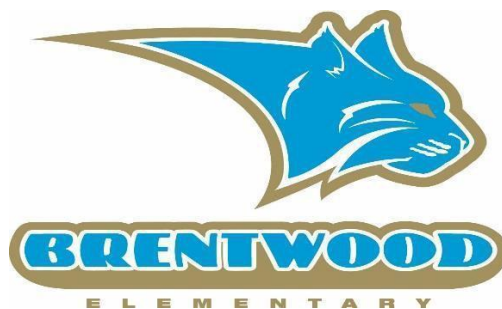


A Leader's Guide to Brentwood School 2021-2022

Brentwood Elementary School
28 Heron Road
Sherwood Park, AB
T8A 0H2
Telephone:(780) 467-5591

Web: www.brentwoodelementary.ca



Great Happens Here!

Welcome to Brentwood School home of the Bobcats. Brentwood began growing leaders in September of 1965. Brentwood School was honored in 1965 with a metal sculpture called “The Scholar” which still stands at our entrance today.

This year we will be a strong clowder of bobcats. Our school will be made up of approximately 432 students and 34 staff members. We are able to offer classes from Kindergarten to Grade 6 alongside a LOGOS Christian Education Program. Brentwood is also a lead site for many specialized school programs. We offer a GOALS class for grades 1-6 students.

Special Programs at Brentwood Elementary

LOGOS PROGRAM

In addition to the regular elementary program, students may be enrolled in the Logos Christian Program (K-Grade 6). This program teaches the Alberta curriculum, however, instruction is delivered with a Christian perspective.

A good description of this program is included in the mission statement:

Students are taught in a spiritually nurturing, intellectually challenging and disciplined environment and acquire the knowledge, attitudes, skills and training necessary to seek after “whatsoever things are true”. That, sustained by Christ’s teachings and God’s love, students may develop binding commitments to their families, neighbors, country and the global community while leading moral, healthy and productive lives. Logos students may access all services available to all students.

Staff and students in Logos show respect towards peoples of other religious faiths.

This non-denominational Christian program is based on traditional Christian principles as set out in the Bible and the Apostles’ Creed.

Classes may include: daily devotions/prayer and scripture memorization.

Traditional holidays are celebrated in the Logos Program with an emphasis on the religious rather than the secular significance.

The only holiday Logos students do not celebrate is Halloween. On October 31, students do not dress in costume or attend classroom parties. Instead, an alternate field trip activity is planned. This may be a trip to a swimming pool or to an indoor playground.

Each month there is a Worship Celebration for all Logos students. Parents and family members are invited to attend. Different classes take ownership for planning and presenting these special events.

GOALS PROGRAM

The GOALS (Generating Occupational, Academic and Life Skills) Program offers smaller classes for more targeted instruction and is designed to meet the needs of students identified with mild cognitive (intellectual) disabilities. The focus of this program is to improve academic and independent living skills within a positive and supportive learning environment. Flexible and responsive instruction is guided by an Instructional Support Plan (ISP), builds on individual strengths and needs and follows the Alberta Education Programs of Study, with adaptations or modifications as necessary. The GOALS program continues all the way through to High School, where students work towards a High School Certificate of Completion or a Certificate of High School Achievement (Knowledge and Employability) rather than a High School Diploma. All special education students have an Instructional Support Plan or ISP to guide their academic programming. The ISP is developed in partnership with all educational stakeholders. This team includes: parents, teachers, and may also involve the principal, the school counselor, Supports For Students Consultants, Occupational Therapists and Speech Language Pathologists.

