

Brownfield Community School Parent and Student Handbook



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Welcome

Welcome to Brownfield Community School. Our staff team is excited to work alongside families and the community as we support the learning and development of our students. This handbook serves as a reference for families so we all know the expectations and guidelines to ensure a safe and caring environment that is both positive and productive. Updated information will be made available on our website: <https://brownfield.clearview.ab.ca/>.

Hours of Operation

Please ensure your child attends school regularly and arrives on time. Punctuality is an important life skill and ensures your child will not miss out on meaningful learning necessary for success.

First Bell rings at 8:30 a.m. **(Please have students arrive no earlier than 8:15 a.m.)**

Morning Recess from 10:25 a.m. – 10:35 a.m.

Lunch from 11:45 a.m. – 12:25 p.m.

Afternoon Recess from 1:55 p.m. - 2:05 p.m.

Last Bell, to dismiss students, rings at 3:45.

School Calendar

The school calendar is published and sent home with students. A [digital version](#) of the calendar may be found on our website.

Brownfield Community School features a four-day school week. MONDAY - THURSDAY, except the following Fridays:

- Friday, September 6th, 2024
- Friday, October 4th, 2024
- Friday, October 18th, 2024
- Friday, November 15th, 2024
- Friday, January 24th, 2025
- Friday, February 21st, 2025
- Friday, April 25th, 2025
- Friday, May 23rd, 2025

Special Events

Our school staff team and Junior High Student Council host numerous special events throughout the year. Check in on our weekly newsletter for more details.

September - Welcome Back BBQ and Awards

September - Orientation Night

September - Corn Cob Olympics

October - Halloween Activities

November - Remembrance Day Service

December - Christmas Concert

December - Classroom Parties, "Special Lunch"

February - Valentine's Day Activities

April - Spring Concert

June - Grade 9 Farewell

Student Absences

We ask that you send a note to school if they will be absent, late in arriving, or if you would like to pick up your child from school before the end of the school day. Please call the school (403-578-2247) after 8:15 a.m. to inform us of an unplanned student absence such as illness. The office will call families of students who are absent without permission each morning. **Regular and punctual attendance is vital to a student's progress at school and to his or her personal development.** The Province of Alberta School Act requires that all students attend school regularly and punctually.

(Reference Document: [Administrative Procedure 330-StudentAttendance](#))

Bus Notes

Please contact your child's bus driver if your child is not riding the bus. Please contact the bus driver and the school before 3:30 p.m. if your child is not riding the bus in the afternoon.

Family Holidays Taken While School is in Session

Students spend the majority of time in school learning through discussion and other hands-on activities. This change from years past makes it difficult to send homework to children while they are on vacation. For this reason, we will not send work before a family vacation for students in K-6, but we encourage you to consider travel time as a learning opportunity for your children. Students in grades 7-9 should make arrangements with their subject area teachers. When you return from vacation, classroom teachers will work with students on missed learning objectives at school and support families to help their children catch up on missed work at home.

School Council and Foundation

Brownfield Community School is blessed with two amazing groups of parents who participate in the School Council and School Foundation.

Brownfield School Council members provide input and assistance to the principal regarding educational issues. School Council Meetings are held five times a year, on a Monday evening at 7 p.m.

Brownfield Community School Foundation is involved in raising and allocating funds for special projects. School Foundation Meetings are held on the same evening as council meetings, at 6 p.m.

Serving on these committees is an excellent opportunity for parents to work with the school to support and enhance student learning effectively.

School Fees

Brownfield Community School has very few fees, as we believe it is important to provide equitable opportunities for students to experience all aspects of student life. Periodically fees will be expected for items like the ones listed below. Fees will be waived for any student who is unable to pay.

- School Pictures
- Swimming Lessons
- Hot Lunch
- Field Trips
- Sports Teams

School - Family Communication

Open communication is important in our work with our students. If you have a question or concern, please don't wait. Reach out to your child's teacher or the school administration. We want to work with our families to help our students thrive. Each teacher will share how to reach them at orientation night in September. You can always call the school office at **403-578-2247**.

We love to share all that is happening at the school. We send home a weekly newsletter (posted to our website and Facebook page), we share fun pictures on Facebook and Instagram, and you can always check for information on our website.

