

Welcome to Birchwood



We are very pleased to have your child attend Birchwood Intermediate in September. It is an exciting time for you and your child to enter this new phase. We know it can also be a little intimidating to start a new school with new rules and procedures. We hope this information sheet will answer some questions to help your student have a smooth transition. Please contact the school at 368-6870, at any time if you have additional concerns.

The First Day

Reassure your children that they come through the front doors and walk straight to the cafeteria. Our teachers will be there to greet them and take them to their classes. They will stay in their homerooms all morning with their homeroom teacher going over rules and expectations, making up schedules, getting books and lockers sorted out and touring the school. In the afternoon, they will go to classes and teachers will assist them in getting around the school. The majority of classes will take place on the grade seven floor which is the top floor of the school.

The School Day

Students are asked to be at the school between 8:00 and 8:30. At this time they can enter the cafeteria and partake in our free breakfast program. At 8:35 they will go to their home rooms for announcements and prepare for the day. Students return to homerooms after lunch every day. Home room teachers will be your main contact. They will keep you up to date on the progress of your children and conduct all the parent teacher interviews.

Daily Schedule

8:35 – 8:50	~	Home Rooms
8:50 – 9:20	~	First Block
9:20 – 9:50	~	
9:52 – 10:22	~	Second Block
10:22 – 10:52	~	
10:52 – 11:00	~	Break
11:00 – 11:30	~	Third Block
11:30 – 12:00	~	
12:00 – 12:40	~	Lunch
12:40 – 12:45	~	Home Rooms
12:45 – 1:15	~	Fourth Block
1:15 – 1:45	~	
1:45 – 2:15	~	Fifth Block
2:15 – 2:45	~	
2:50 ~		Buses Leave

**Please note, there may be some minor changes to the schedule the 2017-18 school year.*

ATTENDANCE

- Regular attendance is important to succeed. Attendance is taken at 8:35 am and at 12:45 pm by the homeroom teacher and recorded on Student Achieve System. Parents can access this information by logging into SAS Students and will receive an auto notification if we have your e-mail on our system.
- Please call, e-mail, or write a note if your child is absent. If you have to pick up your child during the school day, please use the sign out sheet in the office.
- Students will be held accountable for being late or unexcused absences.

LUNCH

Break 10:52-11:00 Students have time to eat a snack, go to washroom, and have a snack.

- Lunch: 12:00-12:40 Grade seven students stay on grounds. Cafeteria have daily specials. There are 4 microwaves available. Grade eight and nine students are permitted to go off grounds for lunch. Many choose to stay and take advantage of the intramural program or other options.
- ***Lunch hours may vary for the 2017-18 year.**
- Options: Gym, Computer, Clubs, Library, Activity Room, Cafeteria or outside on grounds.

**There will be times, at the discretion of administration that we will offer an “off grounds” lunch to students. Prior notice will be given to students.*



School Supplies

- pens & pencils
- Duo-tangs in a variety of colors (10-12)
- binders (2-3)
- homework scribbler
- loose leaf
- calculator
- writer’s Notebook
- erasers
- pencil crayons
- markers

*Students are required to change for gym classes. Gym is a part of their educational program and participation is mandatory. Please ensure you child has gym wear- t-shirt, sweats/shorts and sneakers.

Student fee (\$ 30per student, \$40 per family) Fees are mainly used to offset materials for specialist courses and to subsidize costs of field trips and presentations.



School Expectations



Please refrain from wearing revealing or clothing with inappropriate comments/graphics

Hats or purses are not to be worn to classes

No cell phones, cameras or other electronic devices during instructional time unless permitted by teachers. Students are expected to keep these devices in their lockers. A student phone line is available for use in the office.

Laser devices, lighters, pocket knives or any items deemed as dangerous or illicit are prohibited

Skateboards/scooters are not to be used on school property

Refrain from taking large sums of money or other valuables to school.

Tips for a Smooth Transition

Get Involved.... Extra-curricular activities, clubs, and sports are open to everyone and are a great opportunity to develop skills and meet new people

Be Prepared.... have your books and supplies for class, keep extra pencils on hand, have gym clothes ready

Follow School Rules.... dress code, cell phones use, notes for absentees, staying on grounds

Use Time wisely.... stay focused in class, complete homework and projects on time, study for tests, and ask for help. Review, Review, Review

Embrace Changes... understand and accept that your circle of friends will change. Be open to making new friends. Don't believe or spread rumors

Be Respectful.... to all staff, fellow students, school property and to yourself.

Other Information

- Nut free/Scent free policies
- Anaphylactic Medical Plans

Busing concerns please contact Melissa Dejeffer (569-0597)

We are looking forward to having your children start with us in September!

Have a great summer!