Dr. Brass School Student Handbook

Principal: Mr. Noel Budz Vice Principal: Mrs. Chantel Kitchen





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Section 1: Foundational Statements

Motto: Every day. Every Student. A success!

<u>*Mission*</u>: Cultivating a community of lifelong learners through innovation, passion, and play.

Vision: Dream. Believe. Achieve.

Values. Belonging, Independence, Generosity, Mastery (Circle of Courage)

Aspirations: To be better than I was yesterday.

Responsibilities: Be Kind, Empathetic, Accountable, Respectful, Safe

Pyramid of Success: Character is a skill. Learning is slow. Growth is intentional.

Section 2: Staff and Personnel

School Community Council

Chairperson- Desiree Campeau

The School Community Council is a vital part of our school. Meetings run on a bi-monthly basis, and everyone is welcome to attend. The Annual General Meeting is held each year in November and elections for the following year occur during this time. We would encourage parents and community members to consider becoming involved in our school community council! As well, some students from our Student Leadership Team will also represent the student body on the SCC.

Good Spirit School Division Representatives

Director-	Mr. Quintin Robertson
Superintendent of Schools-	Mrs. Amanda Kornaga
Local Board Member-	Mr. Gord Gendur
Student Services Coordinator-	Mrs. Val Ruf
Transportation Manager-	Mr. Ryan Hall

Dr. Brass Support Staff

Administrative Assistants	Mrs. Linda Weinmaster and Mrs. Carmilla Zerbin
Educational Assistants	Mrs. Tayna Bilan, Mrs. Sandra Chipuer, Mrs. Diane Gleason, Mrs. Coreen Langley, Ms. Germaine Oudie, Mrs. Shaher Bano, Mrs. Melba Recana. Mrs. Brittany Norberg, Mrs. Brooklyn Ungar, Mrs. Rhea Calicdan

Indigenous Community Worker Indigenous Student Success Lead Library Technician School Counselor Mental Health Capacity Building Speech Language Pathologist Educational Psychologist Custodians Nutrition Worker Bus Driver Daycare

Teaching Staff

Band Pre-Kindergarten Kindergarten Grade 1 Grade 2 Grade 3 Grade 4 Grade 5 Grade 6 Grade 7/8 Grade 8 Cultural Academy Performing Arts and Dance Visual Arts & Phys Ed. Building Active Leaders Hockey Academy SST

Vice-Principal Principal Mrs. Melissa Fleury Mr. Darcy Lypowich Mrs. Margaret Taylor Ms. Jessica Ronn Ms. Ami Dzuba, Ms. Michelle Goulden Mrs. Julie Smidt Mrs. Julie Smidt Mrs. Kim Underschute Mr. Jerry Hancheroff, Mr. Randy Berg Mrs. Amanda Banga Mr. Geoff Auckland Mrs. Darlene Holliday

Ms. Brooklyn Rae Ms. Britt Hanson Mrs. Kristine Vaughan Mrs. Edralin Badowich Mrs. Shannon Hurlev Mrs. Susan Muir Mrs. Jessica Prieb Mrs. Natalie Katzberg Mrs. Juliana Kindiak Mr. Lee Seaton Mr. Murray Kittelson Mr. Lee Seaton and Mr. Darcy Lypowich Mrs. Tammy Kostersky Ms. Koilee Trost Mrs. Kristen Nagy Mr. Murray Kittelson Mrs. Chantel Kitchen (PreK, WJIV, EA Schedule) Mrs. Kristen Nagy (Grades 5-8) Mrs. Juliana Kindiak (Grades K-4) Mrs. Chontel Kitchen Mr. Noel Budz

Section 3: Bell Schedule

8:55 AM	Bell
9:00 AM	Period 1
9:35 AM	Period 2
10:10 AM	Period 3
10:45 AM	Recess
11:00 AM	Period 4
11:35 AM	Period 5
12:10 PM	Lunch
12:32 PM	Recess
12:55 PM	Period 6
1:30 PM	Period 7
2:05 PM	Recess
2:20 PM	Period 8
2:55 PM	Period 9
3:30 PM	Dismissal

Locked Door Policy All entrance doors are locked at 8:55am except for the main doors.

