



# Guy B. Brown Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

55 Braeheid Avenue  
Waterdown, Ontario L0R 2H0  
Phone: 905.689.8254  
Fax: 905.689.8740

EMAIL: [guybbrown@hwdsb.on.ca](mailto:guybbrown@hwdsb.on.ca)  
PRINCIPAL: Josie Dalley  
VICE-PRINCIPAL: Lindsey Sheahan  
[www.hwdsb.on.ca/guybbrown](http://www.hwdsb.on.ca/guybbrown)

Dear Parents, Guardians, and Students:

Welcome back to our 2022-2023 school year! We hope that all our Guy Brown families had a wonderful and safe summer. We would like to take this opportunity to welcome our new students and their families to our wonderful school!

We would like to thank our fantastic caretaking staff, teachers, DECEs, Office Administrators, and EAs for taking the time to make sure that our school is ready for our new school year. The school is clean and inviting for our students and visitors. We truly do have the best staff!

We have had a few new staff join us over the past few weeks. Please see our attached, revised 2022-2023 staff list.

It is our hope that 2022-2023 will be a great year for all the students at Guy Brown. After a few years of remote learning, protocols, and changes, we are excited to be back, in-person, full time. To that end, we want to emphasize the need for consistent, continual and courteous communication between home and school. Teachers will be in contact with home through phone calls, agendas and in some cases via electronic means (email, MS Teams, HUB, etc.). The school will use monthly newsletters, twitter and our school website to communicate events and updates. To get feed from our Twitter account, follow @GuyBrown\_HWDSB. Our website will be regularly updated as well with newsletters and important upcoming events. If you subscribe to the site, notifications will come to you in an email about any news on the site. To access the website, <https://www.hwdsb.on.ca/guybbrown/> and subscribe. In addition, we will continue to use School Messenger to share information. To meet with any staff member, including administrators, we ask that you call or write ahead to make an appointment so that we can be best prepared to meet your needs and the needs of your child.

On the next few pages, you will see some updates and important beginning of the year information. Please take time to review some of the actionable items. Please let us know if you need any support with them.

We are excited for another successful year!

*Ms. Dalley, Ms. Sheahan and the staff of Guy Brown School*



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## Information and Consent Forms

There are forms that should be completed by caregivers as soon as possible. All these forms can be found on the Parent Portal. Please contact our office if you need support with Parent Portal.



Please return the following forms by **Wednesday, September 15, 2022.**

- Nutrition Break Form
- Early Closure and Emergency Evacuation Form
- Permission/Agreement
- Student Information Verification

## Kindergarten

Just a reminder that JK will start on Tuesday with a scheduled visit and SK will start on Wednesday. Classroom teachers have scheduled meetings for our JK students.

## Meet the Staff

Meet the Staff Night is an important event here at Guy B. Brown. However, as class reorganization is likely at the end of September, we will hold the date for early October. More detailed information will follow.

## Class Placements

Although we hope not to have a reorganization this year, please keep in mind that current class assignments are tentative and some changes may need to be made. Changes are made based on student enrollment, school organization, and class cap or average sizes. We will keep families informed of any possible changes that may need to occur.

## Cell Phone Policy

At Guy Brown School, we are focusing on learning and active participation during instructional time. In the past few years, we have observed an increase in phone use during instructional time. This year, students will have an opportunity to store their phone during instructional time either in their locker or a classroom storage space. There will be times when a teacher may ask them to use their phone for educational purposes (Kahoot, research, etc.). Students will have access to their phones during both Nutrition Breaks.

## Safe Arrival Program

When a student is absent, or arrives late, parents/guardians are asked to let the school know before 8:35 a.m. Please continue to use the Safe Arrival Program to notify the school about absences and late arrivals. Safe Arrival can be found on the Parent Portal, or you can download it to your phone.



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## **Arrival and Dismissal**

Please drop off and pick up your child at the designated assigned doors for their class. If you need to make alternative plans for a drop-off/pickup, please let the office know.

1. Our arrival bell is 8:35. Supervision begins in the morning at 8:20.
2. Dismissal is at 2:55. Supervision is available until 3:10.
3. Grades 4-8 will enter the doors on the playground by the parking lot between 8:20 and 8:35. Students will proceed to their classroom until the arrival bell rings.
4. Grades 1-3/4 will line up outside before the bell and classroom teachers will support entry at 8:35.
5. Students in classes F5A, F6A, and 56A will line up outside the portables.
6. Kindergarten students will line up in the Kindergarten play area.

