



## **CLEARBROOK SCHOOL HOURS**

8:45 am - Welcome bell  
10:20 am - Recess begins  
10:35 am - Recess ends  
12:05 pm - Lunch bell eating period  
12:20 pm - Lunch bell outside time  
1:50 pm - End of outside time  
2:46 pm - Dismissal

*\*Office Hours 8:15 am-3:45 pm*

## **CLOSED CAMPUS**

Please take note that Ecole Clearbrook Elementary School is a closed campus. Our district's Administrative Procedure 301-Access to Students is meant to regulate access by any person or organization to students in the Abbotsford School District.

### **All visitors, including parents/guardians/caregivers, must:**

- Report to the office and sign-in
- Obtain and display a visitor badge while at the school
- Return visitor badge and sign-out before leaving

## **CLASSROOM COMMUNICATION**

Teachers welcome frequent communication with parents. Feel free to contact your child's teacher to set up a suitable time to talk about your questions and/or concerns.

### **If Problems Arise**

- **First** - talk to the classroom teacher, before talking with others. If you are not satisfied...
- **Then** - talk to the principal.

If you are still not satisfied, then phoning the School Board Office @ 604.859.4891 may be the next step.

## **SCHOOL COMMUNICATION**

### **Clearbrook Elementary Website**

Bookmark our school website for essential information such as calendar events and important announcements. All content in the *Newshub* on our website is also available on our AbbySchools App.

### **AbbySchools App**

Download the AbbySchools App and follow our school to have important calendar events and announcements from our website available right on your phone. This is a great tool to keep up-to-date with important events happening at our school. Never miss another important deadline!

### **Clearbrook Elementary Facebook Page**

Another great tool to keep connected to our school with frequent updates and reminders.

### **Friday Email Reminders**

Parents that have given permission for email correspondence will receive a weekly reminder email every Friday outlining the important events coming up for the following week. Check your inbox!

## **STUDENT ABSENCES-3 WAYS TO REPORT**

Every morning & afternoon, teachers take attendance in the classroom. If your child will be absent or late, please use the automated student attendance management system 'Safe Arrival' to report your child absent or late. 3 ways to report:

1. Use the SchoolMessenger app
2. Use the SafeArrival website [go.schoolmessenger.ca](http://go.schoolmessenger.ca)
3. Call 1.844.487.3701

We use the SchoolMessenger automated notification system to contact parents whose child is absent when the absence is not reported in advance. The automated notification system will attempt to contact parents at multiple contact points until a reason is submitted for the absence. Your cooperation in reporting student absences is appreciated.

**LATE STUDENTS** should check in at the school office with their parent/guardian to be signed in before going to class.

### **Student Absences-Long Term**

On occasion, parents withdraw students from school for extended periods. When an extended student absence is contemplated, the parents/guardians are asked to contact the school principal as early as possible prior to the departure date. Consideration should be given to the impact of an extended absence on the educational progress of the student. Work packages may be requested but are provided to parents solely at the discretion of the principal in consultation with the classroom teacher.

## **STUDENT HEALTH AND SAFETY**

### **\*\*PEANUT & TREE NUT FREE SCHOOL\*\***

Due to students who are severely allergic to nuts (both tree nuts and peanuts), we ask that you do not send to school any food items that contain nuts for lunch or snacks.

**If a child is too sick to go out at recess and lunch, he/she is too sick to be at school. Sick children need to stay home until they are feeling better.** In fairness to our other students and staff members, please do not send your child to school if there are definite signs of ill health in the morning. We do not have the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Our policy is to get sick children home as soon as possible. Our practice will be to call parents and/or emergency contacts and ask for the student to be picked up.

**Emergency Contact Numbers:** Make sure the school has your current phone number for home/mobile and work and a local emergency contact number. Also, please inform the office of any changes to these numbers throughout the year.

**Illness or Injury at School:** When a student becomes ill at school, we will make every effort to contact parents/guardians. This is when it becomes important that we have current contact information and emergency contact information on file. In any case of illness or injury, no students should go home on their own initiative but should seek assistance at the office. Accidents and emergencies are to be referred to the office immediately.

