

# Breton Elementary

## Parent/Student Handbook



“You can’t spell BEST without B-E-S”

Our mission is to create a safe, caring and positive learning environment that develops students that are responsible, have a sense of purpose and act with integrity.

# Breton Elementary School

**Mailing:** Box 220  
Breton, Alberta T0C 0P0

**Physical:** 4715 - 51 Street  
Breton, Alberta T0C 0P0

**Phone:** 780-696-3555

Our Facebook Link: <https://www.facebook.com/BretonElementarySchool>

Our Website Link: <https://bretonel.wrsd.ca/>

**Welcome to Breton Elementary School!** Our community school is located in the village of Breton, and is part of Wild Rose School Division. Our staff is proud to serve around 175 students in grades PreK - 6, and we strive to create a progressive, engaging learning environment that is committed to student growth and improvement.

## **Registration**

Registrations for Breton Elementary are accepted online only. You can register your child using this [link](#). If you need help with registration, please contact our school office for assistance.

## **Transportation**

If your child will require a bus to get to school, you can access the Rural Busing Application online application [here](#). If you have any questions regarding transportation, please contact the Wild Rose Transportation Department at 403-845-3376, or toll free at 1-800-771-0537.

## **OUR STAFF**

Principal: Mrs. Michelle Feist  
Admin Assistant: Mrs. Shannon Johnson

### TEACHERS

PreK and KG: Miss Ashley Babcook  
Grade 1: Mrs. Krysta Nacuk  
Grade 2: Mrs. Tammy Pierini  
Grade 3: Miss Gayle Tarkowski  
Grade 4: Mr. Fox Johnson  
Grade 5: Mr. Craig Dusterhoff  
Grade 6: Mr. Graham Liddell/Mrs. Michelle Feist/Ms. Julie Saluk  
Music: Mr. Andrew Farrow  
Inclusive Learning Support Teacher: Ms. Julie Saluk

Educational Assistants: Mrs. Kim Shokoples  
Mrs. Shelly Brierley  
Mrs. Jane Bend

Learning Commons: Mrs. Kim Shokoples

Family Wellness Worker: Mrs. Jennifer Olson-Ross

Custodian: Mrs. Elaine Chapman

## **Arrival/Departure Times**

**Before School:** Our bell to start the day (and enter the school) goes at **8:25 am**. Buses generally begin unloading at 8:15 (as that is when the main doors open) and so if students are walking or being dropped off, we recommend arriving between 8:15 and 8:25. **Students are expected to stay outside and play until the bell rings** at 8:25 unless there is inclement weather (like heavy rain or cold) in which case students will be ushered inside when they arrive.



Students in grades PreK-3 enter through the main entrance doors, while students in grades 4-6 enter through the doors that face the staff parking lot (near the gym).

\*\*If your child arrives later than 8:40 (when attendance is usually done) have them enter through the main entrance regardless of grade level, as they will need to check in with the office so we realize they have arrived.

**After School:** Our dismissal bell goes at **3:02 pm**, at which time students can make their way to their buses, begin walking home, or meet their parents/guardians who may be picking them up. We ask that parents/guardians wait outside the school for their children, as the boot room areas can become very congested with the large number of students exiting the building. There is no supervision for students after school is dismissed and buses leave.

**Please ensure that your child knows about changes to any after school pick-up plans/bus plans and ensure you have also communicated these to the teacher, bus driver and the school office.** It can be very challenging to have to sort out changes of plans at the end of the day. Students without a note/phone call that states they need to stay for parent pick-up will be expected to take the bus.

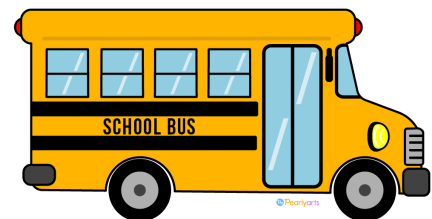
**Crosswalk Area:** In order to facilitate students needing to cross the street to meet parents/guardians we have a designated crosswalk area in front of the school, marked by signposts and also 2 reflective moveable signs that are placed out each day. We have trained safety patrollers that will help your child cross the street safely at the end of the day.



