



GREEN ACRES SCHOOL



335 Queens Ave. E, Brandon, MB R7A 2B9

OFFICE PHONE: 204-729-3265 ext. 0 FAX: 204-729-0345

ATTENDANCE LINE: 204-729-3267 ext. 1

School Office Hours are 8:30 am – 4:00 pm

Website: www.bsd.ca/schools/greenacres

Twitter: @GreenAcres_BSD

This agenda belongs to:



SCHOOL HANDBOOK

This handbook has been prepared to provide parents and students with an explanation of the expectations and routines of our school. It is hoped that you will find this handbook to be useful and a helpful reference throughout the year. Please read it carefully, make certain your child understands its contents, and encourage your child to abide by these procedures.

On behalf of the staff, I would like to welcome you and your child(ren) to Green Acres School. With your support and cooperation, we trust that your child(ren) will experience both success and happiness with their endeavors.

Yours in Education,

Ms. Nicole Warwaruk
Principal

<u>MISSION STATEMENT</u> "To work together and provide quality education in helping each student develop his/her individual academic, social, emotional, and physical potential.	<u>VISION STATEMENT</u> "To work together as a respectful community by encouraging and developing an awareness of self and others within a safe and positive learning environment that is based on a foundation of good learning
<u>OUR MOTTO</u> "Working Together as a Caring Community"	<u>OUR SCHOOL COLOURS</u> Green, Black, and Yellow

DAILY OPERATION TIMES

8:50 A.M.	First Bell Rings
8:55 A.M.	Classes Begin
11:40 A.M.	Lunch
12:40 P.M.	Entrance Bell
3:30 P.M.	Dismissal

Parents are requested NOT to send their children too early to school. It is recommended that children's arrival time in the morning and after lunch correspond as closely as possible to the designated times for entrance to the school. This is especially important during cold and/or inclement weather.

Doors to use at entry time:

South Doors - Early Years
East Doors - Middle Years

****We use controlled access to enter our building.** In order to enter our school, you will need to ring the doorbell and identify yourself. All entry doors are locked during school hours.

RECESSES

The playground is supervised during recess breaks. All students are expected to go outside every recess, weather permitting. Please ensure that your child is dressed appropriately for the weather. Students who need to stay indoors for health reasons need to have a note from their parents for each day that they are to remain inside.

*****PLEASE NOTE:** Green Acres is a scent and nut safer school. Please refrain from wearing perfumes, colognes, and other heavily scented products ie) hairsprays, deodorant sprays, fabric softener/detergent as per BSD Administrative Procedure 2105. As well, please refrain from sending any food items that contain nuts. If any new allergies arise throughout the school year, all parents/guardians will be notified. **THANK YOU!!**

ATTENDANCE AND CALL BACK

All students are expected to attend school regularly. Please contact the school by phone (**204-729-3267 ext. 1**), note, or visit, if your child will be absent for any reason or will be leaving the school at an earlier time. If a parent wishes to pick up a student during school hours, please check in at the school office for assistance from the administrative assistant. Our school operates a call back program. It is a way of making sure that students who have left for school have arrived safely. At 9:00 A.M. and 12:50 P.M., teachers submit a list of students who are absent without reason. Parents who have not reported their child's absence will receive a School Messenger Phone Call. The parents of these children will be contacted to verify the reason for the absence. This is a way to ensure your child's safety and attendance at school.

STUDENT ILLNESS

Our staff will attend to a child who receives a minor injury such as a scrape, bruise, cut or bump. In the event of a more serious illness/injury, all attempts will be made to notify a parent at home or work so that he or she can pick up their child(ren). If a parent cannot be reached, the emergency contact person, as listed on the September registration sheet, will be contacted. Should professional medical attention be required and should no one be available for us to contact, or a lengthy travel time to the school is involved, we will transport the child to the hospital for medical aid. An adult representing the school will remain with the child until the parent/emergency contact person arrives at the hospital. If necessary, the school will call an ambulance.

MEDICATION

If the principal or designate is required to give your child medication of any kind, including aspirin or cough syrup, we must have a signed authorization by the parent. Medication will not be given without a signed permission note. Forms are available at the front office.

