



Briardale Public School

STAFF 2009-10

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|--------------------------------|-------------------------------------|
| Principal/Library | Mrs. E. Tulloch |
| Secretary | Mrs. L. Rees |
| Custodian | Ms. K. Sutton |
| | |
| JK/SK | Mrs. L. Beard |
| E.A. Primary | Ms. S. Duff |
| Communications | Mrs. K. Palmerino |
| E.A. Communications | Mrs. J. Potts |
| E.A. Communications | Ms. T. Van Manen |
| E.A. Communications | Ms. |
| E.A. Communications | Mr. A. Baldinelli |
| | |
| Grade 1 | Mrs. L. Phillips (a.m.) |
| | Mrs. K. Fast (p.m.) |
| Grade 2 | Mrs. D. Ward |
| Grade 3 | Mrs. B. Ayotte |
| Grade 4/5 | Mrs. D. Mikolic & Mrs. P. Hebert |
| Grade 5/ 6 | Ms. T. Elliott |
| Prep/French | Ms. S. Gammage |
| L.R.T. | Ms. L. Fucile |
| Literacy Coach | Mrs. D. Mikolic |
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| Nurse | Mrs. W. Lebrasseur |
| Youth Counsellor | Ms. A. Sample |
| Noon Hr Supervisor & Feeder | Mrs. C. Broad |

SCHOOL DAY

Yard supervision begins each day at 8:35 a.m. Students should not arrive before this time. Some students may have to stay after school for additional assistance or to participate in various school activities.

For students in Grades 1 - 6, Briardale follows the Balanced School Day Model. Start and end times to the school day remain unchanged.

| Time | Activity | Instruction Time | Break Time |
|-------|---|------------------|------------|
| 8:50 | Entry | | |
| 8:55 | Period 1 | 50 | |
| 9:45 | Period 2 | 50 | |
| 10:35 | Fitness/ Nutrition Break | | 40 |
| 11:15 | Period 3 | 50 | |
| 12:05 | Period 4 | 50 | |
| 12:55 | (Home Lunch) Fitness/ Nutrition Break | | 50 |
| 1:45 | Period 5 | 50 | |
| 2:35 | Period 6 | 50 | |
| 3:25 | Dismissal | | |

Bell Times for JK/SK Students:

Morning Class: 8:50 Entry
 11:30 Dismissal

Afternoon Class: 12:50 Entry
 3:25 Dismissal

STUDENT ABSENCES

When your child will be absent from school or will arrive late, we ask that you phone the school at 905-684-9259 prior to 8:40 a.m. You may leave a message on the answering machine at any time the night before or early in the morning. If you do not contact the school, it is the

policy that a call will be made to your home or emergency contact. For your child's safety, it is very important for all of us to be aware of each child's whereabouts.

Also for your child's safety, we must also be made aware of any change in routine, ie. You will be picking up your child who normally rides the bus. Please contact the office about any changes, either by phoning or writing a note.

EMERGENCY CLOSING AND EARLY DISMISSAL

Please be sure that you have completed and sent in the form with the instruction we are to follow should there be an unexpected closing. Be sure to call the office and update this information should it change during the school year.

LUNCH POLICY

The second fitness and nutrition break is designated as the lunch period where students who wish to go home for lunch may do so. Lunch period, supervised by a staff member provides the opportunity for students who need to eat at school to remain at school from 12:55 - 1:45. It is expected that they are well behaved and considerate of others.

White and chocolate milk will be made available each day at a cost of .75 cents. The milk programme will commence the first week in October. Order forms for milk will be sent out towards the end of September. We do not have the facilities to heat a lunch up for a child. You are asked to pack your child's lunch with reusable plastic containers in order to reduce garbage.

If your child must stay daily or on a regular schedule, please fill in and return the form your child has brought home today. We ask, for reasons of student safety, that a written note be sent if these arrangements change for any reason.

