

Welcome to Brooklyn





This handbook has been prepared to provide you with some basic information about our school. Please take the time, as a family, to read and discuss it.

We ask that parents sign the appropriate area on page 7 to indicate that they have read the contents of this handbook.

School Philosophy

The staff at Brooklyn Elementary School believes that by treating each child as a unique individual, and by close parent/teacher co-operation, we can help all students to develop a lifelong love of learning. We aim to provide a climate where each child has the opportunity to achieve to the best of his/her potential. This will happen by creating an environment that provides meaningful learning activities, presented in a variety of ways by caring, supportive, and dedicated school personnel.

Principal’s Message

On behalf of the entire staff, welcome to Brooklyn Elementary School. Brooklyn Elementary has a strong tradition and reputation in our community as being much more than a school. It is a community, a family in its own right where parents, grandparents, staff and students work and learn together as a team supporting each other, encouraging the best in each other, and celebrating the accomplishments of all.

While we are physically separated by two campuses, the bonds are strong that tie the two sites together. We will, as a community, continue to ensure that both sites offer strong programs that meet the needs of all learners, kindergarten to grade seven.

Teaching and learning are hard work. We will ask your children to work hard, and will set high standards for their academic, social, physical, and personal growth. We will strive to ensure the best possible learning environment for your children, and will encourage you to continue to be active participants in their learning throughout the year.

We have a strong belief that all children can learn and will model this learning, as we also seek opportunities to expand our learning to be better teachers, principals, vice-principals, and staff

members in support of you and your children. The Brooklyn staff is highly committed to teamwork and improving the craft of teaching.

As I am new to the Brooklyn community, this will be a year of great learning for me as I seek to know and understand 300 plus students, staff and parents. You will find that my door and mind are always open, and that I will welcome your comments and thoughts. You are encouraged to contact the school at any time if you have questions or an idea to share with us. Letting us know of problems or concerns in a timely manner assists us in resolving these matters, or in preventing small concerns from growing into large ones. Please remember that your child’s teacher is your first and best line of communication throughout the year.

Paul Berry

School Schedule

Primary Site	
08:00 a.m.	School Office Opens
08:20 a.m.	Doors Open
08:50 a.m.	Bell
10:20 – 10:35a.m.	Recess
11:50 – 12:35 p.m.	Lunch (Play until 12:20)
12:35 p.m.	Classes Begin
02:35 p.m.	Dismissal
Intermediate Site (Lazo)	
08:15 a.m.	School Office Opens
08:15 a.m.	Doors Open
08:35 a.m.	Classes Begin – O’Canada
10:20 - 10:35 a.m.	Recess
11:35 - 12:20 p.m.	Lunch (Play until 12:00)
12:20 p.m.	Classes Begin
02:20 p.m.	Dismissal



CONTENTS

- School Philosophy 1
- School Day and Bells 1
- School Calendar..... 2
- Student Services 2
- Student Safety..... 2
- General Information..... 3
- Student Responsibilities..... 4
- Student Code of Conduct..... 4
- School Expectations..... 5
- Parent Opportunities 6



School Calendar – 2009/2010

Attached and on the School District Website at: <http://sd71.bc.ca/sd71/calendar/>

Student Services

Learning Centre

We co-ordinate school-based resources, School District resources and community resources to provide appropriate educational opportunities for all students. We recognize that students have 'special needs' of many kinds and strive to cater to students requiring extra service. In order to support these children, Brooklyn Elementary is able to provide the following services: Learning Assistance, Counsellor, Speech and Language Pathologist, S.N.I.R.T. (Special Needs Itinerant Resource Teacher). In addition, gifted children have the opportunity to attend the District Challenge program.

Counselling

Our school counsellor, Mr. Montgomery, works with students, staff and parents addressing preventative, developmental and crisis issues. She works with students as individuals, in small groups and in whole classes and is available to parents and staff members for inservice. At present, he is available all day Monday and Thursday mornings at the intermediate site; and all day Wednesday at the primary site.

Student Safety

Reporting Absences

Each morning we verify all unaccounted absences. Your co-operation in telephoning in any absences, or sending a message with a sibling is requested. If no word is received by 9:00 in the morning, the Whereabouts Parents will make a phone call home to check the whereabouts of your child.

TO REPORT AN ABSENCE:

Primary site: 250-339-4885

Intermediate site: 250-339-0732

School Visits

When visiting the school or a classroom we request that you check in with the office as you arrive.

Picking Up Students

If you are sending someone to pick up your children, please inform the office of this.

When Children Are Ill

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health is reasonable.

Students who become ill during the day are to come directly to their teacher. Our policy is to get students who are ill home as soon as possible. Our practice will be to call parents and ask that the students be either picked up or given parental permission to go home. For this reason, it is important that parents keep work and emergency phone numbers current.

Medication for Students

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that in order to do so, we require the completion of the *Request for Administration of Medication at School Form*.

Emergency Response & Fire Drills

Regular fire drills and emergency response drills will be held throughout the year to practise student safety procedures.

School Closure

In the event of power failures, please listen to our local radio station CFCP FM 98.9 or CKLR FM 97.3, for information about the school.