Students with critical health needs (eg. Severe allergies needing an epi-pen, diabetes) are to have an annually updated individual Health Care Plan.

ALLERGY ALERT

Please refrain from wearing perfumes, colognes, and other heavily scented products ie) hairsprays, deodorant sprays, fabric, softener/detergent as per BSD Administrative Procedure 2105. As well, please refrain from sending food items that contain nuts. If any new allergy alerts arise throughout the school year, we will notify the parents/guardians of the new allergy alert. If you are wondering about an item, please contact the school and we will do our best to answer your question.

PUBLIC HEALTH CONCERNS

The Brandon Regional Health Authority assigns a public health nurse to the school. Our Public Health Nurse supervises immunization programs for communicable diseases and responds to any requests for consultation, advice, or information regarding public health concerns. Our Public Health Nurse can be reached at 204-578-2528.

LOCKERS

Students in grades 7 & 8 are assigned lockers. These students are required to purchase a combination lock and give the combination to their homeroom teacher. Parents/Guardians must sign the "Student Lockers - Conditions of Use", Form 7008, prior to students receiving a locker.

REPORTING TO PARENTS

Report cards are sent home three times a year (November, March, and June). Student-Centered conferences are held twice a year, in November and March for all Kindergarten to Grade 8 students.

STUDENT DRESS

Students should dress appropriately for cold and warm weather as they are expected to go outside at recess. Recommended gym wear includes shorts or sweats, a T-shirt, and athletic socks. An extra pair of running shoes that can be left at school for inside use during gym classes is ideal. Regulations require that an immediate evacuation of the school take place in the event of fire or emergency. Because of this requirement, as well as for health reasons, it is important that students wear shoes inside the building at all times.

Divisional Student Dress Code:

- Hats, toques, bandanas, and hoods must be removed in school.
- Clothing must not display inappropriate words, phrases, or images, be sexually explicit or revealing, and may not have accessories that are harmful to self or others.
- Face painting will only be allowed in conjunction with school programming.
- Concealing clothing is not allowed to be worn in class ie: heavy winter coats

Self-Identification:

- All visitors, students, and adults, must report and sign into the office upon entering the school and sign out is also required.
- Any student or person in the school building must identify himself/herself immediately when asked by a staff member.

ELECTRONIC DEVICES

Electronic Devices are not allowed to be brought to school or used on the school grounds. We also ask all visitors, staff, parents and students to please turn off or silence their device & stay off of their devices while in the school as we follow the BSD Administration Procedure 2140 & 6080. We are a "Cell Phone Free Zone" school. Posters asking for your cooperation with this are placed around the school.

BICYCLES/SCOOTERS

Bicycle racks are provided by the school, but the school assumes no responsibility for any damage or loss. Students bringing bicycles/scooters should make sure they are locked at all times with a good quality lock. Bikes are not permitted to be ridden on the school grounds. Nor are skateboards, scooters, rollerblades, and wheelies allowed on the school grounds.

PERSONAL BELONGINGS

Although Green Acres is a small school, it is quite possible that personal belongings are misplaced. We would like to make some suggestions regarding this:

- ***mark all items with a permanent mark of some type.*** (ex: clothing, jackets, mitts, running shoes, winter boots, toques etc.)
- Please do not send personal items such as toys to school.

LUNCH PROGRAM

BSD lunch program registration are available on the Green Acres website or in the office. Any student that is going to remain at the school for the lunch hour will need to complete the registration form and make payment to Brandon School Division – e-transfer, cheque, SchoolCash or cash to division office. Please ensure you send a lunch with your child(ren) if you are enrolled in the BSD lunch program.

KINDERGARTEN REGISTRATION

Any child whose fifth birthday falls on/or before December 31st may enter Kindergarten. Registration forms are available through the school or the school division office at 1031-6th Street. At the time of registration, verification of place of residence and a birth certificate are required.

HOME/SCHOOL LIAISON

Our Home School Liaison worker is available during the morning and the first part of the afternoon. Their role is attendance, to assist with administration to address and support the needs of students/parents and act as a parent contact for teachers or the office. Please do not hesitate to call her at the school, anytime, at **204-729-3267 ext. 1**.

