

"Where Good Choices Happen"



**BRUNSWICK
SCHOOL**

STUDENT HANDBOOK
2016 - 2017

Principal - Mr. Rodney White
Vice Principal - Ms. Jodi Allen

Box 6100
Melfort, Saskatchewan
S0E 1A0
Telephone: (306) 752-5771
Fax: (306) 752-1989

E-mail: white.rodney@nesd.ca
Website: <http://brunswick.nesd.ca/>

This agenda belongs to:

Name: _____

Address: _____

City/Town: _____ **Province:** _____

Postal Code: _____ **Phone:** _____

Homeroom: _____ **Teacher:** _____

Brunswick School Mission

We are here to empower all students to develop the skills and desire that enable them to become educated, life-long learners.

Brunswick School Vision

Based on collaborative partnerships between students, staff and community, the vision of Brunswick School is to provide student-centered instruction and authentic assessment in an inclusive environment that is safe, empowering, and instills the importance of continuous growth toward life-long learning.

Brunswick School Values

Our collective commitments for accomplishing our mission and our vision are:

- We will foster a safe and respectful environment.
- We will be student-centered.
- We will support collaboration.
- We will encourage collective inquiry.
- We will strive for continuous improvement.
- We will provide authentic assessment and reporting.

A) STAFF MESSAGE

Brunswick School has a rich tradition of providing a holistic education to its students. We provide a variety of opportunities for our students to learn both in and out of class and encourage them to

become involved as much as possible.

The Brunswick School community has always been supportive of the school. We encourage you to become involved in the school in any capacity possible as your child's success is directly related to your cooperation, communication and support. Let's continue to make Brunswick School a place *"Where Good Choices Happen"*.

B) BELL SCHEDULE

8:55 AM - Bell to Call Students In

9:00 AM - Classes Begin

10:36 AM - Recess

10:51 AM - Classes Resume

12:21 PM - Lunch Break

1:01 PM - Bell to Call Students In

1:06 PM - Classes Begin

2:06 PM - Recess

2:21 PM - Classes Resume

3:25 PM - Class Dismissal

C) ACADEMIC PROGRAM

a) Diversity Education Program

The North East School Division believes all children can learn. Therefore, we utilize the collaborative/consultative model for educating students. The model allows the classroom teacher to work with the diversity education teacher and in-school administration to provide appropriate programming for all students. In order to maximize student learning, assessment may be required. We are confident the team approach to education is effective for all students.

b) Kindergarten

For the 2016-2017 school year, we will have two Kindergarten classes. Blue K will be attending all day every Monday, Wednesday, and some Fridays. Green K will be attending all day every Tuesday, Thursday, and some Fridays. A complete calendar of dates will be provided at the outset of the year.

c) Attendance

Students are expected to maintain regular attendance. Important to regular attendance is prompt arrival to school for the beginning of class time. When it is necessary for your child to be absent from school, we request that you notify the school office. If you are unable to call, send a signed note indicating the reason for the absence.

d) Reporting

Brunswick School recognizes the importance of providing timely and regular feedback to students and parents. There will be four reporting periods throughout the course of the year:

- Term #1 - November 18, 2016
- Term #2 - February 3, 2017
- Term #3 - April 13, 2017
- Term #4 - June 30, 2017

e) Student Led Conferences

Student Led Conferences will be held on Nov. 22nd & 23rd (evening) and April 25th & 26th (evening). Conducted by students in the presence of their teacher and parents, this format allows students the opportunity to take an active role in sharing and reflecting on their academic performance as well

as discussing future goals.

f) Learning Resource Centre

The Learning Resource Centre (Library) is an important part of our learning program at Brunswick School. Students are encouraged to borrow books from the Resource Centre and use the computers to access information. The lending period for books is for three (3) weeks. If books are lost or damaged, the student is responsible for these replacement costs:

- Magazines - \$5.00
- Paperbacks - \$10.00
- Hard Cover - \$20.00

D) STUDENT OPPORTUNITIES**a) Intramural Program**

All Grade 3, 4, 5, and 6 students are welcome to participate in supervised intramural activities during the lunch time and afternoon recesses. Such activities will take place either in the gymnasium or outside on the playground.

b) Student Leadership Group

Grade 6 students interested in leadership activities will be provided opportunity to plan and organize various events and spirit activities throughout the year such as buddy building, video creation, and spirit days.

c) Extra-Curricular Activities

Students willing to participate in extracurricular activities must exhibit a positive attitude. We work to offer extra-curricular activities that support a broad area of interests.