**Administration of Medication to Students at School:** We are trying to maintain a uniform, safe, and efficient way of dispensing medication at school. If your child requires medication to be administered at school and you have not filled out the required form "Request for Administration of

Medication at School”, please contact our office and request a form. Please have the form completed by your doctor, sign it yourself and return it to the school as soon as possible. This procedure complies with District procedures regarding medication to be administered at school. This form refers to medication taken on a regular or emergency basis. If there are any questions, please contact our school.

### **FIELD TRIP, FEES AND FINANCIAL HARDSHIP**

Curricular field trips offer a wonderful opportunity for students to extend their learning. At Ecole Clearbrook we will ensure that all students have the opportunity to take part in these meaningful learning experiences. At times, a fee may be requested to assist in covering transportation and/or admission costs. If this request places a financial hardship on your family, please speak in confidence with the classroom teacher or principal. All children will have full access to these learning experiences and these fees will be covered with school funds if parents are temporarily unable to pay the required fee.

### **SCHOOL FEES**

#### **Pay fees online with Schoolcashonline**

School fees such as planners, field trips and athletic fees can be paid for online. Registered parents/guardians can see their payment history and print receipts for their child. Register at <https://abbotsford.schoolcashonline.com>! It takes less than 5 minutes and once registered you will receive email notifications of new items that are posted.

*\*please note that schoolcashonline is for school fees only, not PAC fundraisers*

#### **Fee Payment Procedures**

Parents that are unable to pay online must come to the office to pay for fees. Please do not send money with your child. Also note that the office does not have any change to give.

### **PARENT VOLUNTEERS**

Parent volunteers help make our school a better place.

**Please note: Any volunteer working near or around children will need to have a criminal record check on file at our school PRIOR to volunteering.** This applies to ALL volunteers regardless of the amount of time spent volunteering. Check out the parent/student section of our website for more information.

Volunteer opportunities include on the PAC Executive, in the classroom, on field trips and supervising students at lunch time (paid position). Volunteer packages are available in the school office.

### **PARENT ADVISORY COUNCIL**

The purpose of the Parent Advisory Council (PAC) is to promote and support education and to contribute to a sense of school community. PAC meetings give parents and school staff a time and place to talk about how to work cooperatively. **All parents and guardians of students registered at Ecole Clearbrook Elementary are voting members of the PAC.** The PAC makes recommendations regarding: School Growth Plans, learning resources, school spirit, money matters, including fundraising and needs.

### **PAC EXECUTIVE 2022-23**

President: Wai Obert  
Vice President:  
Treasurer: Kiran Mann  
Secretary: Joty Sidhu  
DPAC: Gina Atwal

**PAC Email:** [clearbrookelementarypac@gmail.com](mailto:clearbrookelementarypac@gmail.com)

### **SCHOOL PLAN 2022-23**

Ecole Clearbrook Elementary’s school goal for the current year is to improve all students’ achievement in literacy. Our school website content and PAC meetings will provide more specific information throughout the school year. For further information, also see:

<https://clearbrook.abbysschools.ca/school-plan>

### **BEFORE & AFTER SCHOOL SUPERVISION**

Teacher supervision starts at 8:35 a.m. **Please do not send your children to school before that time**, except for before-school sports team practices or childcare.

Children must go home as soon as they are dismissed by the classroom teacher or sports coach. A teacher is on duty until 2:56 pm. Children are not allowed to play on the playground after 2:56 pm unless supervised by a parent.

### **LUNCH PROCEDURES**

Lunch time supervision is provided by paid adult supervisors. Unless students regularly go home for lunch, all students must remain on the school grounds. We emphasize a litter-free environment and each student will be expected to take responsibility for maintaining it.

***\*If a child is too sick to go out at recess and lunch he/she is too sick to be at school. Sick children need to stay home until they are feeling better.***

### **OUTSIDE/INSIDE DAYS**

Due to the number of rainy days we experience throughout the winter months, inside days will only be deemed necessary when it is raining hard. Please ensure students come to school appropriately dressed for outside weather. Students are required to come with coats and proper shoes to go outside when it is raining or snowing. On inside days, students are expected to remain in their classrooms, find a quiet activity to occupy their time and keep their voices down (no yelling or screaming). Occasionally, special activities (sports, art club etc.) may be offered by a supervised adult.

