



2023-2024

School Handbook

BRANDER GARDENS SCHOOL
Parent and Student Handbook
2023 - 2024



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Hours: 8:40 – 3:30 Mon., Tues., Wed., Fri.

8:40 – 2:25 Thurs.

Table of Contents

Table of Contents	3/4
Principals' Message	5
Division and School Priorities	6
Collection and Use of Personal Information by Edmonton Public Schools	6
Anti-Racism and Equity	6
School Behaviour Plan	7/8/9
SchoolZone	9
Student Support Services	9
<hr/>	
Accidents / Illness	10
Attendance / Reporting Absences	10
BGTV	10
Birthdays	11
Bus Passes / Information	11
Change of Address / Telephone	11
Classroom Communication	12
Concerns	12
Communication Books (School Agendas)	12
Dress Code	13
EPSB Sexual Identity and Gender Orientation Policy - Safe Contacts	13
Field Trips	13/14
Fine Arts	14
Fruit for a Friend	14
Homework	14/15/16
Hours of Operation	16
Illness	16

Learning Commons (Library)	17
Lost and Found	17
Lunch Time Supervision Service	17
Lunch Program Behaviour	18
Medication Policy	18
Money	18
Parent Involvement	19
Parent Involvement - École Brander Gardens School Council	19
Patrols	20
Peanut and Nut Aware School	20
Personal Property - Bicycles and Other Wheeled Devices	20
Personal Property - Cell Phones	20/21
Personal Property - Lanyards	21
Pick-up and Drop-off of Children / Parking	21
Reporting to Parents / Student Progress Report Cards	22
Respectful Learning and Working Environments	22
Road and Traffic Safety	22/23
School Emergency Plan	23
School Safety and Security in the School Building	23/24
Student Owned Electronic Devices	24
Student Rights and Responsibilities	24
Student Supplies	25
Supervision	25
Travel to and from School	25
Vacations During School Time	25/26
Visitors to École Brander Gardens School	26
Volunteers	26/27
Weather	27

Principals' Message



Jenell Thomas
Principal



Kyle Severson
Assistant Principal

Both of us as well as our entire school staff team would like to welcome all students and their families to École Brander Gardens Elementary School. Our school vision is **Exceptional Excellence/ L'excellence exceptionnelle** and we look forward to working together to make this year an amazing school year for learning.

At the core of our educational beliefs is the conviction that learning is a dynamic and individualized journey and that school is a place where all students should feel a sense of connection, belonging and success. We firmly believe that each student possesses a unique set of strengths, interests and learning styles that should be acknowledged and embraced. Our goal is for each child to be successfully prepared for the future and to have confidence that their voice is heard in their personal learning journey.

We also strive to help your children develop the solid foundational skills on which to build their future educational endeavours. We work hard to support our students in their literacy and numeracy learning. We provide learning experiences that will allow your children to become increasingly independent, to explore the arts, sciences and technology, to connect to their community and the world, and to express their creativity and to achieve their potential.

On behalf of the entire École Brander Gardens School family, we extend our heartfelt gratitude for entrusting us with your children's education. Let's embark on this exciting journey together, supporting each other every step of the way.

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 École 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 and SchoolZone. 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.

Vision

Enhancing pathways for student success

Mission

Our commitment to high-quality public education serves the community and empowers each student to live a life of dignity, fulfilment, empathy and possibility.

Values

Accountability, collaboration, equity and integrity

Division Priorities

1. Build on outstanding learning opportunities for all students.
2. Advance action towards anti-racism and reconciliation.
3. Promote a comprehensive approach to student and staff well-being and mental health.

OUR SCHOOL VISION: Exceptional Excellence / l'excellence exceptionnelle

School Priorities:

- ✓ we maximize learning and instructional practices
- ✓ we develop a unified culture of learners
- ✓ we continue to build on the excellence of our community

Collection and Use of Personal Information by Edmonton Public Schools

Learn more about our [Freedom of Information and Protection of Privacy \(FOIP\)](#) policy. This policy outlines how we are able to use student work and what permission is required for use of this information.