Extra-Curricular activities may require students to be at the school before 8:45 AM or after 3:25 PM. These activities will be organized and supervised by staff members.

d) Safety Patrol

Safety Patrol operates at 8:45 AM, 12:21 PM, and 3:25 PM at the following locations:

- the “4-Way Stop” intersection of Bemister and Brunswick
- at the crosswalk of Brunswick and the North side of Stovel.

Supported by staff supervisors, students that fulfill the role of Safety Patrol are selected from Grades 5 & 6. To be successful, patrollers must take their responsibilities seriously and perform all functions in a conscientious manner. In addition, students and motorists must also conduct themselves in a responsible manner while using the intersection.

When accessing the safety patrol service, bicyclists are expected to walk their bikes through the patrolled intersection, all pedestrians are expected to wait for the signal and then walk, and all motorists are expected to be patient and proceed only when safe to do so.

E) COMMUNICATION

Brunswick School acknowledges the importance of effective communication between home and school, and as a result has incorporated many different methods that support such an aim.

a) Brunswick Update

At the conclusion of every week students are provided with a Brunswick Update which contains information about school events and pertinent community happenings. Order forms and Extra-Curricular sign-ups are also included.

b) Agenda Books

We have found the student agenda books to be a valuable tool for maintaining two-way communication between home and school. As such, we encourage parents to use it to their advantage where needed to keep teachers abreast of important information regarding your son/daughter.

c) School Visitors

For safety reasons, parents are reminded that all school exits except for the front doors are locked during the school day and that **all** visitors, including parents, are asked to report to the office when entering the school.

d) School Website

Our website: <http://brunswick.nesd.ca/> contains many valuable pieces of information regarding our school including supply lists, school calendar, school goals, school community council minutes, safety patrol schedules, etc.

e) Student Telephone Use

Students with a legitimate reason to use the telephone must first ask permission from a staff member.

With regards to cellular phones please refer to school policies.

F) SCHOOL SERVICES

a) Milk Program

Milk (white and chocolate) are available for student purchase every noon hour. Punch cards are available and prices will be announced in the first newsletter of the year.

b) School Pictures

Individual student pictures are taken each fall. This year the photographer is Lifetouch. Your child will bring home a number of proofs for you to choose from, which is then followed by an order submission.

c) Playground Supervision

Student supervision is provided beginning at 8:45 AM, during recesses, and after school. This supervision is done on a rotational basis involving each of the teachers on staff. Three staff members are on supervision during recesses and at lunch time.

d) School Bus

Bus students shall cooperate with the Bus Driver in the safe and efficient operation of the bus route.

Consequences of not meeting expectations include: verbal warning, parent notification, change of seating, Principal involvement up to and including suspension of bus riding privileges and suspension from school.

While on the bus the student shall:

*	Be ready to leave on schedule, morning and evening.
*	Behave in a manner that is conducive to the safe and efficient operation of the bus. Adhere to seating arrangements if set out by the driver.
*	Dress appropriately in winter.
*	Remain in the bus during mechanical or other difficulties on the road.
*	Behave respectfully to other passengers on the bus.
*	Proceed directly to the school or place of residence when leaving the bus.
*	Remain seated at all times when the bus is in motion.
*	Assume financial liability for any willful damage done to the bus.
*	Encase carry-on items, such as skates or other equipment and obtain the Driver's approval to carry these items on the bus.
*	Remove garbage and personal items from the bus
*	Only leave from the front door except in the case of an emergency.

G) SCHOOL POLICIES

a) Parental Concerns

In situations where parents have a concern we ask that the following protocol be followed:

1st - Contact your child's Teacher (or immediate supervising teacher if a discipline issue). Most of your concerns will be dealt with at the classroom level, but if not, then...

2nd - Contact the Principal. Other appropriate staff might be involved at this level to deal with the issue, but if more needs to be done, then...

3rd - Contact the Director of our school division, Mr. Don Rempel.

b) Peanut/Nut Products

Please note: We have students attending our school who are allergic to peanuts and nuts....so **no products with peanuts or nuts will be allowed!**

c) Cellular Phone, Tablet, Laptop, iPod (and similar devices)

Overview

- 1) Our intention is to allow students to use digital technology in the classroom when such use enhances and supports learning as directed by the teacher.
- 2) We want to foster our students' understanding of digital citizenship, responsible use of digital equipment, and respect for other users.
- 3) We will allow students to use smart phones, tablets, or laptops for educational purposes in teaching areas (with the approval of the teacher).
- 4) The Brunswick School Acceptable Use of Technology Guidelines document needs to be signed each school year and then returned to the school.

d) Lunch Time

When students stay for lunch, the expectations are:

- 1) Stay seated for safety reasons
- 2) Lunches are to be peanut/nut-free
- 3) Practice healthy food choices
- 4) Refrain from food sharing.
- 5) No junk food please.

e) Bikes, Scooters, Roller Blades and Skateboards

Due to safety and storage concerns, Brunswick asks students to not come to school with Scooters, Roller Blades, or Skateboards. Bikes may be brought to school, but are to be walked across crosswalks and on the school grounds.