**Please do not park on or near the crosswalk at the end of the day** as this makes it difficult for our patrollers to watch traffic. We also ask parents/guardians to **model good street crossing protocol** by using the crosswalk (instead of jaywalking) and waiting for patrollers to safely cross them to the other side of the street.

### **Riding the Bus: Rules and Information**

1. All students are under the immediate authority of the bus driver who enforces divisional and company bus rules and disciplines students. Repeated failure to follow rules can result in loss of riding privileges.
2. Notes are required for bus drivers if you need to have your child ride on a bus other than their regular route, (prior communication with the bus driver is necessary to ensure adequate space is available on the requested bus) if they are remaining after school or when picking them up they must have a note or be signed out at the office prior to bus time.
3. Students may lose bus riding privileges for the following reasons or any other serious or unsafe actions:
  - Being impudent or rude
  - Using profane language
  - Vandalizing the bus
  - Failing to sit in the assigned seat
  - Disobedience
  - Being out of the seat while the bus is moving
  - Fighting
  - Defiance
  - Being loud or noisy



## **BES Daily Schedule and School Calendar**

We have 2 schedules that we run here at Breton Elementary. The learning times are basically the same but we “stagger” the snack/recess times to allow greater access to playground equipment for students and make it easier for staff to supervise.



Please note the snack/recess times for your child(ren) as these are the best times for dropping off any items for them, or picking them up, if possible.

<b>PreK - 3</b>		<b>Gr. 4 - 6</b>	
8:25 - 10:10	Instructional Time	8:25 - 10:20	Instructional Time
<b>10:10 - 10:30</b>	<b>RECESS</b>	<b>10:20-10:30</b>	<b>SNACK</b>
<b>10:30 - 10:40</b>	<b>SNACK</b>	<b>10:30 - 10:50</b>	<b>RECESS</b>
10:40 - 12:35	Instructional Time	10:50 - 12:35	Instructional Time
<b>12:35 - 12:55</b>	<b>RECESS</b>	<b>12:35 - 12:55</b>	<b>LUNCH</b>
<b>12:55 - 1:15</b>	<b>LUNCH</b>	<b>12:55 - 1:15</b>	<b>RECESS</b>
1:15 - 3:02	Instructional Time	1:15 - 3:02	Instructional Time

The **link to this year's school calendar** (that lists PD days and dates for winter/spring breaks) can be found at this link:

[!\[\]\(5a132f13505a6571904d622757b7a8f0\_img.jpg\) WRSD Calendar 2024-2025 North](#)

## School Attendance

**Attendance:** The Education Act requires that students attend school regularly. Good attendance is associated with more success in school. However, it is expected that parents keep students home when they are ill. Please communicate with the school when and why your child is missing school. A period of unexplained absences may be investigated.

**Absent Child Protocol:** Our school has an automated absence call out system called Safe Arrival. This system is in place to help safeguard your children. **If you do not advise the school prior to 9:00 a.m. that your child will be marked absent for the day, you will receive a call from the system informing you that your child is absent.** In order to avoid receiving this call, parents are encouraged to:

- use SchoolMessenger App to report absences
- write a note in your child's agenda prior to their absence if they have a pre-arranged appointment
- call the school prior to 9:00 a.m. the morning of the absence informing the school that your child is excused for the day
- leave a message on the school answering machine if calling before school hours.

If you receive a call please call the school to let us know that your child is safe and sound with you.



