

STAFF HANDBOOK

2023-2024



Brookville Elementary School

3 Blue Pride Drive
Brookville, Ohio 45309
937-833-6796
937-833-5354 (FAX)

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Absence / Leave Procedures

It is your responsibility to contact the Sub Hot-Line for any professional leave, sick leave, personal leave or field trips that will require a sub in your classroom. Heidi Etter is the sub coordinator for the district. You can contact Heidi at 572-0094. Please call the Sub Hot-Line and leave your name, the date(s) that you will be absent, whether you will be absent full or half days (AM or PM), and what subject you teach. If you are ill, please be sure to notify Heidi by 6:00 am the day of the illness. Calls the night before are welcomed if known absence is eminent for the next day or days. This allows more time to obtain a substitute. Please provide a list of how your class would be divided in the event a sub is not available.

It is essential that you notify Heidi as soon as you have planned your leave day. **Please note on the top of the leave form the date and time you called the Sub Hot-Line. Do not wait for the leave slip to be approved.** It is easier to cancel a sub than find one at the last minute. Please give her as much notice as possible. Be sure that you continue to fill out leave forms for each day you will be absent. Turn in the completed form to the office. Staff may wish to call or email lesson plans to Mrs. Taylor or Mrs. Staggs for your substitute to follow.

Arrival / Departure for Staff

Staff is to arrive at the building no later than 8:00 am. Upon arrival, staff is to sign in, check their mailboxes, and open their classrooms. From 8:45 -9 am teachers are to be in their designated supervision area or near their classroom **and** checking the hallways in the vicinity of their classroom. Faculty may leave after 3:30 pm. If you are leaving early, please sign out (show the time) and let the office know you are leaving. A copy of the sign-in sheets are sent to the Board Office weekly.

*Reminder – Students begin entering the building at 8:45 am.

Assemblies

Assemblies are held throughout the school year. All faculty members must attend assemblies unless their absence has been approved in advance from the principal. Teachers who do not have classroom responsibilities need to confirm in advance with special teachers that they are staying with students to make sure that all students are properly supervised. Attendance is to be taken and proper conduct is to be maintained.

Attendance Procedures for Students

Each teacher is responsible for checking attendance in each class during the school day. **Morning attendance must be submitted to the office by 9:30 am every morning.** STUDENTS ARE NOT PERMITTED TO TAKE ATTENDANCE! Teachers should look over the morning attendance list prepared by the office to become aware of those students who are to leave early and those who are absent.

- *Prearranged Absence*

An “Absence Request Form” may be completed by the parent when an absence is inevitable. ***Please allow students to make up as much work as possible prior to the absence.*** Students will be given the same number of days as missed, not to exceed five school days, to make up the missed work. **Please remind students that vacations are not excused absences.**

- *Early Dismissal*
If a student has a valid and acceptable reason for leaving school early, he/she should bring a signed note from his/her parent or guardian stating the reason for his/her early dismissal. This note should be presented to the office before school begins.
- *Make-Up Work*
Each student is given a period of time equal to the number of days of absence to make up work. Excusable reasons for absence would be: personal illness, illness in the family, death in the immediate family, religious reasons, prearranged absence and extenuating reasons approved by the administration.

Auditorium /Cafeteria /Gymnasium or Library Reservations

When choosing to conduct activities in the auditorium, cafeteria during the school day the area must be reserved in advance. Most can be reserved through Mrs. Hinds. With BHS, please contact the following individuals according to the area being reserved:

Auditorium – Mrs. Jess Sewert (HS Secretary) – Ext. 2103

Cafeteria – Mrs. Debbie Robbins (Food Service Manager) – Ext. 2610

Requests for areas needing to be reserved for after school use (including the gymnasium) should be directed to the Student Activities Director, Mr. Brian Sprada at Ext. 2110.

Behavior Referrals

- *Office Referral Forms** – These forms are for referring students to the office for extreme behaviors or repetitive behaviors that have not corrected themselves after you have already called parents, assigned detentions, used contracts and tried other alternative methods to help a student correct their behavior. Students should never be sent to the office with these forms. When necessary, send the form to the office in an envelope with another student.