Bell Schedule:

Warning Bell	8:30
Period 1	8:35 - 9:08
Period 2	9:08 - 9:41
Period 3	9:41 - 10:14
Period 4	10:14- 10:47
Period 5	10:47 - 11:20
<i>Period 6</i>	11:20 – 11:53
Lunch Part 1	11:53 - 12:23
Lunch Part 2	12:23 - 12:53
Period 7	12:53 - 1:26
Period 8	1:26 – 1:59
Period 9	2:00 - 2:32
Period 10	2:32 - 3:05



Early Dismissal (1st Wednesday of each month) 2:05 pm

Bus Departs 3:11pm

***Recess times are staggered, please confirm with teacher via email**

KINDERGARTEN SCHEDULE

Kindergarten operates Monday to Friday, running on the same bell schedule as the rest of the school. Note:

SCHEDULE A: Mondays, Wednesdays and select Fridays

SCHEDULE B: Tuesdays, Thursdays and select Fridays

DISTRICT CALENDAR

Aug 31 Operational PD Day

Sept 1 Classes Begin

Sept 6 Labour Day – Stat.

Sept 30 National Day for Truth and Reconciliation

Oct 11 Thanksgiving Day – Stat.

Oct 18 Professional Learning Day No School

Nov 3rd & 4th Parent Teacher Interviews

Nov 8-12 November Break

Nov 11 Remembrance Day – Stat.

Nov 12 Day-in-Lieu: Parent Teacher Interviews

Nov 26 Report Cards Available

Dec 22 - Jan 4 Christmas Break



Dec 23 Day-in-Lieu: Boxing Day
Dec 24 Christmas Floater Day – Holiday
Dec 25 Christmas Day – Stat.
Jan 1 New Year’s Day – Stat.
Jan 5 Classes Resume for Students
Jan 31 Professional Learning Day
Feb 10th & 11th North Central Teachers' Convention No School
Feb 21 Family Day – Stat. No School
Mar 4 Professional Learning Day
Mar 22nd & 23rd Parent Teacher Interviews
Mar 25 Day-in-Lieu: Parent Teacher Interviews
Mar 28 - Apr 1 Spring Break
Apr 15 Good Friday – Stat.
Apr 18 Easter Monday – Holiday
May 6 Professional Learning Day No School
May 20 School Closure Day
May 23 Victoria Day – Stat.
June 21 National Indigenous Peoples Day – no exams
June 28 Last Instructional Day
June 29 Last Operational Day

ATTENDANCE

Regular attendance by all students is essential for learning to occur. While recognizing that absences due to illness are often unavoidable, parents are encouraged to schedule medical, dental or other such appointments or engagements outside regular instructional hours whenever possible.

The homeroom teacher and the school secretaries monitor daily attendance. Parents are asked to provide information regarding absences as soon as possible to the **OFFICE**. Parents may leave messages on the answering machine 24hours/day (467-5591); email or website contact. Please include the child's name, grade, teacher and length of absence and reason.

Secretaries will be available in the office starting at 8:00 and during the remainder of the day until 4:00. If students leave during the day, they are to present notes to the classroom teachers who forward them to the office. Students who arrive late are asked to check in at the office so both the secretary and the teacher know they have arrived.

If, in an emergency, a student must leave the school without a note from home, an administrator may grant permission.

Family holidays, which extend beyond regular holiday dates, should be undertaken with the understanding that the student is responsible for missed instruction. In such cases, parents should notify the school as soon as possible so arrangements can be made for missed assignments.

ABSENTEE CHECKS

When no prior notice has been received, the school secretary calls home to verify a child's absence with the parents. This is done after the morning and the afternoon registration for students in all grades from Kindergarten to Grade 6.

LATE ARRIVALS

If a child arrives late to school they must check into the office and then it will be recorded in our attendance records.

ACCIDENTS/ILLNESS

If a child has an accident at school or becomes ill, the parents are contacted to take the child home. If parents are unavailable, the school will phone the emergency contact person.

If neither the parents nor the emergency contact person are available, the child will remain in the make-shift infirmary. If the accident/illness appears to be severe, the principal or designate will make a decision as to whether medical attention is required, in which case the child will be taken to the nearest health care centre. The school administrator will continue to try to contact the parents and/or the emergency contact. Parents are asked to make sure the emergency contact person listed on the Student Information Sheet is the most current one and available to receive telephone calls. Whenever a child has received a minor injury at school, the parents will be notified even if no action is required.



