

BRANDER GARDENS SCHOOL
Parent and Student Handbook
2017 - 2018



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**Hours: 8:40 – 3:30 Mon., Tues., Wed., Fri.
8:40 – 2:25 Thurs.**

Principal's Message

The staff and I would like to welcome all students and their families to Brander Gardens Elementary School. We look forward to working closely with you and your children throughout the school year. We will strive to provide a nurturing, safe and encouraging learning environment that will enable our students to grow intellectually, socially, emotionally and physically. Our goal is for every student to experience success in their studies and to become excellent citizens of Brander Gardens and the world.

As a staff, we look forward to working with you and your children throughout the coming year. It is our hope that this school year will be enjoyable, rewarding and exciting for all.

Parent and Student Handbook

This handbook has been prepared to try to answer some of the more common questions about routines, policies and procedures at Brander Gardens School. It is suggested that you read all the information and then keep it in a handy place for easy reference throughout the school year. A copy is also available on our school website. We realize that you may have questions at any time, so please do not hesitate to contact your child's teacher or call the school office at 780-436-6740.

SchoolZone

Edmonton Public Schools' SchoolZone website is the primary source for information about school activities. SchoolZone is also the place for the most current information about activities, announcements, all receipts, transportation and progress reports. We encourage you to select the Settings in SchoolZone that ensure you receive an email alert each time there is a change/update.

Current information about our school is posted on SchoolZone. The purpose of SchoolZone is to keep you informed of the current happenings around the school and community. Other information from classroom teachers will also be posted to School Zone.

The school will do our best to keep you informed about happenings and the progress of your child, as you are a key partner in your child's education. You require an email address to get SchoolZone. If you do not have a SchoolZone account, please contact the school office at 780-436-6740.

Absent Student Checks

Each morning and afternoon, teachers and the school office checks attendance to ensure the safety of all students. If your child will be absent for any reason (illness, appointment, vacation), please phone the school office or leave a voicemail with your child's full name, classroom number and reason for absence. If your child is absent and we have not heard from you, we will get in touch with you to confirm that your child will be absent from school. Please be sure that the school office has a current phone number and emergency contact person.

Accidents/ Illness

If a student becomes ill or injured while at school the following procedures will be followed:

- a) A member of the staff will attempt to make contact with the parent/guardian or with the person listed for emergencies.
- b) If the parent/guardian cannot be reached the child will be made as comfortable as possible at school. If the illness/injury appears serious, the child may be taken to a medical facility (by ambulance if necessary).
- c) Attempts to contact parent/guardian will continue.

Behaviour Plan

At school, an important part of our philosophy is helping students to learn how relate with others and to learn how to solve problems.

We strongly believe in the expectations to show respect:

- a) for ourselves
- b) for others
- c) for property

These school rules are well communicated and we strive to support all students in meeting these expectations. We respect students' dignity, and guide them in solving problems.

At Brander Gardens School, there is zero-tolerance for: physical fighting, swearing, and weapons of any kind. A weapon is defined as "anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person" (Board Policy IG.BR).

When applicable, parents will be contacted and a problem solving strategy would be implemented.

Edmonton Public School Board Student Behaviour and Conduct Policy

A. STUDENT RIGHTS AND RESPONSIBILITIES

1. Students shall be treated with dignity, respect, and fairness by other students and staff.
2. Students shall be provided with a learning environment that is free from physical, emotional, and social abuse.
3. Students and parents shall be informed of the Board's and school's expectations for student behaviour within the school, the school grounds, and during school activities.
4. In the event of student misbehaviour, students and parents shall have the right to offer an explanation, and to be informed about consequences of misbehaviour.
5. Students shall exercise their responsibilities to:
 - a. use their abilities and talents to gain maximum learning benefits from their school experiences;
 - b. contribute to a climate of mutual trust and respect conducive to effective learning, personal development, and social living; and
 - c. attend school regularly and punctually. Appropriate opportunities for student consultation and involvement in student related matters shall be provided.

B. STUDENT BEHAVIOUR AND CONDUCT

The Board supports the endeavours of staff, students, parents, and the community to ensure positive student behaviour and conduct. In addition, the board expects parents and students to recognize their responsibility in developing student self-discipline.