Helmets and appropriate equipment are encouraged at all ages. Bike locks are strongly encouraged. Brunswick School is not responsible for damaged or stolen bikes.

f) Appropriate Clothing

It is expected that students will wear appropriate clothing to school. We discourage clothing that promotes inappropriate messages, products and/or pictures. Hats and caps are not to be worn inside the school. All children should have a second inside pair of non-marking runners to wear in the school.

g) Wind Chill Indicators

Except for extreme weather conditions, students are expected to go outside for recesses during the school day.

Wind Chill = -27°C

- Students stay outside out of the wind and dress warmly.

Wind Chill = -28°C to -34°C

- Students go out for a breath of fresh air (a few minutes only).

Wind Chill = -35°C or Colder

- Students stay inside.

h) Animal Visitors

We have students and staff who are allergic to animals and therefore pets will not be permitted to come inside the school building.

i) Birthday Invitations

We ask that families please refrain from handing out birthday invitations at school. This often causes hurt feelings to those not receiving one. Thank you for your support with this matter.

H) BEHAVIOUR POLICY

In conjunction with our Brunswick Code of Conduct, our Behaviour Policy has been designed to reinforce and encourage “respectful” behaviour. Consisting of thorough documentation, student reflection opportunities, and immediate parental communication, the policy aims to provide proactive and consistent intervention for students having difficulty complying with respectful behaviors. It is our hope that such intervention will lead to

the further development of a more caring, positive and comfortable learning environment for all students.

I) PARENTAL ENGAGEMENT

Children benefit greatly when parents take an active role in their education. By showing interest in your child’s education, you pass on an important message. You are saying school is valuable, interesting and worth talking about at home. Children will enjoy learning and school life more; improve their skills and attitudes and do better in school; develop confidence in themselves; and be better prepared for the future if families are actively involved in a child’s school life.

Following are some of the things you can do to get involved in your child’s education:

- Get to know your child’s teachers, the rest of the school staff, the subject matter and school policies. Read the parent/student handbook with your child. Attend school activities (Open Houses, Lunch Sales, Concerts, Sports Events, etc.), volunteer in the school, and attend School Community Council meetings.

- Talk about each day. Ask about subjects, friends, sports and activities, homework and projects. Encourage your child to share school experiences. Be positive, praise your child’s efforts.

- Make your home a learning place. Provide a time and place for homework and learning. Set clear guidelines for homework and study times. Be a guide, offer assistance and encouragement, but don’t do their work.

These are just a few general ideas on parental engagement in education. If you are interested in more information or information on specific topics related to helping your child in school, feel free to call the school and talk to your child's Teacher or the Principal.

J) SCHOOL COMMUNITY COUNCIL

The SCC is a group of parents who have been elected for one or two year terms, to act as an advisory body for the school. The SCC meets once a month and all parents are invited to attend meetings.

K) NESD 2016-2017 School Year Calendar

2016- 2017 NESD School Calendar

FINAL



Box 6000, 402 Main Street PH: (306) 752-5741 Toll Free: 1-888-752-5741
 Melford SK S0E L40 Fax: 306-752-1933 Website: www.nesd.ca

Legend	
■ School Admin.	■ Teacher Conferences
/ First Day of Classes	■ Student Led Conference
■ School Improvement Planning	■ Holiday
X Last Day of Classes	

August 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T=3						

September 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
T=21 S=21						

October 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
T=20 S=19						

November 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
T=20 S=20						

December 2016						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
T=15 S=15						

January 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
T=20 S=19						

February 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			
T=15 S=15						

March 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
T=23 S=23						

April 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
T=13 S=13						

May 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
T=22 S=21						

June 2017						
Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1 2 3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
T=22 S=20						

2016-2017 - Holidays

Aug 1, 2016	Civic Holiday	Dec 25, 2016	Christmas Day	Feb 20, 2017	Family Day
Sep 5, 2016	Labor Day	Dec 26, 2016	Boxing Day	Apr 14, 2017	Good Friday
Oct 10, 2016	Thanksgiving	Jan 1, 2017	New Year's Day	Apr 17, 2017	Easter Monday
Nov 11, 2016	Remembrance Day	Jan 2, 2017	New Year's Day (obs.)	May 22, 2017	Victoria Day

T= 194 S= 186