Anti-Racism and Equity

All members of the Edmonton Public Schools community have the right to learn and work in an environment that:

- is free of discrimination, prejudice, and racism
- recognizes diversity as a strength
- supports each individual to be included and feel represented in their greater school community, and have the responsibility to:
 - demonstrate respect for diverse cultural perspectives, traditions, languages, beliefs and values
 - learn and work together as a part of the broader school community to end racism and discrimination, to report, not participate in, and not tolerate acts of racism or discrimination.



School Behaviour Plan

Through respect for ourselves and others, we create a friendly, safe and welcoming school environment where students will feel free to be themselves and achieve their learning potential. École Brander Gardens School is committed to ensuring that the working and learning environment fosters positive relationships and a collaborative, accepting environment. We will do this by building, maintaining and restoring relationships.

A. Our beliefs

École Brander Gardens School staff believe that all children learn best in a positive and engaging learning environment, with clear and consistent expectations in order to develop responsibility for their own behaviour and learning.

- We believe that all students have the right to learn in a safe and positive environment.
- All students and staff will be treated with dignity, respect and fairness.
- We expect students to behave in a respectful manner which does not interfere with the rights of others.

B. General agreements for learning and behaviour

We believe that students perform better when they know what is expected of them. School Behaviour and Support Plan has been developed by the school staff and is communicated to students by teachers in the classroom and is posted and shared on SchoolZone and our School website each fall for students and parents to review together. Agreements of behaviour are the same for everyone in every room, making it easier for students as they move throughout their day. At École Brander Gardens School, we have three foundational principles of respect:

1. Respect Yourself:

- towards oneself and others
- use acceptable language
- respect the rights and property of others
- attend school regularly and on time
- be organized and ready to begin work at the start of each class
- complete work
- take risks in learning to grow

2. Respect Others:

- attend school regularly and on time
- be organized and ready to begin work at the start of each class
- complete work
- take part in group discussions and projects
- embrace the diversity of our community

- ensure friends who need help, get help
- 3. Respect Property:**
- respect the rights and property of others
 - treat common areas as they were your own
 - don't vandalize/deface property
 - clean up after yourself

C. Positive recognition – making a good choice

Recognition of appropriate behaviour, conduct and efforts related to academic performance and social skills is the most effective way to support student growth and commit to personal excellence. Students will receive this positive recognition through a variety of means throughout the day, including positive phone calls home, recognition on our video announcements, recognition at assemblies and many more ways specifically for each classroom.

D. Restoring relationships

Our goal is to help students become positive, productive citizens within and outside our school walls. Although we focus on the positive, there are times when students will make inappropriate choices. When a child does make an inappropriate choice, we will work with them to help them learn from the mistake and restore any harm they caused.

A strong relationship between home and school is essential when dealing with student choices. In order for change to occur, the student needs to know that both the home and school are working together. When an inappropriate choice results in a consequence, it is important that the student understands why the resulting action is being taken and how the student can make the situation right.

E. Inappropriate choices

A restorative justice approach will be taken in response to inappropriate choices a student may make, repairing harm and creating an opportunity to learn from mistakes. When determining possible responses to inappropriate or harmful behaviour, staff always take into account the student's age, maturity, individual circumstances and frequency of misconduct. Major forms of inappropriate choices are those in which the school will deal with in more detail. Some examples of major inappropriate choices are:

- open defiance to authority
- physical or emotional abuse of others
- abuse of property
- continuous disruptive behaviour
- possession of a weapon
- possession of drugs, alcohol, or inhalants (ie. vaporizers)

When dealing with major infractions, École Brander Gardens School staff may:

- problem solve with all parties involved with the goal of restoring the relationship(s).
- remove privileges for short or long term.
- make alternate learning arrangements in and out of school.
- require restitution for property damage to the school or individuals.

- suspend a student from class or from attending the school.

The logo for SchoolZone, featuring the word "SchoolZone" in white text on a blue rectangular background.

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 SchoolZone.

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.



