



**Brookside
School**

A Caring School Creating the Future

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PARENT HANDBOOK

2017 – 2018

WEBSITE: brookside.epsb.ca

EDMONTON PUBLIC SCHOOLS WEBSITE: www.epsb.ca

Please keep handy for future reference.

Welcome to the 2017-2018 school year at Brookside. All staff looks forward to working with students and parents throughout the year to ensure all children have a productive and positive school year. This handbook is designed to share information about our school.



Brookside is an exceptional elementary school where the best of Edmonton Public's staff, students and parents come together to create 'a caring school creating the future.' At Brookside, students receive an excellent academic program supported by superb literacy and numeracy practices and complemented by second language learning, regular physical activity, high standards of conduct and safety, the Olweus Bullying Prevention Program and fine arts presentations. The atmosphere in the building is one of friendship, kindness, caring and respect.

In choosing Brookside you have chosen excellence in education delivered in a caring environment.

School Hours of Operation

	<u>Grades 1-6</u>	<u>Kindergarten a.m.</u>	<u>Pre-Kindergarten</u>
Morning entry	8:40 a.m.	8:40 a.m.	8:20 a.m.
Start of classes	8:45 a.m.	8:45 a.m.	8:25 a.m.
Morning recess	10:15 a.m.	10:15 a.m.	none
Morning dismissal	11:36 a.m.	11:36 a.m.	11:34 a.m.
Afternoon entry	12:25 p.m.		12:20 p.m.
Start of classes	12:30 p.m.		12:25 p.m.
Afternoon recess	2:15 p.m.		none
Afternoon dismissal	3:31 p.m.		3:34 p.m.

****Early dismissal Thursdays at 2:27 p.m. for K – grade 6 only, not pre-Kindergarten**

Educational Programming

All courses recommended by Alberta Education for regular elementary students are offered at Brookside. The learning climate is conducive to the development of feelings of self-worth and social responsibility. French as a Second Language is offered in grades 4 through 6. Students are offered a variety of challenging activities beyond the core program. The Balanced Literacy program and Daily Five are used by grades K-6 for teaching Language Arts.

Pre-Kindergarten Program at Brookside (new 2017)

Pre-Kindergarten supports children 2 years and 8 months to 5 years old who have a first language other than English or have mild, moderate or severe delays in their development. Each class has a team of professionals who help children get an excellent start to learning before Kindergarten by working on speech, mobility and everyday tasks like communicating and exploring their senses. Watch this [video](#) to get a sneak peek inside these fun and busy classrooms where children learn by playing with their peers. [Learn more about Pre-Kindergarten.](#)

Security at Brookside School

Edmonton Public Schools has security practices to enhance safety measures, complete with security cameras, so the office can identify visitors to the school. We keep all exterior doors locked throughout the day. The front door at the main entrance to the school will be unlocked at the following times: 7:00 – 9 a.m.; 11:15 a.m. to 12:40 p.m.; 3:15 – 4:00 p.m. (Mon., Tues., Wed., and Fri.) and 2:10 to 3:00 p.m. (Thurs.)



During locked door times, students, parents and visitors to the school will have to ring a buzzer at which time the office will be able to view through a video camera the person waiting at the door. You will be asked to identify yourself and the purpose of your visit before being buzzed in. Once buzzed in, please check in at the

office prior to visiting any location in the school. **Note: There is a separate door-bell for the YMCA child care during the locked times.**

The intent of the locked door schedule is to ensure the safety of our students and staff.

Pupil Absence

When a child cannot be in attendance, PLEASE CALL THE SCHOOL AT 780.434.0464, or e-mail us at brookside@epsb.ca. When a child's absence at school is unexplained, parents will receive a telephone call. The purpose of the "absentee check" program is to be sure no child has become lost or suffered some accident between home and school. In order for us to monitor sickness trends in our school we ask parents to report the reason and be fairly specific for all absences, in particular when you leave a message on the answering machine or e-mail.

Lates

Students arriving late to school are to check in at the office and then proceed to their classroom. If a student is consistently late this means considerable disruption to others and the principal may contact the parents.



Holidays during Scheduled Instructional Time

The school year has been organized so as to provide for natural breaks and holidays for students. The demands of the curriculum are such that if a child were to miss a significant period of instructional time this could have an impact on his or her achievement for that year.



While travel provides wonderful opportunities for learning, given the increasing number of parents who are choosing to withdraw their child/children for extended periods of time at times other than scheduled breaks, it is important to understand the educational ramifications of that decision. The purpose of this policy is to provide you with information regarding what the teacher is able to do to support the child's learning and what will be the responsibilities of the parent during this absence. Essentially parents who choose to take their child/children out of school to go on an extended holiday or trip are choosing to home school their child for that period of time.