COMMUNICATION

Communication between home and school is extremely important for the success of any student. Through our monthly dates to remember email, School Messenger, website and notices, we will endeavor to keep you well informed of programs and activities within the school. Opportunities will be provided for you to meet staff and discuss educational matters as they relate to your child and school. We encourage parents to keep in close contact with the school. Please do not hesitate to call should you become concerned about your child's program or achievement. Such on-going support is necessary in order to provide the best results for your child. Families are welcome to attend our assemblies and special events.

SCHOOL PATROLS

We encourage parents to send their children to school when patrols are on duty. This helps to ensure the safety of your child(ren). Patrols are on duty at 8:35-8:50 A.M., 11:35-11:50 A.M., 12:25-12:40 P.M. and 3:25-3:40 P.M. Patrols will not be at their stations if the wind chill reaches -27°C or colder. For their own safety and well-being, students are to walk on sidewalks, where possible, and to cross at intersections where school patrols are located. Where there are no sidewalks, students should walk in single file on the left edge of the road, facing traffic.

SPECIAL EVENTS

We have interschool cross country running, soccer, and track and field activities. There are assemblies. Our students take part in the Divisional Speech Contest, Science Fair, and in our annual Christmas Concert.

SCHOOL CLOSURE/EMERGENCY PROCEDURES

In certain emergency situations we may have to evacuate the building and may or may not be allowed to re-enter or have to Shelter-In-Place and remain in the building. Under extreme conditions, classes may be cancelled. In emergencies, your child(ren) will remain and be cared for at the school. In the rare event of an emergency that prohibits re-entry to the building (such as a gas or water main break, a fire or a sudden loss of utilities), students and staff will be moved immediately to an alternate site (Green Acres Community Centre, Ecole Harrison School or the Keystone Baptist Church). We ask you to follow this procedure if you hear news of any school emergency:

1. Turn on your radio or television. We will keep the media accurately informed of any emergency.
2. Please do not telephone the school. We have limited phone lines and they must be used to respond to the emergency. Please make all inquiries to the Brandon School Division Office at 729-3100.
3. Please do not come to the school unless requested. Any emergency involving your child's school may mean emergency vehicles and disaster workers must be able to get to the building. If the emergency necessitates relocation of staff and students, stay tuned to the radio and TV stations for updates, and accurate reports provided by the school division's administration about when and where to pick up your child(ren).

If a storm or emergency occurs overnight and cancellation of school is necessary, radio stations will be notified. The stations to listen to are: CKLQ 880 AM, Star 94.7 FM, The Farm 101.1 FM, & BOB 96.1 FM

WANT TO VOLUNTEER?

Green Acres School students and staff welcome your help at spirit days, field trips, library, and in the classroom. If you are interested in volunteering at Green Acres School, you will need to complete a Child Abuse Registry Check, Accessibility in BSD, Criminal Record Check, Respect in School and Respect in Sport if you are wanting to help with coaching our sports teams. The office has these forms available for anyone who is interested. Please let us know if you would like to volunteer.

PARENT COUNCIL & LUNCH PROGRAM COMMITTEE

Green Acres Parent Council an active role in Green Acres School. Meetings are held about eight times a year from 7:00 -8:00 P.M. at the school. All parents are welcome and wanted.

PROGRAMS

Green Acres offers all of the regularly prescribed programs in Language Arts, Mathematics, Science, Social Studies, Music, Health, Physical Education, and Art. All programs follow the curriculum guides developed by Manitoba Education. In addition to the regular programs, we offer a number of special programs.

Basic French - Grade 4-6 (approximately 30 minutes of French instruction daily).

Music - Students in KGN – Grade 6 receive approximately three 30 minute periods of music each cycle. The program consists of choral work as well as a major instrumental component following the Orff approach.

Phys. Ed. - Students receive about 150 minutes per cycle. The program focuses on movement, basic skills, and team and lifelong recreational sports.

Technology - Each classroom has been provided with computers as well as our school has 3 laptop carts.. Computer use is integrated into programming at each level. Each student is set up with a BSD email account unless the parent/guardian indicates/requests they do not want their child to have this feature. Parents can access on the BSD website the Technology & Communications Resources User for Parents/Guardians based on BSD Administrative Procedure 2055. If you would like a paper copy of this Administrative Procedure, please contact the office.