1. Students shall be responsible and accountable for their behaviour and conduct:
 - a. while involved in school-sponsored or related activities;
 - b. while on school property;
 - c. during any recess or lunch periods on or off school property;
 - d. while travelling to and from school; and
 - e. beyond the hours of school operation if the behaviour or conduct detrimentally affects the welfare of individual students or the governance, climate, or efficiency of the school(s) (*School Act* Sections 24(1)(b) and 24(7)(b)).
2. Parents play a vital role in developing student behaviour and conduct. It is the District's expectation that parents:
 - a. be aware of the board policy and regulations and the school's expectations for student behaviour and conduct;
 - b. review the board policy and regulations and the school's expectations for student behaviour and conduct with their child(ren);
 - c. work with the school to resolve student behavioural issues when they affect their child(ren); and
 - d. co-operate with the school's or district's recommended course of action prior to re-admission of the student following a student suspension.
3. Students shall show respect for:
 - a. school authority;
 - b. others and their property;
 - c. ethnic, racial, religious, and gender differences;
 - d. school attendance and punctuality;
 - e. work habits, assignments and homework;
 - f. school property;
 - g. textbooks and equipment;
 - h. fire alarms and safety equipment; and
 - i. district policies relating to smoking, alcohol, drugs and inhalants.

4. Failure to meet the expectations for behaviour and conduct shall result in some or all of the following consequences:
 - a. problem solving, monitoring or reviewing behaviour expectation with student and reprimand;
 - b. parental involvement;
 - c. referral to attendance board;
 - d. temporary removal of privileges;
 - e. detention of student;
 - f. temporary exclusion of student from class;
 - g. in-school suspension;
 - h. out-of-school suspension;
 - i. behaviour contract with student;
 - j. restitution for property damage to an individual or board;
 - k. assessment of student to develop appropriate programming;
 - l. involvement of police; and
 - m. expulsion from a school or all district schools.
5. Grounds for disciplinary action that could lead to suspension or expulsion exist where a student has demonstrated unacceptable behaviour such as:
 - a. conduct which threatens the safety of students and/or staff;
 - b. possession of a weapon on a student's person, or in a student's locker or desk, that is dangerous to students and staff. A weapon is anything used, designed to be used or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.
 - c. displaying or brandishing a weapon in a threatening or intimidating manner;
 - d. assaulting another person;
 - e. possession or use of illegal drugs, alcohol, or inhalants in school and on school property;
 - f. contravention of district policies and regulations related to student harassment, smoking, student attendance, and student rights and responsibilities;
 - g. theft;
 - h. wilful disobedience and/or open opposition to authority;
 - i. use or display of improper or profane language;
 - j. wilful damage to school or others' property;
 - k. interfering with the orderly conduct of class(es) or the school;
 - l. contravention of the code of conduct as set out in the *School Act* Section 12;
 - m. contravention of the provisions of Section 27 of the *School Act* related to trespassing, loitering, and causing a disturbance; and/or
 - n. use of technology such as computers, cameras, cell phones, and other digital equipment for purposes that are illegal, unethical, immoral, or inappropriate.
6. Principals shall report to police the names of all persons for whom they have reasonable and probable grounds to believe are trafficking in drugs. The Principal shall:
 - a. inform the parents of students involved; and/or
 - b. proceed with disciplinary measures which may lead to suspensions or expulsions.
7. Based on the board policy and regulations for student behaviour and conduct, each school shall develop and communicate to parents and students expectations for student behaviour and conduct.
8. The Principal shall communicate annually, to students and parents, the board policy and regulations and the school's expectations for student behaviour and conduct.

Bicycles / Scooters

Bike racks are provided next to the west and east side of the school. This area is out of bounds except when parking or picking up bikes. The school cannot be responsible for stolen or damaged bikes, and we encourage students to lock their bikes, scooters, etc. Students are asked to **walk their bikes on the school yard**.

We remind students and parents that we do not encourage students to bring toys or valuables to school.

Bus Passes / Information

For those students eligible for busing, Yellow Bus Passes for grade 1 to grade 6 students must be purchased from the school office. For Kindergarten students there is no cost to students. Please remember that yellow bus service is for students that meet the transportation criteria and have purchased a bus pass. Due to insurance reasons, students may not ask a friend to ride home with them on the bus after school.

Families can find information about their children's yellow bus routes and schedules on SchoolZone. During the school year, parents can use *Where's My Bus?* On SchoolZone to check the location of their child's bus and see if it's running on time or running late

If your child is not taking the bus it is very important that the office be notified that you or someone else is picking your child up at the end of the day and **NOT** taking the bus. We experience delays with the buses departing from school because we have not been notified of students being picked up and trying to track them down.

Change of Address/Telephone

Many families make changes to their personal/contact information during the year – telephone numbers, address, email, work telephone numbers and so on. Any changes or possible transfers to another location should be reported to the office **as soon as possible** so that our records can be kept up-to-date. This ensures that we are able to contact you in a timely manner when the need arises.