Student Support Services

At École Brander Gardens School, all students deserve to experience success; however, there are occasions when factors beyond the control of individual students and families can act as barriers. When students and families encounter these barriers, we want them to be supported, and that is why École Brander Gardens School has connected with social service agencies both within Edmonton Public Schools and the larger community.

Wrap-Around Services

There are several partnerships already in place to support students and families.

- Edmonton Public Schools Social Worker
- Edmonton Public Schools Family Liaison Worker
- Attendance Board of Alberta
- Child and Family Services of Alberta
- Edmonton Police Service
- Bent Arrow Traditional Healing Society
- AHS Rutherford Child and Adolescent Mental Health Walk in Clinic

We are committed to building wrap-around support and services throughout the year and will continue to connect with community agencies that are dedicated to helping families and students find safety and success.



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 parents/guardians will continue.



Attendance / Reporting Absences

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 contact the school office or leave a voicemail (even after hours) 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. We appreciate you letting the office know by 2:00 if you have made changes to your pick up plans at the end of the day.



BGTV

BGTV's mission is to communicate to the students, teachers, parents, community members and visitors, about what is happening at École Brander Gardens School. BGTV is about students sharing their learning and their experiences together so that as a school community we celebrate our school community together. BGTV's mission is to create successful leaders who work together and have fun through teamwork and collaboration.

HAPPY BIRTHDAY

Birthdays

Birthdays come only a year but when they do, they are special occasions at École Brander Gardens School. Normally we announce each child's name during our video announcements for the week. If a student has a birthday during the summer or on a holiday, their name will be announced during the school year either at the last announcement broadcast or the first one of the new school year. If you do not celebrate birthdays, please notify the office.

Birthdays are a wonderful time to build classroom community. If families wish to send/provide a birthday treat we ask that you do not include anything with nuts/peanuts and if the class has any specific allergies that these are considered - please check with the teacher. As part of birthday celebrations, we would like to encourage families to donate a book to their child's classroom library. The child will present the book to the class by reading it or the teacher will read it to the class while the class enjoys the birthday treat. We will provide a label for each donated book identifying the birthday, child's name and birthdate in the front of the donated book.



Bus Passes / Information

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 appreciate this message being shared with the office by 2:00 so that we can update our bus lists. 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.



Classroom Communication

Teachers communicate with parents through notes home, notes in the agenda, phone calls, class newsletters, email and SchoolZone, SeeSaw, or Google Classroom. Each teacher will notify parents at the start of the school year, which method they will use, which may require additional permission from parents or guardians.

Social media

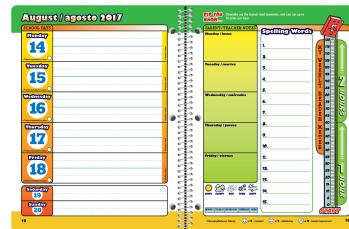
Visit brandergardens.epsb.ca or follow us at:

- facebook.com/brandergardensschool



Concerns

We hope you do not have a school problem, but it is normal and expected in the course of your child's education. If this situation arises, we are committed to finding a solution at the school level. Please be sure to communicate your concerns in a timely manner. We always encourage parents to start by discussing your concerns with your child's teacher. If you are not satisfied with the outcomes, please then contact the school administration.



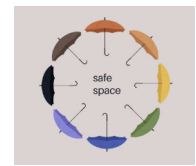
Communication Books (School Agendas)

Students from grade 1 to grade 6 whose teachers have decided to use a paper agenda will be bringing home a School Agenda. Fees for this resource are billed via SchoolZone. Students are encouraged to 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.



EPSB Sexual Identity and Gender Orientation Policy - Safe Contacts

In 2013, the Edmonton Public School Board passed a policy to support safe and caring schools for everyone. This policy specifically protects against harm and bullying based on gender and sexual orientation. As a result of this new policy, each Division school must identify staff members to be Safe Contacts in each school. At École Brander Gardens School the Safe Contacts are:

- Mme Lauren Wilmot
- Mr. Severson
- Ms. Thomas

The Safe Contacts receive appropriate training to ensure inclusive communication and support to sexual and gender minority questioning students and their families to feel safe, valued, respected and included in our school community.



