



STUDENT PLANNER 2020-2021

Mrs. S. Parmar
Principal
sparmar@deltasd.bc.ca

8718 Delwood Drive, Delta, BC V4C 3Z9
Telephone: (604) 583-6668 Fax: (604) 583-2503
Website: <https://br.deltasd.bc.ca/>

This Planner belongs to:

NAME _____

TEACHER'S NAME _____

GRADE _____

DIVISION _____

BROOKE'S DAILY SCHEDULE

Office Hours: 8:30 – 4:00 p.m.

School	Grades K-7
Opening	8:55 a.m.
Recess:	10:30 - 10:45 a.m.
Lunch:	12:00 - 12:55 p.m.
Dismissal:	3:00 p.m.



WELCOME TO BROOKE ELEMENTARY

Welcome to a new year at Brooke Elementary School! Brooke's Staff is committed to working towards enabling our students to be successful in all their endeavours: academics, arts, athletics and social responsibility. We hope that you will take every opportunity to be part of this school, bringing to it all of your energies, talents and interests.

This student planner has been prepared so that you may become familiar with our school's Code of Conduct, procedures & services. We believe that a child's education is a cooperative effort between child, parent and school. We encourage all of our students to become lifelong learners and to take responsibility for their own learning

We hope you will find the planner to be a valuable tool for:

Personal Organization

Students are assisted in developing the habit of recording their assignments in the planner. It's also a way of letting you know what their homework is. We ask that you read and sign the planner each evening to let us know that you have received the message. This also lets students know you are interested in their homework.

Communication

Use the planner to let us know things that you want us to be aware of. We'll use it also to write you notes about any events from the day you should be aware of or about unusual events coming up.

Planning Ahead

All of the major dates for our school year are included in the planner. Holidays and special events are also there.

If you require further information about your child's schoolwork, please contact the classroom teacher. Our teachers are always willing to assist you. You can contact them by note, telephone or dropping by the office.

Please check out our school website regularly! You will find newsletters, information for parents, updates on activities, and PAC information. We hope you enjoy the website and find it useful.

Sincerely,

Mrs. S. Parmar
Principal

Mission Statement

At Brooke Elementary...

We believe in a school where we can all reach for our best in a supportive environment. High expectations, respect and responsibility are valued. Brooke staff and parents strive to fulfill the educational needs of all students.

Instruction Hours: KINDERGARTEN – GRADE 7
School Starts: 8:55 a.m. (Warning bell at 8:50 a.m.)
Recess: 10:30-10:45 a.m.
Lunch: 12:00-12:55 p.m.
Dismissal: 3:00 p.m.
p.m.

Office Hours: 8:30 a.m. – 4:00

2020/2021 BROOKE SCHOOL CALENDAR INFORMATION FOR PARENTS	
Days in Session	186
Hours of Instruction in School Week	Kindergarten - Grade 7: 24.55 hrs.
Number of Days of Instruction Minutes of Instruction in School Day	179 Kindergarten – Grade 7: 295 min.
Number of Non-Instructional Days	6 (District Wide)
Schools Open	Tuesday, September 8
Early Dismissal @ 2 pm for Parent/Teacher Conferences	Wednesday, September 23
Early Dismissal @ 2 pm for Parent/Teacher Conferences	Thursday, September 24
Non-Instructional Day (District Wide)	Friday, September 25
Thanksgiving Day – Statutory Holiday	Monday, October 12
Non-Instructional Day (District Wide)	Friday, October 23
Remembrance Day – Statutory Holiday	Wednesday, November 11
Non-Instructional Day (District Wide)	Monday, November 30
Report Cards Issued	Thursday, December 10
Schools Close for Winter Break	Friday, December 18
Winter Break Period	December 21 – January 1
Schools Reopen after Winter Break	Monday, January 4
Non-Instructional Day (District Wide)	Friday, January 22
Family Day – Statutory Holiday	Monday, February 15
Non-Instructional Day (District Wide)	Friday, February 26
Report Cards Issued	Tuesday, March 9
Early Dismissal @ 2 pm for Parent/Teacher Conferences	Thursday, March 11
Spring Break Period	March 15 – March 26
Schools Reopen	Monday, March 29
Good Friday – Statutory Holiday	Friday, April 2
Easter Monday – Statutory Holiday	Monday, April 5
Early Dismissal @ 2 pm for Student-Led Conferences	Thursday, April 22
Non-Instructional Day (District Wide) (in lieu of summer Pro-D)	Friday, May 21
Victoria Day – Statutory Holiday	Monday, May 24
Last Day for Students / Report Cards Issued	Tuesday, June 29
Schools Close/Administrative Day	Wednesday, June 30