### **BICYCLE SAFETY**

Parents are asked to review bicycle safety with their children. **Helmets are REQUIRED by law.** Please make sure their bicycles are safe. Bikes must be walked on school grounds and parked and secured with a lock in the bike rack at the front of the school.

### **ROLLERBLADES/SKATEBOARDS/SCOOTERS**

For safety reasons students are not allowed to roller blade, skateboard or scooter on school property.

## **PARKING LOT SAFETY**

Clearbrook Elementary's parking lot gets very busy! There are not enough parking spaces for all staff and families. When possible, families are encouraged to walk to school. There are pathways from Clearbrook Park and Clinton Ave that are accessible. There is a limited Drop Off Zone by the main office of the school. DO NOT park and leave your vehicle in a drop off zone. DO NOT double park and/or block other vehicles in the parking lot. DO NOT park or block the cross walks. Thank you for cooperating to make afternoon pick-up as quick and as safe as possible.

## **STUDENT PLANNERS**

Teachers use different ways to communicate with parents. Planners are one such valuable communication tool. Planners are used to make daily entries, as well as parents and teachers can use them for home and school communication. Planners should be brought to school daily. Please check and initial the planner each day and refer to this handbook section of the planner to help answer any questions you may have.

## **HOMEWORK**

Homework shall be monitored and assigned by individual teachers. Teachers may assign homework to practice a skill, to complete work or projects, and to read regularly. However, students also need time to play and participate in community activities such as sports teams, clubs and music programs. School district policy recommends the following homework schedule:

**Kindergarten**-Homework should not be assigned to Kindergarten students. There is a strong connection between parental involvement and student achievement. As a result, families are encouraged to engage in early learning activities such as playing, talking and reading together in English or in the family's first language.

**Grades 1 to 5**-There is a strong connection between daily reading to or with elementary children every day and student achievement. As a result, homework assigned in the early grades shall more often take the form of reading, playing a variety of games, having discussions and interactive activities such as building and cooking with the family. In the late Primary and Intermediate grades, effective homework may begin to take the form of independent work. In both cases, homework assigned for completion, practice, preparation or extension should be clearly articulated and differentiated to reflect the unique needs of the child.

## **TELEPHONE USE BY STUDENTS**

We discourage student use of our school phone in all but EMERGENCY situations because we feel it is important that lines be left clear for school business. School phones cannot be used by students to make plans for after school activities with their friends; this should be done at home the day before.

## **STUDENT VALUABLES & PERSONAL ITEMS**

Students are strongly discouraged from bringing valuables including cell phones, gaming devices, iPads, expensive

clothing articles, toys and playing cards to school. Items are brought to school at the owner's risk; the school is not able to cover losses/damages. These items also often lead to problems between students. We ask for your cooperation in having children keep such items at home unless they are specifically requested by the teacher.

The School District believes that the use of cell phones and other multimedia devices by students should in no way interfere with the safety and privacy of students and staff. All such personal devices must be stored out of sight during school hours unless required by individual classroom teachers for approved educational purposes.

## **LOST & FOUND**

All lost and found items will be placed on the "Lost & Found" bin located in the hallway near the office. Small items such as jewelry and glasses are kept in the office. Parents are strongly encouraged to check the lost and found throughout the school year. At school breaks and the end of the school year, all unclaimed items are donated. *Please label your child's jackets, gym strip etc. to help reduce the amount of misplaced clothing.*

## **STUDENT DRESS CODE**

Students must dress appropriately for school. School district policy states that students "*must not wear attire which is distractive or offensive and does promote the use of alcohol, tobacco, narcotics and stimulant drugs.*" Beach or backyard wear, such as clothing which leaves the midriff bare and short shorts, are not permitted. Shirts must also have suitable graphics which are not offensive. We would like to have your support in not allowing students to wear hats or caps in the school.

