

Families Guide to a Successful Year

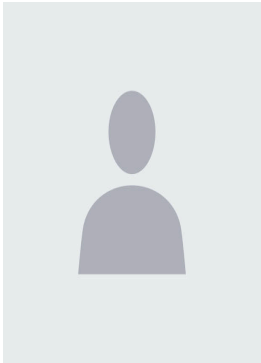


Meet Our Team

Office Staff



Trish Mactaggart
Head Office Assistant
2003*



Faten Fawaz
Front Office Assistant
2005*



LaVonne Burrтт
Assistant Office Assistant
2004*

Administration



Ashley Shaw
Principal
2000*



Mathieu Dotzenroth
Vice-Principal (A-J)
2001*



Andrea Morrison
Vice-Principal (K-Z)
2002*

Guidance Team and Support Team



Lori Dales
Acting Head of Guidance
(A-J)
2019*



Jim Maxwell
Guidance (K-Z)
2040*



Marsha Penfold
Lead SST



Devon Armstrong
Lead LST
2020*

Department Heads



Kailey Probst
Department Head
English, ESL, Languages



Kate Dunbar
Department Head/Athletics Director
Physical Education, Art, Technology



Steve Tanti
Department Head
Mathematics, Science & Computer Science



Emma Waldman
Department Head
Canadian & World Studies, Humanities, Social
Sciences, Business, Library

About Us

Brookfield High School is a dynamic and caring school community with a range of wonderful programs and opportunities for students. Collectively our goal is to assure that students feel safe, included and supported so that they can thrive academically and socially. The OCDSB’s 2023-2027 Strategic Plan’s mission is “to build a learning community that provides students with equitable opportunities to reach their potential and develop into respectful, creative, and knowledgeable community members who contribute to society.” All Brookfield High School staff are committed to learning, wellbeing and social responsibility.



Student attendance strongly correlates to student success. Brookfield values the importance of students being in class on time consistently - this is where great learning happens.

What happens when my child is late or misses a class?

If a student is late or absent, the teacher will mark the student late and parents will receive an automated phone call unless excused by parent/guardian

How do I excuse my child for an illness/appointment?

If you know your child will be away from school for illness or appointment please contact the school absence line at: brookfieldhs@ocdsb.ca or call the school at 613-733-0610.

To sign your child out of school - please call or come in directly to the main office; your child will be called directly out of class to meet you.

To sign your child back into school - please call or come in directly to the main office; your child will receive a slip to return to class.

*****Please see appendix for flow chart guide in the appendix on various lengths of absences *****

What do we do when we will be traveling for longer than a week during the school year?

Students are expected to travel during the Winter and March Break period. When extenuating circumstances arise requiring students to travel during the school year - they are to pick up an extended travel form from the main office or guidance. Teachers will indicate work to be completed while away on the form. This form must be signed by the student, parent and the Vice Principal prior to travel.

Please note that we are an in person school and students are responsible for making up and seeking additional help as needed for missed instructional time.

Parents are strongly encouraged to contact various members of our school team throughout the school year. The following chart outlines various members of our school team, and how they can help.

All inquiries related to school absences, lates, and school records please contact the main office.

*** Students who are 18 years and older become primary contacts for the school. Should an 18+ student wish to also include their parents as contacts, they must complete a form in the main office indicating continued communication with families ***



Important School Contacts

Classroom Teacher	Guidance Counsellor/Learning Support Teacher	Vice Principal/Principal
<ul style="list-style-type: none">- questions about subject content and student progress in class.- academic concerns and classroom/behavioural concerns and questions- inquiries and additional feedback on assignments, tests, and learning skills.	<ul style="list-style-type: none">- questions/communication on students' emotional well-being, career planning, and subject choices- feedback and help with learning needs or special education needs.- collaboration on accommodations and liaising with teachers	<ul style="list-style-type: none">- questions or inquiries on the school's operations, policies, and student discipline- questions or concerns around serious behavioral or academic concerns and school-wide decisions- inquiries or feedback about safe and inclusive school environment.



Hall Passes

When students are out of class, they are to have a hall pass indicating they have the teachers permission to be out of class.

Lunch Hour/Restaurants

Brookfield’s lunch hour is from 11:40-12:30. Students may eat in various parts of the school, purchase food from our cafeteria, or may walk to the local restaurants to purchase food. Students do NOT have time to bus from the school to Billings Bridge during the lunch hour.

Personal Media Devices

Students are allowed to bring Personal Media Devices to school (Smart Phones); however, the use of personal media devices is restricted during teaching time and are for learning purposes only.

At the start of each class, all devices are put on silent and stored in a safe place as directed by the teacher, devices may be used for learning purposes only, as directed by the teacher.

Should the use of a Personal Media Device present a problem during class time, the classroom teacher or Vice Principal will work with the student and family to develop an appropriate response.

Staff and students are not to take pictures, videos, or recordings of others without their consent. Students with medical or learning exceptionalities which require the consistent use of a device will work with their VP and parents on specific accommodations.

Student Safety and Well Being

Brookfield prides itself on by a diverse and inclusive community. We do not tolerate instances of bullying, harassment, or hate. Should a student be concerned about their physical or emotional safety, or wish to report an incident of bullying, harassment or hate/racism they may speak with a trusted adult or use the anonymous safe schools reporting tool.

School Parking Lot

All students and members of the Brookfield community are expected to drive in a safe and respectful manner in our parking lot. Students who have a drivers license and will be parking at school must get a parking pass from the main office.

Students will have their progress of their learning shared 3 times each Semester as an Initial Learning Update, Mid-Term, and Final Report Card. These will be sent by email and **families will need their child’s Ontario Education Number (OEN)** to access these documents digitally. OENs can be found on previous report cards or by contacting the main office.



For the 2025/26 school year paper copies will be sent home as well.

Reporting Timelines 2025/26

Report	Date sent home
Initial Learning Updates	Thursday October 9th
Mid-Term Report Cards	Friday November 14th
Semester 1 Report Cards	Tuesday February 10th
Initial Learning Updates (Semester 2)	Thursday March 12th
Mid-Term Report Cards (Semester 2)	Wednesday April 22nd
Semester 1 & 2 Final Report Cards	First Week of July (only sent through email)

Appendix - Absence Flow Chart

