

# BRUNSWICK HANDBOOK

2026-27 School Year Information

## Brunswick Hopes & Dreams

As parents and staff, working alongside each other, we strive to empower resilient and inclusive life-long learners.

## Brunswick Values

Our collective commitments for accomplishing our Hopes & Dreams are:

- we will create a safe, inclusive and respectful environment
- we will be student centered
- we will model and support collaboration
- we will strive for continuous improvement
- we will provide authentic assessment and reporting

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## 2026-27 Staff List

### Teaching Staff

Mrs. Jodi Allen-Corbett  
Ms. Stacey Mamer  
Mrs. Janelle Carlson  
Mr. Darren Grabill  
Ms. Diane Cote  
Miss Heather Thompson  
Mr. Jon Scott

Mrs. Cheneya Naranja  
Mrs. Alexa Staples  
Mrs. Katelyn Larson-Weinert  
Ms. Rikki Jones  
Mrs. Erica Markwart  
Mr. Rob Unruh  
Mrs. Vanessa Kohle

### Diversity Education Teacher/Embedded Literacy Support Library Clerks

Mrs. Pam Kellington  
Mrs. Terri Tolofson & Miss Mira Friesen

### Educational Assistants

Ms. Katelyn Chalus  
Mrs. Subhashini Sathish Kumar  
Mrs. Kirstyn Scherer

Mrs. Prishika Naicker  
Mrs. Larissa Crews  
Mrs. Olaitan Quadri

### Caretakers

#### **Administrative Assistant Administrative Team**

Mrs. Evelyn Cay and Mrs. Aidilysan Rabe  
Mrs. Deb Lafond  
Mr. Rob Unruh, Principal  
Mrs. Katelyn Larson-Weinert, Vice Principal  
Mr. Randy Kerr  
Mr. Tim Hoenmans

### **Superintendent Board Member**

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## Bell Times

|             |                    |
|-------------|--------------------|
| 8:45am      | Supervision Begins |
| 9:00-10:00  | Instructional Time |
| 10:00-10:10 | Wellness Break     |
| 10:10-11:10 | Instructional Time |
| 11:10-11:25 | Recess             |
| 11:25-12:25 | Instructional Time |
| 12:25-1:10  | Lunch Break        |
| 1:10-2:10   | Instructional Time |
| 2:10-2:25   | Recess             |
| 2:25-3:25   | Instructional Time |
| 3:25        | Dismissal          |

## School Information

501 Bemister Avenue East  
Box 6100  
Melfort, SK S0E 1A0  
306-752-5771



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## Parent Engagement

More than fifty years of research shows that parents have a major influence on children's achievement in school and through life. When parents and teachers work together to support learning, children tend to do better in school, stay in school longer and like school more. In light of this research, Brunswick School is currently in a shift from parents as spectators at school events to parents as partners in student learning, and have adopted these four core beliefs:

- 1) All parents have dreams for their children and want the best for them.**
- 2) All parents have the capacity to support their children's learning.**
- 3) Parents and school staff should be equal partners.**
- 4) The responsibility for building partnerships between home and school rests primarily with school staff.**

As we move forward in building partnerships that support the learning of children, here are a few simple things parents can do to support this important work:

- *Feel welcome to contact the classroom teacher at any time through Edsby message or phone call. Also, feel free to share photos and stories of things your child is learning or doing while they are away from school through Edsby.*
- *Feel welcome to come into the school and be present on the school landscape.*
- *Use Edsby to spark conversation about school learning. Asking questions like "I see you're learning about 3D objects. Can you tell me what a 3D object is?" can generate rich discussion and offer extended learning at home, unlike the conversation-stopping question: "What did you do at school today?"*
- *Create an atmosphere of learning and growing at home. Ask questions, find answers, travel (for real or through the internet), read and talk about stories, use math concepts in everyday activities (games, groceries, baking), engage in conversations, encourage problem-solving and risk-taking.*
- *Hold high expectations of achievement for your children, now and in the future!*

## Edsby-Communication

We acknowledge the importance of effective communication between home and school. One of the key tools for quick and consistent communication is Edsby. Phone calls to the school are also available but teachers are generally not available to speak during instructional hours (please see school information at the bottom of page 1).