ADMINISTERING MEDICATION

Some students will require prescribed medication during school hours. Parents and staff members will work together to ensure that safe procedures are in place. However, final responsibility for such medical treatment rests with the parents or guardians.

Any medicine to be administered by staff during the school day will be carefully labeled and kept in a locked cabinet. Medications will be administered by the school secretaries or EA's.

Parents/guardians and physicians (as appropriate) will provide written instructions for the care requested. Parents will complete and sign the Medication/Personal Care Request and Authorization Form annually.

If any changes occur, parents must notify the principal immediately and complete/update the form.

Written records will be kept of the request as well as a daily administration log. In the daily log, a notation is made in two places for each time medication is administered to a student. Also, the staff member who dispensed the medication will initial the second entry in the log.

For those students who have life-threatening allergies an emergency medical plan must be completed by the parents. Copies of this document are kept in the office, in the staffroom, PowerSchool and in the child's classroom.

Staff is trained annually in emergency procedures such as using an Epi-pen.

It is imperative that the school be informed of any changes in medications as well as contact information, including home, work and emergency numbers.

STUDENT ALLERGIES

In our school, we have children who have life-threatening allergies to peanuts, nuts and nut products.

Consequently, we would like our school to be **Nut Aware** to ensure the safety of these children.

Parents are asked not to send any nuts or nut products for snacks or lunches. It is very important to check the list of ingredients to ensure that items are safe. The school will do its best to monitor all foods.

We realize that we may not be able to create an environment which is 100% safe for children with nut allergies, but we want to ensure that our school is as safe as possible. We will certainly be on the lookout for peanut butter sandwiches, nut granola bars and cookies with nuts as these are items which are particularly dangerous.

Even items that contain the warning, may contain traces of nuts, may be dangerous to a small percentage of children who have allergies that are at the life threatening end of the spectrum. We ask parents not to send these items even if they are a minimum threat.

When food items are brought in by the staff or volunteers for special events, every effort is made to ensure all products are nut-free.

In the event a child does bring a nut product to school, he/she will be asked to put it away and eat it at home. Notes to the parents are normally written in the agenda book. If it is the child's main lunch, he/she will be sent to the office to eat it and the office staff will ensure that hands are washed afterwards.

Because we have children who are severely allergic to animals, we are particularly careful about having animals brought into classrooms. This may occur if it is part of a teaching unit and the teacher is confident that no one will be adversely affected.

Our staff and students need to work together to make our school a safe place for everyone. Like a family, we need to help, support and be kind to each other.

Parents who have concerns or questions are asked to meet with the principal.

STUDENT SUPPORT SERVICES SCHOOL COUNSELOR

The Counselor at Brentwood Elementary can be reached through the main office at 780 467 5591 or via contact tab.

STUDENT ASSESSMENT--OVERVIEW

Assessment is the process of collecting information on student achievement and performance. Assessment information provides the basis for sound decision making regarding teaching and learning. This process reveals what a student understands, knows and can do.

Teachers maintain strong communication between home and school using a variety of different strategies to inform parents about student learning. If you have a question about the way that your child is being assessed, please direct yourself to the Guide to Reporting Student Achievement that is located on our school website, or contact your child's teacher directly.

REPORT CARDS

Please check our school website www.brentwoodelementary.ca for regular updates.
Report Card Publish Dates: November 26, March 18 & June 28th @ 4pm.

CLASS LISTS

Class Lists will be created in June and published in late August for the upcoming year. The teachers who teach the students currently, will meet to make up the lists along with both administrators and the school Counsellor. The intent is to create balanced classes taking into account the following considerations:

- The number of boys and girls;
- Input from the School Counsellor
- The number of high, medium and low achieving students;
- The number of students with special education needs;
- Combinations of students that may not be desirable and combinations of students who should stay together.
- The total number of students in each class.

POSITIVE BEHAVIOR SUPPORTS

A school-wide approach to positive behaviour supports effectively promotes a safe, orderly and predictable environment for learning and teaching. It creates a positive school culture that students, staff and parents perceive as safe and caring. (Supporting Positive Behavior in Alberta Schools, p. 2, 2008)

At Brentwood School we have four behavioral expectations for staff and students which include:

- Be safe;
- Be kind;
- Be respectful;
- Be responsible.