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. Students have the opportunity to participate in various field trip experiences throughout the year. Fees will be collected via SchoolZone.

Field trip funds are collected at the start of the school year. No students will be refused the right to participate in a curriculum-based field trip due to lack of funds if the situation is brought to the principal's attention. 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.

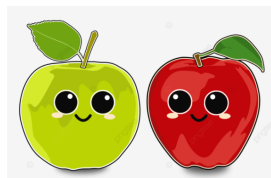
All teacher-leaders will be identified and a staff member will have appropriate First Aid requirements. Children who do not bring in a signed permission slip will not be able to attend the field trip and other arrangements will be made for the time their class is away from the school.

If the consent form is not returned, students will not be eligible to participate in the field trip and an alternative assignment and supervision may be provided. No students will be refused the right to participate in a curriculum-based field trip due to lack of funds if the situation is brought to the principal's attention. **Additional insurance is a parental responsibility.** If, at any time, prior to the planned field trip, the school determines that a student's behaviour does not warrant the privilege of attending the field trip, an alternative assignment and supervision will be provided at the school.



Fine Arts

Each year Brander Gardens brings a variety of performing arts groups into the school. Included are groups such as opera, symphony, 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.



Fruit for a Friend

Every Tuesday, all École Brander Gardens School students are invited to bring fruit to school for our friends at Delton School. Please do not send yogurt or write on fruit.



Homework

At École Brander Gardens School, we provide students with excellent academic learning opportunities throughout the school day. We believe strongly in supporting the growth of the whole child, which includes social, emotional, and physical development of our students both in school and outside regular school hours. As a result, you may not see as much "homework" as your child brought home at their previous school. Students work hard throughout the day learning in the classroom setting, and we feel that sending home additional work to do takes away their opportunity to develop the other areas that are fundamental to being a well-rounded person.

Home practice at École Brander Gardens School will look a little different than you might be familiar with. Because reading is fundamental to all other learning, we do encourage all students to read at least 15 minutes each night for our younger students and 30 minutes each night for our older ones. This can be done reading silently, reading to or with others, or even being read to by someone else in the house. This foundational skill is part of our expectation for all students each night.

You will find, as your child moves to higher grade levels, the amount of home practice will increase. Any work assigned as work to be completed at home has already been explained in class. Time has also been provided in class to complete the work. Often in Google Classroom there are supporting documents for parents/guardians to support students working at home. Assigned work will never have a one day turn around as we realize families and students often have after school activities that occur. Our teachers are mindful of ensuring students have time every evening to be free of school work in order to focus on building social connections with friends and family.

When practice work is sent home, it is meant to serve one of three purposes:

1. Completion: Any work assigned during the school day that was not completed in class.
2. Practice: Any work that reviews or reinforces skills and concepts taught in class.
3. Preparation: Any work that prepares students for upcoming lessons or assessments.

At École Brander Gardens School, teachers also utilize a variety of online programs that students are free to use at home for further practice, such as Mathletics and Raz Kids. Teachers also post information from classes on SchoolZone and Google Classroom, so students and families can check that daily for home review. Work for French Immersion students is designed so students can complete the work **independently**. If your child cannot do the work on their own, please contact your child's teacher for support.

In addition to items assigned by the classroom teacher, there are many other ways a student can learn and grow at home with their families. Here are some additional activities we suggest you try as a family:

- Have a conversation with your children about what they learned that day and ask specific questions about the topics they provide.
- Download the **EPSB app called EPSB Together**. This app provides a number of fun, grade specific activities to do together as a family.
- Daily journal writing - Write back and forth between a family member. Write letters or postcards to a family member who lives in a different town or city. Poetry writing, rewriting class notes, diary entries or fan-fiction are also further examples of writing practice students can do each night.
- Check out this list of [alternative homework ideas](#).
- Stop by Education Station or Scholars Choice and find suitable activities or games for your child
- Register your child in a club or activity such as swimming lessons, band, choir, Cubs/Brownies.
- Have your child join a sporting activity like soccer or baseball.
- Take a family field trip to the many locations in the City of Edmonton.
 - [Children's Recreation Programs and Services](#)
 - [City of Edmonton Attractions](#)
 - [20 Things to do in Edmonton with Kids](#)
 - [Things to do with Kids in and around Edmonton](#)