## **INDOOR SHOES**

Students are required to have **two pairs of shoes**: one outdoor pair and "inside only" **non-marking sole** shoes to be used as indoor/gym shoes. Due to health concerns, bare feet are not permitted at any time.

## **LEARNING SUPPORT SERVICES**

Learning Support Services (LSS) assists students who need extra academic support from a specialist teacher. Referrals are made by the classroom teacher; the School Based Team, including teacher representatives and the principal to determine long- and short-term Learning Support Services.

## **ELL SERVICES**

The English Language Learners (ELL) program helps children develop their English language skills. ELL teachers do four things, depending on students' individual needs and development:

- monitor the progress of all ELL students
- work with some children in the ELL room
- work with students in the classroom
- help teachers with classroom programs

## **SCHOOL LIBRARY**

We encourage children to visit our school library regularly. Our collection of books and magazines is growing. All classes have regularly scheduled library periods and teachers can schedule additional times. Students can take out one to three books at a time depending on their age level. Lost and/or damaged books must be paid for at the office before students can sign out anymore.

## **PHYSICAL EDUCATION PROGRAM**

Ecole Clearbrook's Physical Education Program emphasizes active living through participation in a variety of movement activities, including games, gymnastics, dance and team sports.

### **These are the Physical Education guidelines:**

All students are required to have indoor runners with non-marking soles. Due to health and safety concerns, bare feet are permitted during gymnastics only. Runners should be sturdy and good to exercise in. Please do not send your child with tie up runners if they do not know how to tie their own shoelaces.

Kindergarten to Grade 3 students do not change clothing for PE, however, they are expected to dress comfortably and to have proper indoor runners with non-marking soles.

Students in Gr 4 & 5 are expected to have proper gym clothing to change into: T-shirt, shorts and indoor runners with non-marking soles. When PE is held outside, children wear their outside shoes, which should be sturdy runners. Students keep their gym clothing in a bag at school from Monday to Friday.

Full participation in all aspects of the program (including swimming and skating) is expected. If medical reasons prohibit your child from participating, please send a brief note with your child on that day or for the time period involved.

## **AFTER SCHOOL PROGRAMS**

### **Intermediate Sports Team Games:**

Sport events at Ecole Clearbrook usually start around 3:00 pm and end at 4:15 pm.

### **Events At Other Schools:**

Sometimes students have games at other schools. Parents are responsible to get their own child to and from games at other schools. Every child riding in the car must have a seat belt. Parents, please be on time to take the students to the game, and to pick them up after the game. When students go to other schools, they are a representative of Clearbrook Elementary; we expect excellent behavior and sportsmanship.

### **Spectator Expectations:**

When students are watching a game at our school or at other schools, they are encouraged to cheer on the teams that are playing. Students will be asked to leave if they swear, show poor sportsmanship, or are disrespectful. Your cooperation in reinforcing this at home would be appreciated.

## **STRONG START AT ECOLE CLEARBROOK ELEMENTARY**

Strong Start is a free, drop-in early learning program for preschool-aged children who are accompanied by a parent or caregiver. Qualified early childhood educators lead learning activities, including stories, music and art to help children get ready for success in kindergarten. Parents and caregivers attending Strong Start centres can expect to participate in organized sessions like story time, in play activities, and in serving a healthy snack. They are likely to discover new ways to support their children's learning at home, and may make valuable connections with others in the community who are also attending the centre. You will need to present a copy of your child's birth certificate to register. Come as often as you wish. Stay as long as you like! **The program is open every day that school is open: Monday through Friday from 8:30 to 11:30 a.m. in Room 106.**

## **LITTLE CUBS PRESCHOOL AT ECOLE CLEARBROOK ELEMENTARY**

Little Cubs Preschool is a licensed facility open to all families in our community. It offers a variety of recreational, educational, instructional and developmental programs. The program is available for children from 30 months to 5 years of age. The hours of operation are from Monday through Friday from 12:30 to 3:00 p.m. More information is available at the office.

## **EMERGENCY RESPONSE DRILLS**

Fire, earthquake, and lockdown drills are held on a regular basis throughout the year to practice student safety procedures.

