

Beautiful Plains School Division  
Brookdale Elementary School

HANDBOOK

# Brookdale Elementary School

## **Mission Statement**

Brookdale Elementary School believes that public education should provide challenging, lifelong learning opportunities, inside and outside of the classroom. Teachers will encourage responsibility and personal excellence. All students have unique abilities and learning styles but learn best when it is enjoyable and relevant.

All students can choose to make positive contributions to school and community.

Our school encourages active participation and success while viewing mistakes as learning opportunities.

Our school provides a safe, caring environment based on honesty, respect and teamwork.

# Beautiful Plains School Division

## **Mission Statement**

The Beautiful Plains School Division will:

Strive to provide quality educational opportunities within a safe and caring environment that will enable students:

- To become lifelong learners; and
- To become responsible, productive, contributing citizens in a changing society.

## **Brookdale Elementary School Code of Conduct**

In order for Brookdale School to provide a quality educational community in which all can develop to their fullest potential; parents, staff and students must all accept their various responsibilities. They are defined as:

### **Student Responsibilities**

- Attend school regularly and punctually
- Show respect to all individuals regardless of race, religion, gender or age
- Show respect for the school and property of others
- Respect and obey school and public authority; defiance of authority, foul language and aggressive behavior are unacceptable in all school settings, including on buses and extra-curricular activities
- Abide by playground rules
- Dress appropriately for the school environment and activities
- Follow the school Code of Conduct
- Control and self-monitor their behavior
- Engage in the educational activities provided by Brookdale School through classroom participation and involvement in extra-curricular activities

### **Teacher Responsibilities**

- Provide an effective and inclusive learning environment
- Teach the required Manitoba Education, Citizenship and Youth curriculum
- Show respect to all individuals regardless of race, religion, gender or age
- Maintain order and discipline among students for school activities
- Interact respectfully at all times; defiance of authority, foul language and aggressive behavior are unacceptable in all school settings, including on buses and extra-curricular activities
- Assess student progress
- Communicate with students/parents/guardians and administration regarding academic progress, attendance and behavior
- Dress appropriately for the school environment and activities
- Assist students in resolving conflicts
- Maintain confidentiality regarding students and colleagues
- Advise and guide students' compliance with the Code of conduct in all school settings.

### **Parent Responsibilities**

- Ensure that your child attends school regularly and punctually
- Encourage your child to put forth a genuine effort and nurture positive attitudes towards school
- Ensure that your child complies with the Code of conduct for all school related activities
- Be familiar and support school policy, and when required, tender your support towards a joint solution
- Show respect to all individuals regardless of race, religion, gender or age
- Interact respectfully at all times; defiance of authority, foul language and aggressive behavior are unacceptable in all school settings

## **Brookdale Elementary School Code of Conduct (continued)**

Discipline, especially self-discipline, is an integral part of every student's education experience. Our goal is to have students control their own behavior to a standard acceptable to the school and to the greatest extent possible. There are times when students choose to act in an inappropriate manner. In the event of poor choices, behavior will be treated seriously and have consequences which may need to be reported to parents and/or guardians.

Consequences may range from privileges revoked to suspension from classes or school. This range will allow staff to use their professional judgment in assessing each situation. Suspensions will be imposed where students' behavior interrupts the learning of others or where students pose a threat to the safety of others.

Examples of unacceptable behavior would include, but not be limited to, the following:

1. All aspects of bullying: physical, cyber, verbal
2. Fighting or wrestling (this includes play fighting)
3. The use of foul language
4. Discrimination on the basis of any characteristic set out in subsection of the Human Rights Code
- 5) Using, possessing, or being under the influence of alcohol or illicit drugs at school
- 6) Possessing a weapon as "weapon" is defined in Section 2 of the Criminal Code
- 7) Gang involvement

In cases where damage is done to the school or school materials, (e.g., equipment, texts, library books, etc.) the student may be required to provide the labour to repair the damage, and in all cases where damage requires replacement, students doing the damage will be responsible for payment.

Disciplinary action will be administered by the teacher and/or principal. All misconduct and consequences will be recorded.

## Policies and Procedures

### **Visiting Our School**

Upon arrival at our school, all visitors are expected to sign in the building and will be assigned a visitor tag.

### **Attendance**

Regular attendance is an essential component of success in school. Students are expected to attend all classes. In the event that a student has to miss a class, the school requires notification from a parent/guardian to confirm the absence. Extended absences due to medical reasons must be validated by medical authorities.

### **Daily School Opening Time**

Morning: Buses are timed to have students arrive, as close to 8:20a.m. as possible, we would encourage town students not arrive before that time unless previous arrangements have been made with the principal.

Afternoon: School is dismissed at 3:40. Students are to vacate the building by 3:50 unless participating in after school activities

### **Leaving the School**

Students who must leave the school during the regular school day to attend personal appointments must have parent/guardian permission. A note or phone message to the school is required.

### **Dress Code**

All students attending Brookdale School are expected to be dressed neatly and maintain personal hygiene. Appropriate footwear should be worn at all times. Students wearing inappropriate or offensive attire will be asked to change or cover up. The dress code will be in place for all school activities.

### **School Phone**

There is a phone in the main office for students to use for emergency/urgent calls. Students will not be called out of class for personal phone calls.

### **Parking**

Visitor parking is permitted on the north side of Brookdale School. Please observe the restricted parking zone. Parents dropping off/picking up their children are required to use the north parking lot.