Snow Conditions

In case of overnight heavy snowfall, the School Board advises parents:

- a) to listen to CFCP (98.9 FM Courtenay), CKLR FM (97.3 Courtenay), CHQB (Powell River), CFWB (Campbell River), or CKLG (Vancouver) on school days during or after heavy snowfalls.



- b) to have arrangements made for the care of children who cannot attend school because of closures or because the children have been sent home early. Parents who are unable to make alternative arrangements must advise the school that their children are to be kept in school until regular dismissal time.

Bicycle Safety

Parents are asked to review bicycle safety with their children. Cyclists must always ride single file with the traffic on the right hand side of the road and they must know and follow the rules of the road. All students must wear bicycle helmets as this is the law in British Columbia.

School Entry

Students may enter the building when the doors are unlocked at 8:30 a.m. Please ensure that your child does not arrive at school prior to 8:30.

School Leaving

Students may not leave the school premises during school hours without written permission. Students are expected to go directly home after dismissal.

General Information

Reporting To Parents

As involved partners with their child’s education, parents naturally desire and need to know how their child is doing in school. Although parents and teachers may contact one another to discuss individual student’s progress at any time throughout the school year, three written reports will be issued to parents during the year. These will be sent home with the pupil in November, March and at the end of June. Our November report card is traditionally accompanied by a parent-teacher conference.

Regardless of our regular reporting sessions, we encourage parents to contact individual teachers and discuss their child’s progress at any time rather than wait until the scheduled reporting and conference sessions.

Library

It is very important that our students learn how to access and use resources and manage information. Our library is open for classes during the school day and for general student use at other times. We have an extensive magazine collection as well as paperbacks and all the reference materials you might expect from a modern library. We are integrating educational technology into our libraries with the use of on-line book searches as well as CD-ROM involving electronic encyclopaedias

Supplies and Textbooks

All students are responsible for providing their basic school supplies as requested on the supply list. In addition students are loaned textbooks during the year. Intermediate students often have individual books worth \$40 or more. Students are asked to treat these books with care as they will be charged for textbooks that are damaged or not returned.

Lost and Found

Frequently items such as gym strip or binders are mislaid. If the items are labelled with names, it greatly assists in their speedy return. A lost and found box is kept in the hall for mislaid items and we encourage students and parents to check this box if something has been misplaced. Smaller items, such as keys, are normally kept in the office. Bicycles brought to school should always be left locked in the racks.

Use of the Office Telephone

The school telephones are used for business and are in constant demand. Students must have a permission slip from their teacher to use the telephone in cases of special need. If a student is being detained after school and the parent is unaware, that student would be permitted to use the telephone to inform parents. Students are requested to make prior arrangements with parents if they wish to remain at school, visit a friend’s house, etc.



Student Responsibilities

Civilization is just a slow process of learning to be kind.

Brooklyn Elementary School is a special learning community where we must all co-operate to ensure that rights of all individuals are maintained. All students can expect to learn in an environment free from interruption or disturbance. To this end we will take the responsibility of teaching students our specific expectations for behaviour so that all will gain from the academic, social and athletic experiences that our school as to offer.

Code of Conduct

At Brooklyn Elementary School we pride ourselves in providing our community of learners with a positive, encouraging and safe environment. We value good manners, respect and honesty and strive to instil a cooperative spirit in all that we do.

Our Code of Conduct outlines the rights and responsibilities of students and will be reviewed every 2 years. It is intended to provide an emotionally, socially, physically and intellectually healthy environment which will promote student achievement in all areas.

The staff at Brooklyn School will proactively promote positive student behaviour through day to day interactions and/or instruction. In the event that a student chooses to infringe upon the teaching-learning process or the rights of others, the staff will contact parents to assist the student in understanding and employing more appropriate behaviours.

Should a student commit a serious breach of the Code of Conduct or develop a chronic pattern of non-compliance, the school administration will contact the home and offer support and/or consequences as deemed necessary. These may include; referral to school counsellor and/or outside agencies, school-based team, School District Psychological Services or Behavioural Resource Program, in-school suspension, out-of-school suspension, removal of privileges, etc. The school administration may exercise discretion in the application of this policy when and where necessary.

Student Code of Conduct

OUR RIGHTS AND RESPONSIBILITIES

<i>RIGHTS</i>	<i>RESPONSIBILITIES</i>
POSITIVE LEARNING EXPERIENCES	
We have the right to learn in this school; this means that we can expect others to avoid distracting us from learning	We have the responsibility to come to school prepared, to be focused, respectful, active learners. We have the responsibility to avoid distracting others from learning and teachers from teaching.
CARING TOWARDS OTHERS	
We have the right to be treated with compassion in this school; this means that we will treat others as we would like to be treated ourselves.	We have the responsibility to be caring toward others.
PHYSICAL/EMOTIONAL SAFETY	
We have the right to be part of the school community; this means that no one will treat us unfairly because of our abilities, gender, body shape or size, skin colour or because we dress, act or learn differently.	We have the responsibility to respect the uniqueness of each individual within our school.
RESPECT	
We have the right to be safe in this school; this means that no one will hurt us or do anything that makes us feel frightened, intimidated or helpless.	We have the responsibility to make the school safe for everyone.
RESPECT FOR PROPERTY	
We have the right to expect that our personal property and the school property will be respected.	We have the responsibility to respect the property of others as well as property belonging to the school.



