

BROOKE CENTRAL PUBLIC SCHOOL

HOME OF THE BRONCOS

2023-2024



INFORMATION GUIDE FOR PARENTS AND STUDENTS

Bus Zones 1, 4

Brooke Central Public School
7989 Brooke Line, RR 7 Alvinston N0N 1A0
Phone: (519) 346-2757

School Website: <http://brooke.lkdsb.net>

Secretary: Mrs. J. Fraser
Principal: Mr. A. Townsend

SCHOOL DAY

9:20-3:40. Supervision begins at 9:05 at the back of the school.

NUTRITION BREAKS

FIRST NUTRITION BREAK		
FDK – Gr 3/4	Lunch 11:20-11:40	Recess 11:40- 12:00
Gr 4/5 – 7/8	Recess 11:20-11:40	Lunch 11:40 – 12:00
SECOND NUTRITION BREAK		
FDK – Gr $\frac{3}{4}$	Lunch 1:40-2:00	Recess 2:00-2:20
Gr 4/5 – 7/8	Recess 1:40 – 2:00	Lunch 2:00-2:20

ATTENDANCE AND SAFE ARRIVAL

Regular attendance is necessary for student success. It is the policy of LKDSB to follow the Safe Arrival Procedures to enable the school and parents/guardians to account for any student's unexplained failure to arrive at school. It is the responsibility of parents/guardians to inform the school on a timely basis if their child is going to be late or absent.

School Messenger gives parents/guardians some flexibility in how they report your child's absence or late arrival to school.

Option 1

Set up an online School Messenger account and login to schedule and report absences or late arrival. To create your account or login in click

[School Messenger](#)

Option 2

Download the free School Messenger app (blue) to your phone or tablet to schedule and report absences or late arrival.

- Click here to [Download the app for Apple devices.](#)
- Click here to [Download the app for Android devices.](#)

Option 3

Call the LKDSB toll-free Attendance Reporting number [1 \(844\) 487-3695](tel:1(844)487-3695) and follow the prompts to report your child's absence or late arrival. For your security it is recommended that you set a PIN.

Click the links below to view the Reference Guides for information on signing up, setting preferences, reporting an absence and setting a PIN.

- [School Messenger Quick Reference Guide & Sign Up Instructions](#)
- [School Messenger Parent Guardian Guide for Mobile App](#)

If no notification is given, the school office will contact the home or parent's and/or guardian's place of employment to confirm the whereabouts of the student.

SCHOOL BUS

Riding the school bus is a privilege not a right. Bus privileges are limited to those who live on bus routes and qualify for consistent bus transportation. Bus privileges are extended to students whose behaviour is appropriate while riding the bus. Students must behave on the bus in a way that ensures that the driver can concentrate on driving and all passengers are safe and comfortable.

Parent Responsibility

Parents are responsible for the safety and conduct of their children while riding a bus.

Student Responsibility

Students must take their place on the bus as directed by the driver and remain in their seats.

Students are not to eat or drink on the bus.

Students and parents will be financially responsible for any damage done to the bus resulting from inappropriate behavior.

Students must follow the instructions of the bus driver.

Students must use polite language only.

Improper conduct may result in the withdrawal of this privilege.

Courtesy Seats

Students who are not eligible for bus transportation may apply for a courtesy seat. Student Transportation Services, the principal and school bus operator may approve transportation. The following guidelines must be met:

-available space on the bus

-the stop is an existing location or one on the existing bus route

-the stop is outside of the walk boundary

-the request must be completed online at:

<http://www.schoolbusinfo.com>

-the stop is the same for every morning and every afternoon each day

-the bus provides a ride to school and/or home (not for extra-curricular activities, etc.)

- Permission to ride the bus may be withdrawn at anytime.

- Permission to ride is for the remainder of the current school year.

- Courtesy seats must be applied for each school year.

Shared Custody Transportation

Bus transportation to two locations will be considered for Joint Custody agreements, Legal Separation agreements, or a Children's Aid Society request.