Resource Program - A wide range of differences in abilities and interests exist in children. The resource teacher helps classroom teachers to develop appropriate learning opportunities so that all students are taught in a way that allows them to be successful and interested in learning. Individual Education Plans (IEP's) are developed for children with special needs. The services of a Divisional psychologist, social worker, and speech and language pathologist are also available.

Lit LIFT – Lit Lift is a Grade 1 early intervention program designed to accelerate the literacy development of children who do not yet have the early literacy skills required for successful classroom experience.

EAL (English as an Additional Language) EAL is the study of English by students who already speak at least one other language or who come from a home in which another language is used.

OPTIONAL PROGRAMS (7's & 8's)

Brandon School Division offers both English and French Immersion Academic programs at the Grade 7 and 8 level. In each program students are required to study the core subjects: English Language Arts, Mathematics, Physical Education/Health, Science and Social Studies. In the French Immersion program, French is also a core subject. **Course descriptions are listed on a detailed 7 & 8 Registration Guide which is available in the office.**

Grade 7 and 8 students also have additional courses to select in the areas of Options and Arts.

OPTIONS These courses are available in the following 3 streams:

French Stream — This stream is only applicable to the English program students as French is compulsory for the French Immersion program students. English program students would be scheduled in French and may choose 1 of the following courses: Critical Thinking, Indigenous Studies, Leadership or Technology.

Home Economics & Industrial Arts Stream — Students would be scheduled in Home Economics or Industrial Arts. Students would take a year long Home Economics program in Grade 7 or Industrial Arts in Grade 8.

School Based Options Stream — Students would be scheduled in 3 of the following 4 courses: Critical Thinking, Indigenous Studies, Leadership or Technology.

ARTS The Arts program consists of a choice between Band, Dance, Drama and Visual Arts. Students will rank the courses and will be scheduled in one of their choices.

Note: Not all courses for Gr. 7 & 8 Options Programs will be available at all schools.

CODE OF STUDENT CONDUCT

EXPECTATIONS:

Everyone at Green Acres School is expected to: Be Safe, Be Respectful, and Be Responsible.

This Code of Conduct applies during regular school hours, during any school sponsored activity or event, as well as on the way to and from school. We expect our students to treat all people in the school with respect. This includes students, staff, volunteers, guest teachers, student teachers, and visitors. We follow the BSD Code of Conduct Administrative Procedure 2005.

At Green Acres School we are committed to providing students with the opportunities to develop their potential in an environment that is safe, orderly, and friendly.

Our goal is not to control children but to have them learn self-control and take responsibility for their own behavior.

RIGHTS AND RESPONSIBILITIES:

For Students: At school, each student has the right to: enjoy, learn, be safe, be treated with respect, have personal property respected, hear and be heard.

Each student has the responsibility to: be on time, be prepared, do his/her best, behave safely, respect others, respect property, and solve problems peacefully.

For Parents: A supportive, respectful partnership exists between the home and Green Acres School. Learning is seen as a shared responsibility, complimenting the research findings that family involvement in schools increases student achievement, and encourages and guides student's well-being. Co-operation and open communication between home and school is essential to effective learning and positive student behavior. With this in mind, parent/guardians are asked to:

- Encourage your child to attend regularly, and be on time
- Be a positive role model
- Volunteer, whenever possible, for school activities
- Attend Student-Centered Conferences
- Provide resources for home study
- Assist your child in completing homework.

TEACHING EXPECTED BEHAVIOUR

Expectations for behavior help us to promote and maintain a healthy, respectful, safe, and productive learning environment. Following school procedures helps the students interact positively and safely with others in their learning environment, self-control, and good citizenship.

We teach and reinforce expected behaviours through:

- Assigning logical consequences
- Social skills instruction
- School-wide teaching of virtues & character
- Teaching and practicing problem solving and conflict resolution skills
- Class meetings
- Modeling appropriate behavior
- Mentorships
- Encouragement, praise, and positive reinforcement
- Providing special responsibilities
- Developing individual behavior plans

CODE OF STUDENT CONDUCT

CONSEQUENCES

Learning to be accountable for one's actions is an important step in correcting undesirable and/or harmful behaviours. Therefore, consequences will be assigned depending on the seriousness and nature of the behavior, age, and history of student. Logical consequences are the preferred tools of discipline.