<u>Section 4: Student Attendance, Arrival & Dismissal</u>

Students Entering the School

- Students who need to be dropped off between 8:00-8:40 to attend FLEX in the i. library will enter through the back library doors.
- ii. Students may come to eat breakfast. These students can arrive at 8:30 and come in the front doors to go to the Bear's Den. All other students may arrive at school between 8:40 am and 8:55 am and stay
- iii. on the playground, where supervision is provided.
- Students enter the building at the 8:55 bell using the following entrances: Pre-K/K/Grade 1, 3 furthest West door near Grade 1 iv.
- V.
- vi. Grades 2, 4 - Door across from library
- All 5-8s the Darlington Street Entrance. vii.
- Late students must report to the office and get a late slip to give to teacher. viii.

<u>Student Dismissal</u>

- i. Bus students will be dismissed at 3:30 pm.
- ii. All other students will be dismissed at 3:33 pm. Once students are dismissed, they will head outside while supervising teachers help students board the correct bus, locate their parents/guardians, or cross the crosswalks safely.
- iii. We ask that all students living in the neighborhood return home prior to coming back to school to play on the playground.

Lunch Hour

i. All students will eat in their homerooms from 12:10-12:32.

ii. At 12:32, all students will go outside for recess until 12:55.

iii. Students leaving the campus for lunch, must have parents communicate prior to the student leaving the grounds. As well, students must sign out at the office. If a student leaves without signing out- homeroom teacher or supervisor should contact the office immediately.

Attendance Policy/Expectations

The homeroom teacher takes attendance every morning and afternoon immediately after the 8:55 a.m. and 12:55 p.m. bell. We ask that Parents/Guardians assist us by notifying the school either by, EDSBY or phone if your child will be absent on a given day. Our answering machine is available 24 hours a day. You may leave a message explaining your child's absence. On days that we do not receive notice regarding your child's absence an automated message will be sent to parents/guardians at 10:00 a.m. This message indicates that you must inform the school of the reason for the absence. The Ministry of Education requires the information through the school data system.

Regular attendance and punctuality are very important. We assume that all students are able to meet these criteria. Students who must be absent, however, are responsible for making up missed work. Whenever possible, please make appointments (dentist, physician, etc.) outside of school time. Should your child be absent for several days, please keep his/her teacher informed regarding a return date.



We understand that many parents have the opportunity to take vacations during the school year. Such chances for family time and exploration of different places add a dimension to young children's understanding of the world that cannot be learned in a classroom. We ask parents to be aware, however, of the teacher's plans and their child's learning needs when making plans. Although teachers do their best to help, they simply do not have the capacity to make up for lost time by preparing learning material beforehand or retesting afterwards. Because learning no longer depends as much upon textbooks and worksheets, it is often impossible for teachers to provide instructional material for children heading out on vacation. It is important for parents to know that when children are vacationing during instructional time they may disrupt small group assignments, miss important concepts, or key learning strategies.

Absences Add Up.

Did you know?

If a student misses two days of school a month from Kindergarten through Grade 8, that student will have missed an entire year of school.

Section 5: Cell Phone/Electronics Policy

Dr. Brass School believes that students need to learn the importance of using electronics for learning purposes. In saying that, the school will attempt to provide devices for students from Grade 5-8. Students will sign the device out at the beginning of the school year, just like a library book, and will be responsible for the device until the end of the year (when checking it back in). School devices will remain on campus, in locked charging carts at the end of each school day. School devices such as Chrome books and iPads are to be used for educational purposes such as using an educational web based program, accessing google classroom, completing assignments/research, etc. They are not to be used for student social media, chatting with others during class time or video games.

Cell phones will be stored in the students' pockets or lockers. Students can use cell phones during their recess and lunch breaks only. Students are not permitted to use their cell phones during instructional time. Students are not permitted to take any photos/videos of other students or the school without staff permission.

Consequences for misuse of technology result in staff following the Minor Incident Behaviour Plan.

Section 6: Communication

Our school is attempting to meet our community's need for information.