## **Cold Weather Policy (for Indoor Recesses)**

Alberta's weather patterns can change significantly in a short period of time, school recesses will be declared "inside" if temperatures are below -20 degrees Celsius (without wind chill). If the wind chill brings the temperatures below -25 degrees Celsius, it will also be declared an "inside" recess/day. Every attempt will be made to announce this prior to recess break if the weather is in question. Parents are reminded to ensure that their children come properly dressed for any possibility of inclement weather (present or potential) with warm coats, mitts or gloves, toques and winter boots. See [-Inclement Weather Policy](#)

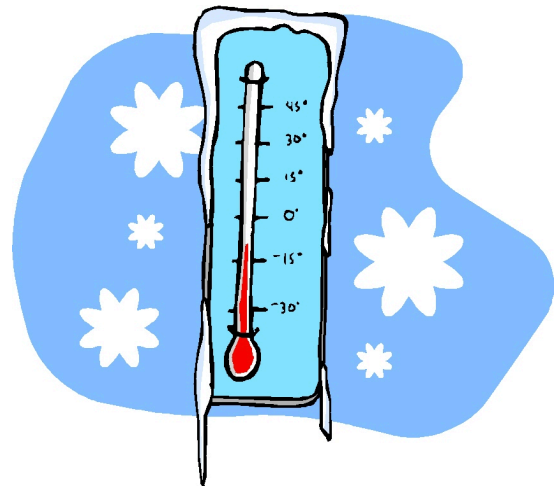
## **Transportation/Bus Cancellations**

Bus cancellations are posted on the WRSD website. There is also a Bus Status App that can be downloaded for the most up to date information. We will also send an email to parents and post the cancellation on our Facebook page.

**Please note that when a bus does not run in the morning it also does not run in the afternoon.**

The schools remain open when buses are not running; however, parents are encouraged to use discretion when deciding whether or not to drive students to school. Please ensure you are able to pick up your child promptly at dismissal time on days that you drive your child to school.

Any transportation related concerns can be directed to [kristen.disley@wrsd.ca](mailto:kristen.disley@wrsd.ca) Further information is available [here](#).





## **Dress Code**

Students, staff and parents are expected to dress appropriately for school. Our school is an educational institution of positive learning and a place of “work” for both students and adults, and clothing worn should reflect this. Students will be asked to change if they are wearing clothing that is deemed inappropriate by Breton Elementary staff. This may include t-shirts with inappropriate phrases/graphics or clothing that is overly revealing (the rule of thumb we have discussed with students is that clothing should adequately cover butts, bellies and the chest area).

Students in grades 5 and 6 are encouraged to have a change of clothes for all Phys. Ed classes. This means a different t-shirt and shorts or sweatpants. These “change” articles will also need to go home regularly to be washed. Lower Elementary students are encouraged to have an extra set of clothing in their lockers in case their clothing gets wet or dirty.

Hats are not to be worn inside the school building, except on special days designated by the school.

## **Hot Lunches**

Our parent school council organizes hot lunches throughout the year. These are optional. Once the lunch menus have been determined for a period of time (usually 2-3 months at a time), they are posted on a website called [Hot Lunches. Net](#). This site allows parents to create an account, then order and pay for multiple lunches at one time. All payments are to be made online. \*\*If you are someone you know is having financial difficulties, please contact the principal so alternate arrangements can be made.

## **School Cash Online**

Wild Rose Divisions offers SchoolCash online as its preferred method of payment of fees for hot lunches, field trips, sports fees, etc. If you have not yet registered, please click [here](#).

## Visitors to the School

All visitors, including parents and guardians are required to report to the office immediately upon entering the school. If you are picking up your child(ren) during school hours, please wait at the school office while your child(ren) is(are) called to the office area. Anyone entering areas other than the office will require a visitor tag (available at the school office) that is to be worn at all times. We also require visitors/volunteers who are going to be staying in the school for a time to sign into the Visitor Book at the office, and also sign out. If you are dropping off or picking up your child other than the regular times, please sign your child in/out at the school office.

## Volunteers

We love our volunteers! There are great opportunities to volunteer at our school. The school council is a parent volunteer organization that makes use of volunteers several times throughout the year. Parents are also needed as volunteers for supervising special events including field trips and our hot lunch program.



You may also contact your child's teacher for volunteer opportunities in the classroom and/or helping out by getting materials ready. All volunteers must be approved by the school principal.

Volunteers are bound by the same code of confidentiality expected of all employees of the Division. It is inappropriate to discuss students collectively or individually outside the school as a result of information gained as a volunteer. It is not acceptable to discuss students, staff, data or school related issues or information. In the event of inappropriate actions by a volunteer, volunteer status will be revoked by the principal.