These conditions must be met:

-**both addresses** must be in the attendance area and outside the walk area for the school;

-the second address is considered for assigning a seat;

-the second address must be in the attendance area and outside of the walk area.

Parents shall:

-complete the application forms at <http://www.schoolbusinfo.com>;

STS-PR-013-2011 <http://www.schoolbusinfo.com>

LKDSB Transportation of Students Policy.: **P-BU-505** www.lkdsb.net

SCHOOL BUS CANCELLATION POLICY

Buses cancelled due to fog in the morning will run in the afternoon if the fog has cleared, to transport students who have been dropped off. Buses cancelled due to snow conditions in the morning will not run in the afternoon. However, classes will continue as usual, and students are encouraged to attend if parents deem it is safe and are able to arrange transportation.

In the event that buses are cancelled or there is an early dismissal while students are at school, we will call home, and then the emergency contact or a neighbour or friend, to notify that children are being dismissed early. Please be sure that your child has a place to go should this occur. When feasible, radio stations make announcements. If the safety of your child is of concern, it is ultimately your decision as to school attendance during inclement weather.

VISITING THE SCHOOL

All parents, visitors and guests must sign in at the school office. To ensure a safe environment for all students, access is restricted to the front door/office entrance. Students will be called to the office at the break to pick up any forgotten lunches, clothing or messages. At dismissal, parents are asked to meet their children outside the appropriate exit door. When picking students up during the school day please ring the bell and staff will page your child to meet you.

CODE OF CONDUCT

Our school promotes responsibility, respect, and academic excellence in a safe learning and teaching environment. All students, staff, parents, and visitors shall: have the right to be safe and to feel safe; contribute to a positive school climate and be accountable for actions that put the safety of others or oneself at risk. This Code of Conduct is in effect on school property, school buses, or at school approved events or activities.

All students, parents, guardians, teachers and other staff members, volunteers, and visitors shall: be treated with respect and dignity; deal with conflict in nonviolent ways; encourage good health and well-being; protect the rights of others and show proper care for school property and the property of others.

Students shall: come to school prepared, on time, and ready to learn; show self-respect and respect for others; not bring items to school that could hurt others, follow the school rules, and take responsibility for their own actions.

Parents shall: show an active interest in their child's work and progress; communicate regularly with the school; help their child be neat, appropriately dressed, and prepared for school; ensure that their child attends school regularly and on time; report promptly to the school their child's absence or late arrival; encourage and assist their child in following the rules of behaviour and assist school staff in dealing with disciplinary issues involving their child.

LKDSB Policy No.: P-AD-110.3-19; www.lkdsb.net

BULLYING

Bullying is typically a form of repeated, persistent, and aggressive behaviour that occurs in a context of a real or perceived imbalance of power between individuals. In any form, bullying adversely affects a student's well-being and ability to learn, undermines healthy relationships, and compromises the school climate.

Bullying behaviour may occur through the use of physical, verbal, electronic, written, or other means.

Student Responsibility

- Refrain from bullying behaviour.
- Report incidents of bullying behaviour to the principal, teachers or other school staff for further investigation.
- Refuse to participate in circumstances involving bullying behaviour.
- Remove themselves immediately from circumstances involving bullying behaviour.
- Seek adult intervention for circumstances involving bullying behaviour.

Parent Responsibility

- Inform the school should they become aware of circumstances involving bullying.

The school maintains a dedicated phone line to receive information regarding student well-being or bully concerns. The school auto-attendant provides instructions for leaving a message on the hotline. These confidential messages go directly to the Principal.

