

BROOKLANDS SCHOOL FAMILY HANDBOOK



The community of Brooklands School has deep Indigenous roots. These lands and waters are the traditional territories of the Anishinaabe, the Ininewak, the Dakota, the Dene, and Anishiniwak peoples. It is the birthplace and homeland of the Métis nation, and also home to members of the Inuit nation.

We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to moving forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

Mission Statement

Brooklands School is committed to providing our students with a safe, nurturing, and academically challenging environment. Our school promotes respect, responsibility, and development of life skills.



Welcome to Brooklands School

It is my pleasure to welcome you to Brooklands School. I hope that the 2023-2024 school year will be a memorable, successful, and rewarding experience for you and your child.

Brooklands School has an amazing team of teachers, support staff, students, parents and families. We are committed to providing all of our students with a positive, engaging elementary school experience full of imagination, wonder, creativity, learning through play, outdoor education, music, movement, and more.

At Brooklands we believe in a community approach to education and have worked hard to build a reputation of caring, cooperation, and excellence. We know that a child's first learning occurs in the home, and that parents are a child's first teacher. We believe in consistent communication between the home and school so that together we can build upon children's prior experiences and knowledge and help them to develop good decision-making and life-long learning skills. We look forward to being partners with you in the educational journey of your children.

The purpose of this handbook is to briefly explain the philosophy, policies, and practices of our school. If you have any questions, concerns, or feedback over the course of the school year please contact the school at: 204-633-9630.

Whether you have been a part of the Brooklands School and community for generations or are new to the community and joining us at Brooklands School for the first time, we welcome you to our 'school family'.

Best wishes for a successful year!

Ms. Samantha Amaral
Principal

All About Brooklands School

Brooklands is a community-oriented school, a part of the St. James-Assiniboia School Division.

Our school information is:

1950 Pacific Avenue West
Winnipeg, Manitoba
R2R 0G4
Ph: 204-633-9630
Fax: 204-633-7773

Website: <https://www.sjasd.ca/school/brooklands/Pages/default.aspx>

School email: brooklands@sjasd.ca

Instagram: @brooklandselementary

Catchment Area

Brooklands serves the community bounded by Notre Dame on the south, Route 90 on the west, Logan Avenue on the north, and Keewatin Street on the east.

History of Brooklands School

The current Brooklands School building opened in 1959 and is the third building to inhabit this site. Cressy School (1901) and Krawchyk School (1911) preceded this current building.



Brooklands School Staff 2023-2024

Grade/Room	Teacher	Support Staff
Kindergarten – Room 4	Mrs. J. Dixon	TBD
Grade 1/2 – Room 8	Mrs. M. Muir	TBD
Grade 1/2 – Room 14	Mrs. S. Siemens (Shannon)	TBD
Grade 1/2 - Room 7	Ms. N. Vaughan (Nicole)	TBD
Grade 3/4/5 – Room 6	Ms. B. Wiebe	TBD
Grade 3/4/5 – Room 12	Mr. A. Sullivan	TBD
Grade 3/4/5 – Room 15	Mrs. M. Hrom	TBD
Grade 3/4/5 – Room 16	Ms. H. Blacker	TBD

Ms. K. Gerhard	Reading Recovery	Mrs. T. Wood	Library Technician
Mr. D. Vosper	Phys Ed.	Ms. E. Garcia	Community Connector
Mrs. P. Potosky	Music	Ms. T. Kostuck	Crossing Guard
Ms. S. Mikos	Guidance/Health		
Mrs. G. Zubec	Resource/Health		
Mrs. E. Baustista	EAA	Mrs. E. Blackburn	EAA
Mrs. L. Catapang-Nibay	EAC	Mrs. J. Exposito	EAC
Miss M. Gosek	EAA	Mr. T. Hansen	EAC
Mr. T. Hanson	EAC	Ms. T. Kostuck	EAA
Ms. A. Lamirande-Lavallee	EAC	Mr. J. Mariano	EAC
Mr. D. Scouten	EAA	Mrs. J. Smith	EAC
Ms. D. Squires	EAC	Mrs. J. Suzuki	EAC
Ms. K. Sweeney	EAA	Ms. M. Wolochock Moroz	EAA
VACANT	EAA		
Mrs. W. Prychitko	Secretary	Mr. J. Panotes	Custodian
Ms. S. Amaral	Principal	Mr. B. Apuya	Night Cleaner

Nutrition Initiative / Breakfast Program

Brooklands School is pleased to be a partner with the Child Nutrition Council of Manitoba. All students are welcome to attend the free breakfast program. Breakfast is served from 8:15 – 8:40. Students are welcome to arrive any time after 8:15am.