Website: www.brownfield.clearview.ab.ca

Facebook: www.facebook.com/brownfieldcommunityschool

Instagram: www.instagram.com/brownfieldcommuntiychool

We also send out group emails and text messages through the [School Messenger App](#).

Classroom teachers may have specific communication plans, like a classroom newsletter.

Lunch Programs

Tuesdays - Healthy Lunch

Brownfield Community School receives money each year through the School Nutrition Grant. We supply a Healthy Lunch on most Tuesdays throughout the school year at no cost to families. Order forms are sent out quarterly, and families can choose which lunches they want.

Thursdays - Hot Lunch

Our Junior High Parents have provided a hot lunch option for students on most Thursdays throughout the school year. This program is a fundraiser. The proceeds support student activities like sports tournament entry fees. Order forms are also sent out quarterly, and families can choose to participate.

Volunteer Package

We welcome volunteers to help with activities, coaching, and driving at our school. Please complete the appropriate paperwork! Thank you for volunteering your time and energy; we appreciate it. **Please note - all volunteer drivers now are required to have a current Criminal Record Check - Vulnerable Sector.**

Volunteer Information and Forms: (must be completed by all volunteers each school year)

[Volunteer and Form 490-1](#)

[Liability Waiver and Release Form](#)

[Volunteer Driver Designation Form](#)

[Volunteer Driver Authorization Form](#)

Student Extra Curricular & Co-curricular Activities

Extra-curricular and co-curricular activities can positively impact students' learning, social development and enjoyment at school.

Field Trips

Field trips supplement classroom experiences. Information will be sent home before each field trip, and you will be asked to sign a permission slip. It is a district expectation that this slip be signed before your child can go off-site. Please ensure the permission slip is signed and returned to your child's teacher by the due date to avoid disappointment. Parental involvement is encouraged on field trips as requested.

Sports Teams

The Brownfield Bobcats compete in the following sports events:

- cross-country running
- volleyball
- basketball
- curling
- badminton
- track and field.

Drama

Our School hosts a Christmas Concert and a Spring Concert each year. At these events, students participate in musical and dramatic performances.

Student Behaviour

Under the Alberta School Act (section 7), students are expected to conduct themselves to comply with the following code of conduct:

- be diligent in pursuing their studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the Board to provide education programs and other services
- comply with the rules of the school
- respect the rights of others.

(Reference Documents: [Administrative Procedure 140 - Computer Network Acceptable Use](#), [Administrative Procedure 350 - Student Code of Conduct](#)).

Bus Behaviour

Riding the bus is a privilege, not a right. We expect students to follow these guidelines. Failure to do so may result in the removal of bus privileges.

- Sit properly and quietly in your seat, facing the front while the bus is in motion
- Always promptly obey directions given by the school bus driver
- Be properly dressed for the weather
- Be at your pick-up point on time.

(Reference Document: [Administrative Procedure 351 - Student Conduct on School Buses](#))

Personal Property

The safekeeping of personal property rests with our students. Therefore, they cannot bring toys and/or electronic equipment.

We request that lunch kits and all outer clothing items, including footwear, be identified with your child's name. We have a lost and found box located near the front entryway. Unclaimed items from the lost and found are donated twice a year (December and June) to a recognized charity.

Cell Phones

Cell phones are prohibited for students in Kindergarten to Grade 6. Junior High students may use cell phones before, during lunch and after school. Cell phones are prohibited in classrooms and washrooms. During class time, cell phones must be placed in lockers. The school and its staff are not responsible for any damage to or theft of a student's cellphone. Therefore, students must properly secure and take care of their phones. If students need to place an emergency phone call during class, they should request to go to the main office to use an office phone.

(Reference Document: [Administrative Procedure 145 - Student Use of Personal Electronic Device](#))

Student Dress Code

Students will dress in clothing that is appropriate for school. Students will be addressed on a case-by-case basis if there are any concerns with their clothing.

- Clothing that promotes or brings awareness to hate, persecution, intolerance of others, unhealthy lifestyles, etc. are not allowed at school.
- Students are expected to have two sets of shoes at school. One pair is to be worn inside, while the other is to be worn outside only.
- Students in grades 4-9 are expected to change for gym classes.