ACCEPTABLE USE OF TECHNOLOGY FOR STUDENTS

<p style="text-align: center;"><u>System Integrity</u></p> <ul style="list-style-type: none">• The computer system including all data that is created, transmitted or stored on the LKDSB system is the property of the LKDSB.• The LKDSB may monitor and access any and all files, documents, communications and use of the internet at any time.• Users must not attempt to hack into any system or alter hardware, software or wiring configurations.• All storage devices (eg USB drives) must be scanned for viruses before use.• Users must not connect any device to the wired network without prior permission from IT. Staff and student access to the BYOD wifi network using personal devices is permitted.• Users must notify the IT Help Desk immediately of any lost or stolen device.• Users must not cause damage to LKDSB technology.	<p style="text-align: center;"><u>Passwords</u></p> <ul style="list-style-type: none">• Users must not share passwords nor use the passwords of others.• Staff passwords must be changed twice per year.• All mobile devices must have a password.• Users must not disable or change any system or security setting on any device.• Users should secure their workstation or laptop by locking the screen whenever they leave the device unattended. All devices are set to automatically lock after a specified period.
<p style="text-align: center;"><u>Information Security</u></p> <ul style="list-style-type: none">• Users must not create, access, download, store, distribute or print any files messages or graphics that are profane, harassing, discriminatory, offensive or degrading.• Users must use their best efforts to safeguard the confidential information of the LKDSB and to prevent its unauthorized, negligent or inadvertent disclosure.• Users must not attempt to gain access to other users' files or accounts.	<p style="text-align: center;"><u>Internet Use</u></p> <ul style="list-style-type: none">• Users must not take any action to attempt to bypass the security measures put in place by the Lambton Kent District School Board. This includes, but is not limited to, accessing blocked sites or applications by using proxy sites, or VPN applications.• Access to inappropriate sites or offensive sites is strictly forbidden.• The LKDSB's network may be used for incidental and occasional personal use, outside of assigned work time, providing such use is reasonable in duration, does not interfere with the user's employment duties and responsibilities, and does not result in increased cost to the LKDSB.

LKDSB Policy No.: P-PR-200-16; Regulations No.: A-PR-200-18; www.lkdsb.net

ALCOHOL, TOBACCO AND DRUGS

Possession or use of alcoholic beverages, illicit drugs, or smoking material is strictly forbidden at school events and on school property including the playground. Individuals are asked to refrain from smoking once they enter the school grounds.

CELL PHONES & ELECTRONIC DEVICES

The Lambton Kent District School Board recognizes the benefits of using 21st Century technologies to engage students in learning. The expectation is that these electronic devices may be used with permission of school personnel and must be used in a responsible and appropriate manner. **Please note that the school is not responsible for lost or stolen property.**

COMMUNICATION BETWEEN HOME & SCHOOL

Open communication between home and school is essential for student success. The first point of contact should always be the classroom teacher. Staff members will contact you if they have concerns about your child's progress. Please feel free to contact the school when you have questions. There will be a number of occasions when you will be invited to the school for special events. We hope that you will attend when possible. We will keep you informed of upcoming events and activities.

EMERGENCY RESPONSE

During any school year, there are a number of situations that can occur which require us to use Emergency Procedures. These may include a fire, a tornado warning, or an intruder. There are procedures for each situation that the students will practise. Although real situations are rare, students, staff, parents and visitors need to be aware of what is expected.

HOLD AND SECURE

Used for an ongoing situation OUTSIDE that is not related to the school occurs i.e. bank robbery, community tragic event, etc.

SHELTER IN PLACE

Used when it is necessary to keep all occupants within the school to protect them from an external situation involving environmental or weather-related factors i.e. chemical spills, blackouts, explosions or extreme weather conditions

LOCK DOWN

Used for major incident or threat of school violence within the school or in relation to the school.

EMERGENCY SCHOOL CLOSING

Any decision about school closing or buses not operating is made by the Director or alternate at the Lambton Kent District School Board. Closing due to adverse weather conditions or other specified reasons will be broadcast on local radio stations) Stations by 7:00 a.m. Weblink to: www.schoolbusinfo.com. PLEASE BE AWARE OF OUR SCHOOL ZONE. BUSES WILL BE CANCELLED BY ZONE. **Brooke Central has buses serving the school that run in Zones 1 and 4.**

EXTENDED ABSENCE DUE TO VACATION

A parent can make a request, in writing, to remove their child from school for short term periods under 15 consecutive school days (family reasons or vacations). An alternative program of study will not be provided for these absences. Students are required to complete regular program activities and assessments. Requests for absences over 15 days, **in writing**, will require that a program of study be provided and must be completed by the student. If a student is absent for more than 15 days without a written request or a program of study, the student will be removed from the school register.