If you decide to withdraw your child/children from school but are not prepared to home school him/her/them during the absence then you need to accept the fact that your child/children will miss the learning that continues in his/her/their absence and that this may have an overall impact on his/her/their achievement. It is also important to note that depending on the timing and length of the absence, there may be insufficient information collected to enable the teacher to provide a valid evaluation of your child's/children's progress and achievement during that particular term. This may result in the following comment on the report card: *Insufficient information available to provide a mark.*

Ultimately the decision is yours to make. Hopefully this information will help you to make an informed one.

NOTE: Parents anticipating this kind of absence should inform the school well in advance if possible.

Teachers are not responsible for preplanning comprehensive units of work for students away for extended periods of time.

Illness

Normally, children who are too ill to go outside for recess are too ill to be at school. All children are expected to participate in outdoor recess. This is particularly true in the case of severe colds; children coming to school with severe colds are unable to function well, provide a source of infection for other children, and would probably recuperate faster at home. Parents are asked to notify the office regarding illness of students.



If a student becomes ill during school hours, parents are contacted to arrange for the child to be taken home. While waiting to be picked up, students will wait in the office or will lie down in the nurse's room. In the interest of the child who is ill and to prevent the spread of illness to the rest of the students and staff, it is important for children to be at home when they are sick.

First Aid/Medication

Basic first aid is administered to bumps and bruises. Parents are contacted immediately for more serious injuries. If parents cannot be reached, the emergency contact person will be notified. If we cannot reach someone responsible for the student, the student will be taken to the nearest Medi-centre or hospital.



If it is necessary to have staff administer prescription medication to a child at school or for a child to bring prescription medication to school, the parent must provide a signed request from the parent and physician indicating the type of medication, dosage and action to be taken in the event of possible hazards or side effects. This includes the following: inhalers, EPI-pens, Tylenol, Advil, etc. A non-prescription medication form must be signed by a parent if a child is to have medication such as Tylenol, Advil, herbal medicines etc. at school. The required forms are available from the school office or on SchoolZone. All medication other than EPI-PENS and INHALERS must be kept in the school office area.

Emergency Registry

The school maintains an emergency registry for each family. The information is kept on file so that a contact person is available in the event of an injury or illness when parents are unavailable. Please make the necessary arrangements with the contact person prior to using their name and phone number.



The emergency registry will be updated each year in September. If during the school year, the address, telephone number or other important information regarding a student changes, parents must inform the school in writing. Emergency numbers, in particular, must be kept up-to-date.

Brookside School Assessment Plan

This is posted on SchoolZone, please take a moment to have a look at it.

Progress Reports

Written progress reports of student achievement for Grades 1 – 6 are issued three times (Kindergarten is twice/year) during the school year. Students are evaluated according to the grade level of achievement in four core areas and quality of performance in each of the subject areas.



In conjunction with the reports, conferences may be scheduled. The primary purpose of the conference is to allow for: (a) an exchange of information, (b) a demonstration of the student's achievement and performance, and (c) an opportunity for questions and clarification.

The first written progress report will posted on SchoolZone or sent home in November; conferences for parents and teachers follow the week after. The second written progress report, is distributed in March via SchoolZone or hard copy and followed by student-led demonstrations of learning. The third written report is distributed the last day of school in June.

During the first conference, teachers will: (a) share student profiles (marks, observations) which are developed in the assessment portion of the program, (b) report on observations, and (c) demonstrate progress with dated samples of student work and test results.

Library



Students are encouraged to use the library services at the school. The library is a place for students and staff to research materials, obtain recreational reading, and to work on assignments. The atmosphere, which must be maintained at all times, is one of quiet orderliness in order to maximize the usefulness of this facility.

SchoolZone and Student Portal

SchoolZone is an information system developed by Edmonton Public Schools which provides parents *and* students with online access to school news and events, attendance records, achievement results, timetables, and progress reports. In addition, teachers may post daily homework assignments, including handouts and class news. By using the site, parents will have timely access to information to help them be more actively involved in their children's academic success. The **Student Portal** gives students access to SchoolZone, Google Apps for Education, and other web-based tools.



About Google Apps for Education:

Edmonton Public Schools uses Google Apps for Education allowing all students and staff to communicate and collaborate. Any emails, documents, presentations or files created in Google Apps for Education are stored on servers located outside of Canada and subject to foreign laws.

Electronic Games (Ds, Gameboys), Mp3 Players, Cell Phones, Fidget Spinners, etc.