***PLEASE NOTE** – When you write on a referral form it becomes a legal document! It should always be objective and state the student’s actual behaviors.

Bullying/Harassment Policy

As required for the safety of all students and staff members, Brookville Local Schools has created and adopted a very specific Bullying/Harassment Policy. Teachers are to become familiar with this policy and the forms to be filled out should the need arise. The policy is located at the end of the handbook. Teachers are expected to read through the policy and follow it as stated.

Care of Building and Equipment

The physical setting for learning has been provided at a considerable expense to the taxpayers of the Brookville School District. The teacher is responsible for the area in which he or she is assigned.

Equipment and furniture assigned to a room will remain in the room and will not be transferred from the room except through the administrator in charge of the building. Yearly inventory is kept of all non-fixed items for all classrooms. Small details of housekeeping that teachers need to give attention to are:

1. Windows should not be opened as it affects the heating/air conditioning system.
2. Classroom door windows are not to have more than 50% of the window covered.
3. Lock your classroom doors and windows whenever you are leaving for any length of time.
4. DO NOT LEAVE MONEY IN ROOMS.
5. Report to the custodian those repairs which need to be made by a custodian using the request forms located in the workroom. Any other repairs need to be reported to the principal. Technology repairs must be reported using the on-line technology support form on the Brookville Website.

Teachers in charge of equipment are responsible for making sure that the equipment is well cared for and available at all times. All valuable equipment and equipment easily carried away must be kept locked (especially true of technology).

Child Abuse and Neglect

Any time that an employee of the Brookville Local School District suspects child abuse or neglect, they are **required by law** to contact Children's' Services at 937-224-(KIDS)5437. In cases such as these, be sure to discuss the situation with the building principal and/or nurse.

Class Pick-up

All teachers are responsible to pick up students on-time from lunch and specials.

Computer Software

The software used in all school computers is licensed and can only be installed on school-owned computers. Teachers should **NOT** install software they have purchased for their own computers onto school-owned computers. Teachers should NOT install or run any software brought in by students. Unless the school owns a license for the software, it is illegal to install the software on school computers.

Computer and district Internet use is intended for professional practice. Staff should refrain from personal technology use in accordance with Board Policy.

Conferences/Accountability/Communication

Parent-Teacher conferences are held after first quarter report cards and again after third quarter interims. Communication with parents is very important to the progress of our students. At any time a student's performance begins to drop or the teacher sees a problem with behavior, it is expected that the teacher will communicate with the parent. Teachers may use phone calls, e-mails, notes and face to face to conferences to enhance communication. Progress Book is another area where teachers can include comments and concerns. Please log dates and types of parent communications. Teachers are to be professional in all dealing with parents. If at any time a parent becomes disrespectful during a meeting or phone call, the communication should be professionally ended and the principal should be notified.

Please note that teachers are expected to add comments to interims and report cards. Both the parent and student should know what needs to be improved. In addition to concerns, it is recommended that teachers contact parents for positive reasons.

Copyright Laws

Be familiar with the copyright laws as they pertain to education. Information regarding copyright laws with music, video files, as well as, print materials are to be used in accordance with all copyright laws and regulations.

Cumulative Records

A cumulative folder is filled out completely for every child who enrolls at Brookville Elementary School. Every teacher should become acquainted with the information on these records. Cumulative folders are **not** to be removed from the office without permission from the principal.

Dress Code (staff)

It is important that staff members present a professional image at all times. T-shirts, sweatshirts, gym shoes, flip-flops and shorts of any length are not professional dress and are not permitted.

On the 1st,3rd & 5th Friday, it is acceptable to dress in a casual manner. However, a professional appearance must be maintained. Jeans are only acceptable on paydays and should be worn with an appropriate shirt and shoes. Non Brookville T-shirts and sweatshirts, gym shoes and flip flops are not appropriate. Collegiate wear including T-shirts and sweatshirts will be acceptable on those days as well.

Emergency Drills

In the case of an emergency be aware of designated locations for students that are in your care. Also be sure that signs are clearly posted in your room for how to exit in the event of a fire or tornado. In this handbook is a **Quick Reference School Response Guide**. Please keep it handy in the event of an emergency or drill and make sure that substitutes know where to find it.