Initially all **parent volunteers** will be required to submit, to the office, a satisfactory and recent (within 6 months) Criminal Record Check (including Vulnerable Sector Query) prior to any school related activities. All checks must be originals or verified copies of the original.

**Non-parent volunteers** shall be required to submit a Criminal Record Check and an Intervention Record check when they first volunteer at the school and/or when there has been a break in volunteer service for one school year.

Check out Wild Rose School Division [Administrative Procedure 490](#) for further details. This administrative procedure is under review and updated guidelines will be shared once they are finalized.

### **Early Pick-up of Students**

If a student is being picked up early for an appointment, we ask that you **first come to the main office and sign them out**. The office staff will locate your child and have them come to the office area ready to go. This avoids class disruptions. You will need to wait at the office, unless a staff member directs you to the classrooms.

Please allow yourself ample time for your child's pick up as it may take some time to locate them and have them pack up.

### **Messages for Students and/or Schedule Changes**

During the school year, if you need to get a message to your child during the school day about a schedule change (like early pick up or not riding the bus after school), **please notify the school secretary and the bus driver**. Since teachers may not have time to check their phones or email during teaching times it's best to call the office, who will inform the teacher. Please notify as early as possible so we can ensure children are accounted for at home time. You may call the school to get messages to your child(ren), but keep in mind that it may be difficult for the office staff to get messages to children, especially if received at the end of the day.

## **Parent/School Communication**

Excellent communication between schools and parents is very important to us. We use various forms of communication including our school Facebook page, school newsletters, emails, messaging service and communication directly from each child's homeroom teacher. We encourage parents to be comfortable reaching out to teachers, administrators or the office staff for further communication.

*(\*\*Please note that with the new cell phone/social media policy implemented by the Alberta Government and Wild Rose School Division, our school secretary, Mrs. Feist and other staff will not have access to questions or messages sent through Facebook Messenger or any other social media platforms while at school. So please communicate with staff or the office using their email address or through specific classroom communication apps like "Class Dojo". If it is time sensitive, please call the office).*

Issues, concerns or complaints shall first be directed to the person(s) most directly involved or are about (the object of the issue) or the person who has direct responsibility for the situation giving rise to the issue. If the matter is not resolved, it should be referred to the immediate supervisor of the person(s) object of or directly responsible for the situation giving rise to the issue. It is expected that most issues will be successfully resolved at this level.

## **Staff Contact**

You may contact the office staff during school hours from 8:00-3:30 at 780-696-3555. If you wish to contact a teacher, please leave a message with the office staff or email the teacher directly using [firstname.lastname@wrsd.ca](mailto:firstname.lastname@wrsd.ca). Teachers will make their best effort to reply to your messages from 8:30-4:30. However, their teaching schedules are very demanding with few breaks while they are teaching. Please respect and understand that a teacher's time outside of these hours is their personal family time.

During the school year, if you have any questions or a concern regarding your child, please direct this to your child's teacher as they may not be aware there is an issue. Teachers and parents are strongly encouraged to take a team approach in their child's best interest so please reach out to teachers; they care about their students and want education to be a positive experience.

## **School Office Phone Use**

Students are allowed reasonable use of the school phone by making a request to their homeroom teacher. This is not to arrange for “social engagements”. The office is happy to get messages to your children; however, if you must speak to your child on the phone, please call during break times when possible. **Students are not allowed to call or text from personal cell phones during school hours.**



## **Parents in School/Hallways**

In order to facilitate the best student learning and ensure student safety, parents are expected to stay out of the hallways during school hours. Students will develop independence when they are encouraged to say his/her goodbyes at the door of the school and proceed to class on his own. Staff are available to support and assist students in the locker areas. Please help your child develop their independence, by saying goodbye to them at the outside school door and picking them up at the end of the school day from the same door. This also helps us, as teachers, to build routines with our students. Parents will use the main entrance to the school when they drop-in during the school day. All visitors, including parents, are required to use the main office entrance when entering the school and everyone is required to sign in and sign out at the office.