Positive and proactive techniques are promoted which may include the following:

- A focus on Character Education that is school-wide via the Leader in Me program
- Staff works to create a safe and caring environment with the classrooms, the school and the schoolyard.
- Positive recognition is provided to students informally with positive staff-student interaction on a daily basis.
- Fine arts, sports and other extracurricular activities help to create a positive environment.
- Rules and consequences within the school are clear, consistent and fair.
- A Collaborative Problem Solving Approach where students and staff work together to come up with a plan to deal with unsolved problems
- DARE program is offered to Grade 6 classes to encourage students to make good choices.
- Appropriate behavior plans are developed to meet individual needs and promote student success.

BRENTWOOD DISCIPLINE PLAN

The Discipline Plan is intended to keep children safe and to provide all students with a good learning environment. Key aspects of the plan include the following:

- Consequences, negative or positive, are designed to change behaviors.
- Consequences for inappropriate behaviors are based on logical consequences.
- The Discipline Plan deals with student behavior during all aspects of the school day including riding the bus, playing at recess or learning in class.
- We encourage students to make good choices; they are responsible for their own behavior and will be held accountable.
- When assigning consequences the following factors are considered:
 - *The age of student;*
 - *The understanding the child has as to whether the behavior was appropriate or not;*
 - *The emotional state of the child and if willful intent was present or not;*
 - *The specifics of the situation which may include special circumstances;*
 - *The frequency of the inappropriate behaviors.*
- A student who has a minor infraction will usually serve a recess detention.
- Other consequences may include restitution, phone calls/notes home, lunch detentions or meetings with the administrators, teachers and parents.
- A very serious consequence for inappropriate behavior is a half-day or full-day in-school suspension.
- An in-school suspension may be assigned depending upon the severity of the behaviour.
- Parents will be kept informed if their child misbehaves at school. A warning letter will

- be provided to the student and parents prior to receiving an in-school suspension.
- The administration may amend these procedures depending upon individual circumstances.
- All documentation dealing with discipline matters will be maintained in one location.

Brentwood School Behavior Plan reflects *Administrative Procedure 350*. This procedure is available online at <https://www.brentwoodelementary.ca/parents/information-for-parent>

ANTI-BULLYING POLICY

Our goal at school is to create a safe and caring environment for all students. This means that staff and students will work diligently to promote a climate where bullying is not acceptable.

While it is not right, children will find themselves in situations where bullying occurs. This may be in school, at home or in the community. Moreover, bullying may occur at any age and may be a problem for adults as well as for children.

At Brentwood, staff members aim to make everyone aware of the dangers of bullying and help to empower students so they can confront those who are perceived as threats.

Our school will promote both proactive strategies to help prevent bullying along with reactive strategies, which will deal with specific acts of bullying in a firm but fair manner. Specific details are listed below.

PROACTIVE STRATEGIES

Each child must find personal strategies that will work as what may work for one person may not work for another. Demonstrate strong body language and look the bully in the eye before speaking or walking away.

- Ignore the bully and walk away.
 - Be honest with the bully and let this person know how you are feeling
 - Say, No, and ask the bully to leave you alone.
 - When a bully tries to get a reaction, shrug off the remarks and let the bully know that you are not concerned or bothered by what is being said.
 - Agree with the bully, which may not give this person the attention that is desired.
 - Use humour to diffuse the situation.
 - There is safety in numbers. Be with friends when there is a chance of encountering a bully.
 - Avoid places where a bully may be present.
 - Ask for help from an adult, particularly if the strategies tried have been unsuccessful or if there is the danger of physical violence.
 - Do not use physical violence or name-calling against the bullies. As you may be accused of being a bully yourself.
 - Think of things to say ahead of time. You may want to role play situations that may arise.
 - Project confidence;
 - Make friends with the bully. This is likely the most difficult strategy.
 - Students who observe bullying are encouraged to take action. While they should not stop the actual confrontation, they must seek help from an adult. Moreover, an individual who learns about bullying must encourage the victim to talk to an adult or must report the situation.
-
- Adults will constantly reinforce with students who are victims that there are options they may use to confront bullies.
 - Whenever possible, visiting performing groups or guest speakers will speak to students about the importance of promoting a bully-free environment.
 - All students will learn the importance of fairness, respect and responsibility.