FIELD TRIPS

Throughout the school year, a variety of field trips may be planned. Participation of parents is always appreciated. While these are an extension of classroom activities, trips are also privileges earned by students who follow school rules, who are responsible, and who have demonstrated acceptable behaviour. Students who are negligent in any or all the above may lose the privilege of going on a class field trip.

FREEDOM OF INFORMATION NOTICE TO PARENTS

RE: CONSENT FOR IMAGING OR AUDIO RECORDING OF STUDENTS

During the school year, your child(ren) will be involved in a variety of school related activities consistent with the purpose of educating students in accordance with the Education Act.

Examples may include but are not limited to:

- School Yearbook
- School Plays
- Field Days/Athletic Functions
- Science Fairs
- Annual Report of the Director
- School/Board Curriculum Presentations or Teaching Aids
- School and Class Photographs
- Public Speaking Contests
- Education Week events
- School/Board memorabilia

In addition, public media organizations, upon notification, may be present to cover these events by photographing, audio taping or videotaping students involved in the above-mentioned routine in-school activities. If you wish your child to be excluded from photographing, audio taping, or videotaping as a part of activities such as outlined above, please notify the Principal of the school **in writing** as soon as possible. Otherwise, the school will assume your consent.

Special Event Student Release Form is required for the imaging or audio recording of specific programs or activities of the School or Board which are not considered part of routine activities and which may be shared outside of the jurisdiction of the School or Board. Special Event Student Release forms will be sent home for students participating in these types of out of school/special Board-sponsored activities, or special projects, as they occur. A signed release is also required for images or audio recordings to be included on School or Board websites. Consent will be obtained each year on student profile sheets for elementary students and through the grade 8 to 9 and subsequent years' option sheet process for secondary students.

These procedures are designed to ensure the privacy of students in the school and for students within the jurisdiction of the Lambton Kent District School Board, and are in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

FOOTWEAR

Students must always wear footwear. They must have separate shoes for indoor use. Running shoes are required for gym. Flip flops must not be worn on playground equipment for safety reasons.

ILLNESS

For the health of the entire school community, parents are encouraged to keep their child(ren) at home when they are not well enough to participate in all school activities including outdoor recess. When a student is ill, a parent will be contacted to take the child home as soon as possible. Certain illnesses, such as vomiting or diarrhea require 48 hours of recovery time away from school.

ALLERGIES

Schools within the LKDSB promote safe environments for all students and staff. Due to life threatening reactions to such allergens as latex, bee stings, scented products, nut products etc., specific restrictions and procedures will be in place. Some children are required to have puffers or Epi-pens available for emergencies. Parents are required to have the authorization of medication form completed by the family doctor each school year.

MEDICATION

The LKDSB has a policy concerning the administration of medication to students by school personnel. **Administration of medication at school requires the parent to annually complete an authorization of medication and/or an individual medical emergency plan.** These forms are available at the school office and require a doctor's signature. All medication is the responsibility of the parents and must be delivered to school in the original container, including the student's name and the prescribed dosage and frequency. All medication is stored in a secure location. Any pills, ventilators, or other medications are to be brought to the school office by parents.

LOST AND FOUND

All student belongings should be clearly marked with the student's name. The school cannot take responsibility for personal belongings but will assist in locating lost items. Throughout the year, unclaimed articles are forwarded to local community agencies.

SCHOOL RECORDS

Changes of address, telephone number, custody status, job, emergency contact person, doctor, etc. must be reported to the school secretary so that records are accurate and current. Please ensure to always provide us with the most up to date contact information regarding your child(ren).

