



Ten-Broeck Elementary School

Student and Parent/Guardian Handbook

TEN-BROECK ELEMENTARY SCHOOL HOURS

8:35am – Welcome Bell
8:35am – 8:55am – Soft Start, Breakfast Program
10:25am – Recess Begins
10:40am – Recess Ends
12:10pm – Outside Play – Divisions (1-8)
12:40pm – Eating Period for All Students
12:55pm – Outside Play – Divisions (9-17)
2:28pm – Dismissal

CLOSED CAMPUS

Ten-Broeck Elementary School has a closed campus policy. All visitors, including parents/guardians/caregivers, must:

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

There is adult supervision 10 minutes prior to the morning bell, and 10 minutes after the dismissal bell.

QUESTIONS AND CONCERNS?

COMMUNICATION PROCESS

Teachers welcome frequent communication with families. 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/vice principal. If you are still not satisfied, then phoning the School Board Office at 604-859-4891 may be the next step.

SCHOOL COMMUNICATION

The Ten-Broeck Elementary Website has essential information such as calendar events and important announcements. Those who have given permission for email correspondence will receive a regular communication that includes important events on the horizon.

STUDENT ABSENCES - 3 WAYS TO REPORT

Every morning and 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. There are 3 ways to report:

1. Use the SchoolMessenger app
2. Use the SafeArrival website
go.schoolmessenger.ca
3. Call 1-844-487-3701

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

LATE STUDENTS who arrive after our morning soft start at 8:55am must check in at the school office with their parent/guardian to be welcomed in before going to class.

FEELING UNWELL

If your child is sick, they need to stay home until they are feeling better. In fairness to them, our other students and staff members, please do not send your child to school if there are obvious signs of illness in the morning. Good health is necessary for effective learning. Our policy is to get sick children home as soon as possible. Our practice is to call parents/guardians and/or emergency contacts and ask for the child 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 or injured 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 maintain a uniform, safe, and efficient way of dispensing medication at school. If your child requires medication to be administered at school and you must have the required form "Request for Administration of Medication at School" completed by your doctor, signed by yourself and on file at the school. 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.



Ten-Broeck Elementary School

Student and Parent/Guardian Handbook

FIELD TRIP, FEES AND FINANCIAL HARDSHIP

Curricular field trips offer a wonderful opportunity for students to extend their learning. At Ten-Broeck 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 office. 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

All School fees are paid online. We can no longer accept cash. Registered parents/guardians can see their payment history and print receipts for their child. Register at <https://abbotsford.schoolcashonline.com>. It's a quick process and once registered you will receive email notifications of new items that are posted.

PARENT/GUARDIAN VOLUNTEERS

Parent/Guardian 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. If you are interested in volunteering at the school this year, you are strongly encouraged to get a criminal record check as soon as possible. Current processing times can take up to 6 weeks. Criminal record checks are completed through the School Board Office.

Volunteers will need to show 2 pieces of I.D - 1 primary and 1 secondary. The School Board Office is located at 2790 Tims St, V2T 4M7.

VOLUNTEER DRIVERS

If parents/guardians are driving students other than their own child to or from a school sanctioned event, they must complete a Volunteer Drivers Application form from the office. This form must be approved by the Principal prior to driving students, other than your own.

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 Ten Broeck 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. For more information, email them at : tenbroeckpac1@gmail.com or join their Facebook group – Ten-Broeck Elementary School.

Our PAC Executive for 2024/2025

President – Crystal Andrew
Vice-President – Carmen Whitford
Secretary – Preet Kainth
Treasurer – Sarjeet Kaur
DPAC – Crystal Sholz

SCHOOL PLAN 2024-25

Ten Broeck Elementary's inquiry for the year is:
Can we improve the reading performance of our students by implementing research-based reading strategies in conjunction with classroom self-regulation strategies with a school wide focus on trauma informed practice and relationship building?

BEFORE AND AFTER SCHOOL SUPERVISION

Supervision is provided for 10 minutes before and after school. Please do not send your children to school before that time.

LUNCH PROCEDURES

Lunch time supervision is provided by paid Noon Hour Supervisors. Teachers have intermediate students as monitors to help supervise during the eating period.

At this time, we expect students to:

- talk quietly
- remain seated until dismissed
- clean up after themselves
- treat each other and the school with respect

Gum and pop are not permitted at school. We emphasize a litter-free environment and that each student will be expected to take responsibility for keeping our school and grounds clean. Please pack children's snacks in re-useable containers whenever possible.

OUTSIDE/INSIDE DAYS

Outdoor days: Students are outside for the entire recess and lunch unless they are involved in a supervised indoor activity. Please make sure your child is dressed appropriately for the weather conditions. All days are outdoor days unless there is an Environment Canada weather warning.



Student and Parent/Guardian Handbook

Indoor days: In the event that there is a weather warning, students are to find a quiet activity to do in their classroom.

BICYCLE SAFETY

Parents/Guardians are asked to review bicycle safety with their children. Helmets are REQUIRED by law. Our school grounds are a busy place at pick up and drop off. Bikes must be walked on school property and parked and secured in our bike cage at the back of the school.

ROLLERBLADES/SKATEBOARDS/SCOOTERS

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

PARKING LOT SAFETY

Please remind your children of parking lot safety. We recognize it is a very congested place at pick up and drop off. Please do not leave your Please consider parking down the road and walking your child to class. Please do not park in the fire lane. Thank you for cooperating to make drop off and pick up as safe as possible.

ENTRANCE/EXIT DOORS

Each classroom has an assigned entrance/exit door to be used: morning, recess, lunch, and after school. Please pick up and drop off at this assigned door.

HOMEWORK

School District policy on homework for Kindergarten to Grade 5 students is as follows:

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.

Caregivers can support learning by:

- establishing a nightly reading time
- setting aside a particular time and place to study
- taking an interest in what the student has learned that day

TELEPHONE USE BY STUDENTS

School phones are for business and emergency situations. 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 should not bring 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.

ACCESS TO SAFE ZONES

Access Zones have been reinstated around K-12 public and independent schools to protect students, staff, and families from disruptive protests. These zones, initially established under the Safe Access to Schools Act in May 2024, are now in effect during school days from 7 a.m. to 6 p.m. and during extracurricular activities. Police are empowered to arrest or issue tickets to anyone obstructing access, disrupting educational activities, or intimidating individuals within 20 meters of school property. We remain committed to ensuring that schools are safe environments for all students and staff.



Ten-Broeck Elementary School

Student and Parent/Guardian Handbook

STUDENT USE OF PERSONAL DIGITAL DEVICES IN SCHOOLS

We believe in promoting on-line safety and a focused learning environment. Students are expected to:

- refrain from inappropriate computer usage and/or multi-media devices
- refrain from using personal digital devices during instructional time or during any school sponsored activity such as an assembly or presentation by a guest speaker unless given the express permission of the school administrator/teacher.

A personal digital device is any personal digital device that can be used to communicate or to access the internet, such as a cell phone or a tablet.

LOST & FOUND

All lost and found items will be placed on the "Lost & Found" rack located in the hallway near the Library. Small items such as jewelry and glasses are kept in the office. Parents/Guardians 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 and hoodies 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 distracting or offensive and does not promote the use of alcohol, tobacco, narcotics and stimulant drugs." Shirts must also have suitable graphics which are not offensive.

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.

EMERGENCY RESPONSE DRILLS

Fire, earthquake, and lockdown drills are held on a regular basis throughout the year to practice our 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);
- 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 5
- 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.