In the case of a tornado drill teachers are to exit the room with their students and go to their designated safe area. Be sure that the safe area sign is posted in your classroom. Once your class is in its safe area be sure to take accurate attendance and keep students quiet in case of further directions.

In the case of a fire drill, you should have a class roster. Report missing students immediately.

Employee Rights

The employee must report any work-related injury or illness to the building principal as soon as possible after the event. You will be provided with Workers' Compensation claim forms, filing procedures and a first report of injury (BWC) form, as well as an OSHA injury report form. It is the employee's responsibility to complete or have completed the forms and return them to the Director of Business Operations, Jeff Requarth. Mr. Requarth can be contacted at the Transportation office at extension 3011.

All of our local hospitals are Bureau of Workers' Compensation (BWC) certified providers. If these conditions are *not* met and you seek medical treatment with a non-certified bureau provider, *you will be responsible for your medical bills.*

Evaluations

As part of the Ohio Teacher Evaluation System, each teacher will either participate in the Full OTES or the OTES Off-Cycle evaluation process this year. Any teacher letter of retirement approved by the Brookville Board of Education prior to Dec. 1st, without the intent of rehire, will be exempt from the OTES process. The specific requirements of the full OTES and OTES Off-Cycle are

Teachers wishing to be considered for continuing contract must submit a “**Continuing Contract Request**” form (located in the workroom) to the principal no later than October 1st of the contract year.

Field Trips

Field trips will be approved on a very limited basis (one per school year).

1. Field trips must be approved by the principal and must state reason for the trip and coordination with state academic content standards.
2. Secure a transportation request form from the mailroom or office **AT LEAST 30 DAYS IN ADVANCE OF THE TRIP** if school bus transportation is to be used. Complete the appropriate form and return to the office.
3. Have one chaperone for every 10 students. The teacher is to sit in the rear of the bus and the accompanying chaperone in the front. Parents may attend as chaperones with administrative approval.
4. Secure signed consent slips from parents. **THE EMERGENCY MEDICAL CONSENT FORM MUST BE FILLED OUT PRIOR TO THE TRIP. NO STUDENT MAY MAKE THE TRIP UNLESS THE TEACHER HAS THIS FORM.** The teacher takes and keeps the forms with him/her on the trip. Turn them in to the office upon return. Telephone permission in lieu of a signed slip is NOT accepted.
5. The school nurse must be notified of the field trip and it is the teacher's responsibility to review all medical concerns prior to the trips. Students with emergent health issues must either carry medication or be accompanied by a staff member, nurse, or their parent who is carrying their medication for the duration of the trip.
6. **Prior to each trip teachers/coaches should prepare 3 copies of a roster that shows all students and chaperones who will be going on the trip. The roster must include each person's birth date.** On the day of the trip the teacher/coach should cross off names of any student who will not be going. A copy of this updated list **MUST** be given to the bus driver, the school secretary and the teacher/coach should keep a copy for themselves. **The driver will not be permitted to leave school property without this roster!!**
7. Provide some definite activity for the students left behind. If a student is to miss the trip, this must be discussed with the principal and parents.
8. End your trip on time.
9. All pupils who go on a field trip must return to the school with the group unless the parent has arranged to meet the pupil and a signed request has been approved by the principal or

athletic director. **That student's name must be removed from the roster that has been given to the bus driver for the return trip.**

10. Integrate the field trip experiences into future class activity and discussion.

Hospitalization and Medical Benefits

At the beginning of each school year, the Board of Education gives the teachers an opportunity to secure medical insurance. Please contact the board office if you have any questions.

IEPs/504s

Every teacher has a legal obligation to become knowledgeable about the IEP/504 of any student on his/her class roster. **All documented accommodations and modifications MUST be acted upon for the student.** A record of these actions and their success level should be noted so that appropriate feedback can be given at the student's next conference or re-evaluation meeting.