- [Explore Edmonton](#)

[My Child's Learning: A Parent's Resource \(Alberta Education\)](#)



Hours of Operation

Hours of operation	
7:55 a.m.	Teacher supervision begins outdoors
8:00 a.m.	Start bell
8:55 a.m.	Morning instruction begins
9:15-10:30 a.m.	Morning Recess
12:06 –12:25 p.m.	Lunch Recess
12:25 p.m.	Start Bell
1:30 p.m.	Afternoon instruction begins
1:55-2:20 p.m.	Afternoon Recess
2:30 p.m.	Afternoon Dismissal
3:05 p.m.	Thursday Afternoon Dismissal

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



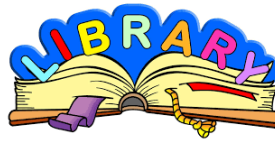
Illness

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).



Learning Commons (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.

Our École Brander Gardens Learning Commons is a wonderfully designed space for teaching and learning. Our focus is on bringing books into children's lives to develop a lifelong love of reading, by sharing the gift of reading. The cost of lost and damaged books is the responsibility of the borrower. Students must return overdue books or pay for lost and damaged books before they can sign out additional books.



Lost and Found

Found articles of clothing and footwear are placed in the two lost and found boxes in our school. Found textbooks, notebooks, jewellery, 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](#)).



Lunch Program Behaviour

Participating students are expected to behave in a respectful and responsible manner. Failure to do so will result in removal of lunchroom privileges, with parents having to find alternative lunch hour arrangements. All students are reminded they must finish eating their lunch during the defined lunch hour. For students who leave the school over lunch they must remember to arrive on-time for their afternoon classes and have completed eating their lunch during the defined lunch hour. If a parent of a child who usually accesses the lunch program wishes to have the child leave the school for food, we would ask that parents provide a written note or email communication to the school no later than 11:00am.



Medication Policy

At times, parents may have a need for the school to administer medication to their children during school hours. These medications, whether it is a prescription or non-prescription, must be supplied to the main office for administration.

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

All fees can be paid on-line through SchoolZone by credit or debit card. Please contact the office if you have any questions.

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



Parent Involvement

We encourage all parents to be strong partners in their child's education. Research shows a positive correlation between the involvement of parents and the academic success of their children.

Parents can get involved in a number of ways by:

- participating in daily home reading
- volunteering for school council
- reflecting on progress and goal setting
- attending monthly school assemblies
- encouraging appropriate behaviour
- supervising field trips

Our staff are grateful to all who volunteer their time and talent to assist our programs. These contributions serve to strengthen the vital bond between school and home, and benefit everyone—most importantly, the students.



Parent Involvement - École Brander Gardens School Council

Parents, teachers, principal, staff and community representative(s) work together to promote the well-being and effectiveness of all stakeholders in the school community and thereby, enhance student learning. A school council is a means to facilitate collaboration among all education partners in our school. All parents and guardians of students at École Brander Gardens School are members of the school council. This group will meet regularly to support positive student learning experiences.

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



Peanut and Nut Aware School

We have several students who have severe allergies to peanuts and nuts in our school. Please refrain from sending food that contains nuts—such as peanut butter or Nutella sandwiches. While this might pose a minor inconvenience for some people, these products might mean the difference between life and death for those with severe allergies. It is a collective responsibility to ensure we provide a safe environment for everyone. If your child has any serious medical concerns, please let our staff know so that we can have the appropriate measures and procedures in place.



Personal Property - Bicycles and Other Wheeled Devices

Bike racks are provided next to the west 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**. Scooters, Rollerblades and Wheelies (running shoes with wheels) are not allowed in the hallways.

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



Personal Property - Cell Phones

In order to provide a safe learning environment, students will not have access to cell phones during class

time, with the exception of instructional use as initiated by the teacher.