Expected Behaviour at Brooke

Brooke actively teaches expected behaviour to all of our students all year long. These behaviours connect to the Ministry of Education Core Competencies: Personal & Cultural Identity; Personal Awareness & Responsibility; and Social Responsibility.

The BEAR acronym relates to the expected behaviours and are reinforced through posters in every classroom and hall, assemblies, 'Gotcha' awards, and in daily announcements.

BROOKE BEARS: BELONG, ENGAGE IN LEARNING, ALWAYS KIND, RESPECTFUL, RESPONSIBLE, & SELF-AWARE

BROOKE BEARS...	EXPECTED BEHAVIOUR
 BELONG 	<ul style="list-style-type: none"> 🐾 Be positive 🐾 Include others 🐾 Invite others to join a game 🐾 Be welcoming 🐾 Display willingness to work with others 🐾 Consider others' thoughts and feelings 🐾 Work together as a team 🐾 Show pride in your school
 ENGAGE IN LEARNING 	<ul style="list-style-type: none"> 🐾 Take ownership for your learning and attitude 🐾 Think about "What am I learning? How is it going? Where to next?" 🐾 Have a Growth Mindset 🐾 Set achievable goals 🐾 Do your personal best!
 ALWAYS KIND 	<ul style="list-style-type: none"> 🐾 Be a good friend 🐾 Use only appropriate language, don't tease, Include others 🐾 Look for ways to help someone 🐾 Treat yourself and others gently 🐾 Do thoughtful things to bring happiness to others. Share 🐾 Give put-ups every day 🐾 Take the time to show you care
 RESPECTFUL & RESPONSIBLE 	<ul style="list-style-type: none"> 🐾 Speak politely and listen well. Use good manners! 🐾 Treat everyone well.... even if they look, act, or believe differently 🐾 Be honest, considerate, and cooperative 🐾 Respect yourself- develop leadership qualities 🐾 Solve disagreements by peaceful means 🐾 Think about how your actions affect others 🐾 Follow classroom guidelines 🐾 Be considerate of others who are working 🐾 Take responsibility for your actions 🐾 Help friends to make good choices 🐾 Take care of our school environment
 SELF-AWARE 	<ul style="list-style-type: none"> 🐾 Move and play safely 🐾 Use your WITS and Power of One 🐾 Learn to self-regulate 🐾 Live a healthy lifestyle 🐾 Ask "Is this helpful or hurtful?" 🐾 Keep hands and feet to yourself 🐾 Follow <i>Playground Safety</i> rules 🐾 Use equipment in a safe manner

PARENT HANDBOOK

SUPERVISION OF STUDENTS:

Supervision is provided on the school grounds during the following times:

Before School:	8:35 - 8:50 a.m.	Lunch:	12:00 - 12:55 p.m.
Recess:	10:30 - 10:45 a.m.	After School:	3:00 - 3:15 p.m.

PLAYGROUND BOUNDARIES

All students play at the back of the school. To share the playground among the student population, there may be some restrictions by grade level on the use of the grass and gravel fields, as well as on the playground equipment.

MORNING ARRIVAL

Students should arrive at school no earlier than 8:35 a.m. unless they are involved in a teacher supervised school activity. At the 8:50 bell, students enter through their own pod door. **The front door is reserved for adult use and for cases of emergency.**

DISMISSAL FROM SCHOOL

For safety sake, it is expected that all students will go directly home or to a parent-designed home as soon as they are dismissed at 3:00 p.m. unless they are involved in a teacher-sponsored activity. Students must first go home and report to their parents, if they intend to play on the grounds or with friends after school. **The office telephone is not to be used by students to make arrangements for after school visits or activities.**

FRIENDS OR RELATIVES CALLING FOR A CHILD

Teachers are instructed not to release children to strangers. Therefore, if a relative or friend is calling for your child, please write a note or telephone the school first. This is more than a courtesy — it is for the protection of your child.