## **Student Pick-up (other than parents)**

When you wish to have your son/daughter picked up from the school by someone other than yourself (parents) we must have written verification or phone call to the office from you for this release to occur. **This is for the safety of your children in our care.** If there should ever be an instance where a note is not in place we will attempt to contact you directly to confirm the release. If we are unable to contact you and there is no note in place and the person picking up your child is not someone on your emergency contact list, we will have to decline the release. The student will remain at the school and be sent home on the bus at the end of the day as usual.

## Personal Electronic Device Policy

Today's children are born in a digital, networked world of infinite possibilities. Their digital lifestyle is about more than just cool gadgets; it is about engagement, self-directed learning, creativity and empowerment. Breton Elementary aims to embrace any tool and resource that is available to enhance student learning and technology is not any different. We are fortunate to have a Chromebook for every student to use for their learning at our school.

With this in mind, Breton Elementary is committed to helping students navigate this reality, but also balance this with a non-digital lifestyle. To promote healthy active students, as a school we will not allow the use of PEDs during recess and expect recess to be used as movement breaks so students are ready to learn during class time. We are also actively working to ensure that "screen time" at school is purposeful and supports learning, and balance it with traditional hands-on and other creative activities.

The parameters of our policy are as follows:

1. As per the Government of Alberta's new policy on cell phone use in schools , personal electronic devices **(PEDs) will not be allowed in classrooms during instructional times. This means phones as well as smartwatches.** These must be kept in student lockers during the school day. Special exceptions can be made for events like riding a bus on a field trip, etc.
2. Due to possible FOIP conflicts and to respect personal privacy, students are not permitted to take pictures/videos of others inside or outside of the school (for example on the bus to field trips).
3. Students must ensure they are following all school expectations regarding respect and kindness when using any technology devices at school (Chromebooks).
4. Breton Elementary School and Wild Rose School Division are not responsible for lost, stolen or damaged personal devices.
5. If devices are being used inappropriately at school, staff will ask the student to take the phone to the office for safekeeping until the end of the day. Continued misuse/use during school hours will result in the phone being kept at the office and parents will be called to come and pick it up.



## **Discipline**

Safety of all students and staff is very important to us. WRSD [Administrative Procedure 350](#) is the foundational document for behaviour and student conduct. The expectation for students at our school is that everyone is to be treated with respect and kindness at all times and all places connected to the school (inside, outside, and buses). These expectations include the use of digital technology. Online bullying, threats, teasing, etc will not be tolerated at any time. School-owned chromebooks, lent to students, may be taken away by any staff member if a student is using it improperly. Staff have the right to monitor student use of school equipment and search history, email, chats, etc if it is suspected a student is not meeting conduct expectations.



Our role is to help guide students in making positive choices, get along with others, respect differences and help them learn to deal with conflict in healthy ways. Staff will remind students of rules and consequences of inappropriate behavior. At times, severe issues will be referred to the office and parents will be called. Disciplinary action and consequences for misbehavior will only be shared with their parents/guardians.

The province of Alberta has a number of different laws or acts. When you come to school you must follow the School Act. This Act has a number of laws for how schools are to be run. Section 12 states:

*“A student shall conduct himself or herself so as to reasonably comply with the following code of conduct:*

- be diligent in pursuing their studies,*
- attend school regularly,*
- cooperate fully with everyone authorized by the board to provide educational programs and other services,*
- comply with the rules of the school,*
- account to teachers for the student's conduct and*
- respect the rights of others”*

Students are expected to treat everyone with respect and kindness at all times. Our school adopts a learning approach to discipline issues and expects that most students will comply with rules with reminders, consequences and conversations. Severe behavior including physical aggression, possession of banned substances or weapons, swearing, uttering threats, put downs, defiance, etc will be dealt with through office visits, lost privileges, parent calls as well as possible suspension and/or expulsion depending upon the nature of the event.

Please contact your child's teacher if your child shares concerns about student behavior at school so that we can resolve all situations promptly.