Cell phones that are brought to the classroom and used without the teacher's permission will be collected and stored by the teacher. Phones will be returned to students at lunch and at the end of the day. If a student repeatedly has their phone in class without permission, it will be confiscated by the school admin and the student will pick it up in the office at the end of the day.

Students are not allowed to have phones on their person during class time unless the teachers have approved their use for instructional and learning purposes. We ask that phones remain in backpacks in the classroom. Students have access to their phones upon arrival, at lunch and after school, so parents can continue to send messages to their child, but know they will only be read during these times. We work with a simple expectation of "Faces Before Screens" meaning when you are in class or having recess a human dialogue/conversation takes priority over a virtual one. Students are expected to not video/take photos of any students or staff without their clear permission. Phones are students' responsibility and school staff will not be responsible for any lost or damaged devices.

Students repeatedly in violation of our Responsible Use of Technology Agreement will have access to technology temporarily or permanently revoked. As always, if there is an emergent situation that families need to get in contact with the student ASAP, parents are asked to please call the school office. Please review our [Responsible Use of Technology](#) document and contact us if you have any questions.



Personal Property - Lanyards

Lanyards (both breakaway or otherwise) have been identified by Division OHS and Alberta Health Inspectors as a potential safety risk when worn around the neck. We recommend that families not send their child to school with lanyards.



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 non-bus zones in front of the school or along Riverbend Road, or by the east playground. In front of the school is designated for school buses and handicap parking. This arrangement will prevent our students from jaywalking in the high traffic area. **Please think safety before convenience.**

There is no visitor parking in the staff parking lot, and parents who drop off their children are asked not to use the staff parking lot as a drop off area.



Reporting to Parents / Student Progress Report Cards

At École Brander Gardens School, progress reports are issued three times during the school year. The progress reports will be posted on SchoolZone.

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 École 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 for further information.



Respectful Learning and Working Environments

Edmonton Public Schools, in cooperation 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 that respects the dignity and value of others.

We expect parents and other adult visitors to the school to model the same conduct expectations we have of our students and staff. Any instances involving verbal or physical threats of violence towards student or staff safety are taken very seriously.

In circumstances where there is an imminent safety concern for students and staff École Brander Gardens School will immediately involve Edmonton Police Service.



Road and Traffic Safety

Please keep in mind safety before convenience; please obey all signs and drive slowly. Visitor parking is available in designated areas.

During **drop off or pick up times**, we ask that you:

- use the street parking area where you can drop off your child at the curb and drive on to keep the flow of traffic moving.
- do not use the staff parking lot for drop off, pickup or parking. These stalls are paid for by staff and anyone parked in these stalls will be ticketed and towed at the owner's expense.
- do not stop or park at the front of the school where the area is marked as reserved for buses or handicap space.

For the safety of all students:

- observe the "No Parking" signs in front of and near our school when dropping off or picking up students
- refrain from using the handicap stall unless you have a valid sticker on your vehicle
- do not make U-turns, stop or back up in crosswalks
- do not block the gate to the playground and avoid the area in front or beside the waste disposal bin as this area needs to remain clear for emergency vehicles
- observe the bus drop-off signs and times
- use crosswalks and obey school patrols

* Parking patrol and/or police monitor roadways around the school at their discretion



School Emergency Plan

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

Our Division has a message system that can call and text parents/guardians when there is a major incident at your child's school. Most incidents don't last long, but when there is a major incident—like a fire or evacuation—you need to know.

If there is a major incident at your child's school, **SchoolMessenger** will contact all the phone numbers on your family's file, in case one of your numbers is unavailable.



School Safety and Security in the School Building

Our priority at all times is the safety of our students and staff. All doors are locked at all times to ensure the building is not accessed by anyone who should not be in the building. 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.

Parents have access via the front door to pick up students for appointments, for field trip volunteering or volunteering in class. Parents who are present at the start and end of the school day are expected to remain outside the building to facilitate student movement into and out of the building at these times.

There are many times throughout the school year parents have access to the school building and we would welcome all families to attend at these times:

- Meet the Staff Evening
- Assemblies
- School concerts and School ICouncil events such as the School Dance
- Teacher/Parent/Student conferences
- Meetings with teachers or school administration

We take pride in our school building and grounds, and appreciate your help both during and after school hours to keep our school safe. 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.