RAINY AND EXTREMELY COLD DAYS

MORNING

- Students are asked not to arrive until 8:50 a.m. If they do arrive before this time the covered play area is to be used.

RECESS & LUNCH HOUR

- We ask that all students come well prepared for wet-weather outdoor time with a rain jacket, hat or umbrella, & waterproof footwear when it is raining, has rained, or when the forecast is for rain.
- If the weather is extreme, we will keep students indoors. They stay in the classroom and use appropriate inside behaviour. Students are to be engaged in quiet activities such as playing board games, working at centers, reading, doing homework or other activities as suggested by the teacher.

CONTACTING THE TEACHER

Many teachers are busy with a variety of activities before and after school: helping individual students, sponsoring student activities or extra-murals, attending meetings, preparing lessons and attending appointments. If you wish to talk to your child's teacher, please contact the teacher directly. You may call the school office to leave a message for the teacher to call and arrange a mutually agreed upon appointment time. Some teachers will also supply you with an email address to use to contact them.

STUDENTS ARRIVING LATE TO SCHOOL

After 8:55 a.m., all students arriving late must report to the office before admittance to class.

Late students do create an unnecessary disruption to class and to office staff. Frequent late arrivals will result in discussions with the student and parents. Please make every effort to arrive on time.

ABSENTEE REPORTING

The parent of any child who is absent from school without prior notification will be phoned to verify the reason for the absence. In order to help the office staff in this task, parents are asked to:

- a. Phone (604) 583-6668 and leave a message on the answering machine. The answering machine is on 24/7 and this is often a good option in the middle of the night or early in the morning.
- b. Phone the school office after 8:30 a.m.; or
- c. Send a note to the teacher in advance of your child being absent on a certain day.
Please provide the following information:
 - Student's name and division (or teacher's name);
 - Date and reason for the absence/lateness
 - Length of absence or date of return.

All students arriving anytime after the bell are required to report to the office. This allows an Unknown Absence (no note or phone call received) to be changed to Tardy and thus no worrying phone call inquiring about a child's absence.

Please make sure that all of the phone numbers that we have for you, your spouse, or other emergency contacts for your children are current and up-to-date. The inability to contact an adult in any type of emergency, medical or otherwise, can be very distressing to your child.

TAKING CHILDREN OUT OF SCHOOL:

Whenever possible, it is expected that medical and dental appointments will be made for out of school hours. However, if this is not possible, please send a signed note to the teacher stating the date and the time early dismissal is required. Students will only be dismissed from the office; therefore, parents should meet their child at the office.

NORDEL WAY CROSSWALK PATROL

School District staff patrols the crosswalk across Nordel Way at Brooke Road at the following times:

8:30 – 9:00 a.m.

3:00 – 3:30 p.m.

For safety, students who live on the south side of Nordel Way are expected to use the patrolled crosswalk.

When on duty, the Crossing Guard is the only adult authorized to activate the signals because she must monitor the volume of traffic on Nordel Way. Thank you for your cooperation.

TRAFFIC AND BICYCLE SAFETY

If your child is riding a bicycle or scooter to and from school, make certain that they **know and observe the rules of the road. Helmets are mandatory. Scooters, skateboards and in-line skates are not to be used on the school grounds.** All bicycle and 'wheels' riders must dismount when arriving on the school grounds. All bicycles must be equipped with proper locks for the bike racks. All other wheeled items must be carried on the school grounds and left in the coat areas for the day. Students who do not follow these guidelines will be asked to leave their 'wheels' at home.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Parents are reminded that there are specific procedures in place for student drop off and pick up at the school. The circular driveway in front of the school is closed to all vehicles except daycare and school buses and vehicles for the physically disabled. If there is one area that causes us concern, it is the high traffic that exists around our school in the ten minutes before school begins, and the half hour after classes are dismissed. Please keep the following school rules in mind:

- ◆ Whenever possible, please encourage your child to **walk to school**;
- ◆ **If you must** drive your child to school, please try to **arrive before 8:50 a.m.**, and to drop him or her off **at an area other than the main entrance.** There is curb-side parking on Brooke Road and Delwood Drive. Please arrange to meet your children where you will be parked or wait for them by their pod door.
- ◆ **Please do not use the staff parking lot at any time.**

We ask parents to remember that the traffic situation at our school is monitored regularly by the Delta Police. Failure to comply with municipal and/or school rules and regulations will result in fines. **These rules are in place to create a safe environment for your children.**

BROOKE PARENT ADVISORY COUNCIL

The school has an active and enthusiastic parents' group that meets regularly throughout the school year to provide valued service to the school in such areas as fund-raising, special lunch and concession days, and special activities. Meetings are announced in newsletters and on our website, and are open to all parents.