Our school provides information through:

-EDSBY

-Monthly Newsletters (distributed electronically)

-School Website

-Dr. Brass School Facebook Page

Please feel free to contact the school and or your student's teacher via email firstname.lastname@gssd.ca, EDSBY or by calling the school. 306-786-5520.

Student Telephone Use

The school phone is a business phone. All students must ask a teacher for permission to use the phone. If a teacher feels the request is reasonable, the student will be given permission to use the phone. It is expected that students will make social arrangements with their parents before or after school – not during the school day.

<u>Section 7: School Fees and Supplies</u>

School Supply lists can be found here: School Supplies | Dr. Brass School (gssd.ca)

Fees:	
Kindergarten	\$25
Grades 1-8	\$10
Band	\$85
Visual Arts Academy	\$500
Performing Arts Academy	\$500
Building Active Leaders	\$250
Indigenous Cultural Academy	\$100
Hockey Academy	\$1100
Extracurricular	TBD for each activity

Section 8: Behaviour Policies

PRIDE IN OUR BUILDING

Students are expected to show pride in and respect for our school facility. In an effort to ensure the cleanliness of our school:

- All outdoor winter and soiled footwear is to be removed at the entry point into the school building
- Sunflower seeds are prohibited within the school facility and the playground areaHats are permitted
- Our school is used by other community groups and therefore we encourage all students to assist us in maintaining cleanliness in our washrooms and hallways.

Rights and Responsibilities

In this school, I have the right to:	In this school, I have the responsibility to:
Learn	listen to instruction, work quietly in my desk and to raise my hand if I have questions, a concern, or need to leave
hear and be heard	use appropriate language and to listen respectfully without interrupting when others are speaking
be respected	treat others with respect
be safe	refrain from any aggressive behaviour that would be threatening to others
privacy and my own space	respect the personal property, personal space and privacy of others
use the school and it's contents	respect the school and it's property

<u>Student Conduct</u>

We believe in setting high standards for our students, both in learning and behaviour. This means that, for a positive and relaxed learning environment, students are managed in a firm but fair, compassionate manner. Learning is optimized when behavioural expectations are known, consequences are logical, and when students are provided with the opportunity to make appropriate choices. At Dr. Brass School, we endeavour to utilize a discipline plan which teaches positive relationships and promotes learning. We hope to accomplish this through supporting students' efforts in making good choices and meeting behavioural expectations.

Some of the great choices we can make include...

- Display good sportsmanship
- Being courteous, honest, and respectful at all times, in and out of the school
- Conducting yourself in an acceptable manner at school activities and functions
- Showing respect for the property of others, as well as school property
- Being punctual for classes
- Being helpful
- Being prepared to participate in a learning environment by having all necessary materials and supplies ready

Major and Minor Incidents

These incidents are considered <u>Minor</u> Incidents, consequences are assigned by applicable staff member and reported in R360 as an "inclass incident."

These incident are considered <u>Major</u> Incidents, they are reported in R360 as "Office Referral" and consequences are assigned by the administrator.

Caring Friendly Environment Policy (Bullying)

Dr. Brass School is committed to providing a caring, friendly school environment for all of our students so that they can learn in a safe and secure learning atmosphere. Bullying of any kind is unacceptable at our school. If bullying does occur, all students should be able to speak up and know that their bullying incident report will be dealt with promptly and effectively. We are a **REPORTING** school. This means that anyone who knows that bullying is happening is expected to report the incident to a staff member.

What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress for the victim. Furthermore, Bullying must be repeated after the individual has made it clear that the Bullies actions are unwanted and must stop.

Bullying can be:

Emotional – being unfriendly, excluding, tormenting (ex. Hiding books, threatening gestures, etc.)

Physical – puśhing, kicking, hitting, punching, or any us of intimidation Racist – racial taunts, gestures, graffiti

Sexual – unwanted physical contact or sexually abusive comments

Verbal – name calling, sarcasm, spreading rumours, teasing

Cyber – all areas of the internet (email, social networks, & chat rooms), Mobile threats (text messaging & calls), as well as the misuse of technology such as cameras and videos

Why is it Important to Respond to Bullying?

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. Bullies also need to be taught that their inappropriate behaviour is unacceptable at our school. Dr. Brass School has a responsibility to respond promptly and effectively to issues of bullying.