Safe and Caring School

Brownfield Community School is proud of its reputation of being a safe and caring school. Staff and students must respect themselves, respect each other, and respect property. We ask that you help us maintain our safe and caring school by adhering to the following procedures and policies.

Locked Outside Doors & Sign-In Sheet

During the school day, all outside doors are locked. There is a doorbell at the main entrance. Parents and guests are welcome during the school day, but we ask that you use the main door so we are aware of who is in the building at all times. All visitors to our school are required to sign in. The sign-in sheet is located at the office. Please provide your name and the date and time you arrive. Please sign out when you exit the school, providing the departure time.

Student Health

It is important that clear and open communication regarding student health is maintained between families and the school. When students are at school, in order for staff to provide adequate care and supervision, please inform the school of any health-related concerns.

(Reference Document: Administrative [Procedure 315 - Emergent Student Health Support](#))

Allergy Aware

We allow nuts at Brownfield Community School. However, we have classrooms that may have specific guidelines due to children with allergies in those classes. Please speak with your child about not sharing their food with other children. There may be times when we will send notice home of other serious allergies, and we will need the support of families.

Medication

There are times when parents need the help of school staff with administering medications to their children. When this happens, please ask office staff for a [Parental Request for Ongoing Student Health Support](#) form to begin the process.

(Reference Document: [Ongoing Student Health Support](#))

Lice

Lice are an unfortunate part of life at school. They can impact anyone. Our practice with lice at school is as follows: teachers will send students they suspect of having lice to the office, where office staff will check their hair. Parents will be notified if we find lice and will pick their children up from the school and keep them home until their hair has been treated. Quick attention to this issue helps reduce the spread of lice.

Cold Weather

Please ensure that your child is appropriately dressed for the weather. They are expected to go outside during recess, and we want them to be comfortable at that time. Students may be asked to stay in the classrooms during recess when we are experiencing extremely cold conditions. It may be a good idea to have an extra pair of pants and socks in the locker or student backpack during periods of wet weather.

School Closure - Extreme Weather

In extreme weather conditions, buses may be cancelled for the day. Please see the attached reference document for details regarding these situations.

(Reference Document: [Extreme Weather Conditions](#))

Student Assessment

Collecting evidence related to a student's learning is known as assessment. It consists of the teacher's professional judgment through observations, conversations, products, and student reflection on progress. Classroom assessment is broad-based, including various evidence gathered over time using many assessment methods. While student learning is measured by learner outcomes from the Alberta Program of Studies, some programs are adapted or modified in one or more subjects to meet their individual learning needs. The school will issue report cards three times a year, including teacher comments and achievement levels, as described below. Each report card reflects student learning for that particular reporting period. Information regarding attendance, behaviour, effort, participation, attitude, etc., is collected, recorded, and communicated separately from achievement-based evidence.

Report Card and Interview Dates

Report cards are issued three times during the school year. Parent-teacher interviews are scheduled in conjunction with the first and second reports.

Report Card Dates:

November 15th, 2024

March 13th, 2025

June 26th, 2024

Interview Dates:

November 18th and 19th, 2024

March 17th and 18th, 2024

Library

Brownfield Community School is fortunate to have a Parkland Regional Library onsite to serve all students and community members. There are a wide variety of services available, the library is open on Tuesdays from 11:00 a.m. - 5:00 p.m. and Thursdays from 11:00 a.m. - 4:00 p.m. You can call the library at 403-578-2247 during school hours.

Supply List links

Brownfield Community School supply list link for all grade levels.

Supply Lists

Start Right Pre-Kindergarten Program

This program is for ALL children ages three to five years of age. Children must be potty trained. Our Pre-K program runs on Wednesdays from 9:00 a.m. - 11:00 a.m. Registration forms are available on our [website](#), or you can call the school at 403-578-2247.

Student Awards - Monthly and Yearly

We have student recognition awards once monthly and celebrate the students with a paper certificate as well as picking from the prize bin.

Our yearly student awards are presented at our Awards ceremony and include the following. The Mr. T. Athletics Award, the Mrs. Alice Richardson Citizenship Award, the Mr. Wayne Richardson Science Award, the Mr. Ken Checkel Math Award, the Mrs. Faye Webber Music Award and the Mrs. Lynn Cole Artist Award.