Cold Weather Policy

In the event of rain or cold weather below -23C, outdoor recess will be cancelled. Instead, students will have a break and alternate activities in their classrooms, with supervision. School will still operate on regular school hours.

Communication Books (School Agendas)

Students from grade 1 to grade 6 will be bringing home a School Agenda. Students are encouraged to they will record their assignments, upcoming tests, upcoming activities/field trips. Parents are asked to sign the book and return it with your child to school. **Please expect this book home every day and return immediately the next day. In combination with SchoolZone**, it is an important way to communicate with our parents about events, assignments and achievements

Dress Code

Suitable footwear and clothing should be worn relative to weather conditions. All students are to remove outdoor footwear at entrances. Students should have a pair of indoor running shoes which are to be worn at all times in the building, and that are appropriate for running, jumping, etc. **Please avoid runners with black soles as they leave marks on the floor.** Students are expected to wear appropriate clothing for learning and school activities.

Field Trips

Learning experiences which occur outside the school are an important part of our school curriculum and supplement the regular school program. A variety of in-school presentations are also held throughout the year.

Field trip funds are collected at the start of the school year. No child will be refused the right to participate in field trip experiences due to lack of payment. A consent form will be sent home prior to each field trip. This notification will indicate the proposed cost and other requirements for the field trip.

All teacher-leaders will be identified and a staff member will have appropriate First Aid requirements. Children who do not bring in a signed permission slip will not be able to attend the field trip and other arrangements will be made for the time their class is away from the school.

Fine Arts

Each year Brander Gardens brings a variety of performing arts groups into the school. Included are groups such as opera, ballet, puppetry, music and theatre performers. Performances are geared toward elementary students and intended to give students a positive exposure to the fine arts. Parents will be asked for a modest fee to help pay for these performances, as a part of yearly school fees.

Hours of Operation

Hours of operation	
8:25 a.m.	Teacher supervision begins outdoors
8:40 a.m.	First bell
8:45 a.m.	Morning instruction begins
10:15-10:30 a.m.	Morning Recess
11:36 –12:25 p.m.	Lunch Recess
12:25 p.m.	First Bell
12:29 p.m.	Afternoon instruction begins
2:05-2:20 p.m.	Afternoon Recess
3:30 p.m.	Afternoon Dismissal
2:25 p.m.	<i>Thursday Afternoon Dismissal</i>

*****NOTE: EVERY THURSDAY THERE IS AN EARLY DISMISSAL FOR STUDENTS*****

Illness

Normally, children who are too ill to go outside for recess are generally too ill to be at school. Children who have a contagious virus or infection are encouraged to stay home from school until they are well, for the benefit of their own health and that of others at school.

All communicable diseases (lice, chicken pox, measles, whooping cough, etc.) must be reported to the school. Your child must remain at home until there is no danger of transmission to other students.

For more information you may wish to phone Alberta Health Services 'HealthLink' at (780)408-5465 (408-LINK) or your family doctor.

It is imperative that the school have an emergency telephone number of a neighbour or a relative in the event that a parent is away from home when the child is ill or injured. Telephone numbers must be updated immediately when changes occur (please refer to the section on Change of Address/Telephone).

Library

Children are encouraged to borrow books from the library both for recreational reading and school work. We welcome parents to get involved in reading to and with their children. Occasionally books are lost or damaged. The student will be charged a replacement fee for books that are lost or damaged beyond repair.

Lost and Found

Found articles of clothing and footwear are placed in the two lost and found boxes in our school. Found textbooks, notebooks, jewelry, glasses, lunch kits, keys, etc. should be turned into the office. We encourage all parents to make sure a name or identifying mark is put on all outdoor clothing, shoes (especially running shoes) and winter boots. We will display the Lost and Found items in a central location several times a year for all students to easily see and claim their items. Brander Gardens School and staff are not responsible for lost or stolen items. At the end of each school year, unclaimed items are donated.

Lunch Time Supervision Service

As a service for families whose children stay at school for lunch, lunch supervisors have been hired to provide supervision to students during the lunch time. Lunch time supervision fees cover the costs of supervisors' salaries. Fees do not include the provision of food.

Students who stay for lunch must not leave the school grounds without written permission. Edmonton Public Schools Board Policy HH.AR outlines the Lunch Time Supervision Service (Edmonton Public School Board Policy HH.AR).

Medication Policy

At times, parents may have need for the school to administer medication to their children during school hours. These medications must be in "bubble packs" prepared by the pharmacist.