Personal belongings such as toys especially spinners, electronic games (DS and game boys), MP3 players, IPODs, ITouches, IPADs, cell and camera phones, video devices etc. should be enjoyed at home and **are not to be brought to school unless requested by the teacher**. These items seem to be easily misplaced, broken, lost or stolen at school. Many of these devices are quite sophisticated and not only can the children play games and listen to music; they also can take photos, videos and watch movies. Some of the music the children are listening to and the games and videos they are watching are inappropriate for school. **Students are not allowed to take pictures and/or videos of students at school without permission.** Such digital images can find their way onto the Internet or shared with others causing embarrassment and humiliation to the people involved.



The school cannot assume responsibility for personal items of students. We ask parents to label their child's personal articles. School staff do not have the time to follow up on lost or broken items that should not have been at school in the first place. If a teacher requests certain personal belongings be brought to school, the teacher will safeguard these items. **We ask that students please keep toys and the above mentioned devices at home.** Your co-operation in this matter would be greatly appreciated.

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation with its staff groups, is committed to a creating a healthy, respectful learning environment for students, staff members, trustees, parents, volunteers and contractors.



We recognize the worth of every person without discrimination. We are committed to working toward the elimination of objectionable behaviour in our schools and workplaces, and to maintaining an environment that is respectful, safe, nurturing and positive for everyone.

Please help us achieve this goal by interacting in a manner which respects the dignity and value of others.

Discipline

Teaching children appropriate behaviour is one goal of the school. The behaviour must be based on a respect for the rights and feelings of all and knowledge of the traditionally accepted priorities.

The term "discipline" also refers to the endeavour of the school to develop work habits that result in the efficient completion of assignments.

The school endeavours to work with the parents to achieve both aspects of "self-discipline".

Behaviour Expectations

As citizens of Brookside School, students are expected to be at school in time for commencement of classes and to:

- enter the school promptly when the bell rings. Entry before is only with special permission or in emergencies.
- walk quietly, in an orderly way, throughout the building.
- remove outdoor footwear when entering the school, and wear indoor footwear when inside the school building.
- show courtesy, consideration and respect towards others and their property.
- keep hands, feet and objects to one's self.
- use all resources - books, supplies, equipment - wisely and appropriately.
- play in designated areas only and use playground equipment properly.
- refrain from any form of rough play, teasing or bullying.

Students, with their teacher, will develop specific classroom expectations. A student who violates a classroom or school expectation will go through a problem-solving process with the teacher that includes appropriate and logical consequences. Specific concerns will be shared with parents.

Students who continue to experience difficulty following these expectations will be referred to the principal, who will consult with the teacher and the parents, and continue to work through a problem-solving process with the student. Consequences may include loss of recess privileges, making up for lost learning time after school or the implementation of an in-school suspension.

Serious behavioural concerns may warrant immediate out-of-school suspension.

These include:

- Bullying, threatening or harassing another person
- Conduct that endangers the safety of students and/or staff
- Intentional threats to hurt or actual hurting of others by fighting, hitting, kicking or spitting
- Use of profane language or disrespectful gestures
- Continuous disruptive behaviour that interferes with another student's right to learn
- Willful defiance, disobedience or open opposition to those in authority
- Vandalism or willful damage to others or school/community property
- Possession of any object deemed to be dangerous (this includes the throwing of such objects as rocks, snowballs, sticks etc.)
- Possession of a weapon

Minor and major infractions are dealt with on an individual basis. Parental involvement is essential when dealing with major infractions. Every situation is different.

Olweus Bullying Prevention Program (OBPP)

Brookside School has adopted the Olweus Bullying Prevention Program (OBPP) to stop and prevent bullying. OBPP is unique in that it focuses on ALL of the parties involved in bullying: the bully, the target, the bystanders and the defenders. The program provides the tools to handle bullying incidents effectively and appropriately. The OBPP is the leading research-based program that has shown to reduce bullying and make schools safer, happier places for students to learn and grow.



All Brookside students will follow these four anti-bullying rules:

1. We will not bully others.
2. We will help students who are bullied.
3. We will invite students who are left out.
4. If we know somebody is being bullied, we will tell an adult at school AND an adult at home.

PROCEDURES

Telephone Use: Students may use the telephone in the case of emergency and with their teacher's permission. Plans to go to a friend's home for lunch or to play after school must be made at home prior to leaving for school. Teachers will ask students to call home occasionally for missing assignments or materials; however, this will be closely monitored. In the event a student consistently leaves materials and assignments at home, the teacher will contact parents to try to resolve the problem.



