

# Berkshire Park Elementary

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

Telephone: 604-583-7305

[www.surreyschools.ca/berkshirepark](http://www.surreyschools.ca/berkshirepark)



*Empowering children to achieve their personal best!*

Student Name: \_\_\_\_\_

Address: \_\_\_\_\_

Surrey, BC \_\_\_\_\_ Postal Code: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_ Div: \_\_\_\_\_

## MY IMPORTANT INFORMATION

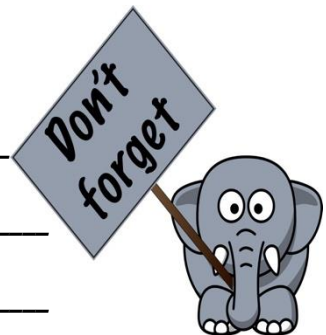
Home Phone Number: \_\_\_\_\_

Mom's Cell Number: \_\_\_\_\_

Dad's Cell Number: \_\_\_\_\_

Other Numbers: \_\_\_\_\_

\_\_\_\_\_





# Welcome to Berkshire Park!

## Home of the Broncs!

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!**

# 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.

Newsletters will be published on the last working day of each month. The school's calendar will be updated each month as changes often occur throughout the school year.

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 email, so please take the time to sign up through our website (see instructions below).



## Instructions for Electronic Newsletter:

1. Go to [www.surreyschools.ca/schools/berkshirepark](http://www.surreyschools.ca/schools/berkshirepark).
2. Scroll down the home page to "Email List".
3. Type your email address in the white box, check off the "I agree to the terms and conditions" box, and click the green "SUBMIT" button.
4. After signing up, you will be asked to check your email to confirm your subscription.

### EMAIL LIST

Sign up to receive communications from Berkshire Park:

Enter your email address ...

SUBMIT

☐ I agree to the [terms and conditions](#)

## Berkshire Park's Bell Schedule:

Welcome Bell	8:25 a.m.
Instruction Begins	8:30 a.m.
Recess	10:10 – 10:25 a.m.
Lunch	11:45 a.m. – 12:30 p.m.
Instruction Ends	2:30 p.m.



## Supervision of Students:

Before School	8:15 – 8:30 a.m.
Recess	10:10 – 10:25 a.m.
Lunch	11:45 a.m. – 12:30 p.m.
After School	2:30 – 2:45 p.m.



The safety of the children is our first priority. Please note there is no supervision on the playground after 2:45 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 2:45 p.m., adult support may not be available to ensure their safety.

# Important Calendar Dates for 2020-2021

## There is no school on the following days:

Monday, September 28

Monday, October 12

Friday, October 23

Friday, November 6

Wednesday, November 11

Monday, Dec. 21 – Friday, Jan. 1

Monday, February 15

Friday, February 19

Monday, Mar. 15 – Friday, Mar. 26

Friday, April 2

Monday, April 5

Friday, May 7

Monday, May 24

Monday, May 31

Friday, June 25

Non-Instructional Day

Thanksgiving Holiday

Non-Instructional Day

Non-Instructional Day

Remembrance Day (statutory holiday)

Winter Break

Family Day (statutory holiday)

Non-Instructional Day

Spring Break

Good Friday (statutory holiday)

Easter Monday (statutory holiday)

Non-Instructional Day

Victoria Day (statutory holiday)

Non-Instructional Day

Administrative Day



## Early Dismissal Dates for 2020-2021:

Thursday, October 22 at 1:30 p.m.

Thursday, February 4 at 1:30 p.m.

Thursday, June 3 at 1:30 p.m.

Thursday, June 24 at 1:30 p.m.

## 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.
- Late students MUST report to the office and get a late slip to present to his/her teacher.

## 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.

## Visitors to the School

Visitors and parents are welcome into our school. In the interest of the safety of our students, please enter through the front door and sign in at the office.



# 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.







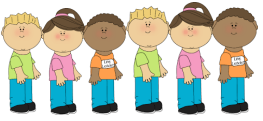


**Inappropriate behaviour typically has the following consequences:**










- review of expectations followed by a warning, a timeout, a verbal or written apology, school service, loss of privileges and/or a group assignment/project
- parents are informed via a behavior slip and may include a phone call and/or a meeting;
- 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 (in every instance)
- parents or guardians of student on the receiving end of major misbehaviours (in every instance)
- assistant superintendent, Safe Schools team member and/or other District Staff
- ministerial agencies and/or school liaison officer (RCMP)

	<b>Hallways &amp; Entry</b> 	<b>Lunch &amp; Outside Recess</b> 	<b>Lunch &amp; Inside Recess</b> 
<b>Be Respectful</b>	<p>Keep your place in line</p> <p>Allow others to pass through your line</p> <p>Be quiet</p> <p>Smile</p> 	<p><b>Keep it Clean</b></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>
<b>Be Responsible</b>	<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>
<b>Be Safe</b>	<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>

	<b>Bathrooms</b> 	<b>Classrooms</b> 	<b>Assemblies</b> 
<b>Be Respectful</b>	<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>
<b>Be Responsible</b>	<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>
<b>Be Safe</b>	<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>



# Traffic Safety

Traffic safety is an on-going concern at Berkshire Park School, especially during drop off and pick up times, creating the most traffic congestion. 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

Walk, do not run across the street.

- 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; it is the best way to ensure they see you.
- **Do not jaywalk.** Drivers do not expect to see pedestrians away from intersections and crosswalks, so pedestrians are even less likely to be seen.
- Do not wear headphones, talk on the phone, text, or use handheld devices when crossing a street.



## Tips for Drivers

### NO PARKING ZONES (yellow lined areas)

- To load or unload passengers you may stop in the no parking areas at the front of the school. However, **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.**



### STAFF PARKING LOT

- The parking lot is first of all for staff members.
- **Please DO NOT park on the roadway** (i.e., do not double park behind the cars) and leave your car.
- Park on the street or in an empty stall if you are leaving your vehicle to meet your child.

### CIRCULAR DRIVE – NO PARKING

- This is a drop-off and pick-up only zone. Stop, drop (quick pick-up), and roll on out!
- **Do not turn right out of the drop-off area** (8:00 – 9:00 a.m. and 2:00 – 3:00 p.m.) 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.



**NO IDLING**