ALLERGY ALERT

There is a growing concern in our school for the safety of children with severe food allergies. These children can experience an anaphylactic reaction which inhibits their ability to breathe and is life threatening. Even minute quantities can trigger such a response. Cross contamination from food to food or from one child's hands to another puts these children in grave danger. The fewer nut products we have in the school, the safer the school environment will be for all of our students. Parents of anaphylactic children who require an EPIPEN are asked to provide one pen to be stored in the office.

EXTRA-CURRICULAR PROGRAM

We encourage the students to become involved in the extra-curricular programs offered throughout the year. Watch the newsletter for information on the activities.

GYM CLOTHING

Proper clothing is essential for Phys. Ed. Running shoes are necessary to prevent slipping. A child without running shoes will participate in bare feet. A T-shirt and comfortable shorts or track pants on gym days will allow freedom of movement needed for physical education classes.

FAMILY AND CHILDREN'S SERVICE PROTOCOL

In light of changes in Family and Children's Services Act, we are increasingly responsible to report to this agency any concerns. This is not a pleasant task, but a necessary one to ensure a child's well-being. You need to be aware that, depending on the concern, parents may not always be called first.

SCHOOL SAFETY - SCHOOLYARD

All students should feel safe at school. They should not feel threatened either physically or verbally. They are expected to play safely and avoid rough play. Occasionally play does lead to injury and these incidents are always investigated. Students who intentionally hurt others will be reprimanded and possibly suspended for a period of time. It must be remembered that each incident is unique and consequently will be determined so that they are the most effective for each individual child.

PARKING LOTS AND DRIVEWAYS

Students should walk along the sidewalk. Since they would not be entering the front door, which is to be used by staff and guests only, students should never cross the parking lot or walk along the front driveway. **PLEASE KEEP THE DRIVEWAY AT THE FRONT OF THE SCHOOL CLEAR OF CARS TO ENSURE STUDENTS SAFE ARRIVAL AND DEPARTURE BY SCHOOL BUS AND TAXI.**

BICYCLES

Since it is mandatory, all students who ride bicycles to and from school should wear a helmet. They should also have a lock for their bicycles, as much of the time at school is spent indoors and the bicycles are unguarded. Students should dismount and walk their bikes into the schoolyard.

SKATEBOARDS, ROLLERBLADES AND SCOOTERS

As with bicycles, they are not to be used on the school property. Students are asked not to bring them to school as storage is difficult and theft always possible.

VISITORS

Anyone who is not a staff member or student of the school is required to check in at the office when they arrive. If you are staying for a period of time, you must sign in and obtain a visitor's badge to identify you as a friendly person to the students. These badges are returned to the office as you sign out to leave.

MEDICATION

A parent must complete a permission form available at the office before any medication will be administered by a school staff member. Even a short term medication requires the completion of the form. All medications are kept locked up while in the building. Parents should deliver the medication and then pick up any unused portions.

SCHOOL ACCIDENT INSURANCE

Each year the students receive information about optional insurance that you may purchase for your child. If you choose this option, all paperwork is submitted by you directly to the insurance company. This is an excellent policy and parents have found the policy very beneficial when an accident has occurred.

VOLUNTEERS

We welcome the assistance of the members of our community. You may want to help on a regular basis in the classrooms or occasionally for special events. Please contact the school to indicate how you want to help make our school an enriching environment for the students.

SCHOOL COUNCIL

This is a wonderful opportunity for you to become involved in making some of the decisions that affect your child(ren). We look forward to seeing you at the meetings that will be announced in the newsletters.

SCHOOL NEWSLETTER

A newsletter will be published at the start of each month to keep you informed of school activities. In addition, individual teachers will send information about activities and studies unique to their class. Please read the information and assist in your child's education.

RIDING THE BUS/TAXI

The bus or taxi is an extension of the school. While on the bus, students are expected to show the same courtesy and respect to the driver as they show to the teachers. The driver is entrusted with the safety of the students and should not be distracted by unacceptable behaviour. This means that students should remain in their seats talking quietly and not throw things. Riding the bus/taxi is a privilege that can be suspended if a child does not follow the rules. Upon receiving a report from the driver, parents will be contacted. Repeated reports will lead to suspension of riding privileges. Any request made for emergency reasons, must be approved by the principal and the bus driver.