DEALING WITH BULLIES—REACTIVE STRATEGIES

- Staff will listen to each child who is a victim of bullying and will let this person know that the issue will be taken seriously. Each child needs to know that he or she has a voice and a right to be treated with respect.
- Staff members will intervene immediately in a situation where bullying may be involved. The bullying behavior will be stopped and the staff member will take action. Such action may involve others including the teacher, the principal or the counselor.
- The school has a Behavior Plan along with a Discipline Cycle, which will be followed to ensure that consequences are applied.
- Parents are informed when their children are involved in cases of bullying with an intent that home and school will work together to solve problems.
- In some cases the school counsellor will be involved in helping victims and bullies deal with issues.

LEARNING COMMONS

The learning commons at Brentwood has an excellent collection of research materials along with recreational reading materials. A library technician helps staff and students to use the learning space. The technician circulates resources and helps library users locate resources. Below are basic rules and procedures:

- In general, each kindergarten child may sign out two books and each student in Grade 1-6 may sign out two books and one magazine.
- If a student has an overdue item, he/she will not be allowed to sign out another book until it is returned.
- A note will go home after the book has been missing for two weeks. After the third week, we assume the book is lost and students and parents will be expected to make restitution.

STUDENT DRESS

It is expected that all students will attend school dressed in appropriate clothing. This generally means clothing that is not revealing and is respectable. Students must be dressed appropriately for the weather. This means warm clothing during the winter months, rain gear in spring and hats for hot summer days.

LOST AND FOUND

Please mark all of your child's materials and clothing clearly so that they may be claimed if lost or misplaced. Three times a year, during Student-Parent-Teacher Interviews and at the end of June, lost and found materials will be set up outside the library in the south hallway.

FOOTWEAR IN SCHOOL

To help keep our school clean and less dusty, we ask that staff, students and visitors not wear dirty outdoor footwear in the classroom or gymnasium. Non-marking, indoor shoes must be worn by all students inside the school at all times.

EXTRA SET OF CLOTHES

Seasonal changes are messy and sometimes accidents happen!
All students should have an extra pair of pants and socks in their school bag.

HATS

Students are not allowed to wear hats in the school building. They should be left in lockers. We ask that parents serve as good role models and remove hats as well when inside the school.

Hats are allowed on special event days.

CELL PHONE POLICY

Students in kindergarten to Grade 6: No access to cellphones or personal devices during the school day, including during breaks and the lunch hour—the only exception, students with a diagnosed medical condition or an identified inclusive educational need. All communications with children should go through the school office. The school is **not** responsible for any broken/lost/stolen devices.



SAFETY AT SCHOOL

Parents are encouraged to discuss and stress the following safety guidelines:

- Follow the rules of the road while riding bikes or scooters. Bikes and scooters must be walked on the tarmac and on the sidewalk by the bus-loading zone. Students must wear bicycle helmets.
- Students must walk their bikes on the sidewalks and tarmac.
- Skateboards, roller blades and roller skates are not allowed on school property.
- Students must stay out of parking lots.
- Walk at all times in school corridors.
- Use playground equipment in a safe manner and obey supervisors.
- Avoid games involving physical contact and rough housing.
- No throwing rocks, snowballs and other dangerous items.
- Students are not allowed to build snow forts.
- No throwing balls and other objects onto the school roof or against the side of the school.
- When students are ice-skating, skating/hockey helmets must be worn. These helmets must be CSA approved. Skiers must also wear helmets.
- Students must stay out of the forest areas.
- Under no circumstances should a child leave the grounds without permission.
- During cold weather students waiting for rides home must wait inside the school.