Procedures for Response to Intervention

The procedures listed below will be used to intervene in bullying behaviour but are not limited to:

- All staff, students, and parents/guardians will receive a summary of the policy prohibiting bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as well as part of new student orientation.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential. Staff are expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to report the incident; such reporting will not reflect on the victim or witnesses in any way.

Procedures for Responding to a Bullying Incident

- A first offence will result in an office visit and a phone call will be made home to the parent(s)/guardian(s) to notify them of the incident.
- A second offence will result in parents being informed and they will be asked to have a meeting to discuss the problem. At this point, a letter will be placed in the student's file and a copy will be forwarded on to the Superintendent of Schools (Mrs. Amanda Kornaga). Students will also be referred to our school counsellor.
- If bullying continues to be a problem, some of the following consequences may be administered:
 - Temporary removal from the classroom (in school suspension)
 - Loss of privileges
 - Out of school suspension
 - RCMP may be notified
 - Expulsion
 - Depending upon the severity of the incident, serious consequences may be imposed upon a first offence.

In-School Suspension Room

Students receiving an In-School Suspension will be monitored by a staff member. The student will work with a staff member in a room near the library. Students will work on an apology letter, restitution, and habit tracker plan to assist develop the more desired behaviours. Once these materials are completed then the student will be required to complete assigned work from class. Students must complete all the expectations to be permitted back into the classroom.

Homework Room

Homework room is held in the library daily over the noon hour. Mr. Budz (Principal) supervises the homework room. This room can be used for students who need to catch up on missed or late work. It can also be used by teachers as a consequence for behaviour.

Section 9: Bussing

Students living in the Dr. Brass School catchment area are eligible for bussing services to and from school. Students who are attending the school from "out of area" are unable to receive bussing transportation to and from school. To have your child added to the bus list, please see the school office for a transportation form. We ask that parents do their best to have their children ready for their daily pick-up time. If your child will not be on the bus, please notify your bus driver in advance if at all possible. If your child is not riding the bus home, please inform your bus driver ahead of time to eliminate delays in bus departure from the school.

Homeroom classes and academy students will also ride the bus throughout the school year for a variety of field trips. Students may also ride the bus for extra curricular trips with school sports teams or clubs.

It is important that all students adhere to the rules and regulations set out by the Good Spirit School Division as well as the directives of the individual bus driver. All guidelines established by the bus drivers are for the safety and well-being of our students while in transit. All students at Dr. Brass will participate in a bus evacuation drill at the beginning of each school year so that students understand the safety procedures.

It is also important that the bus drop off points in front of our school be respected as such and are not used for parking throughout the school day. We ask for your cooperation and appreciate your efforts in keeping the loading and unloading zone for buses only.

If you have concerns regarding busing issues, please discuss these with your child's bus driver. If you have further concerns, please feel free to contact the Principal or Transportation Manager at the Good Spirit Division Office in Yorkton.

<u>Section 10: Field Trips</u>

An integral part of the education provided at Dr. Brass School is the out-of- school learning experiences. Parents will be given advance written notice of any out-of-school trips. Permission will be obtained prior to taking students off campus. For some of our academies that leave campus frequently, a general permission form will be sent home at the beginning of the year for all trips within Yorkton. This permission will be kept on file all school year.

In most cases, transportation is provided for students both to and from the activity or students will walk (if close proximity to school and weather allows), however, there are instances when students will be required to have parents pick them up from an activity.

<u>Section 11: Student Wellbeing: Injury, Illness,</u> Accident, Medication, Emergency Plans

Student Medication

We follow GSSD's Administrative Procedure 316, Administration of Medication to Students. All students/parents are asked to report any medication or medical concerns to both their teacher and the office and relevant medical forms need to be completed each academic year. The medication is kept in a safe place in the office. Any medication administered at school will be done at the office and logged at the time of administering. Form for parents Medication Log Form

Student Accident/Injury/Illness

All injuries or illness should be reported to the nearest staff member and then homeroom teacher. In the case of a serious illness (physical or mental health) accident or injury at school, parents will be notified immediately when possible. It is important that the staff member has access to a family member or guardian for assistance.