## **Nutrition Breaks**

If a student is leaving the school property during a Nutrition Break, they must have permission first. The Nutrition Break Form needs to be completed on the Parent Portal before they can leave school. Students bringing outside food items from restaurants and convenience stores will be asked to consume these items during the designated lunch time. Items that are not consumed or finished should be stored in the student's locker until dismissal.

If you have decided that you would prefer to have your child stay at school and only leave the property a few times during the year, please send an email to the classroom teacher or office.

## **Students with Medical Needs**

If your child has a life-threatening allergy or has a medical condition for which they require medication or special accommodation while at school, please contact the office. Please note that medication cannot be administered without proper documentation. Documentation needs to be updated yearly.



## **Dogs on School Property**

Walking to school with our dogs is a great form of exercise. However, please ensure that your dog is on a leash and is off school property during school hours. This includes arrival and dismissal. Thank you in advance!

## **Anaphylaxis**

*Under the new Anaphylaxis Policy, parents must inform the homeroom teacher and office, in writing, if their child has severe, life-threatening allergies, as we need to ensure that safety precautions are put into place.* Guy Brown school is a Peanut/Nut Safe school, as we have several students with life-threatening allergies to peanuts and/or nuts. Working together we can help ensure the safety of all our students.

## **Cancellation of School Operations – Emergency School Closing Information**

School operations may be cancelled due to severe weather conditions. In rare situations, school may also be cancelled due to situations including a prolonged hydro interruption or city-wide emergency.



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The Hamilton-Wentworth District School Board makes every effort to decide to cancel school operations by 6:00 a.m. in order to inform the media by 6:30 a.m.

Schools may close during the day in rare situations. The Board makes every effort to avoid cancelling school operations after 11:00 a.m. If schools are to be cancelled after school has started, the media will be notified and students will be dismissed according to the instructions contained in the attached Early Dismissal Plan.

Parents are recommended to check for current emergency information with the following local media outlets or call the Cancellation of School Operations Hotline.

<b>Radio Stations: 900 CHML CKOK 820 CHAM 102.9 K-Lite FM</b>	<b>TV Stations: CH TV-CH Morning Live</b>
<b>Cancellation of School Operations Hotline 905-521-2535 Board Website: <a href="http://www.hwdsb.on.ca">www.hwdsb.on.ca</a></b>	

The School Board's policy on the cancellation of school operations states that:

***It is the parents' responsibility to decide whether it is safe for their child/ren to attend school. It is the responsibility of parents to arrange alternative home arrival plans if their child/ren cannot go home during an unscheduled school cancellation. The parent is expected to clearly explain the alternative to the child and to inform the school, in writing, of the alternative arrangements. Parents are requested to provide the school with any changes to these arrangements throughout the school year.***

When an emergency closing occurs, phone lines at the school must be kept open for quick and efficient exchange of information and possible emergency situations. Calls home cannot be accommodated.

Your child needs a designated place to go if school closes. Please ensure that, if the home of a neighbor or family member is the destination selected, that person will be expecting to receive your child.

Please complete the Emergency Closure form on the Parent Portal as soon as possible.

## **School Council**

Our first school council meeting will be September 22<sup>nd</sup> from 6:00-7:00. More details are to follow.



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## Lunch Box

We will continue to have Lunch Box Day once a week which will include Pita Day, Sub Day, and Pizza Day. Our program will start in October and more details are to follow in the next few weeks.

## Volunteer in School

All volunteers in HWDSB schools must provide a new Vulnerable Sector Screening every three years. We want everyone at HWDSB to be safe in our buildings and on school outings, and the updated Vulnerable Sector Screening is one way we can protect our students.

The *Criminal Records Act* requires that Vulnerable Sector Screening be conducted for individual positions. Therefore, schools are not permitted to accept a screening document that has been done for another organization.

Volunteers must also sign a current offence declaration each year, in between Vulnerable Sector Screening updates. This form will be provided by the school office each year.

In addition to the Screenings and Declarations, we ask that volunteers complete an application form that will support us in deciding how you can best support our school and students.

We will have orientation sessions throughout the year to share school information and routines with our volunteers. Please stay tuned for our first session at the end of September.

Volunteers are needed in many areas of our school. We need support with our Lunch Box Program, Library/Learning Commons, Trips, and in some classrooms. If you are interested in volunteering, please contact the office and we will give you all the needed information.

Thanks again for your continued support!