## **EMERGENCY CLOSURE OF SCHOOL**

Schools will be closed to ensure the greatest possible level of safety for students and staff during emergency situations which could include bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes and other causes that may endanger students and staff. The Superintendent is responsible for all decisions relating to school closures.

***To keep our phone lines open, please utilize one of the many other information mediums below and do not call our school to ask if we are open.***

In the event that inclement weather causes the Abbotsford School District to close schools, either prior to the start of the school day or due to worsening weather conditions during the school day, parents will be notified by AUTOMATED PHONE MESSAGES and announcements will be made on the following media outlets by 6:00am:

-District/School Websites ([www.abbyschools.ca](http://www.abbyschools.ca));

-Our Abby Schools App

-Twitter @AbbotsfordSD

-Facebook @AbbotsfordSD

-Instagram @AbbotsfordSD

Local Media Stations

-Country 107.1 FM

-STAR 98.3 FM

-NEWS 1130 AM

-CKNW 980 AM

- CBC 690 AM
- Punjabi Radio 1550 AM
- Red 93.1 FM
- Jack 96.9 FM
- City TV
- Abbotsford News

#### Opt-In to Receive Text Messages

Parents/guardians can now take advantage of SchoolMessenger's Text Messaging Service! Our school district utilizes the SchoolMessenger system to deliver important information about events, school closings, safety alerts and more.

***Families can participate in this free service just by texting the word "JOIN" to our school district's short code number, 56360.***

### **ECOLE CLEARBROOK ELEMENTARY CODE OF CONDUCT**

**Purpose:** At Ecole Clearbrook we want all children to feel safe and secure both physically and emotionally. Through shared responsibility involving home, school and community, we strive to provide a safe, positive and orderly environment where all students can learn and grow as citizens. Our code of conduct takes into account the rights, freedoms and responsibilities of both individuals and the school community and clarifies expectations for acceptable and unacceptable behavior.

#### **Conduct Expectations**

Our code of conduct at Ecole Clearbrook is designed to teach children to make choices which show that they:

- Care about others, themselves and their school.
- Use manners and appropriate social interactions that are polite and respectful.
- Dress with dignity as outlined in the dress code.
- Display the qualities of a positive leader including being kind, safe, respectful and responsible.

It is understood that as students become older, more mature and move through successive grades, expectations of increasing responsibility and self-regulation will be evident. This may lead to increasing consequences for inappropriate behavior. Students are responsible for respecting the rights and dignity of others free from discrimination as set out in the B.C. Human Rights' Code.

#### **Acceptable Conduct**

While going to and from school and while attending any school function students are expected to:

- demonstrate with words and actions, respect for self and others
- be honest, forthright and kind
- respect the property of others and the school
- help make the school a safe, caring and orderly place
- inform an adult of any unsafe behavior including bullying, harassment or intimidation
- attend regularly and punctually
- work to the best of their abilities and act in a way that brings credit to their family and Upper Sumas Elementary
- be aware of and obey all school rules and guidelines.

#### **Unacceptable Conduct**

Unacceptable conduct is behaviour that:

- interferes with learning of others
- interferes with an orderly environment
- creates unsafe conditions
- acts of: bullying, harassment, or intimidation (including cyber-bullying)
- physical violence and aggressive play
- profane, demeaning or offensive language
- retribution against a person who has reported something to an adult
- illegal acts, such as: having or sharing an illegal or restricted substance, having or using a weapon, stealing or damaging property.

#### **Consequences**

The severity and frequency, age and maturity of the students are taken into consideration when unacceptable conduct occurs.

- responses to unacceptable conduct are consistent and fair
- disciplinary action, whenever possible, is preventative and restorative, rather than merely punitive
- students, as often as possible, will participate in the development of meaningful consequences for acts of misconduct and ways to make it right.
- unacceptable conduct may result in suspension from school as governed by the School Act.

#### **Communication**

School staff has a responsibility to inform other parties of a serious or reoccurring breach of conduct. For example:

- parents of student who breaks the rules
- parents of the student victim
- school district officials as required by board policy
- police and other agencies as required by law
- all parents in a situation deemed by the principal to be important to reassure members of the school community that school officials are aware of a serious situation and are taking appropriate action to address it.