## **Safety Drills**

Students and staff practice safety drills throughout the school year. These include:

- Fire drills
- Bus evacuation
- School lockdown
- Tornado drill

## **Bus Ridership**

Parents and students must realize that school bus transportation is a privilege and not a right. Misbehavior that jeopardizes the safety of others of any kind will not be tolerated. Students who misbehave can be denied the privilege of riding on the school bus by the principal. For a complete set of Bus Ridership Rules and Policies, please refer to Beautiful Plains School Bus Ridership Policy.

## **Bus Pass**

Bus passes are required for any student who rides a bus other than their regular bus or who request to be dropped off at an alternate stop. Students must have a parental permission to request a bus pass.

## **Dress for Extreme Weather**

The following procedure is to be used in the event that school bus driver or other employee is of the opinion that a student is not adequately clothed to cope safely with severe seasonal weather conditions.

Students are required to wear complete outer wear, including insulated pants during the winter months when going outside, traveling on a Beautiful Plains School Division bus or personal vehicle.

## **Storm Days**

When weather conditions are questionable, CKLQ, 94.7STAR FM and 96.1 BOB FM will broadcast morning notices regarding bus cancellations and or school closures. If busses are unable to run in the morning, school will be closed for the day.

In the case of inclement weather, the decision to send students home lies in the hands of the transportation supervisor and individual school bus drivers. If a storm occurs during the day, parents will be notified by phone and students will be sent to their Storm Billet.

## **Head Lice**

A student who has been determined to have nits or head lice will be sent home until treatment has been administered. Public Health is a valuable resource for home and school.

## **Bell Times**

8:20	First Bus Arrives
8:50	First Bell
8:50-9:00	Assembly
9:00-9:40	Period 1
9:40-10:20	Period 2
10:20-10:35	Recess
10:35-11:15	Period 3
11:15-11:55	Period 4
11:55-12:55	Lunch
12:55-1:05	Buddy Reading
1:05-1:40	Period 5
1:40-2:15	Period 6
2:15-2:30	Recess
2:30-3:05	Period 7
3:05-3:35	Period 8
3:35-3:40	Dismissal
4:05	Bus Dismissal

## **General Information**

### **Communication with the School**

Assemblies are held each morning. Important dates are posted at this time and on the school web page. Agendas/planners are a useful tool for communicating between and home and school. Parents are asked to check and initial the planner each evening.

School newsletters are linked to the web page throughout the school year.

### **Lockers**

Students in grades 1 through 8 are assigned a locker. Kindergartens are assigned cubbies. Students are expected to maintain the locker throughout the year. Lockers are the property of the school and may be inspected at any time.

### **Home Economics and Industrial Arts**

Grades 7 and 8 attend Neepawa Area Collegiate on Day 5 in the afternoons. Students require a signed note from a parent/guardian if they are not going to be riding the bus home.

### **Reports**

There are 3 reporting periods: December, March and June. Formal Parent/Teacher meetings and Student Led Conferences are in December and March. Portfolios are prepared by students to share at Student Led Conferences.

### **Lunch Supervision**

A playground supervisor is employed during the year. Students are expected to eat lunch in their assigned area and clean up after themselves before they are dismissed by the duty supervisor. Non-compliance with behavior expectations may result in an alternative location to eat his/her lunch.

### **Music/Band**

Music is offered to all K-4 students. Band is introduced in grade 5 and continues to grade 8.



## **Yearly School Activities and Programs**

During the course of the year Brookdale School runs a number of special functions for the education and enjoyment of the students. Some examples are:

Social Justice Projects and Activities

Christmas concert

Skating/Curling

Bowling

Grade 5-8 Ski Trip

Spring Concert

Swim Program

Hot lunch Program

Fundraising occurs throughout the year. Funds that are raised are used directly to support and enhance school activities for the students. Brookdale Elementary School values community support.

## **School/ Playground Rules**

1. When dismissed for recess, student must go outside as quickly as possible. Students should remain outside during recess time.
2. When the bell rings to signal the end of recess, students are expected to come into the school promptly.
3. Students are to play in designated areas and should remain in the sight of the teacher on duty.
4. Students are prohibited to play on the streets surrounding the school and the school parking lot. Organized activities that are supervised are an exception.
5. Students may not leave the playground at any time without the permission of the teacher
6. Play fighting or wrestling, in any form, are not allowed.
7. Throwing stones, gravel or snowball is not permitted.
8. Running and tag games are not permitted on the play structure.
9. Standing or sitting on the monkey bars is not allowed.
10. Throwing balls on the play structure is not allowed.
11. Balls of any kind should be played with only on the field west of the school, well away from school windows. If a ball should land on the roof or roll across the street, inform the teacher on duty.
12. Climbing trees on the school grounds is not permitted.
13. Students are to use the slides on the play structure appropriately. For safety, students are required to go feet first and one student at a time.
14. Snacks are allowed during recess. Students are to use the picnic tables as the designated areas to enjoy their snack.
15. All garbage from recess snacks must be placed in the garbage and recycling cans available.
16. Sports equipment will be returned by the person who took it outside and returned to the designated area inside.
17. Students should walk to and from the bus loading area and should remain on the sidewalk until given permission to load by the bus driver.
18. Bicycles ridden to school must be left in the bicycle racks upon arrival at school. Bikes are not to be ridden on the playground and must remain in the rack until the end of the day.
19. Jumping off the swings is prohibited.
20. Students are to acknowledge personal space when interacting with others.