Our comprehensive nutrition program has three delivery points:

1. Every day we offer a free breakfast for any student. Hot options are offered twice a week and cold options are available every day.
2. Classrooms will have a snack delivered for the students to eat prior to morning recess.
3. Students can be fed through the community kitchen during the day at the request of the classroom teachers.

Brooklands School Class Times

8:55	Student Entry
8:55 – 9:10	Entrance, announcements, land acknowledgement, O' Canada
9:10 – 9:45	Period 1
9:45 – 10:20	Period 2
10:20 – 10:35	Recess
10:35 – 11:10	Period 3
11:10 – 11:45	Period 4
11:45 – 12:45	Lunch
12:45 – 1:00	Student Entry
1:00 – 1:35	Period 5
1:35 – 2:10	Period 6
2:10 – 2:25	Recess
2:25 – 3:00	Period 7
3:00 – 3:35	Period 8
3:35	Dismissal

Brooklands School Important Dates 2023-2024

September

September	4	Labour Day - no school
September	5	Inservice - no school
September	6 & 7	Triad Conferences: Parent-Student-Teacher (by appointment)
September	8	First day of classes (day 4)
September	14	School pictures (individuals)
September	19	Early dismissal - 3:05 pm
September	21	Community BBQ (4:00 – 5:30) and Parent Council AGM (5:30 – 6:30)
September	30	National Day for Truth and Reconciliation

October

October	3	Inservice - no school
October	9	Thanksgiving Day - no school
October	17	Early dismissal - 3:05 pm
October	20	Inservice - no school
October	27	School picture re-takes (individuals)

November

November	7	Early dismissal - 3:05 pm
November	17	Inservice - no school
November	21	Early dismissal - 3:05 pm
November	29	Report cards issued
November	30	Triad Conferences 4:00-7:00 pm (by appointment)

December

December	5	Early dismissal - 3:05 pm
December	13	Winter Concert
December	19	Early dismissal - 3:05 pm
December	22	Last day of school before Winter Break
December	25	Start of Winter Break

January

January	8	School re-opens (day 1)
January	9	Early dismissal - 3:05 pm
January	23	Early dismissal - 3:05 pm

February

February	2	Inservice - no school
February	6	Early dismissal - 3:05 pm
February	19	Louis Riel Day - no school
February	20	Early dismissal - 3:05 pm

March

March	5	Early dismissal - 3:05 pm
March	15	Inservice - no school
March	19	Early dismissal - 3:05 pm
March	22	Last day of school before Spring Break
March	25-29	Spring Break

April

April	1	School re-opens (day 1)
April	2	Early dismissal - 3:05 pm
April	3	Report cards issued
April	11 & 12	Triad Conferences (by appointment)
April	12	Inservice - no school
April	16	Early dismissal - 3:05 pm
April	23	Kindergarten and classroom group photos

May

May	3	Inservice - no school
May	7	Early dismissal - 3:05 pm
May	20	Victoria Day - no school
May	21	Early dismissal - 3:05 pm
May	21	First day of Outdoor School!

June

June	4	Last early dismissal - 3:05 pm
June	14	Inservice - no school
June	27	Report cards issued, last day of classes
June	28	Inservice - no school

Brooklands School Goals for 2023-2024

Currently under construction.

General School Information and Procedures

ATTENDANCE / ENTRY / DISMISSAL

The school day begins at 8:55am. Dismissal is 3:35.

If you know your child is going to be away from school please report this in the school messenger app, on the school messenger website: <http://go.schoolmessenger.ca> , or call 1-844-434-8116. If your child's absence is not reported, the automated notification system will attempt to contact you. You are also able to contact the school at 204-633-9630 to notify us that your child will be absent or late.