\*On Edsby, each classroom has a homeroom. This is where you'll find classroom information about general learning outcomes, field trips, classroom activities and other school related information.\*

\*\*At the top of the main page is what's called the 'river'. This is where all school-wide and division-wide information can be found. This has replaced the newsletter so look here for information about upcoming hot lunches, spirit days, SIP days, and articles about the NESD. Posts are kept here so you can scroll back to find anything you missed.\*\*

There is a school calendar that has snacks, important dates and other events.

Families and teachers can message through Edsby for quick communication. Families can also report absences on Attendance through Edsby so you don't have to call the school.

## Edsby-Assessment and Reporting

There are four reporting periods throughout the year and the report cards are found on the left side of your student's profile under "View Report Cards". These report cards will not have Personal/Social Development comments, but will have letter indicators (NY-Not Yet Meeting; MM-Mostly Meeting; FM-Fully Meeting; EU-Enriched Understanding) that are assigned to each subject area for each curricular outcome.

Teachers use a gradebook where they can share marks, comments or examples of student work. Students also have a Learning Story where you would find evidence of learning in the form of videos or pictures with observational comments. Teachers may use one or the other, or both. All outcomes are assessed and reported on.

# **BRUNSWICK HANDBOOK**

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## **Attendance**

We miss your children when they are not at school and we would love to see them every day! If they aren't able to come to school, please inform us of their absence through Edsby Attendance which is found on your Edsby app. This can be done at any time and for all types of absences.

If your child is absent and we haven't heard from your family, a call-out will go home around 9:30am and 1:30pm.

Any time that students are away from school due to late arrivals or absences adds up to a significant amount of learning time lost. We would prefer to have them arrive late than not at all! We do, however, recognize that learning occurs outside of school and we support all family learning experiences. If students are travelling, we would encourage them to learn through experience and share with us when they come back.

## **Guests and School Access**

We are focusing on creating a welcoming environment at Brunswick and are excited to welcome families into the school to work in partnership to support students. Student safety is our top priority and we have a system in place during instructional time that ensures safe entry into the school. Visitors must ring the bell to notify school staff of their arrival. We have technology available to allow entry at all times but we do ask for your patience.

## **Student-Led Conferences**

Student-Led Conferences are held in all NESD schools in October and March. At Brunswick we have named these Building Bridges and view these meetings as an opportunity for parents and teachers to work as equal partners to celebrate students' learning both at home and at school. As Building Bridges are not connected to report cards, our hope is to link the rich learning happening away from school with the learning at school. This honors parents as a child's first and forever teacher. Students are an integral part of the Student-Led Conferences and should be present for the conversations.

If you have outstanding topics that you would like to speak privately about with your child's teacher, please feel free to book an appointment with them at any time throughout the year and do not wait for conferences to have these conversations.

## **Supervision**

Student safety is our top priority and we will have supervision during each recess. At the beginning of the day, supervision will start at 8:45am so we ask that students don't arrive at school before that time. At the end of each day, students should go directly home.

Lunch supervision is done by staff on a voluntary basis as staff are entitled to a duty free noon hour. Students are expected to demonstrate responsibility by following our lunchroom norms (please see next page). If you have any interest in performing lunch supervision duties for compensation, please apply to the school division and let us know!

## **School Community Council (SCC)**

Our School Community Council (SCC) is a group of parents who are interested in supporting the learning agenda at Brunswick School by considering how best to meet the needs of all students. They meet a minimum of 6 times per year to discuss parent engagement opportunities, division strategic plans, and school goals.

There are Representative Members who hold specific roles such as Chair, Vice-Chair, Secretary, Treasurer and Members at Large and who have voting rights during decision-making. Meetings are open to everyone in the school community so you don't need to have a specific role to attend!

Meetings will be posted on the Edsby calendar so that parents are aware of meeting dates, as well as reminders found on the river.

The date of the AGM (Annual General Meeting) will also be communicated/advertised through the river (top information band in Edsby) and on the website.

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## School Expectations

### Be Safe!

### Be Kind!

### Be Responsible!

#### School Bus

Bus students will co-operate with the Bus Driver in the safe and efficient operation of the bus route. Students that are struggling to meet the expectations may receive a verbal warning, parent notification, or seating change. For students who demonstrate consistent struggles to follow expectations, or who engage in serious misconduct, school administration will become involved and the loss of bus riding privileges or other consequences may result.