TECHNOLOGY

At Brentwood, students have access to a large selection of Chromebooks and iPads. Each classroom is equipped with a SMARTboard, which is an interactive whiteboard that provides Internet and computer access for teachers and students. Teachers within grade groups share document cameras and each teacher has his or her classroom webcam. At Brentwood we are keeping abreast of the latest in technology and its impact on education. Students are reminded that they must use computers and technology items with respect and adhere to the Technology Agreement Contract.

USE OF THE INTERNET

All staff and students are required to sign Network Users' Agreement forms annually. The use of the computer workstations is a privilege and students must access sites appropriately.

All parents and students may want to sign a web page permission form. This will allow student photographs or student work to appear on the Brentwood web page as part of the Elk Island site. Care will be taken to ensure as much anonymity as possible by including only the child's first name or grade level for a photograph or piece of student work.

Students are always very carefully monitored by staff members when individuals or classes are using the Internet. The district has installed security measures to ensure that inappropriate sites cannot be accessed from school.

BRENTWOOD: PARENT INFORMATION

WEB SITE: www.brentwoodelementary.ca

Twitter: @brentwoodeips

Instagram: brentwoodeips

The Brentwood web page provides parents with up-to-date information about the school. The home page is updated daily.

The following documents may be accessed:

- Student Handbook;
- School Education Plan;
- Weekly Newsletters

Weekly NEWSLETTERS(Brentwood this Week)

The school newsletter is available online on our web site at the beginning of each week.. In addition, newsletters may come from classroom teachers, School Council or the Logos Society.

PARENT VOLUNTEERS

Volunteers are an integral and much valued part of the Brentwood School community. Volunteers contribute to almost every facet of our school from fundraising to laminating, from reading with children to setting up displays.

Parents who are interested in helping at the school can connect with their child's teacher via email. Confidentiality and criminal records may be required. Volunteers check in at the office.

SCHOOL COUNCIL

Parent volunteers are needed to serve on the Brentwood Elementary School Council (BESC), a body of educational stakeholders. The Council has a formal structure and is governed by a set of by-laws outlined by Alberta Education.

A parent chairs the group and representatives include the principal, a teacher, a community member and parents. This body serves to provide input, helps to make school decisions and communicate concerns. All sessions are open and all parents may attend meetings.

The Brentwood Elementary School Council has been working very hard to support the school. Some of the activities have been:

- Providing input to policies and activities.
- Input into Board of Education policies.
- Fundraising activities to help purchase materials for the school.

PARKING

Our staff parking lot is a designated drop off zone for students. Parents are expected to quickly and safely drop students off and pick students up in this area. If parents wish to park and come into the school we ask that they park in a **visitor parking stall** in the parking lot or along Heron Road which was previously our bus drop off lane. All busses including special needs busses will drop off on Falcon Drive directly in front of the school. Please make sure to abide by all traffic laws in our parking lot including handicap stalls and fire lanes.

SMOKING

Elk Island Schools are “smoke-free” zones. Smoking is not permitted in the school building at any time and is not allowed on the school grounds.

EIPS: EMERGENCY PLAN

EIPS’ first priority during an emergency is the safety of our students and staff. The division has developed an Emergency Response Plan and framework to deal with a wide range of potential emergencies. The plan works in collaboration with first responders and other local emergency preparedness plans. The division and individual school plans are reviewed and revised annually and following each emergency.

The division and school emergency plans use well established functional protocols and procedures that address a wide variety of incidents. The particular actions taken during any emergency will greatly depend on the specifics of the incident. Each year the principal shall hold a minimum of six evacuation drills per year and an additional two drills related to a severe natural disaster, hazardous material spill, lock-down, or shelter-in-place. These drills and exercises are actions designed to prepare students and staff to act quickly and minimize a child’s fear should a real emergency occur.

Evacuation

An evacuation requires all students and staff to leave the school and go to an alternate location. In some cases, this may mean going outside and away from the school building until it is safe to re-enter the school. In other cases, students and staff may need to go to an evacuation centre. In those instances, parents are informed of the alternate location via the school contact.