PARENT VOLUNTEERS

Parent volunteers play a vital role in the education of their children. In past years, some teachers in the classroom, in the library and other areas, have needed volunteers as the need arises. If you time to give, please contact your child's current teacher or leave your name at the office.

REPORTING STUDENT PROGRESS TO PARENTS

There are five reporting periods in a school year to help ensure continued communication with parents. Three formal reports are made available on Parent Connect. Two informal reports are also made to parents. These informal reports vary in format, but usually take the form of a conference, a phone call, or a short note.

The dates for the availability of the reports and the conferences are contained within the school calendar.

Parents will be contacted between reporting times if there is a concern regarding your child. If at any time you are concerned about your child's work or progress, please do not hesitate to call the teacher.

HOME-SCHOOL COMMUNICATION

Besides the student planner (for informal communication), current information and important news and dates are published regularly on our website. Specific notes may be written in the student planner. Please check your child's planner each evening.

We believe that good Home-School Communication has a positive effect upon student achievement and self-esteem. You are encouraged to contact the teacher or the principal if you have a concern.

STUDENTS BRINGING LUNCH TO SCHOOL

Students who bring their lunch are expected to observe the procedures established. Specifically, students are required to remain on the school premises for the duration of the lunch hour. Appropriate classroom and playground behaviour is also

expected during the lunch break. For safety reasons, students are not permitted to go home for lunch with another student unless a written permission note is given to the classroom teacher signed by each parent for each specific occasion.

ELECTRONICS, TOYS AND VALUABLES FROM HOME

Students are not to bring electronics, valuables, or toys from home unless requested by their teacher. Some of the reasons for this are: preventing loss or damage of items, encouraging active play, protecting student privacy, and monitoring appropriateness of content. If parents require their children to have a cell phone for safety reasons we will be requesting that students keep these turned off once they arrive each day and hand them in to their classroom teacher for safe keeping. They may use phones only after they have left the school grounds after school.

EMERGENCY TREATMENT OF STUDENTS WITH MEDICAL PROBLEMS

We are trying to maintain a uniform, safe and efficient way of dispensing medications at school. If your child requires medication in emergency situations at school, you must have filled out a required form, ***“Request for Administration of Medication at School”***. Please contact the office and request a form. Have the form completed by your doctor, sign it yourself, and return it to the school with the medication required as soon as possible. This procedure complies with the School District policy regarding medications taken on an emergency basis. This form requires completion every September.

ALLERGIES AND SCENT SENSITIVITIES

Allergies and sensitivities to food and odours are becoming more and more common in today’s society. As we learn more every day about such issues, we are quickly coming to realize how disruptive, uncomfortable, and sometimes even life-threatening these allergies can be.

If your child is in a class with a student who has a severe allergy you will receive a letter from the school outlining what food/products need to be avoided by all students in the class in order to create a safe environment.

STUDENT ILLNESS

Please do not send a sick child to school. Normally children who are too ill to go outside at recess are too ill to be at school. Children coming to school who are ill can serve as a source of infection for others, and they tend not to function well at school.

MEDICAL CONCERNS

When a child complains of being sick or is seriously injured on the playground, the office will make every effort to contact the parent or the emergency contact person. With minor bumps, bruises, cuts and scrapes, we will administer the necessary first aid – ice packs, bandages, soap and water, but depending on the individual circumstances, will not necessarily always phone home. For any injury involving the head, we contact a parent– our policy is to err on the side of caution. In an obvious emergency, we will call 911 first, and then make contact with the parents.