Newsletters: School newsletters will be posted on SchoolZone on the last Thursday of each month (subject to change as required.) If you do not have access to Internet and would like it sent to you by e-mail please provide us with your address on the student correction form sent home the first week of school (a hard copy will be sent home if you do not have either of the above.) The purpose of the newsletter is to keep parents and students informed of upcoming events at school and in the community. Classroom newsletters are sent home on a regular basis. These newsletters will be specific to the classroom and the information will pertain to specific grades.



School Bus Information



Yellow bus fees are yet to be determined (June-17) for the 2017-18 school year. School bus regulations state: "Loose articles such as books, baseballs, golf balls, marbles etc., must be securely contained within an athletic bag or backpack to be transported on a charter school bus. Articles that cannot be stored in an athletic bag that will fit under the seat of the student or in a back pack, such as hockey sticks, skateboards, scooters, etc., **are not** permitted on a charter school bus."

At the end of the day, bus students assemble and attendance is taken to ensure no one misses the bus. If your child is not taking the bus home, please advise the office well ahead of dismissal (no later than 3:15 p.m.).

Inclement Weather/Recess



During inclement weather (rain, cold, extreme winds), students may come into the school to wait until classes begin. Students will be expected to wait in the designated area in an orderly fashion. Failure to do so will result in having the student(s) wait outdoors. Teachers on supervision will notify students regarding early entrance. Supervision, both indoor and outdoor, begins at 8:25 a.m.

During extremely inclement weather (-23°C) outdoor recess will be canceled. Students will have a supervised indoor recess break. Dismissal will be at the regular time.

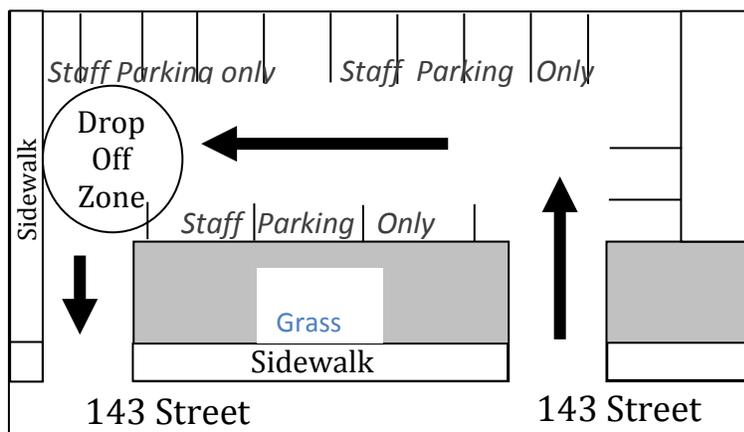
At the discretion of the administration, students may be sent out for recess even though the temperature is lower than -23°C.

Parking

THE PARKING LOT IS RESERVED FOR STAFF ONLY. "No Parking" signs are posted and unregistered vehicles may be tagged and towed away. **All** stalls are rented out to school staff and placards are in staff windshields for inspection if bylaw enforcement comes on site. Tickets may be issued if you are parked in this lot.



The parking lot is very small and tends to be a dangerous area for students. Students are expected to use the sidewalk by the community league on the south side of the school or go around the building on the north side.



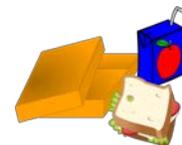
The drop-off zone is for use in the morning and at lunch and is not designed for pick-up. Please obey **all** signs and supervisors. **NOTE: AT THE FRONT OF THE SCHOOL THERE IS A HANDICAP ZONE AND SCHOOL BUS ZONE.**

Supervision

We ask students to arrive no earlier than supervision can be provided, i.e. 8:25 a.m. When the weather is very cold or wet, children may wait quietly in the entrances until bell time. In keeping with Edmonton Public Schools policy, supervision is provided for students for the fifteen minutes prior to morning classes and for the five minutes following afternoon dismissals. Please note that legal responsibility for students terminates after this time. All students are asked to report home immediately following dismissal. Any child feeling particularly chilled or ill should come into the school regardless of the time or the weather and check in with a staff member.

Lunch Program

A lunch program operates for students who require this service on a regular basis. For students coming to Brookside by yellow school bus (or who live in the yellow bus area) there is no fee. A fee is charged for students in the immediate neighbourhood and other neighborhoods outside of our "catchment" area. ***This fee is a shared cost between the school and parents, so students have a safe place to have lunch.*** Information is sent home or posted on SchoolZone by the end of September. **We do ask parents to remember to send the necessary utensils with their children. The school does not provide utensils.**



Students eat lunch in their classrooms and will be dismissed at 11:55. During inclement weather students participate in indoor activities. **The school must be notified if your child is not staying at school for lunch.**

Students are under the supervision of paid supervisors. Microwaves are available for student's lunches to be **re-heated** for 1 minute. As there are always a number of students who require the microwave, a thermos for soups or casseroles would be a good idea, to reduce wait times. **No cooking** of noodles, frozen meals, **popcorn**, etc. can be accommodated. Please pre-cook all frozen meals and place in a container to be re-heated.