Should the emergency warrant immediate medical attention, a school official will accompany the student to the hospital and plan to meet a family member at the hospital.

All serious accidents/injuries are reported by the attending staff member on the School Incident Report Form.

Pediculosis (Head Lice)

The school recognizes the concern represented by the transmission of pediculosis. Dr. Brass follows Administrative Procedure 318, Pediculosis (Head Lice). If, and when, reports of head lice are presented to the office a letter will be sent home via email (paper copy if requested) to the affected classrooms alerting parents/guardians to be aware. Extra care will be taken to protect the individual from undue invasion of privacy. This awareness letter is not to panic anyone but to simply make the school community aware.

Emergency Drills

All schools in the province must practice at least six fire drills and two lockdown drills per school year. On occasion the school will involve the fire and police departments to support our development with these drills.

Section 12: Report Cards and Student Led Conferences

Report Cards and Student Led Conferences

Dr. Brass distributes three report cards according to GSSD guidelines. Report Cards are completed by the classroom teachers on EDSBY. Student/Parent/Teacher Interviews are held twice throughout the year. During each of these months, interviews will be held over a two-day period from 3:30pm to 7:00pm. To ensure every student receives an interview, each student will be scheduled for *one* fifteen-minute time slot.

Term 1 - Sept 5 to November 24 (Report Cards on November 24) - 55 days for this term

SLC November 29 & 30

Term 2 - November 27 to March 15 (**Report Cards on March 15**) - 64 days for this term

SLC March 20 & 21

Term 3 - March 18 to June 28 (Report Cards on June 28) - 65 days for this term

Section 13: Extracurricular & Intramurals

<u>Extracurricular</u>

Dr. Brass offers a variety of extra curricular opportunities for students. While activities being offered may vary from year to year based on student interest and staff availability, activities that have been offered include:

Activities	Athletics
Student Leadership	Volleyball
Drum Group	Basketball
Crochet Club	Cross Country
Drama	Track and Field
Library Club	Badminton
Social Activism	Curling

<u>Intramurals</u>

Intramurals will be new to Dr. Brass in 2023-2024. Mrs. Katzberg and Mr. Seaton will be running the intramural program. Students in grades 5-8 will have the opportunity to participate during recess from 10:45-11:00 and students in Grades 1-4 will have the opportunity to participate at afternoon recess from 2:05-2:20.

Stay tuned for more exciting details.

<u>Section 14: Grade 5-8 Academies & K-4 Play Based</u> <u>Learning Opportunities</u>

<u>Grade 5-8 Academies</u>

At Dr. Brass, students in grades 5-8 have the exciting opportunity to select an Academy for their afternoon learning. This Academy will connect them with the Academy of their choice while guiding their engagement of the Health, Phys. Ed. and Arts Ed. curriculum. As students advance to Grade 5, or join our Dr. Brass family, they are given the opportunity to select an academy of their choice. To ensure students are making decisions in their best interest, the Dr. Brass administration team and staff will walk all students through the various options available to them. If students would like to "trial" an Academy, they may do so within the first month of the school year. Students will then commit to one Academy for the remainder of the year. This ensures that there is no disruption to programming for the Dr. Brass staff and the accomplishment of curricular outcomes for the students.

Should a student wish to change programs in a subsequent year, the student, along with their parents will be asked to meet with the outgoing academy teacher, alongside an administrator. This helps ensure that the decision is in the students best interest, and also helps staff grow as educators to learn from students experiences and view points.

As with any school, class, or program, if students or parents have questions or concerns about the program that they are in, they are encouraged to have open communication with the instructor of the academy.

This year, Dr. Brass is offering 5 different choices: Performing Arts, Visual Arts. Hockey, Indigenous Cultural Academy and Building Active Leaders. For more information on each academy, what they have to offer and the instructors- see here: <u>Dr. Brass School</u> (google.com)

Kindergarten- Grade 4 Play Based Opportunities

While all of our classes at Dr. Brass are taught the full Saskatchewan curriculum at our school, we also know that learning through passion and play is important and valuable. Our students in Kindergarten through grade four are given opportunities to learn in ways that are playful and hands-on. Students are engaged in learning that is not just pencil and paper tasks, but incorporates hands-on materials, inquiry and the opportunity to PLAY.

