes and scooters must use the road entrance and not the walkway where students and others are making their way to the busses or the parking lot. Remember – the use of bicycle helmets is law!

## **PLAYING SAFELY OUTSIDE**

All students have the right to play in a safe and secure environment. While there are supervisors on duty during break times, students themselves have responsibilities for safe play. Expectations are, but are not restricted to, the following:

- ✓ **Share.** This includes sharing the equipment, space and the leadership of games and activities.
- ✓ Show **respect** for students, adults and property; follow schedules, return equipment.
- ✓ Adhere to the instructions given by the supervisors.
- ✓ Stay within the designated play areas.
- ✓ Always act with safety in mind.
- ✓ Dress appropriately for weather conditions.
- ✓ No running / tag within the climber area.
- ✓ Use the slide, one at a time, from top to bottom, feet first; slide when the previous slider is out of the way.
- ✓ When on the swings, swing straight; one person per swing; do not jump off ; stand clear of the swing.
- ✓ Tackle and shoving/checking games are not permitted.
- ✓ Soccer and soccer-like games belong on the soccer field, not on the crowded playground.
- ✓ Toys, although not permitted during school hours, are the student's' responsibility; they must be stored in backpacks and not brought into the classroom; toy weapons are strictly prohibited.
- ✓ All disagreements are to be settled by the people playing the game or using the equipment; ask an adult if you need help; use your problem solving skills; if players can't settle a disagreement they must find something else to do until they can work it out; people continuing to have difficulties will lose the privilege to play that game or use that equipment.
- ✓ When the bell rings, students must **promptly** stop playing and prepare to re-enter the building; return all toys to their proper place
- ✓ Fighting, including "play fighting", will not be tolerated.
- ✓ Bullying will not be tolerated.