If your child arrives late to school, please have them enter the front doors of the school and check in at the office.

At dismissal time, families are asked to meet their child at their designated entry and dismissal areas (please check with your child's teacher for their doors and routines). Please refrain from picking up and dropping off your child in the staff parking lot due to safety concerns. Also, please reduce vehicle traffic in front of the school. If you drive to pick up your child, park your vehicle and walk to the doors to meet your child at dismissal time.

STUDENT SIGN OUT

If a student is required to leave school early, for an appointment or due to illness, please come to the office to sign your child out. We will then call your child to the office to be dismissed.

EARLY DISMISSAL

General staff meetings are held on the first Tuesday of school each month (September – June), while professional development staff meetings are held on the third Tuesday of each month (September – May). On these days, students are dismissed at 3:05PM.

LUNCH PROGRAM

Brooklands School wishes to ensure a safe and positive atmosphere for all students. With the large number of students staying for lunch, we would like your cooperation in making the lunch time a positive experience for all students.

Listed below are the behavioural expectations for the lunch hour. It is our belief, that if students and parents are well informed about the procedures, we can work together to help each student stay on track and have a safe and positive experience at Brooklands School.

Lunch Program Behavioural Expectations

Respect the rights of others and their property by:

1. Staying in your seat
2. Keeping hands, feet, and objects to yourself
3. Using appropriate language, behaviour, and table manners
4. Speaking respectfully to all students and adult supervisors
5. Not throwing anything
6. Using indoor voices
7. While outside, following all playground rules.

Consequences

1. Reassigned seating
2. Time out of the lunchroom
3. Parental contact

Actions

1. Verbal warning, review rules, phone call home
2. In-school lunchroom suspension (1-day)
3. Out-of-school lunchroom suspension: one week, one month, or for the remainder of the school year depending on the severity of incidents.

#3 can be applied at any time

NUT ALLERGY AWARENESS

There are students and staff in our building who are severely allergic to peanut, tree nuts and other nut products. Some of these allergies are life-threatening. Please do not send peanut or any other nut products in your child's lunch, for classroom snacks, or for special occasions. **Home-baked goods are not to be sent to school to share with a class for special occasions.** If you wish to send a treat to school for a class, it must be store bought and include a formal list of ingredients. We want to ensure that our environment is safe for all students.

RECESSES

All children are expected to go outdoors for recess. According to Division policy, students will have indoor recess when the windchill is at or over -28°C . When the windchill is between -25°C and -28°C , outdoor recess may be allowed for a period of 10 minutes. Please ensure that students are dressed appropriately for the weather at all times, as we go outdoors for recess rain or shine. We discourage staying in for recess because the break and the fresh air are beneficial for students.

SCHOOL PHOTOS

Individual and class photos are taken annually by Edge Photography. The date for individual school pictures is Thursday, September 14th, 2023. Individual retakes are Friday, October 27th, 2023. Class photos and kindergarten grad photos will be taken on Tuesday, April 23rd, 2024.

CHANGE OF ADDRESS OR PHONE NUMBER

If your address or phone number changes at any time during the year, please submit the new information to the school office immediately. It is very important that we are able to contact you at all times in case of illness or emergencies related to your child.

LOST AND FOUND

Students who lose items are asked to check in the lost and found located beside the school office. If the item cannot be located, students should check with the school secretary, Mrs. Prychitko. After 30 days, unclaimed items will be donated to charity.

VALUABLES

Students are discouraged from bringing valuable items to school. Students who bring valuable items for special projects are urged to leave them with the classroom teacher for safekeeping. The school cannot assume responsibility for lost or stolen items.

Any valuables that are found on the school grounds will be turned into the office. If your child loses a valuable item, they should check with the school secretary, Mrs. Prychitko

EMERGENCY SCHOOL CLOSING

In the event of severely inclement weather, the school may be closed or the starting time delayed. The same conditions also may necessitate early dismissal. In cases such as this, announcements will be made over local radio stations (CJOB 680 – am radio). Reports in the morning will be between 7am and 9am. If no report is heard, it can be assumed that school will be in session.