While on the bus, students will:

- be ready to leave on schedule, both before and after school
- demonstrate respectful and responsible behavior and choices
- remain seated and in their assigned seat
- ensure there is no mess left on the bus
- proceed directly to the school or home after leaving the bus
- dress appropriately in winter
- remain on the bus if there are any difficulties (mechanical, weather, etc.)
- only use the front door of the bus, except in the case of an emergency

Students are NOT permitted to bring friends on the bus. Please update the transportation office and/or the school if your child is no longer riding the bus or if their pick up/drop off location changes.

#### Lunch Time

If possible, it is advantageous for students to go home for lunch to break up their day and allow for a mental, physical and emotional break from the day. If students must stay for lunch, they will show good judgment by demonstrating:

- respect for food, property, and others
- responsibility for cleaning up the mess in the class before being dismissed
- respect for the lunch supervisors and their instructions
- responsibility by staying seated until dismissal

If a student is having difficulty meeting these expectations, they may require some interventions such as an alternate space in the class/school to eat or possibly a break from eating at school.

We are a **NUT-ALERT** school. Please don't send items with **nuts or products that may contain nuts**. We want to keep all of our students safe and healthy!

#### Clothing

We believe that how we dress affects our attitude and our confidence; we try to encourage good sense in school clothing. We rely upon the good judgement of students and parents in determining what kinds of clothing children should wear to school and will work together with families if clothing presents obstacles to success at school. Clothing which displays vulgar language or suggestive thoughts and alcohol, or other drug logos, is not valued at Brunswick School. Clothing should be comfortable, age-appropriate and respectful.

Students should dress for the weather, and since they are expected to go outside for recess, this is particularly important. During spring, it may be wise to send along a change of clothing in your child's backpack.

#### Hats



Each classroom will have their own expectations for the use of headwear during the instructional day. During morning announcements and assemblies, headwear is not permitted.



Wearing headwear in school must not be a distraction or cause for disrespect.



All headwear must be appropriate for school (logos, colours, designs, etc.)

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## School Expectations

### **Cell Phones/Technology Use**

Brunswick School will ensure that students have access to technology for instructional purposes and to support learning. There is no need for the use of personal devices for instructional learning so they should be left at home or kept in student backpacks. Since the use of cell phones is not permitted - the school is not responsible for the loss or damage to personal devices as they are not required. If you need to reach your student at school, please call the front office. If there is an emergency, the school will contact you immediately.

### **Bikes, Scooters, Skateboards**

All bikes, scooters and skateboards should be walked upon reaching school property. Sidewalks must be safe for all who are using them. It is highly encouraged that students wear helmets when riding a bike, scooter or skateboard to school.

In the event that bikes or scooters are brought to school, they should be locked up in the bike racks.

Skateboards would need to be stored in the lockers.

The school is not responsible for the loss or damage of bikes, scooters and skateboards.

Families should contact the RCMP detachment to report the theft rather than calling the school. If we are aware of theft during the instructional day, we will notify families and the RCMP.

### **Drugs and Alcohol**

The North East School Division (NESD) believes that educational programs focusing on healthy lifestyles should be taught to students in order to discourage the use of alcohol, cannabis and other drugs. Every effort will be made to establish school environments that are alcohol/cannabis/drug free. Co-operation with families and community agencies will be sought when students are experiencing problems related to alcohol, cannabis and other drugs. All visitors to Brunswick School are expected to adhere to this policy as well.

## Home and School Partnership

### **Communication Protocol**

A professional responsibility of educators is to be available to each other and to the school community. Please know that if you have questions, concerns or wonders, we encourage you to phone the school or send an Edsby message to discuss your concerns or set up a time to meet in person. While the first priority of teachers is to be in the classroom with students, we will respond to you in a timely and appropriate manner.

In situations where parents have a concern, we ask that the following protocol be followed:

**1st-Contact your child's Teacher** (or immediate supervising teacher if a discipline issue).

Most of your concerns will be dealt with at the classroom level. If, after this conversation, the issue is unresolved, then...

**2nd-Contact the Vice-Principal or Principal**, Mr. Rob Unruh (P) or Mrs. Katelyn Larson-Weinert (VP)

Other appropriate staff may be involved at this level to address the issue, but if more needs to be done after this conversation, then...

**3rd-Contact the Superintendent**, Mr. Randy Kerr

**4th- Contact the Director** of the North East School Division, Mrs. Stacy Lair.

This protocol will be followed by both families and staff.