Shelter-in-place

During a shelter-in-place students and staff retreat to classrooms or another safe area to seek shelter. This includes having any students or staff members who are outdoors come back into the school.

Shelter-in-place is generally used during an environmental emergency, such as severe storms or chemical spills affecting air quality. Each school's emergency response plan identifies the safest location for its occupants and how to seal a room from possible hazardous conditions.

Lock-down

Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.

Controlled Release or Dismissal

Lock-downs are usually used in response to acts or potential threats of harm or violence to students and/or staff, including any such activities in the general vicinity of the school. During a lock-down, all outside doors to the building and rooms within the school are locked. No one is permitted in or out of any area once the area has been locked. Students and staff must respond very quickly to a lock-down command to ensure they get to a safe location before the doors are locked. Parents are not permitted access to the building or to their children until the lock-down is over.

For more information contact your school principal.

EXTRA-CURRICULAR ACTIVITIES (TBD)

During the school year, various extra-curricular activities may be available for students depending upon staff and student interest.

Some activities that have been offered in the past include: *Running Club *Floor Hockey *Indoor Soccer *Art Club *Volleyball *Basketball *Badminton *Brentwood TV *Green Team

FIELD TRIPS

Field trips are planned for each grade that provide students with new experiences outside the school and that compliment a wide range of subject curriculums.

Parent signed permission forms will be required for all field trips. Normally, because a field trip fee has been collected as part of student fees, the cost will be minimal, if at all.

Transportation for field and extracurricular trips is provided by school bus. The only exception is if children can walk to the site.

If parents drive other students to or from a field trip, a special form must be completed by all parents involved. Moreover, when parents transport their own child, a special form must be completed. This documentation is required for liability purposes.

As most field trips are considered part of the curriculum, all students are expected to attend. The only time a student would not be eligible would be if behavior on prior field trips was inappropriate or if the safety of the student is a concern.

ELK ISLAND PUBLIC SCHOOLS SUSPENSION OF BUS SERVICE DUE TO INCLEMENT WEATHER

EIPS Administrative Procedure 131: Inclement Weather forms the basis to suspend busing services as necessary when weather and/or road conditions constitute a potential hazard for students. Schools will remain open to students should school bus service be suspended for the day. School bus service shall be suspended when a temperature of -40 degrees Centigrade, including wind chill factor, is reported.

In the event that conditions are extreme, bus service may be suspended when weather or road conditions warrant. In this instance, details about bus service suspensions will be released to parents by a Synervoice automated phone message, as well as on the EIPS



website at www.eips.ca.

- If unsafe road conditions occur, individual bus operators, in consultation with the EIPS' Director of Student Transportation, have the discretionary power to not operate or abandon completion of the morning route by returning students to their home.
- Student transportation staff must ensure students have adequate access to residences.
- If weather or road conditions deteriorate during the day, the Student Transportation Director may authorize individual or all buses to leave schools prior to regular dismissal times. In this instance Principals, staff, parents and school bus operators shall take steps to ensure students arrive home safely when they are dismissed earlier. This includes attempts to contact parents/guardians/emergency contacts to ensure students have adequate access to residences.

Parents must use their discretion when sending their children to school during inclement weather conditions, even when buses are running and schools are open. For the safety of the students, it is the responsibility of parents to ensure their children are suitably dressed for coping with weather conditions and arrangements.

BUS SAFETY/STUDENT CONDUCT RULES ON BUSES

Students are expected to follow all bus safety rules. For complete listing of rules and consequences please visit our website at <https://www.brentwoodelementary.ca/parents/information-for-parents>

SUMMARY REMARKS

The purpose of the school handbook is to provide parents and students with details about the school's operation and every effort has been made to provide information which is accurate and current. As this handbook was edited in October, there may be changes in the dates noted. Please check the monthly newsletter for the most up-to-date information.

Moreover, in such a document it is impossible to deal with all of the procedures, issues and concerns. Parents, who have questions or would like clarification on any issue should call or e-mail the school or drop by for a visit.