HEAD LICE

Head Lice is a continuing problem in schools. They can be brought into the school by anyone and anyone can get them. They are not an indication of poor hygiene and should not be a cause for embarrassment. They are, however, a nuisance and difficult to get rid of. If not treated properly, re-infestation will occur and the problem continues. Special shampoos need to be used and follow-up treatment done. The adult is easy to kill, it is the eggs or nits that cause infestation to continue. They must be removed, which

is a long and tedious task. If head lice is detected in a child in the school, the child will be isolated from the others to prevent spreading and the parents will be called. If time permits, all of the children in that class will be checked. A note will go home if head lice are found in a class. Parents are expected to pick up the child and take him or her home for treatment. Before the child is admitted back to class, his or her head must be inspected at the office. Since the spread of head lice is from contact with an infected person, children should be encouraged never to share hats, combs or brushes.

FIELD TRIPS

There are times that the curriculum being studied can be enhanced by a field trip. As each trip approaches you will be informed of the nature and location of the trip. Parents are often welcome to accompany the class in limited numbers. Teachers will send home particulars for class trips.

SPECIAL FORMS

Watch the newsletters for special events such as Fun Days, Assemblies, Concerts etc. Parents are always welcome to attend and see the students participate and perform. These are wonderful opportunities for the students to grow academically, physically, culturally and socially.

SCHOOL CALENDAR

Please keep the enclosed calendar in a place that you can refer to it often. It has all of the dates for the holidays and Professional Activity days.

EXPECTATIONS FOR BEHAVIOUR

Our school is a community of people who work and play together. We have developed a set of expectations to help us operate in a safe and pleasant

environment.

The three guiding principals are:

- work and play safely to protect yourself
- be considerate of the well-being of others
- respect your environment

1. Show consideration and respect towards staff members, other students and visitors to the school.
2. Use language and a tone of voice appropriate to a school setting. Profanity and obscenities are not tolerated at Briardale.
3. Use all equipment, including the Internet computer modems and printers in a responsible manner.
4. Be punctual and prepared. Arrive on time, plan your day and then enter the classroom in a quiet and orderly fashion. Students who arrive late must report to the school secretary before going to class.
5. Keep organized notebooks and complete homework on time.
6. Do not chew gum in the school or on the school grounds.
7. Hats shall be removed upon entering the school.
8. Take pride in Briardale by keeping the school clean. Put litter in the appropriate containers.
9. Smoking is prohibited at all times on school property under the Tobacco Control Act.
10. Practice good anger management and conflict resolution skills. Settle arguments without violence. Seek help from teachers as needed (Keep your hands to yourself).

11. Racism and sexism are not tolerated at Briardale.

12. Bullying, name-calling or mean-spirited teasing are inappropriate behaviours. Report these behaviours to teachers immediately.

13. Dress Code: Briardale students generally display a high standard in dress. Short shorts, cut-offs, tube tops, bare midriffs, T-shirts with suggestive messages and ripped or torn jeans are not acceptable. Always be neat, tidy and clean. Students with inappropriate clothing will be asked to change.

Since each offence is different and involves many factors that may have caused the undesired behaviour, each case will be treated separately. At the discretion of the principal or teacher, meaningful consequences will be carried out. For repeated offences or more serious issues, parents will be involved in deciding the most appropriate course of action for the child. It is sincerely hoped that we seldom have to use the more extreme consequences, and that counselling and parental contact will be sufficient to correct inappropriate behaviours or attitudes.

VERIFICATION FORM

Each student will be bringing home a Student Verification Form. This form was completed by the parents at the time of registration to Briardale School. Please make any necessary information changes on the right hand side of the form. The form **MUST** be brought back to the school even if there are no changes. Please return the form by Friday, September 17th.