STUDENT SAFETY

One of our primary concerns at Brooke is the safety and security of each and every student. To ensure student safety, all visitors, even parents dropping off lunches, etc. are requested to report to the office before proceeding to other areas in the school. Adult guests are asked to always enter the school through the front door only. While classes are in session, all doors other than the main door by the office will be locked. This is to prevent people from entering the building without being seen by our office staff. If you are stopped in the hallway and questioned by a staff member as to what you are doing there, please do not be insulted. Rather, you should be pleased that we are looking out for the security of your children.

As well, no child will be dismissed with anyone other than his/her parents, guardians, or emergency contacts. Children going home during the day are not to do so without the office staff or teacher phoning home first. Children should also report to the office upon their return.

Throughout the school year, we will have frequent fire and earthquake drills. Instructions in the safe and orderly evacuation of buildings are reviewed regularly.

BOOKS

Students are responsible for those textbooks that they have been assigned. Lost and/or damaged texts or library books are to be replaced or paid for by the student. This is to encourage children to be responsible for their own articles as well as those that belong to the public.

EXTRA-CURRICULAR ACTIVITIES

A number of activities will be provided for students throughout the school year. These activities occur before school, at noon hour or after school and are sponsored by teachers on their own time. If you also have time to give and would like to help in sponsoring an activity, please contact the office.

LIBRARY HOURS AND EXPECTATIONS

Library hours will be posted at the beginning of each term.

Parents are welcome to sign out materials as well.

Because our library is primarily for reading, research and study, we expect our students to behave in a quiet, studious manner. They are welcome to enjoy reading books and magazines, do their homework, and work on assignments and research projects.

CODE OF CONDUCT

Brooke Elementary School has the responsibility to ensure and provide a safe and positive learning environment. Our Code of Conduct outlines a general framework for behavioural expectations for everyone who enters our community. It is expected that everyone within our community will interact in a manner that supports and maintains the values and principles outlined in our mission statement and this document. The Code of Conduct shall apply to our school community members when any school related activity is being conducted. Any behaviour, or patterns of behaviour, that adversely affects the school climate, operation, or learning of others, will be considered a breach of the Code of Conduct. Appropriate interventions will be used to remedy negative conduct. Brooke Elementary recognizes that expectations for community members increase with age, experience, learning capacity, and maturity of the individual. It is an expectation that all community members will know the District Code of Conduct and our school Code of Conduct.

STUDENT THREAT TO SAFETY - FAIR NOTICE

The safety of our students is a top priority for all of us in the Delta School District. When a threat or violent incident occurs, it is taken very seriously and a student threat assessment is started.

As partners in educating our youth, everyone in the community has a duty to report all threat-related behaviours. These threats include expressing intent of harm to themselves, another person or property, or acting out violently against them. Whether the threat is spoken, drawn, made with gestures or on social media, they must all be taken seriously. We will investigate and respond to all harmful threats to our students.

I. GUIDING PRINCIPLES:

A. Our Mission Statement

At Brooke, we believe in a school where we can all reach for our best in a supportive environment. High expectations, respect and responsibility are valued. Brooke staff and parents strive to fulfill the educational needs of all students.

B. Rights and Responsibilities

The school rules work to maintain the rights and responsibilities of people in the school culture. They form the values that make up our behaviour expectations at Brooke.

Students come to school with certain rights such as:

- To be safe, physically and emotionally
- To receive instruction at their level and pace of understanding
- To be given opportunities to learn and work at their personal challenge level
- To gain reasonable assistance as needed
- To be treated fairly, with respect and care
- To be given reasonable expectations

Students, along with their rights, also have responsibilities to the school, such as:

- To be responsible to the school for their actions from the time they leave home to the time they return home after school.
- To come to school prepared to learn.
- To act toward others and the school with respect and care.
- To follow the school's expectations for behaviour and learning and to follow the direction of any staff member.

II. CONDUCT EXPECTATIONS:

Acceptable Conduct supports a safe and positive learning environment.

Administration, with authority provided under the School Act, will take a leadership role by:

- Acting with care and commitment to facilitate quality learning experiences and a safe environment.
- Holding everyone under their authority accountable for their behaviours and actions.
- Communicating regularly and meaningfully with all members of the school community.