ONTARIO PROVINCIAL REPORT CARD LEVELS OF ACHIEVEMENT

The Provincial Report Cards are designed to give clear, detailed information about student learning in relation to the expectations and standards outlined in the Curriculum. While communication of student achievement is on-going, formal sharing takes place 3X/year. The Elementary Progress Report shows a student's development of the learning skills and work habits during the fall of the school year, as well as a student's general progress in working towards the achievement of the curriculum expectations. The Elementary Provincial Report Card is designed to show a student's achievement at two points in the school year: February and June. The report cards will reflect the student's achievement of curriculum expectations, as well as the student's development of the learning skills and work habits during that period.

Level	Description	Grade 1-6	Grade 7&8
4	Demonstrates required knowledge and skills thoroughly, exceeds the provincial standard	A	80-100
3	Demonstrates required knowledge and skills to a considerable degree, meets the standard	B	70-79
2	Demonstrates some of the required knowledge and skills, approaches the standard	C	60-69
1	Demonstrates, in limited ways, the required knowledge and skills, much below the provincial standard	D	50-59
	Demonstrates achievement below level 1, additional learning is required to achieve success in meeting expectations.	R	Below 50
	Insufficient evidence is available to determine a letter grade or percent mark.	I	
LEARNING SKILLS: are reported on according to the following categories		Excellent Good Satisfactory Needs Improvement	
Organization Initiative	Independent Work Responsibility	Collaboration Self-regulation	

SPORTS ACTIVITIES

Physical Education

Please label all physical education equipment. Students are required to wear proper clothing for each class. Students may only be excused from physical education with a doctor's note or a special note from parents. We believe that the fitness of every child is important so participation in physical activities is encouraged.

School Travel Teams

School travel teams provide the opportunity for student athletes to develop their skills at an advanced level. Students must try-out for a team and be selected to represent Brooke Central. A student on a team is an ambassador for the school and is expected to show appropriate behaviour in the classroom, on the court/field and off the court/field.

Spectator Code of Behaviour

1. Cheer in a positive manner
 2. Respect Officials' decisions
 3. Do not interfere with the competition
 4. Keep off the playing area
 5. Be Courteous and respectful
- Failure to comply may lead to ejection from the gymnasium.

****PLEASE NOTE****

The board policies and regulations are available on the LKDSB web-site at www.lkdsb.net if parents wish more details.

ELEMENTARY & SECONDARY SCHOOL YEAR CALENDAR 2023-2024

Legend: B - Board Designated Holiday H - Statutory School Holiday E - Evaluation Day P - Professional Activity Day

Month	1st Week							2nd Week							3rd Week							4th Week							5th Week																				
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S														
September								4	5	6	7	8			11	12	13	14	15	18	19	20	21	22			18	19	20	21	22	25	26	27	28	29													
October								9	10	11	12	13			16	17	18	19	20	23	24	25	26	27	30	31																							
November								6	7	8	9	10			13	14	15	16	17	20	21	22	23	24	27	28	29	30																					
December								4	5	6	7	8			11	12	13	14	15	18	19	20	21	22	25	26	27	28	29																				
January								8	9	10	11	12			15	16	17	18	19	22	23	24	25	26	29	30	31																						
February								5	6	7	8	9			12	13	14	15	16	19	20	21	22	23	26	27	28	29																					
March								4	5	6	7	8			11	12	13	14	15	18	19	20	21	22	25	26	27	28	29																				
April								8	9	10	11	12			15	16	17	18	19	22	23	24	25	26	29	30																							
May								6	7	8	9	10			13	14	15	16	17	20	21	22	23	24	27	28	29	30	31																				
June								10	11	12	13	14			17	18	19	20	21	24	25	26	27	28																									

Professional Activity Days
Friday, September 15, 2023
Friday, October 6, 2023
Friday, November 17, 2023
Friday, February 2, 2024
Friday, April 26, 2024
Friday, June 7, 2024
Friday, June 28, 2024
First Day of Classes
Tuesday, September 5, 2023
Education Week
May 6, 2024
Take Our Kids to Work Day
November 1, 2023