The following is a range of consequences that may be used should inappropriate student behavior occur.

- | | |
|-------------------------------------|--|
| - Informal or formal meeting | - Counselling |
| - Meditation | - Parental involvement |
| - Official warnings | - Time-out |
| - Withdrawal from classroom setting | - Removal of privileges/withdrawal from activities |
| - Restitution | - Behavioural/performance contract |
| - Outside agency involvement | - Student services/clinical services involvement |
| - Contacting the police | - Suspension (in-school, out-of-school) |
| - Voluntary exclusion | - Expulsion |

GREEN ACRES CODE OF CONDUCT IS FOLLOWED BY THE BSD CODE OF CONDUCT ADMINISTRATIVE PROCEDURE 2005.

- All students and staff must behave in a respectful manner and comply with the code of conduct.
- Bullying and/or harassment are unacceptable. Physical force and put-downs are identified as non-negotiable and will be followed with a consequence.
- Students and staff refer incidents of bullying/harassment to the guidance counsellor for training. Repeat violators are referred to the principal.
- Discrimination on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code is unacceptable and is addressed through bullying/harassment referrals.
- Using, possessing, or being under the influence of alcohol or illicit drugs is unacceptable. BSD Student Conduct Policy provides direction of response.
- Gang involvement will not be tolerated. Green Acres School adheres to BSD Student Conduct Policy direction.
- Possession of a weapon is prohibited. Green Acres School adheres to BSD Code of Conduct Policy.
- Students and staff must adhere to BSD Student Conduct Policy in regards to respecting appropriate use of electronic mail and the internet, including the prohibition of accessing, uploading, downloading or distributing material that the school has determined to be objectionable.
- Violations of the code of conduct are referred to the school administration for disciplinary consequences. These office referrals are recorded and a parent contact is made.
- Disciplinary decisions are communicated to parent/guardians by either the classroom teacher or administrator. Parents/guardians are frequently encouraged to collaborate on discipline decisions. They are also offered the opportunity to appeal a suspension through a phone call and/or formal letter.

Accessibility in Brandon School Division

Brandon School Division (BSD) is committed to fostering an inclusive and barrier-free environment for all students, families, staff, and visitors. This commitment is grounded in the [Accessibility for Manitobans Act \(AMA\)](#), which helps guide the removal and prevention of barriers for people with disabilities.

What Accessibility Means at BSD

- We recognize diversity in abilities and strive to ensure everyone can fully participate in programs, services, and facilities.
- We follow key accessibility standards outlined by the Manitoba government, including:
 - Accessible Customer Service
 - Accessible Employment
 - Accessible Information & Communication
 - Accessible Transportation
 - Accessible Design of Outdoor Public Spaces
- Our schools and facilities are designed to be accessible and welcoming for all.

Accessibility Supports

If you need information, services, or materials in an accessible format (for example: large print, alternate digital format, or communication support), you can request assistance by:

1. Online: Complete the [BSD Accessibility Request Form](#).
2. Email: info@bsd.ca with your contact information, and describe the accessible service, format or support you need.
3. Phone: Call the Office of Communications at 204-729-0388.
4. In Person: Visit one of our facilities and speak with staff for assistance.

We will respond as quickly as possible and provide accessible formats at no extra charge.

Feedback and Continuous Improvement

We welcome feedback about accessibility and use it to improve services and reduce barriers. Feedback can be submitted by:

1. Online: Complete the [BSD Accessibility Feedback Form](#).
2. Email: info@bsd.ca with your name, contact information, and details regarding the feedback.
3. Phone: Call the Office of Communications at 204-729-0388.
4. In Person: Visit one of our facilities and speak with staff for assistance.

Accessibility Planning

- The Division has a multi-year [Accessibility Plan](#) that outlines ongoing efforts to improve access across all facilities.
- The Division also maintains various [Administrative Procedures](#) aimed at supporting fair and accessible access for all community members.

If you have any questions or concerns regarding accessibility within Brandon School Division, contact us:

Brandon School Division
1031 – 6th Street, Brandon, MB R7A 4K5
Phone: 204-729-0388 | Email: info@bsd.ca