Teachers and School Staff, under the leadership of administration and within the bounds of their legal, professional, and ethical responsibilities, are expected to hold those within the school community to the highest standard of socially and personally responsible behaviour. They accomplish this role by:

- Helping students learn to their full potential.
- Communicating regularly and meaningfully with parents and administration.
- Demonstrating respect for everyone within the school community.
- Maintaining consistent standards of behaviour as outlined with in the Code of Conduct.
- Modeling and providing guidance and skills for socially responsible conduct.
- Recognizing, guiding, and assessing socially responsible behaviour as defined by the Ministry of Education's Social Responsibility Performance Standards.

Parents play the most important role in the education of their children. They are our students' first teachers, and will continue to be their guides throughout their lives. Parents have the responsibility to support school staff in maintaining a safe and positive learning environment for all members of the school community. Parents can accomplish this role by:

- Monitoring and showing active interest in their child's work, progress and conduct.

- Learning about the school's expectations by reading the family handbook and weekly school newsletters which are published on our school website.
- Communicating regularly with the school; respecting the confidentiality of matters of discipline.
- Providing necessities for quality learning such as regular meals, appropriate levels of sleep, hygiene, medical needs, appropriate dress, and classroom materials.
- Ensuring students punctuality and promptly reporting valid reasons for tardiness and absences.
- Reviewing the Code of Conduct with their children and reinforce expected behaviours at school, on the playground, and in the community
- seek support from the school staff when concerns arise regarding school discipline
- Assisting school staff in dealing with issues of behaviour requiring interventions and discipline.
- Demonstrating respect for all members in the school community.
- Modeling expectations of conduct held for students.

Students are to be treated with respect and dignity. In return, they must demonstrate an ability to know and follow our school expectations with diligent socially and personally responsible conduct. In addition to this, each classroom teacher will have developed the guidelines for success in his or her classroom. Students are expected to cooperate fully with the teachers, supervisors and other workers in the school.

Visitors to the school community are essential players in making our school more positive and safer learning environment. Visitors need to support and respect the rules of the school, and in return they have an expectation that the school can identify and recognize itself as a part of a much broader community.

Our expectations for students:

REGARDING A SAFE ENVIRONMENT:

- Illegal or unsafe items may not be brought to school.
- Students are to play in designated play areas only
- Potentially dangerous games and activities are prohibited. I.e. play-fighting, poking with sticks, tackle football.
- Throwing items such as rocks, sticks or snowballs is not allowed.
- Fighting or intentionally hurting others is considered a serious breach of the School Act.
- Students may not leave the school grounds (during instructional hours, recess or lunch) without permission.
- Students are to go straight home from school so parents know they have arrived safely.

REGARDING ORDER IN THE SCHOOL:

- When in the school building, students will conduct themselves in a quiet and orderly fashion.
- The library is a place of learning. Students may use the library to study, do homework, research and read.
- Students have assigned entrances and exits from the school according to where their classroom is located. There are specific times for entry and exit from the building.
- Students are to eat lunches at their desks and to keep their areas tidy. (Staying at school at lunch break is a privilege).

REGARDING RESPECT:

- Respect the efforts of our custodial staff to keep our school and grounds clean.
- Help keep our school clean of litter and graffiti, and refrain from chewing gum.
- Certain areas are out of bounds unless students are under the direct supervision of a staff member, including our art and science storage areas, the gym and PE equipment room, and the bike racks (except when students drop off or pick up their bikes).
- Students are expected to be polite to each other and respectful towards all adults.
- Appropriate language is to be used.

REGARDING RESPONSIBILITY:

- Students are to come to school prepared to do their best. They are to arrive for school on time before school and after breaks.
- Bring needed materials to school in time for instruction (homework, planners, special projects, library books, etc.)
- Behave appropriately in areas such as washrooms and change rooms.
- Ensure that school notices are delivered to parents/guardians

REGARDING WORK HABITS:

Having good work habits at school means that you:

- Have all your school supplies at hand;
- Keep your work area neat and organized;
- Arrive at school on time and use your class time effectively;
- Hand your work in on time and completed to the best of your ability;
- Listen attentively when others are talking; and
- Help others around you become better students and better people.

REGARDING APPROPRIATE DRESS:

The attitude that we bring to learning is reflected in the way in which we come dressed for it. We would appreciate parents monitoring what their children are wearing to school keeping these guidelines in mind.

