

Berkshire Park Elementary

15372 94 Avenue
Surrey, B.C. V3R 1E3

Telephone: 604-583-7305

<https://www.surreyschools.ca/berkshirepark>

2023-2024



Empowering children to achieve their personal best!

Student Name: _____

Address: _____

Surrey, BC _____ Postal Code: _____

Teacher: _____ Grade: _____ Div: _____

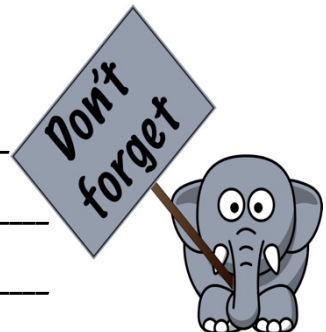
MY IMPORTANT INFORMATION

Home Phone Number: _____

Adult Contact Cell Number: _____

Adult Contact Cell Number: _____

Other Numbers: _____





Welcome to Berkshire Park!

Home of the Berkshire Broncs!

Dear Berkshire Park families,

Berkshire Park Elementary is built on the traditional, unceded territory of the Coast Salish. For generations, people of diverse interests and skills have been learning, working and playing together. We are fortunate to be here, and we have the responsibility to recognize those who were here before us.

Our school is a community of learning and exploration with 19 divisions, 420+ students, the Challenge learning program on site. Developing an understanding of the core competencies (*communication, thinking and personal-social*) and communicating student learning effectively are important to us. A necessary component in student success is the active involvement of parents in their child's education, and the development of a strong partnership between home and school. There are many ways to be involved. You can volunteer for school field trips and other school events, join the Parent Advisory Council (PAC), volunteer for crosswalk duty, and/or attend the many activities that will be offered over the course of the school year. We encourage your participation and welcome you at school.

This planner will help with the home-school communication. We also have a school website: <https://www.surreyschools.ca/berkshirepark>. Please be sure to download the app for your smart phone (located at the bottom of the website) so that you will receive notification of website posts. We will use the website to keep you informed of school alerts, activities, policies, newsletters, and notices. We also appreciate your keeping us informed about anything that may affect your child/children or the school including absences due to extended holidays or illness.

Please review the enclosed Code of Conduct with your children. This provides the framework for students, parents and staff at Berkshire Park to ensure a safe, productive, empowering and enjoyable school experience for all.

We are excited about this school year! Please feel free to contact us with any comments, concerns, or questions you may have. Together, we make the Berkshire Park community a great place for all our children!

Sincerely,
C. Turner, Principal

At Berkshire Park, we believe in working together as a team to help create an environment where people care for one another. We want our school to be a place where our students feel safe both physically and emotionally, while maintaining high academic standards. In such an environment, student learning will improve.

At Berkshire Park, students are expected to:

- Be **respectful of others** by treating others in a way that they would like to be treated.
- Be **respectful of our school** property by taking good care of the building, grounds, and resources.
- Be **courteous to all** staff members, students, parents, and visitors by using appropriate manners and behaviour.
- **Show responsibility** for themselves and their learning. Students are expected to do their best. Homework is to be finished on time, and students must have the necessary supplies to do his/her work. To assist in this area, students should also use their planner as a daily communication tool between home and school. Responsible students are punctual and attend school regularly.
- **Safely conduct themselves** each day so that injuries or accidents are prevented.

At Berkshire Park, parents are expected to:

- Ensure their child's attendance is regular.
- Encourage their child to discuss school work and activities at home.
- Ensure their child has adequate sleep, nutrition, and emotional support.
- Ensure homework is completed.
- Work in partnership with the school to resolve problems.
- Check their child's planner on a daily basis.
- Ensure that their child has the necessary school supplies and equipment.

At Berkshire Park, the staff is expected to:

- Model respectful, caring behaviour to staff, students, and parents.
- Work as a team to develop a positive, supportive learning environment.
- Continuously learn, develop, and improve our professional practice.
- Guide our decisions by what is best for the children.
- Maintain open communication between home and school.

Berkshire Broncs are Respectful, Responsible, & Safe!

Safe Arrival Program

To help ensure student safety, we have a Safe Arrival Program:

- Parent/guardian is expected to notify the school when their child is absent or late by calling the school at 604-583-7305.
- As soon as a child is "unaccounted for," the office will contact the parent/guardian.
- Please update your phone numbers if they change during the school year.

Visitors to the School

In the interest of the safety of our students, when visiting, please enter through the front door and sign in at the office.