NOTE: We have students with life-threatening nut allergies; therefore we ask all lunches to be nut safe.

We continue to cut back on the amount of labor required to clean up after lunch. All wrappers and containers will be packed up and taken home for disposal or recycling. Juice/drink containers can be recycled at school.

All students are expected to follow lunchroom expectations:

1. Be respectful and cooperative
2. Stay seated while eating and use proper table manners
3. Use inside voices and behaviour
4. Clean up personal space after eating and assist with general lunchroom cleanup
5. Be a good friend and help others
6. Follow the school rules

Repeated unacceptable behaviour will result in removal from the lunch program and parents may be asked to find other arrangements for their child at lunch.

Field Trips

Parents will be notified of all field trips requiring private or public transportation prior to their occurrence. A completed returned permission slip is required for each child before he/she can attend. Permission forms will be posted on SchoolZone or sent home with each child.

It is a requirement for written consent to be provided on the appropriate permission form. Permission will be denied if the proper consent is not in place. Students not returning permission slips will be accommodated in other regular classes.



From your School Nurse

Alberta Health Services works together with parents, schools and community agencies to provide a range of coordinated community health services for school-age children and their families. Our common goal is to improve students' health and learning outcomes. Various health services are provided by nursing, dental, rehabilitation and speech and language staff. If you would like to contact someone from the School Health Team, please call **780-342-6800**

- ✚ **CHICKEN POX** – As advised by Alberta Health Services, parents/guardians of children with chickenpox should report this illness to Health Link Alberta who will collect and report all cases to Public Health. Health Link can also answer questions about chickenpox. Health Link Alberta can be reached at **811**. Please advise the school as well.

June, 2017

Emergencies at your child's school

Sometimes emergencies happen at schools. To help everyone remain calm and act quickly in an urgent situation, each school has detailed plans that students and staff practice regularly throughout the year.

LEARN ABOUT EMERGENCY PROCEDURES

- Ask to see the emergency plans, which are available in the school office
- Review parent handbooks to find out where to meet your child after an emergency
- Talk to the principal for more information

INFORMATION IN AN EMERGENCY

In an emergency, schools may communicate with parents in a number of ways, including:

- SchoolZone
- School social media accounts
- Voice or text messaging sent directly to you (only available at some schools)

For large-scale emergencies, information may also be shared on the District's Facebook and Twitter accounts, and through local media.

HELP KEEP YOUR CHILD SAFE IN AN EMERGENCY

- **Don't call the school.** Too many calls can overload the phone system, preventing emergency workers from making timely contact with the school.
- **Don't call or text your child.** A ringing or vibrating phone could alert a suspicious person to their whereabouts.
- **Don't go to the school.** Extra vehicles and people in the area can make it difficult for emergency workers to do their jobs.

REUNITING WITH YOUR CHILD AFTER AN EMERGENCY

Most emergencies don't last long and you can pick up your child as you normally would at the end of the day.

- **If it's the end of the school day and an emergency has just ended,** school staff and/or emergency workers will be at the school and tell you where to go to meet your child. If your child takes the bus, you will be notified if the bus is on time or late. If your child walks home, staff will take necessary precautions to ensure your child is safe leaving the site.
- **In some emergencies, your child's class and teacher will go to an alternate safe site.** If that happens, you will be notified about where to go to pick up your child. Sign out procedures will be in place—your child must be picked up by a parent, guardian or another adult.



TYPES OF EMERGENCIES

ALERT: A threat is outside the school. All exterior doors are locked. There are no outside activities. Classes continue as normal.

LOCKDOWN: There is an immediate threat inside the school. All interior doors are locked. Staff and students keep quiet and hide. If staff and students are on a field trip, they will go to an alternate safe site instead of returning to the school. Students will not be released from the school until emergency responders say it is safe.

EVACUATION: Schools may be evacuated during a fire, flood or bomb threat. All staff, students and visitors immediately leave the building and proceed to the school's meeting place. Everyone either stays at the meeting place or moves to an alternate safe site. Staff, students and visitors return to the building only after emergency responders say it is safe.

TORNADO ALERT: Staff and students inside the building go to pre-designated shelter areas, which are usually interior hallways on the lowest floor of a building. If the school is damaged and it is safe to go outside, staff, students and visitors may be evacuated.