If you printed a hard copy, it should be kept in a locked cabinet and away from where other students can access it. At the beginning of each school year, you will receive a digital copy of IEPs and/or 504s belonging to students in your class. Throughout the year, you will be notified and receive new copies of IEPs and/or 504s as they are changed or updated. If you lose your copy or need new access to a digital file, please contact the Student Services Office at extension 1038.

Intervention

Reading Intervention is required for any student who was "not on-track". Intervention may occur during the school day or after school. Teachers are expected to be aware of students who need intervention and ensure that intervention is taking place. All interventions are to be documented and turned into the office by May of each school year. The names of students who received intervention and the area where they received it are required for EMIS submission at the end of each school year.

Lesson Plans

- *Philosophy – Lesson plans serve 3 important purposes.*
 1. Detailed plans lead to EFFECTIVE instruction.
 2. Detailed plans are necessary for a substitute teacher.
 3. Lesson plans give the administrator an opportunity to follow the teacher's progress and planning.

- *Policy*
 1. The building principal will require plans to be turned into them every Monday morning.
 2. In case of absence, it is the responsibility and duty of each teacher to have lesson plans, seating charts, class lists, and other needed instructions available to the principal at least one-half hour prior to the time classes begin.
 3. The building principal has the authority to require what they need in terms of a lesson plan and/or instructions for substitutes for each teacher in their building.

- *Content*

Lesson plans must contain the following items:

1. Objectives with referenced benchmarks, standards and/or indicators.
2. Procedures (introduction, group work, worksheet/assignments, closing).
3. Evaluation & assessments (includes assignments, homework, tests, quizzes).

LPDC (Local Professional Development Committee)

Our district has an LPDC that assists teachers with getting their Individual Professional Development Plans (IPDPs) submitted and approved so that license renewal can occur as needed. It is the teacher's responsibility to make sure their documentation is appropriate and submitted on time. However, there are building representatives that can assist you with questions. Guidelines for the IPDP process have been created by the LPDC and are on the Brookville Website. A flowchart and IPDP checklist are in the back of this handbook to aid staff in the steps to follow when needing to renew your license.

Media Center

Teachers may sign up for their class to attend the library. Students may be sent to the library to conduct research, or work on computers.

Meetings

- *Staff Meetings*

Staff meetings may be set up on as needed basis. There will be one set up for state testing protocol and procedures in late winter or early spring. Professional development will occur during team and department meetings as well as STAR days and PD days. Information may be disseminated through email. Please make sure to read the weekly bulletin each week.

- *Team Meetings*

Team meeting will take place each Thursday morning. Please submit notes to the building principal.

Movies

Students are **ONLY** allowed to view videos that are rated "G" without parental permission. Students **MUST** have a parent permission slip signed before watching a "PG" movie. Movies must connect to the curriculum and are limited to twice per year.

Planning / Conference Period

The planning period is the time set aside for preparing materials, organizing lessons, assessing instruction, recording student progress, and communicating with parents, students, and other staff members on related school matters. Teachers may leave the building, but must notify the office and sign out and in again upon return.

NOTE – In the event substitute teachers cannot be secured, teachers may be called upon during their planning period to take charge of an absent teacher's class. Every effort will be made to avoid this.

Playground Supervision

The role of playground supervisors is managing, directing, overseeing, and maintaining a safe environment at all times. Staff should take different areas to supervise. Reporting for duty on time and remaining on duty for the entire period is required. **There should be at least two teachers on duty at all times.**

Outdoor play is an important part of the school day. Thus all children are expected to go out unless it is raining or extremely cold. On days when the wind chill factor is below 20 degrees, recess will be cancelled. On these and other bad weather days, each teacher is responsible for his/her own class during the indoor recess.

Professional Records

It is your responsibility to see that your professional record folder in the Superintendent's office is kept up-to-date. Transcripts showing additional college credit, new certificates, change of address and other relevant data should be turned in as required. Remember that Professional Development report forms must be filled out after attending a seminar or workshop. These forms are on the district website and should be turned into the board office.

Psychological Records for Students

All psychological files are kept in the guidance offices.