The school cannot take responsibility for lost or stolen devices while in the student's possession.



Student Rights and Responsibilities

Our Student Rights and Responsibilities document is an important source of information for students and parents/guardians. The document is available on SchoolZone and on our public website.



Student Supplies

School supply lists for each grade are posted on SchoolZone and on our website. The link for on-line ordering is posted on our school website. Suitable clothing and footwear must be worn relative to weather conditions. All students are expected to remove their wet and dirty outdoor shoes at the entrance and a second pair of indoor shoes must be worn inside the school. This policy is put into place to ensure our school is kept clean for our student and parent community. All students must wear their indoor shoes during gym classes for safety and gym floor maintenance.

Damaged or loss of textbooks, library materials or books will be charged to the students.



Supervision

School supervision is provided for the 15-minutes period preceding the morning bell as well as during the recess periods. **To ensure student safety, children should not arrive at school before 8:25am.**



Travel to and from School

The safety of students as they move to and from school is a shared responsibility between home and school. Please ensure your child:

- doesn't arrive until morning supervision begins at 8:25 a.m.
- goes home right after school (unless they are meeting or helping a teacher, or involved in a school activity)
- makes arrangements with you ahead of time if they plan to stay after school or go somewhere other than home (if you're unable to pick up your child at dismissal, please make alternate arrangements)



Vacations During School Time

Family travel provides wonderful experiences for our students. We appreciate being informed when students will be away. When travel is short term, families may rely on work currently assigned by the teacher that will be in the student's agenda, posted on SchoolZone or located on Google Classroom. When students will be travelling for weeks or months then the child is considered to be "home schooled" while the family is away. Teachers will not be providing work for those types of family vacations. We recommend students keep a travel journal and explore opportunities to develop reading, mapping, photography and video editing skills. These experiences are best lived to their fullest with the authentic learning at hand.

Upon your child's return to school, it is their responsibility to catch up on any other work that they have missed. This will require additional time and assistance from home. If you decide to withdraw your child from school but are not prepared to home-school them during the absence, then your child will miss the learning that continues in their absence, and this may have an impact on their achievement. 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 progress and achievement during that particular term. This may result in the following comment on the report card: Insufficient evidence available (IEA) to provide a mark.



Visitors to École Brander Gardens School

We encourage parents to visit the school and volunteer in your child's classroom. Please make arrangements for such visits ahead of time to be sure classroom activities can support such a visitor at that time. In support of Division policy and for student safety, all visitors must check in at the office upon arrival, wear the visitor tag that is provided, and check-out when leaving.



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 in emergency situations.

Volunteer sign-up procedure

Complete the Volunteer Registration form and review the Volunteer's Code of Ethics:

- Respect the confidentiality of the teacher and the children and refrain from discussing them outside the school situation. If you have any questions or concerns, share them with the teacher.
- Practice acceptance and understanding towards the children and teachers with whom you come in contact. Be sensitive and supportive to the teaching role.
- Be dependable. If you agree to undertake a task, follow it through by attending at the times and dates arranged. Be realistic about the amount of time you can spend. If you must be late or absent, arrange for an acceptable substitute.

All volunteers entering the school **must sign in** at the office before proceeding to the area where they will be volunteering. All volunteer drivers and parents who volunteer on overnight field trips will require a police check. There will be no charge for this requirement.

Weather



In the event of rain or cold weather below -23°C , 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.

Even in snowy, cold or rainy conditions, all students are expected to go outside during all recesses. For that reason, children should wear appropriate outdoor clothing. Only in the case of heavy rainstorms, temperatures at or below -23°C (with the windchill), or when the Air Quality Health Index is 7 or greater will outdoor recesses be cancelled. When outdoor recess is cancelled, washroom breaks are scheduled and classes will be dismissed at the regular time. These days are referred to as "Green Dot" days, because a green dot is placed on each entrance door. If your child arrives at school and sees the green dot in the window of the door, they are to enter immediately and wait quietly outside their classroom.