Attendance and Punctuality

Regular attendance and being on time are two important factors in a student's successful school life. It is better to aim to be early for school instead of aiming to be on time. The first few minutes of the school day are often when teachers outline the day's activities, discuss the expectations for the day, and deliver valuable instructions. It is crucial that students be present during this important time.

Communication between Home and School

Communication between home and school is crucial in supporting our students' learning. The student planner is a good tool for students to keep track of their assignments and can also be used as a communication tool between home and school. If you have any concerns or questions, please do not hesitate to call the school.

We will use the school website, newsletters and the student planner to communicate with home about what is happening at school. The school's calendar will be updated as necessary to reflect changes that occur throughout the school year.

<https://www.surreyschools.ca/berkshirepark/page/2321/school-calendar>



The fastest and most effective way for the school to communicate upcoming events and school news with parents is electronically, either via an email or a phone app for smart phones. In case of any emergency or school cancellations, we will communicate via the website.

Berkshire Park's Bell Schedule:		Supervision of Students:	
Welcome Bell	8:30 am	Before School	8:20 - 8:35 am
Instruction Begins	8:35 am	Recess	10:05 - 10:20 am
Recess	10:05 - 10:20 am	Lunch	11:40 - 12:25 pm
Lunch time outside	11:55 - 12:25 pm	After School	2:27 - 2:42 pm
Instruction Ends	2:27 pm		

The safety of the children is our first priority. Please note there is no supervision on the playground after 2:42 p.m., so we encourage students to head home as soon as possible, unless supervised by a parent or another adult. If children are injured or are put in a compromising position after 2:42 p.m., adult support may not be available to ensure their safety.

Use of School Telephones

Students are always able to make any important calls home from their classroom phone. Students do, however, need to make any 'social' plans ahead of time, not from the school phone.

Bikes and Wheels on School Property

We love having students ride bikes, scooters, skateboards, rollerblades, etc. to school but please make sure all of your children are getting off their 'wheels' when they get on the school grounds. Helmets are required for all 'wheel riders' as well.

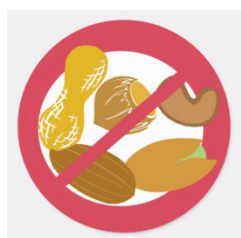
Emergency Procedures

In the event of an emergency (fire, earthquake, bomb threat, etc.), the school has policies and procedures in place to ensure your child's safety. All schools have regularly scheduled fire and earthquake drills to prepare for these emergencies.



In the event of an emergency, all classes meet in our designated area on the gravel field. Attendance is taken to ensure all students and adults are accounted for. The school will remain open until all students have been picked up by an authorized contact person for your child. ***Please make sure you inform the office if any of your contact information has changed.*** If our site is unsafe, our off-site assembly area is at Fraser Valley Christian (Surrey Christian) High School located at 15353 92 Avenue.

Allergy Awareness



Please be reminded that several Berkshire Park students and staff have severe anaphylactic reactions to tree nuts, peanuts, and their by-products. Please help us in committing to do everything possible to protect them. Please do not send food to school that contain peanuts/nuts, remind your children to wash their hands carefully after eating, remind your children not to share or trade snacks and do not use these products in any treats you may send into the classroom over the year. Thank you for your continued understanding and cooperation as

we work together to make our school a safe environment for all students.

Cell Phones and Multimedia Devices

This includes iPhones, androids, iPads, tablets, and other devices capable of accessing the internet. These are only to be used by students inside school buildings or school related functions with permission from the teacher or administration for educationally sound reasons. When these devices are not in use, they should be silenced, kept out of sight and safely stored. The school assumes no responsibility for the personal property of students, including multimedia devices. Students and parents are urged to give appropriate consideration to what is brought to school.

iPads, iPods, Textbooks, Library Books, Classroom Materials

Student iPads, iPods, computers, textbooks, library books and classroom materials are very expensive. It is essential that students treat all of our learning resources and classroom materials with great care. It is the responsibility of the student to always keep track of their technology, textbooks and library books, and report to the teacher if the book is missing. The cost of replacing any lost or damaged school resources will be charged to the students.

Lost and Found

Lost and Found items are kept in a bin by the gymnasium. When items are missing, please check the child's classroom first, then the lost and found area. Please check the lost and found regularly. Items that are unclaimed at the end of each term will be donated to a local charity. Please make sure you mark your children's items with their name.



Dress Code

Students should be appropriately dressed for the activity in which they are involved and for the weather conditions. Clothing should not be offensive to others or otherwise detract from the learning situation.