FIRE DRILLS / LOCKDOWN DRILLS / EMERGENCY EVACUATION

Fire drills and lockdown drills are mandatory. Ten fire drills and two lockdown drills are held each year. In the event of an emergency, students will seek shelter at NorWest Co-op Community Drop-In Site at 1880 Alexander Avenue.

VISITORS

For safety and security reasons, it is necessary that we monitor all persons entering the school, therefore all doors, except the front entrance, are locked while classes are in session. If you are in the building to pick up a student or drop something off, please report to the office to announce your presence and sign in.

VOLUNTEERS

Volunteers are needed throughout the year for various school activities. Parents who are interested are encouraged to talk with the school office. Volunteers will need to complete a volunteer registration form.

ACCIDENTS / ILLNESS

The school will make every effort to inform parents about any accident or illness occurring at school that may need care or observation. If the school contacts you regarding your child being ill, please make immediate arrangements for them to be picked up, both for their comfort and for their safety.

MEDICATION FOR STUDENTS

On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be advised that in order to assist your child with their prescribed medication, we require the completion of the *Request for Administration of Medication* form, which is available at the school office.

INTERNET USE

In order to use the Internet and its related resources from school, students and their parents/guardians are required to sign the *Acceptable Use Agreement and Parent Permission Form*, which is included in the school registration form. Students will access the Internet under the direction and supervision of their teachers and will be expected to utilize the resources found online in a cooperative, efficient, and non-abusive manner. Student Internet privileges will be withdrawn with the occurrence of any abusive language, discriminatory remarks, hate mail, searches to inappropriate websites, and/or tampering with school technology.

SCHOOL WEBSITE AND INSTAGRAM

All information about life at Brooklands School will be posted on the school website: <https://www.sjasd.ca/school/brooklands/pages/default.aspx> and/or our Instagram feed @brooklandselementary Be sure to follow us to stay up to date on the latest news!

DRESS CODE

Students are encouraged to dress neatly and appropriately. Proper footwear is a must at all times – students are not allowed to walk around in stocking or bare feet. Students should have a pair of runners that they can leave at school. We request that all removable clothing be clearly labelled with the student's name. Please help your child to dress appropriately for their day at school and be mindful of clothing coverage.

Students are encouraged to dress for the weather. We go out for recess rain or shine, except in extreme conditions. It is important that children are dressed appropriately for the weather (rubber boots, splash pants, jackets, hats, mittens, ski pants, sunscreen, etc.) so that they will be safe and comfortable, and can have fun during outdoor classes, recess, and lunch breaks.

THREATS AND BULLYING

Bullying is targeting a person with repetitive, negative actions. There is an imbalance of power where victims cannot defend themselves. Students will be taught about reporting and responding to any bullying behaviours. Bullying is mean and cruel, and parents and staff will work together to eliminate bullying behaviours.

Threats are serious and all threats will be addressed. If the principal feels that a pupil has been harmed as a consequence of unacceptable conduct/bullying, parents/guardians will be notified.

PATROLS

An adult crossing guard is stationed at Alexander and Dee St. from 8:25 – 8:40am, 11:45am – 12:00pm, 12:30 – 12:45pm, and 3:35 – 3:50pm.

FIELD TRIPS

Class field trips are encouraged to supplement and enrich the school curricula. Families will be informed of these planned events ahead of time. We request your assistance in making sure that permission forms are returned to the school promptly. The school often subsidizes the cost of field trips for all students. All students will require accident insurance coverage to participate in any school field trips that are outside of the Winnipeg city limits.

LIBRARY

Our library is an extension of the classroom. Mrs. Wood is our Library Technician. Recreational and research material is available in both print and non-print formats ranging from books, magazines, and electronic encyclopedias. Students are taught in library classes how to access information. Students are scheduled in the library at least once per school cycle.

LICE / BED BUGS

Lice and bed bugs happen. It is good practice to regularly check your child's hair and clothing, treating as required (please remember that to treat lice, you must comb out all of the individual nits as well as use the special shampoo. Please contact the school office if you need some of the special shampoo, we may be able to provide some). If your child is found to have live lice at school, you will be contacted to come and pick them up.