Purchases

Requisition forms must be filled out for administrative approval BEFORE purchases can be made. Non-authorized purchases will not be reimbursed; therefore, each teacher is cautioned against making any payments, purchases or "on approval" inspections without approval. Do not assume the Board will pay! Use requisition forms which may be obtained in the workroom. Make certain you list the complete name and address of the company from which you order. Be specific about the item description, catalog number, author's name, copyright dates, editions, etc. and the price. Sign the form and return to the office. Emergency purchases must have the principal's approval and must carry an advance purchase order number issued by the Treasurer, with the Superintendent's approval. All purchases should be made using cash or check (not credit card). All are due prior to spring break.

RTI (Response to Intervention)

Response to Intervention is a model used to describe the process of ensuring that all children are successful with learning the prescribed set of standards for their grade level. It begins with regular instruction that you provide in the classroom. When a student begins to struggle, the RTI model would expect that you as the classroom teacher "intervene" by trying something different or additional with this child. If these interventions do not help the child correct the problem, RTI expects that you document what you have tried and how you know it did not work. At this point, the IAT examines your documentation and determines what additional intervention could be done to assist the child. This is then put in place and tracked to see if the child is improving. If the child shows no improvement, the team continues to look at different interventions that can be tried. This continues until the child shows improvement by closing their learning gaps or until the team has enough documentation to determine that the child may need special education services because no intervention to this point has closed the learning gap.

It is expected that BES teachers monitor students closely. As soon as a child shows signs of struggling teachers are expected to give extra assistance to the student and the parent should be contacted. In addition, the teacher is expected to monitor the progress of the student so they can show whether the intervention they are doing is helping. The guidance counselors, intervention specialists and administrators are all available to assist teachers in their attempts to intervene with students who are struggling.

Safety/Supervision

Please understand that our parents send their children to school with the belief and understanding that staff members will provide a safe environment and monitor behavior and actions at all times. It is expected that teachers take this seriously. Staff members are to establish safe expectations and procedures for their classrooms, the hallway, restrooms, the cafeteria and outdoor activities/recess and make sure these guidelines are being followed at all times. Staff members need to be alert to any unusual activities, items or even student conversations that may indicate that something could present an unsafe situation. Immediate action should be taken and when in doubt contact the office and we will assist you with the situation.

School Closings / Delays

Staff will be notified by phone regarding delays or closings. Local TV/radio stations will also announce delays and closings.

ONE-HOUR DELAY – We are probably going to have school but roads/visibility warrant some caution. Leave home at your regular time because it could take longer to arrive. Please use caution and arrive before the students.

TWO-HOUR DELAY – Conditions are not very good, but we will have school if at all possible. DO NOT leave at your regular time because the conditions will be assessed again. Please wait at least one hour past your regular time to leave. A decision will then be made as to whether we will close or not.

SCHOOL CLOSED – Enjoy the day off. If you must come in, please do so after 12 noon.

Student Evaluation

Brookville Schools are on a nine week grading period. Students and parents need to know what will be expected. Be specific as to what assignments will be included and make sure that all students understand how you will arrive at your grades. A copy of your grading plan should be distributed to each student at the beginning of the year.

- *Interim and Report Card/ Progress Book and Distribution Dates*

Dates for Progress Book entries for this school year are at the back of the handbook.

- *Homework*

Homework is a necessary part of our educational program. Assignments should have a specific purpose and be related to the learning objective(s). Homework allows students to practice essential skills, and gain confidence in their own abilities. Therefore, assignments should be appropriate to the grade level and the abilities of the students involved. The purpose of homework, in terms of the goals of a program, should be clear to the student when assigned, the work corrected when returned, and both the strengths and weaknesses of his/her work

communicated in ways which provide for improved performance. It is important for each teacher to acquaint his/her students and their parents with the homework procedures that are to be followed. Homework should never be used as a form of punishment. Please be reasonable with the amount of homework assigned and take into consideration what other teachers are assigning for daily homework and major projects.