Section 15: School Attire

We believe that how we dress affects our attitude and our behaviour, and we try to encourage good sense in school clothing. Furthermore, we all can be great role models for one another and make everyone feel comfortable with our choice of proper attire.

Some very popular t-shirts, and caps have logos or statements on them that we do not feel are appropriate for wear at school. Clothing with vulgar language or suggestive thought, alcohol, drug, vape or tobacco logos are not acceptable at school. Our appearance should not distract others from learning. Students who come to school wearing such items will be asked to change into something more appropriate.

All students are required to have both indoor (non-scuffing) and outdoor shoes, it is a courtesy to our custodian that students remove their outside shoes in the entrance. Students are required to wear their indoor shoes at all times. This is important in the event of a fire drill or actual fire.

We rely on the good judgement of parents in determining what kinds of clothing children should wear. Students should dress appropriately for the weather, and since all students are expected to go outside for recess, this is particularly important.

Head Covering: hats are permitted. However, no head rags, bandanas, or scarves. Allowances may be allowed for religious or medical purposes. Students will be asked to remove their hats for some occasions such as: Remembrance Day Ceremony, during Oh' Canada.

Please assist us by labelling all coats, boots, mittens, scarves, backpacks, lunch boxes and school supplies. This will help us a great deal when things get lost.

Dr. Brass School has a lost and found container that frequently holds valuable clothing items. We encourage parents and students to periodically check to reclaim missing articles.

Section 16: Student Recognition

Honor Roll (Grade 6, 7 & 8)

• Awarded to a grade 7 and 8 student with a majority of "3" or "4" on the report card. Students will have no "2s" in Language Arts, Math, Science, and Social Studies on term 3 assessments.

Award of Excellence (Grade 6, 7 & 8)

• Awarded to a grade 7 and 8 student with a majority of "3" or "4" on the report card. This student must have at least 20% (9) of "4s" in Language Arts, Math, Science, and Social Studies. As well, this student must receive at least one "4" in all the above subjects.

Most Improved Pre-Kindergarten to Grade 8 (Coleman Genaille)

Several years ago, our school lost a member of our Dr. Brass Family when Coleman Genaille was taken from us. During Coleman's short life, staff were pleased to see him change and grow into a fine young man with a good heart. His performance as a student improved steadily throughout his school years. In Coleman's memory, we are presenting this award to a person who displays significant improvement in personal growth. The criterion for this award is not necessarily based on academic achievement, although academic achievement often follows personal growth. The student must have attended regularly at Dr. Brass School and displayed a positive change in personal characteristics, such as attitude, cooperation, participation, and academic achievement.

The Bears Award for Citizenship (Grade 6, 7 & 8)

• Awarded to those students who demonstrate what it means to be Bears (Be Kind, Empathetic, Accountable, Respectful, and Safe). That is, they are conscientious of academic responsibilities, respectful and caring of teachers, support staff, peers and themselves. They promote their school and community by participating in various extracurricular and/or school activities.

The Bears Resiliency Award (Grade 8)

• Awarded to a Grade 8 student who has shown resilience, determination and growth through his/her educational journey at Dr. Brass School. This student has faced daily challenges and shown perseverance in achieving personal and academic outcomes despite experiencing trials and setbacks.

The Honda Civic Bear Award (Grade 8)

- This award is given to exceptional students that
 - o Demonstrates leadership, enthusiasm and passion through volunteerism,
 - o Puts in personal time to foster the development of younger students,
 - o Demonstrates initiative and creativity in his/her service to others,
 - o Inspires others to engage in volunteer service.

Staples Award (Grade 8)

As selected by STUDENTS, recipients are generally considered the top citizens within the school community. They are the friend of the friendless. They show a close connection with Living the Code and demonstrate positive student conduct and a co-operative attitude resulting in significant contribution to the school. Student would be in good standing academically.

CanadaWest Academy Award

PASSION and Commitment (Digger) – selected by the staff member teaching these classes. Student must be passionate and committed to the program above anyone else. One award will be given per academy each academy year.