OUTDOOR LEARNING

We value the opportunities, experiences, and adventures that learning outdoors can provide to students. While outdoors in nature, a child is more likely to "encounter opportunities for decision making that stimulate problem solving and creative thinking because outdoor spaces are often more varied and less structured than indoor spaces", and "induce curiosity and the use of imagination" (Burdette & Whitaker, 2005, p. 48). Throughout the school year all of our classes participate in outdoor learning. In fact, from the May long weekend until the end of the school year we are outside all day, every day (unless extreme weather occurs). Our plan is to engage students in a variety of literacy, numeracy, science, social studies, art, and play activities that stimulate their interest in and their appreciation of the outdoors in all seasons.

SMUDGING

Smudging is an Indigenous tradition that involves burning of sage or sweetgrass at the start of a sharing circle, or at the start of the day. Smudging allows people to become mindful and centered, better able to hear, see, think, speak, and act in a good way. At Brooklands, smudging is done outside or in a designated area in the school, approved by the Division's Workplace Health and Safety Officer, to ensure that there is proper ventilation. All students are invited to participate in smudging opportunities throughout the school year. There is a permission form that must be completed by parents/guardians in order for students to participate.

SUPPORT SERVICES

Brooklands School has the following support services in place to assist students with learning, social/emotional, and behaviour needs.

E.S.S. (EDUCATIONAL SUPPORT SERVICES)

All schools in the St. James-Assiniboia School Division are provided with the services of a psychologist, social worker, and a speech and language clinician. These people provide very specialized help to students and families. Students may be referred to the clinicians by the school or family. Parental permission will be obtained before referrals are made. In addition to specialized services provided by E.S.S. the St. James-Assiniboia School Division offers support teachers for literacy, numeracy, Indigenous education, behaviour management, and English as an Additional Language.

RESOURCE PROGRAM

A resource program aims at facilitating and supporting programming for children with exceptional needs within the mainstream of education. The resource teacher's main function is to determine the learning needs of students and act as a consultant and helper who assists classroom teachers in providing an appropriate environment for children who encounter learning challenges. A number of educational assistants will work with the resource and classroom teachers in providing the appropriate interventions for students. Mrs. Glynis Zubec is the resource teacher at Brooklands School.

GUIDANCE AND COUNSELLING

Elementary school guidance counsellors are teachers on staff who have received specialized training to prepare them to work with students, teachers, and families. Ms. Soula Mikos is the guidance counsellor at Brooklands School. Guidance and counselling are largely preventative in nature, and primarily concerned with meeting the normal developmental needs of all students. The counsellor works towards creating a school environment that supports happy and healthy learners. This may be achieved through working with whole classes, smaller groups of students, and individuals.

STUDENT ASSESSMENT & EVALUATION

Student work is assessed on a continuous basis. Teachers use a variety of techniques:

- Daily work and assignments
- Special projects / digital learning
- Attitude and participation in class
- Student portfolios (paper and/or digital)
- Notebooks
- Cooperative group skills
- Unit and cumulative tests and quizzes
- Teacher observations
- Teacher and student conversations
- Student self-assessment
- On-demand writing and problem-solving samples

Teachers maintain ongoing, detailed records of each student's learning, which is used to report progress and make comments.

In addition to the three reporting periods, November, March, and June, any parent/guardian may request that a progress report be initiated for a student at any time. Provincial assessments will be administered to grade 3 students in October/November.

TRIAD CONFERENCES

At three times during the school year, families are invited to come to the school to meet with their child and their child's teacher(s). These events coincide with the report cards sent home (November and March) and the start of the school year. These conferences are called Triads as they are meant to be a time to meet with all three participants: the teacher, the parent, and the student. This is a time to come together to celebrate your child's learning.

Code of Conduct

In alignment with the Manitoba Education Provincial Code of Conduct and the St. James-Assiniboia School Division's Student Conduct policy (JK), Brookland School's goal is to provide a safe, secure and caring learning environment, which fosters students' personal growth, self-respect, and a sense of belonging and prepares them to be responsible citizens.

Brooklands School recognizes that disciplinary measures may be necessary when other approaches to challenging behaviour have not been successful. In these situations interventions and disciplinary consequences may have to be implemented. Interventions and consequences are consistent with the Provincial Code of Conduct and take into consideration the frequency, severity of the unacceptable behaviour and the student's age and stage of development. Reasonable accommodations for students who have exceptional learning needs are considered. These accommodations take into account the student's ability to comply and the amount of support required.