- *Progress Book / Grade Books*

1. Teachers are expected to post grades **WEEKLY** so that parents have access to their child's current progress.
2. Keep records up-to-date so you will have sufficient recorded information to back up any grade that might be questioned. Examinations taken at the conclusion of the course should be stored for a minimum of one month. This will afford the student/parent the opportunity to see the test and ask appropriate questions.
3. Grades should be appropriately labeled (quiz, homework, test, class work, standard etc.)
4. Make sure that there is no doubt how the average grade for the quarter is obtained.
5. Attendance and tardies are to be recorded.
6. A minimum of one grade per week is required (B.O.E policy).

Student Discipline

This is a responsibility of all staff members and administration. Please be familiar with the Board of Education adopted code of student conduct. Teachers must keep informed of behaviors that are distracting from the educational process.

Grade level teams should:

1. Establish expectations and consequences for student behavior.
2. Review, post and distribute expectations to students.
3. Submit a copy of expectations to the administration. This is a valuable resource in determining what steps the staff has already taken in order to correct unacceptable behavior.

Student Services

- *Guidance*

All teachers are encouraged to refer students to the counselor whenever there is a concern or need that has been noted. Counselors are available to assist teachers whenever needed and need to be made aware when a student is failing to progress as expected.

- *Health and First Aid*

In the case of sudden illness or accident, teachers need to notify the office immediately and are asked to administer only emergency first aid until someone qualified to administer the necessary aid arrives.

1. In order for a student to receive any medication at school, including over the counter medications, a medication form from a doctor is required.

2. Any illness or injuries must be referred to the office. Staff members **must** complete an “Accident Report Form” for any injury and turn it into the office. The school nurse will be notified, if available.
3. Students are not to go the clinic without a referral from a teacher. A teacher’s referral is a pass to the office. Teachers are asked not to send students directly to the nurse unless it is an emergency. A clinic pass will be given to the student in order to be admitted back to class.
4. The teacher should never attempt to diagnose or prescribe treatment; however, the teacher may administer first aid when necessary.
5. When first aid is given, an ACCIDENT REPORT IS TO BE COMPLETED IMMEDIATELY and given to the nurse or office personnel.

Supervision

Teachers are expected to supervise students at all times. In addition, teachers are assigned other supervisory duties on a rotating basis. These may include am and pm bus duties, hall supervision, lunch supervision, arrival and dismissal duties, and recess duties. Teachers are expected to be on time and must get a replacement if they cannot serve their duty for any reason.

Supplemental Materials

All books, pamphlets, supplemental texts or articles, other than the Board approved textbooks, assigned by teachers for reading in any course of study in the Brookville Local Schools shall be submitted to the administrator for approval. Those articles submitted and not approved by the administration shall not be used in the classroom or assigned for outside reading. Furthermore, students shall not be required to read or buy a specific book, pamphlet or article if the pupil or his parents raise religious or moral objections. Brookville Local Schools have established a policy concerning book removal from the library.

Technology Use

Teachers are to abide by the acceptable use policy and board policy for technology use including but not limited to: “Staff members shall not access social media for personal use on the District’s network, and shall access social media for educational use only after submitting a plan for that educational use and securing the principal’s approval of that plan in advance.”

Textbooks

Many thousands of dollars are spent each year to keep our textbooks up to date. The life of a textbook is expected to be five years. The following procedure should be used in the distribution of textbooks:

1. Obtain textbook assignment sheets.
2. Record the number of the book issued with student’s name.
3. This sheet will be made out in duplicate. The teacher will keep the copy and turn the original into the office by the end of the first week of school.
4. Record the condition of the text issued, using the following;
 - A. New - New books
 - B. Good - Books in good condition showing little wear. Also new rebound books.
 - C. Fair – Books showing considerable wear but with covers and pages intact.
 - D. Poor – Books in poor condition with frayed covers and torn pages.

At the end of the term, books will be collected and the condition checked. Marring, defacing, writing on the edges of pages or on the cover, removal of pages, etc. will result in a minimum charge of five (\$5.00) dollars. Lost or severally damaged books will result in the student being assessed a charge to replace the book.

Visitors to BES

Our school may have parents, community members and educational professionals visit during school hours. Guests are expected to stop in the office to sign-in and receive a visitor's badge that hangs on a lanyard. This should be displayed at all times they are in the building.