- Students need to be clean, warm, and comfortable and have clothing appropriate for the learning activity (for example, proper gym attire for intermediate students - t shirt, shorts, and gym shoes).
- School is a workplace. Therefore, Brooke students should not wear to school clothing that is too revealing or displays inappropriate words or messages. No bare midriffs; t-shirts with a low neckline, spaghetti straps, or no straps; and no very short skirts or shorts. Undergarments should not be visible at any time.
- Students need to remove hats/hoods while they are in the school.

REGARDING ELECTRONICS:

- Leave at home items that are valuable, as we cannot ensure safekeeping at the school: this includes iPods, cell phones, and other electronic items. When students bring electronics to school, it is at their own risk.
- Regarding cell phones, we recognize that they may be necessary for safety issues when children are walking home or for emergency situations. However, here at school, students should be going through their teacher or the office should they require assistance.
- Cell phones should be turned off once students come onto the school property. They are to be handed in to the teacher for safe keeping for the entire school day (including Recess and Lunch). They need to wait until they are dismissed and outside the school to use their phone.
- We are also concerned about privacy issues when it comes to unauthorized use of cell phone cameras and personal cameras. These should not be used in/around the school without permission from the classroom teacher. At school, parents may only take photos of their child(ren), not others.

III. UNACCEPTABLE CONDUCT:

Unacceptable conduct is conduct that is in breach of the expectations held above. The district and school reserve the right to determine the acceptability of behaviours in relation to the school as guided by the District Code of Conduct and this document.

IV. CONSEQUENCES:

Rising Expectations

Age, experience, learning capacity, and maturity all play roles in determining a progression of expectations for members of the school community. Consequences are dependent upon the severity and frequency of unacceptable conduct as well as the age and maturity of students when determining appropriate disciplinary action. Responses to unacceptable conduct are pre-planned, consistent and fair. Disciplinary action, wherever possible, is preventative and restorative, rather than merely punitive.

At Brooke, we believe that as people grow and mature, they are more able to make appropriate decisions and take a greater responsibility for their conduct. Children progressing through the school system are expected to:

- Acquire greater knowledge and understanding of their behaviour and its impact on others.
- Learn appropriate decision-making strategies.
- Increase their ability to demonstrate self-discipline.
- Increase their ability to take personal responsibility for their actions and learning.
- Be subject to increasing consequences for inappropriate behaviour.

Notification

Brooke Elementary School believes communication is essential to the school home relationship.

Communication may be with one or any combination of the following mechanisms as practicable and appropriate: in person, by phone, by e-mail, by newsletter, by group meetings, signage, student planner, or written note. All serious breaches of conduct will be communicated in person or by phone. Formal letters are provided for warnings of suspension, formal in-school suspensions, and suspensions as per district policy. It is expected that when reasonably requested, all parties will respond in a timely fashion to any received communication.

The administration and/or teacher will advise parents of serious breaches of the code of conduct. For example:

- Parents of student offender(s) - in every instance.
- Parents of student victim(s) - in every instance.
- School district officials - as required by school district policy.
- Police and/or other agencies - as required by law.
- All parents - when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

Consequence Continuum

Brooke Elementary School takes great care to arrive at thoughtful, fair, and consistent consequences. Consequences are designed to prevent reoccurrence, teach socially appropriate behaviour to the student who offends and to the school community, and to ultimately provide for a safe and positive learning environment.

Actions may be progressive, or they may require an appropriate immediate higher level of response. They may be utilized in combination or in isolation increasing or decreasing in seriousness as needed.

Conduct is everyone's responsibility. Minor breaches are handled effectively in an informal manner on a daily basis and may not warrant documentation or communication. Interventions are handled at different levels depending on the seriousness of the breach of conduct and as guided by this document:

- At the classroom level by any staff member.
- At the playground level by any staff member or noon hour supervisor.
- When warranted at the school level by administration.

Factors that are considered when determining an intervention or disciplinary action for a breach of conduct may include:

- Maintenance of safety and order
- Degree of impact on the victim and the community at large
- Degree of impact on learning to the individual in question or more importantly the learning of others
- Actions/activities prior to the breach that create a larger context of concern
- History of previous interventions
- Ability (or inability) to use peaceful problem solving and decision-making strategies
- Frequency, severity, or seriousness of breach. District Code of Conduct may apply. Serious breaches will result in suspension options.
- Accountability of the student and assistance from the home
- Degree of active participation of the student in their own consequences