Students should NOT wear the following: t-shirts with negative or inappropriate symbols, pictures or slogans.

Please note that hats and hoods are discouraged inside the school building as it is important that we are able to recognise the students. This is for student safety.

Being Environmentally Conscious

The Surrey School District has the Rethink Waste program in schools across the district. We will be sorting our waste into 4 streams: Organics (compost), Containers (plastics, metal & glass), Garbage and Paper.



Dogs on School Property

Please be advised that the school community is not allowed to bring dogs with them when attending school activities. For the safety of the dog and the students, please leave your dog at home.

Important Calendar Dates for 2023-2024

There is no school on the following days:

Monday, September 25

Monday, October 2

Monday, October 9

Friday, October 20

Friday, November 10

Monday, November 13

Monday, Dec. 25 – Friday, Jan. 5

Monday, February 19

Friday, February 23

Monday, Mar. 18 – Friday, Mar. 29

Monday, April 1

Friday, May 3

Monday, May 20

Monday, May 27

Friday, June 28

Non-Instructional Day

Observation of National Day of Truth and Reconciliation (September 30)

Thanksgiving Holiday

Non-Instructional Day

Non-Instructional Day

Remembrance Day (statutory holiday)

Winter Break

Family Day (statutory holiday)

Non-Instructional Day

Spring Break, School Closure days and Good Friday (statutory holiday)

Easter Monday (statutory holiday)

Non-Instructional Day

Victoria Day (statutory holiday)

Non-Instructional Day

Administrative Day



Early Dismissal Dates for 2023-2024:

Thursday, October 19 at 1:27 pm for parent-teacher connection

Tuesday, January 16 at 1:27 pm for teacher collaboration

Tuesday, April 23 at 1:27 pm for parent-teacher connection

Thursday, June 27 at 1:27 pm for teacher collaboration

Volunteers in School

Parent volunteers provide valuable teacher and student assistance in a wide variety of activities. Your child's teacher will let you know when volunteers are needed for classroom activities or for supervision and transportation on field studies. Our Parent Advisory Council (PAC) is always looking for volunteers for various fundraising and school events. Please make sure you are on the PAC email distribution list to receive information about volunteer opportunities. You can be added to the PAC list by emailing berkshireparkpac@outlook.com. As a volunteer, you are placed in a position of trust. When working with students and teachers, **CONFIDENTIALITY** is of crucial importance. Parent volunteers are not to discuss students or staff with anyone other than the child's teacher or the Principal. Playground, hallway, or neighbourhood discussions of students or staff are not appropriate. School volunteers always work under the direction of a staff member. Teachers and the Principal are to handle all discipline and behaviour problems. If you have a concern, please notify the teacher immediately.

Traffic Safety

Traffic safety is an on-going concern at Berkshire Park School, especially during drop off and pick up times. We are all safest when as many people as possible **WALK or ROLL** (bike, scooter) to school. You help the earth and reduce traffic congestion at school.

Tips for Pedestrians










- **USE THE CROSSWALK.** Before crossing the street, wait at the curb, and make sure all vehicles have stopped.
- Look left and right, then over your shoulder for vehicles that may be turning.
- Make eye contact with drivers before crossing at a crosswalk; make sure they see you.
- **Do not jaywalk.** Drivers do not expect to see pedestrians away from intersections and crosswalks.
- Do not wear headphones, talk on the phone, text, or use handheld devices when crossing a street.












Tips for Drivers

- **The parking lot is for staff members and students with special needs.**
- Park on the street or in an empty visitor stall if you are leaving your vehicle to meet your child.
- The circular drive is a drop-off and pick-up only zone. Stop, drop (quick pick-up), and roll on out! **PLEASE DO NOT LEAVE YOUR CAR UNATTENDED.** Give hugs and kisses at home. Put backpacks in the seat next to your child; **not in the trunk.**
- **Do not turn right out of the drive through** (8:00 – 9:00 am and 2:00 – 3:00 pm) into the busy main crosswalk.
- **NO IDLING** - Berkshire Park is a no-idle zone. Please turn off your car engine. Idling contributes to poor air quality, which negatively impacts student health.