**Brooklyn Elementary School
Expectations**

To be the best that we can be . . .

We are proud of the effort our students put into their school work. Your support in encouraging your child to set personal goals for learning and to strive to reach and surpass those goals is invaluable.

Respect and appreciation of others

An on-going goal at our school focuses on encouraging our students to show respect for each other and to engage in responsible decision-making.

Peace on the playground

Students who find themselves in disagreement with another student or students in the playground are expected to use peaceful problem-solving strategies, including:

- telling the other person what the concern is in a quiet, respectful voice,
- asking the person to quit doing whatever it is,- leaving the immediate presence of the other person,
- asking the noon supervisor or teacher on duty for assistance.

Common sense and safety is our guide!

Students must understand that they are responsible for their behaviour. Any behaviour which disrupts or detracts from the educational climate of the school is unacceptable. We regard the disciplining of children as a responsibility shared by the school and the home. We appreciate your continued support.

Classroom Expectations

The teachers at Brooklyn Elementary School believe that every student wishes to be a successful learner. In order to bring about this success, each teacher develops an appropriate learning climate according to his or her subject discipline and teacher practices. The teacher's expectations and regulations will be explained to students in the first few days of class. Students are then required to follow these rules set out in each of their classes.

Consequences

1. The development of self-discipline is a very important goal at Brooklyn Elementary and we are working to adopt methods for teaching the behaviours that are desired.

These methods include:

- a) Ways to increase and widen students' sense of belonging in the school.
- b) Our program to recognize responsible behaviour on the school grounds.
- c) Assistance for dealing with personal problems that affect participation in the life of the school
- d) The provision of encouragement, direction, guidance, modelling and consistency.
- e) Strengthening interaction between the school, the home and the community.

2. The consequences for behaviour that does not demonstrate responsibility and respect for others will be logical, realistic and consistent. Each case of misbehaviour will be dealt with individually.

- a) Minor infractions will be handled on the spot in the classrooms, halls and playground.
- b) More serious or repeated infractions will be recorded in the office file and depending on the seriousness of the situation and repetition the following progressive actions may be taken:
 - giving the student "Time Out" to think about the behaviour and to develop a plan of improvement
 - contact parents
 - require loss of privileges related to the behaviour
 - completion by student of a "Thinking Paper" that is directly related to the behaviour
 - performance by the student of special service to the school
 - assigning Direct Supervision
 - assigning an in-school suspension
 - placement of student on a behaviour contract
 - out-of-school suspension

Our parents, our community and our school district have worked together to provide our students with a staff, building and resources to help prepare them for a successful future. We are committed to offering the best education we can and we expect students to take special pride in keeping our school first class.



Parent Opportunities

Parent Advisory Council

Purpose: The purpose of the P.A.C. is to promote and support education and to contribute to a sense of school community at Brooklyn Elementary School.

Objectives:

- To enhance communication between:

{Parents	{The Board
{Community AND	{School
{Students	{Administration
	{Staff
- To provide a formal means of consultation on matters of general interest which affect the education or safety of our pupils.
- To promote co-operation between home and school.
- To promote involvement of parents and other community members.
- To organize and provide additional resources to the school through volunteer activities.

Members: All parents and guardians of students registered at Brooklyn Elementary School are voting members. A schedule of the P.A.C. meetings is posted outside the office at the beginning of the school year. Please come out and join us.

Parent Volunteers

We welcome the assistance of parents in all of our school endeavours; for our classroom programs, as field trip supervisors, as hot dog helpers, to help at sports days, to help with special events, etc.. On occasion (hopefully never) parent help is required to check children’s hair for head lice. Parents doing these checks are the unsung heroes of our school.

If you are interested in assisting us in any way, please contact the school secretary and leave your name and phone number. You will be welcomed with open arms!

Why We Issue Each Student an Agenda

Brooklyn Elementary School issues agendas to all our Grade 4 - 7 students, helping them learn to manage their time and plan their days, and to keep you as parents and guardians informed of your child’s school activities.

Brooklyn Elementary School requires that students keep their Agendas with them throughout the school year. Individual teachers may ask parents to sign or initial the Agendas on a daily or weekly basis. This serves several purposes:

- It keeps you informed.
- It raises student level of accountability.
- It lets the teacher know that you have seen it and are being kept up to date.
- It fosters great two-way communication between home and school on a regular basis.

Brooklyn’s Web!

You can access Brooklyn's school web site as follows:

<http://brooklynelementary.ca>

or through the school district website at

<http://sd71.bc.ca>

and follow the links from there.

On the web site, we feature information about our school and P.A.C., class pages, and so on. It is continually evolving, being upgraded and fine-tuned. We hope you'll take time to browse the site and contact us with feedback.