### **Collaborative Conversations**

When working alongside colleagues, students and families, we will consider and demonstrate the following:

-Everyone **speaks**-from the heart as well as the head

-Everyone **listens**-with openness and respect

-Everyone **challenges**-not each other, but our own fondly held assumptions

-Everyone **learns**-about our school, about others, about our community

-Everyone **imagines**-possibilities and potentials for positive change

-Everyone **makes a difference**-each of us, through our own thinking and actions, continues the building of a strong learning community

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## Progressive Discipline Plan

**DISCIPLINE:** The Board of Education is committed to the principle of natural justice and to developing environments which are physically, emotionally, and spiritually safe and positive. The Board believes that parents, staff, and students must work together to ensure that learning occurs in a safe, orderly, and nurturing environment.

Specifically, the Board expects that all interventions on behalf of students must reflect the dignity of the individual, natural justice, and a focus on forgiveness. Discipline is part of the teaching-learning process. Every effort must be made to teach appropriate behavior to students, while at the same time recognizing that students must be increasingly accountable for their own behavior.

At Brunswick, we have a progressive discipline plan which acknowledges that there are varying levels of behaviors and choices that impact the school. Staff will respond to these behaviors in a manner that aligns with the behavior. We use Restorative Practices to address every situation. Students will participate in the reparation of harm and determining logical consequences for the situation. The severity of consequences will align with the severity of the act.

## Conflict Resolution and Restorative Practices

At Brunswick, our school-wide classroom management practice is centered around Conflict Resolution and Restorative Practices, in which students, staff and families take responsibility for their actions, reflect on the action, feel and demonstrate empathy for others involved, and find resolutions to repair the harm and to prevent further issues. All students reflect using written or verbal prompts that allow them to de-escalate from the situation and think of a way to resolve the issue. This provides space for everyone involved to have a voice. Staff model and support collaborative problem solving conversations, mediation opportunities, and logical consequences.

When a conflict or disagreement is about to occur, we encourage everyone to 'Use their **WITS**' in order to prevent or de-escalate the situation:

**W**-Walk Away (find a different space away from negative actions)

**I**-Ignore (pay attention to more positive people)

**T**-Talk it Out (calmly discuss what the problem is and how you can resolve it for everyone involved)

**S**-Seek Help (find a supervisor and tell them what is happening; ask for their support to resolve the issue)

When conflict has occurred and we need to work through it, we use our school-wide mediation strategy of **SOS**:

**S**-Stories (calmly take turns telling each side of the story without interruptions and using 'I' statements)

**O**-Options (together, brainstorm as many options to resolve the conflict as everyone can think of)

**S**-Solutions (together, decide on one solution that will fix the problem and is acceptable for both sides)

The mentor text we use to guide this work is "Hacking School Discipline" by Nathan Maynard and Brad Weinstein. This work is also supported by Brin Hamilton of Ahimsa Mediation and Consulting.

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## Safe School Parking

We know that your kids are your world and your kids are our number one priority too!

We have 3 rules at Brunswick: Be safe, Be Kind and Be Responsible. These are rules that all of our school community should be following and this includes families!

We know that pick up and drop off times can be busy and stressful but nothing is more important than student safety. We need **everyone** to be on the same page about this!



Our parking lot and back alley are **OFF LIMITS** for students as they are dangerous areas. Even if they are empty when you drop your child off, you are modelling that it is ok for them to be walking through parking lots and this is not a safe practice for children. We understand that you are obviously present, but there are several families using this space which is creating an even more dangerous scenario. There is **NO PARKING** behind the garage.

What we practice at school is to help students be safe everywhere and it is important that adults model these things for the students.

The map above is to help you find safe alternatives for dropping off and picking up your child.

The green marks the safest areas where students don't need to cross any streets or are directly at a supervised crosswalk.

-The yellow are areas that we see a lot of jay-walking so they require a safe crossing at one of our two crosswalks, including when they are with you!

- The yellow with green dots shows areas that you can quickly drop off and/or pick up and then leave so others can do the same.

-The red are areas that **MUST be avoided** as they are dangerous and unsupervised.

Please let anyone that helps to drop off or pick up your children know of these expectations. We will not sacrifice student safety for convenience. If you have any questions or concerns, please contact me.

Be Safe. Be Kind. Be Responsible. Thank you for your help with keeping all of our Brunswick students safe!