	Hallways & Entry 	Lunch & Outside Recess 	Lunch & Inside Recess 
Be Respectful	<p>Keep your place in line</p> <p>Allow others to pass through your line</p> <p>Be quiet</p> <p>Smile</p> 	<p>Keep it Clean</p>  <p>Keep food and wrappers indoors</p> <p>Respect and cooperate with all adults</p> <p>Use personal property appropriately</p> <p>Be friendly to others</p>	<p>Eat the lunch that you brought</p> <p>Use kind words</p> <p>Include others</p> <p>Keep your hands and feet to yourself</p>
Be Responsible	<p>Head directly to your destination</p> <p>Keep hands and body off walls and doors</p> <p>Keep hallways clean</p>	<p>Help others in need</p> <p>Play fairly, take turns, and include others</p> <p>Line up promptly and orderly outside after the bell</p> 	<p>Use the proper bins to clean up</p> <p>Leave through outside classroom doors</p> <p>Find appropriate inside activities</p>
Be Safe	<p>Walk</p> <p>Always look ahead while walking on the right side</p>  <p>Keep hands and feet to self</p> <p>Hold door for those behind you</p>	<p>Gentle hands and safe bodies</p> <p>Model safe choices</p> <p>Stay within school boundaries</p> <p>Help others in need</p> 	<p>Wash your hands before and after eating</p> <p>Sit at your desk/table to eat</p> <p>Walk inside the classroom</p> <p>After eating stay in your classroom until the bell rings</p>

	Bathrooms 	Classrooms 	Assemblies 
Be Respectful	<p>Give others privacy</p> <p>Keep washrooms clean</p> <p>Wait your turn</p> <p>Quiet voices</p>	<p>Listen to the speaker</p> <p>Use kind words</p> <p>Include others</p> <p>Share and take turns</p> <p>Try your best</p>	<p>Enter silently</p> <p>Use appropriate responses (applaud politely)</p>  <p>Be present and involved</p>
Be Responsible	<p>Do your business in the toilet or urinal</p> <p>Be quick (use time wisely)</p>  <p>Flush and clean up</p> <p>Conserve water</p> <p>Trash in garbage can</p>	<p>Clean up after yourself</p> <p>Follow instructions</p> <p>Be on time</p> <p>Be prepared</p> <p>Use the right "voice" for the activity</p>	<p>Sit attentively</p> <p>Look and listen to the speaker</p>  <p>Sit on bottom with legs crossed</p>
Be Safe	<p>Tell teacher where you are going</p> <p>Use designated washrooms</p> <p>Return straight to class</p> <p>Report any problems</p> <p>Wash your hands</p>	<p>Keep your hands and feet to yourself</p>  <p>Use the appropriate tool for the activity</p> <p>Walk inside the classroom</p>	<p>Enter and exit assembly in an orderly fashion</p> <p>Stay in one place</p>  <p>Look to a staff member for direction</p>

Berkshire Park Elementary Code of Conduct

We believe that all students have the right to learn in a safe, caring, and orderly environment, a place where they can develop academically, socially, and emotionally. Our Code of Conduct is designed to provide guidelines for appropriate student behaviour when students are on their way to or from school, at school, on our playgrounds, or away from our school at any school-sponsored function. One of our goals is to help student become responsible, self-regulated, and cooperative citizens. Berkshire Park Broncs are:

- **Respectful**
- **Responsible, and**
- **Safe**



We understand that inappropriate behaviour includes, but is not limited to:

- interfering with learning of others, including their physical and emotional well-being
- bullying, cyber-bullying, harassment, threats, intimidation, marginalizing, and violence
- verbal, physical, or sexual abuse
- discrimination, theft, and vandalism
- retribution against a person who has reported the misbehaviour of others
- misusing cyberspace, cell phones, electronic devices, or computers
- possession, use, or distribution of illegal or restricted substances such as alcohol, drugs, cigarettes, e-cigarettes
- possession or use of weapons (including replicas), fireworks, or explosives

Consequences

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity. There will be increased expectations for behaviour as students mature through successive grades.

Inappropriate behaviour typically has the following consequences:

- review of expectations followed by a meaningful consequence (for example: a warning, a timeout, a verbal or written apology, school service, loss of privileges)
- parents are informed
- short-term (in school or at home) suspension up to 5 days
- long-term suspension (over 5 days) or referral to a district program
- consultation with the police and/or other agencies
- expulsion
- reasonable steps will be taken to prevent retaliation against a student who has reported a breach of the code of conduct

Notification:

As circumstances warrant, the school has a responsibility to advise other parties following a behaviour incident:

- parents or guardians of student exhibiting major misbehaviours
- parents or guardians of student on the receiving end of major misbehaviours
- Assistant Superintendent, Safe Schools team member and/or other District Staff
- ministerial agencies and/or police