Provincial Regulation: Appropriate Disciplinary Consequences in Schools states that the principal has disciplinary authority:

- over the conduct of students while they are at school
- over students in terms of their conduct towards one another on their way to and from school, and while being transported via school bus
- to ensure appropriate use of social media and to address unacceptable student conduct including bullying, cyber bullying and abuse of a student by another
- to determine which consequence is appropriate in a given situation.

Principals will administer such discipline as might be exercised by a kind, firm and judicious parent. Discipline is administered with dignity and professional judgment in order to promote and maintain student self-respect, self-discipline and holds students accountable for unacceptable behaviour. Working to develop a safe and positive school climate is a

shared responsibility that involves cooperation between the school and parents. Brooklands School will notify parents/guardians of situations involving their child in disciplinary situations. Parents are encouraged to contact the school any time they have a concern regarding a disciplinary matter. Students/parents/guardians may choose to follow the appeal process. This involves an appeal to the staff member who made the disciplinary decision, then to the school principal if not resolved, then to the superintendent of schools if not resolved, and finally to the Board of Trustees. In cases of suspensions in excess of five days and expulsions, the appeal goes directly to the Board of Trustees.

All people on school property and/or engaged in school business must behave in a respectful manner and comply with the code of conduct. Unacceptable behaviours include, but are not limited to the following:

- Bullying/cyber-bullying
- Social, physical, sexual, psychological, verbal or written abuse or aggression
- Harassment/discrimination
- Under the influence of drugs or alcohol
- Threats to self and others
- Gang involvement
- Possession of a weapon
- Possession or being under the influence of an illicit drug
- Inappropriate use of the internet and electronic devices/communication

At Brooklands School, our belief fits with that of Restitution theory. We believe that mistakes are opportunities to learn and our goal is to assist students to become the people they want to be. Restitution is a growth process for everyone involved, adults as well as students. We create the conditions for students to lift themselves out of failure and to leave behind blame and denial. A successful outcome allows a child to return to the group feeling strengthened.

Interventions and consequences may be applied as appropriate to the context, but they need not be applied in the order they appear in this document.

- Informal Discussion
- Parental Involvement
- School Counsellor/Resource Teacher
- Formal Interview
- Withdrawal from Classroom Setting
- Removal of Privileges
- Detention
- Compensation for Damages
- Behavioural/Performance Contract
- Student Services Involvement
- Outside Agency/Community Involvement
- Violence/Risk/Threat Assessment
- Police Notification
- Student Suspension
- Student Expulsion

St. James-Assiniboia School Division Information

Are you interested in School Board Meetings? Call 204-885-2631 for the latest information or 204-888-7951 to reach a secretary. You can access the Division on the web at: www.sjasd.ca

ST. JAMES-ASSINIBOIA SCHOOL DIVISION SENIOR ADMINISTRATORS & BOARD OFFICE PERSONNEL

Jeness Moffatt
Superintendent

Jordanna Buckwold
Assistant Superintendent
Education (K-12) & Administration

Sandra Melo
Director
Assessment and Evaluation, School and Community Support

Potoula Locken
Director
Inclusion Support Services and Accessibility

Al Stechishin
Manager
Information Technology

Carrie Melville
Secretary-Treasurer/Chief Financial Officer

Bruce Brown
Assistant Secretary-Treasurer

Carrol Harvey
Manager
Human Resources (Professional Staff)

Cindy Labaty
Manager
Human Resources (MANTE, CUPE Staff)

Mari Aguirre
Manager
Facilities and Future Development

Paul Deacon
Manager
Maintenance, Safety and Accessibility Services

Trina Cimino
Supervisor
Transportation

Michelle Lancaster
Communications Officer

TRUSTEES

West Ward

Sandy Lethbridge
Fiona Shiells
Cheryl Smukowich – Chair

Centre Ward

Michael Cabral
Craig Glennie
Rachelle Wood

East Ward

Angela Dunn
Holly Hunter – Vice Chair
Tara Smith