The Edmonton Public School Board's Operational Handbook states:

"If a request is made to administer medication at school to students not sufficiently mature or reliable to care for their own needs, the following guidelines and procedures are to be observed:

The principal shall require a signed request from the parent and physician indicating the type of medication to be administered, required dosage and action to be taken in the event of possible hazards or side effects." Please come to our school office if you require this form and more information about this for your child.

Money

We have on-line payment options through SchoolZone. Payments may also be made by cheque **made payable to Brander Gardens School**. When money is sent with children, please put it in an envelope with the child's name and teacher's name written on the outside.

Please emphasize with your children the danger of leaving money or valuables in their desks or other places at school.

Parent Advisory Council (PAC)

Brander Gardens School Council is committed to supporting quality school programs and learning experiences at Brander Gardens School.

The council is open to all parents of Brander Gardens' students. Meetings are an opportunity to share information, discuss issues, to plan activities and be informed and involved in the school. Dates and times of meetings will be advertised on SchoolZone and in the school newsletter.

Parents are valued partners who play an integral role in their child's learning. We encourage parents to be involved in their child's education. We also welcome volunteers at the school. Please speak to your child's teacher. You can be involved in ways such as helping in the library, reading with a student, assisting in the classroom, going on field trips, or sharing a special interest or talent.

Patrols

Students in grade six make up our AMA patrols. They are on-duty in front of the school from 8:25 to 8:40 a.m., 11:36-11:50 a.m., 12:15-12:29 p.m. and 3:30-3:45 p.m. (2:25 to 2:40 p.m. on Thursdays).

We ask parents to explain to their children the necessity of crossing the street at the designated crosswalks at all times. Parents are encouraged to regularly remind children of safe crossing rules.

Pick-up and Drop Off of Children / Parking

Traffic congestion in front of the school presents a serious threat to the safety of our students. Parents who drive their children are asked to drop them off in marked areas in front of the school or along Riverbend Road, or down by the east playground. This arrangement will prevent our students from jaywalking in the high traffic area. **Please think safety before convenience.** It is a danger for our students moving in and around the parking lot.

There is no visitor parking in the staff parking lot or in front of school. In front of the school is a designated for school buses.

Reporting to Parents/Student Progress Report Cards

At Brander Gardens School, progress reports are issued three times during the school year. The progress reports will be posted on School Zone in November, March and June.

Parent-Student-Teacher Conferences will be scheduled during the year, and parents may also request a conference with the teacher at any time during the year. At Brander Gardens School we encourage parents to contact teachers if there are any questions, concerns, or compliments to be shared.

Please refer to our School Assessment Plan on our school website and SchoolZone.

Respectful Learning and Working Environments

Edmonton Public Schools, in co-operation with its staff groups, is committed to 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.

School Emergency Plan

A comprehensive emergency plan is in place for Brander Gardens School. Each year we will practice fire drill and lockdown (security alert) procedures. Every effort is made to keep students calm and knowledgeable in the event of a real emergency.

In the unlikely event of a school building closure or relocation of students, SchoolZone is an excellent source of information. A current telephone contact number will also allow us to phone you to communicate important information occur (please refer to the section on Change of Address/Telephone).

Supervision

Playground supervision is provided for the 15-minute period preceding the morning and afternoon sessions as well as during the recess periods. **To ensure student safety, children should not arrive at school before these times.**

In keeping with Edmonton Public School Board Policy, supervision is also provided by individual teachers for their students for the five minutes immediately following the morning and afternoon dismissals.

School Security

With the exception of morning arrival and afternoon dismissal time, all school doors will be locked. Access to the school can be made through the front (North) doors by using the daytime doorbell/buzzer.

We take pride in our school building and grounds, and appreciate your help both during and after school hours. If you see persons committing any suspicious acts around or on school property after-hours please call the Edmonton Police Service non-emergency number at 780-423-4567. Give the name of the school, location and a brief description of what is happening.

Student-Owned Electronic Devices

Please refer to the Brander Gardens School Responsible Use of Technology Agreement for details on student responsibilities and rights in relation to technology use at school.

At school, students have access to Chrome Books, laptops, iPads and other technology. If students are bringing their own electronic devices to school, they are encouraged to speak with their teacher or the office so that we can help the student safely use and store the item during the school day.

Volunteers

Volunteers in our school are required to complete a Volunteer Registration form, provided in the fall registration package. If you require additional copies for additional family members, etc. to complete, please contact the office.

When volunteering or visiting in the school, please register in the Visitor Sign-In book in the office. This is imperative for the security and safety of all persons entering our property, and will assist us emergency situations.