Section 32 of the School Act requires that parent's conduct contributes to a welcoming, caring, respectful and safe learning environment. Parents are expected to be role models for all students. We encourage parents to develop positive relationships with the school community.

### **Bullying Policy**

Our staff goes to great lengths to promote a culture of kindness and respect and much effort is taken to ensure every child feels safe and cared for at school. Due to this, there are very few discipline issues at our school. We believe in discipline that provides learning opportunities, consequences and growth in understanding the impact people have on one another. We teach students that occasional conflicts and mistakes are a part of child learning and development, and we help give them skills and assistance in finding solutions. Most conflicts at school are not repeated, targeted or related to power and staff will deal with these with consequences, conversations and our regular discipline practices. However, bullying, which is repeated and targeted mean behavior in words or actions, is not tolerated at any time in our school. If your child is having difficulty with others, please discuss with your child's teacher so your child can be supported as necessary.



## **Damage to School Property**

When school property is damaged by the intentional or negligent act of a student, the student and his/her parents are jointly liable for restitution.

## **Family/Student Wellness**

Staff members are available on a daily basis to any students who have immediate needs. As well, the Breton Elementary Family Wellness program is available to help families access outside agencies and support. They are also another adult in the building able to help students who need emotional/mental support. However, please be advised that **they are not counselors.**



## **School Council**

Please consider sharing your voice and thoughts at our school council meetings. We are always looking for interested parents to get involved and the school administration appreciates input that parents can provide. Please **check the school newsletter for dates and times of the meetings.**

## **Field Trips**

Parents may only provide transportation to and from a school sponsored event or field trip **for their own child.** Parents are not able to transport other people's children unless they have the required documentation outlined in the following section.

There are fees associated with some field trips and special activities. Separate notices and permission forms will be sent at these times. If this causes financial hardship, please speak directly to the principal and alternate arrangements can be made.



## **Reporting Periods**

Students will receive a report card in early December, March and June. Interviews will take place in the fall and spring. Please maintain contact with your child's teacher and try to attend interviews if possible. Phone interviews can be arranged if that is your preference.

## **Fire Drills/Lockdown Drills**

Our school participates in several practices to ensure preparedness. We typically have 6 fire drills and 2 lockdown drills throughout the school year. In the event of a real emergency, we will move to our designated locations and we ask that parents not call or enter the school until directed by Emergency Services.

## **Locked Doors**

We at Breton Elementary take pride in the fact that we feel a sense of safety and security at our school. We also hope that as a broader community you share this feeling while your children are in attendance at our school. In compliance with Wild Rose School Division policies, all exterior entrance doors with the exception of the main entrance door will be locked once school commences each regular day and/or after the last bus has arrived. This is to ensure that there are no unaccounted for visitors in our building who may potentially pose a risk to our students or staff. All students who arrive late, or parents who wish to enter the building, will need to come in the main doors and sign in as per our regular procedure of operation. At the end of recess, there will be a staff member who will open the regular grade entrance door for students to come back inside.

### **Student Accident/Illness**

It is critical our records are up-to-date with parent and emergency contact numbers. In the event of an injury or illness, parents will be notified by telephone. Students who are ill must be picked up as soon as possible. If parents are unable to be contacted, emergency contacts will be called. In the event of an emergency, the office staff will call the ambulance.

### **Student Medication**

There are times when parents need the help of school staff with the administration of medications to their children. Please ask office staff for a Request for Assistance to Administer Medication Form when this happens. You will need to complete the form, ask a medical doctor to complete a small portion of the form, and return the form and medication (with a prescription label and the child's name) to the office before we are allowed to give the child the medication at school.

Wild Rose School Division requires that any medication administered at school be sent in the original container dispensed by the pharmacist and there must be a [Medical/Personal Care Request Form](#) on file at the school office. Medications cannot be transported to and from the school by students due to possibility of loss/use by other students.

[WRSD AP 316](#)

### **Smoke-free/Alcohol-Free Environment**

Our school and school grounds are non-smoking and alcohol use is prohibited also. This policy applies to cannabis also.