

# BRADNER ELEMENTARY SCHOOL

**“Living, Learning, Growing”**

## **STUDENT HANDBOOK 2024-2025**



**“Home of the Bulldogs”**

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*Mission Statement: To provide every individual with the opportunity to develop the knowledge, skills, and attitudes required for lifelong learning*

## Principal's Message

### Welcome to Bradner Elementary School!

At Bradner Elementary, we cherish our strong sense of **community**, recognizing that our school is more than just a place of learning—it's a place where relationships flourish and a sense of belonging is fostered. Let me share with you the heartwarming aspects that make Bradner truly special:

1. **Deep-Seated Traditions:** Our roots run deep, reaching back into the late 1800s. Bradner Elementary is steeped in history, and we take pride in preserving the traditions that have shaped our school over generations. These time-honored customs connect us to our past and inspire us to create a bright future for our students.
2. **Generational Bonds:** Bradner isn't just a school; it's a shared experience across generations. Many of our past pupils still reside and work in the area, forming a tight-knit community. It warms our hearts to see students, parents, and even grandparents who once walked our hallways, continuing to contribute to our vibrant neighborhood.
3. **Living and Working Together:** Bradner Elementary is more than an educational institution—it's a hub where students from the past still live and work. Their commitment to our community reinforces the idea that learning extends beyond the classroom. We celebrate their achievements and value their ongoing involvement.
4. **Clubs and Opportunities:** We believe in nurturing well-rounded individuals. That's why Bradner offers a plethora of clubs and extracurricular opportunities. From art and music to science and sports, our students can explore their passions and develop essential life skills. Our intra-mural sports program encourages teamwork, fitness, and friendly competition.
5. **Parent Advisory Council (PAC):** Our PAC is the heartbeat of our school. Comprising dedicated parents, it plays a vital role in supporting and sponsoring various extracurricular activities. Whether it's organizing fundraisers, planning events, or advocating for student needs, our PAC members are true champions for our community.

6. **Our Dedicated Staff:** Behind every successful school are passionate educators. Our staff members work tirelessly to provide valuable educational opportunities. They champion strong literacy and numeracy programs, ensuring that our students have a solid foundation. But it doesn't stop there—our teachers also create hands-on experiences, sparking curiosity and creativity. Additionally, we prioritize Social and Emotional Learning (SEL), recognizing that a child's well-being is essential for their overall growth.

In closing, Bradner Elementary School isn't just a place of learning; it's a place where memories are made, friendships blossom, and futures take root. Bradner Elementary School stands as a testament to the enduring spirit of learning, collaboration, and shared memories. As we move forward, we remain committed to preparing each child for a bright and promising future. Thank you for entrusting us with your children's education and for being part of our Bradner family! Together, we'll continue to nurture hearts, minds, and dreams.

### School Plan

Our school plan is based on the Spiral of Inquiry model developed by Dr. Judy Halbert and Dr. Linda Kaser. This model supports schools in taking an inquiry-oriented, evidence-based approach to learning and teaching, focusing on making the education system more equitable.

Our school's plan aligns with the Aboriginal Enhancement Agreement, Elementary Operations Plan, and First People's Principles of Learning.

The primary objectives of our school plan are to:

**Master Critical Literacy & Numeracy:** We will continue to focus on differentiation of literacy and numeracy instruction to meet the needs of all learners.

**Explore Core and Curricular Competencies Through Inquiry:** Our school aims to foster a sense of curiosity and inquiry among students.

**Build well-being in safe, caring, and inclusive Spaces:** The school recognizes the importance of social emotional well-being and plans to support students with strategies for these areas. The goal is to increase a sense of belonging amongst students, ensure that we have equitable spaces and resources for students, and provide strategies for self and co-regulation.

## Bradner Elementary Parent Advisory Council

The Parent Advisory Council (PAC) advises the Principal and staff on parental views about school programs and activities. The PAC also communicates with parents about what is happening in the school. The PAC organizes activities and events such as the Annual Thanksgiving Turkey Trot and the Annual Christmas Skate Day, among other things. The main focus throughout the various roles is making the school experience the best it can be for our children. The success of the PAC depends on parent involvement.

The PAC meetings are held once a month. The dates of the meetings are noted on-line. All parents are welcome.

There is a strong relationship between the students, parents, and staff at our school which ensures that students have a challenging, rewarding and fulfilling year.

### The PAC for 2024-2025 is:

**President** – Jocelyn Radom (1) (403) 968-6210

**Vice-President** – Elva Lottenbach (604) 300-2835

**Secretary** – Elyse Schroeder (778) 908-2351

**Treasurer** – Ravina Gill (604) 807-4195

**DPAC Rep** – TBD

**Volunteer Coordinator** – Jill Azanza (604) 309-4902

**HOT Lunch Coordinator** –

Christine Toews (604) 615-8856 & Erica Wall (604) 996-4146

**May Day Coordinator** – Diana Madden (778) 686-2385

## Bradner Elementary School School Calendar 2024-2025

- September 3<sup>rd</sup> (Tuesday) - School reopens - 1/2 day dismissal (First Day of School)
- September 19<sup>th</sup> (Thursday) - Meet the Teacher – (5:00 -6:00 pm) (Tentative)
- September 19<sup>th</sup> (Thursday) – Terry Fox Run @ 2:15 pm
- September 26<sup>th</sup> (Thursday) – Orange Shirt Day – “Every Child Matters”
- September 27<sup>th</sup> (Friday) – Non-Instructional Day #1 – **NO SCHOOL**
- September 30<sup>th</sup> (Monday) – National Day for Truth & Reconciliation – **NO SCHOOL** in session
- October 8<sup>th</sup> (Tuesday) – Individual Photo Day
- October 11<sup>th</sup> (Friday) - Turkey Trot @ 2:15-3:00 pm
- October 14<sup>th</sup> (Monday) – Thanksgiving Day – **NO SCHOOL**
- October 23<sup>rd</sup> (Wednesday) – Parent/Teacher Conference (Early Dismissal)
- October 24<sup>th</sup> (Thursday) – Parent/Teacher Conference (Early Dismissal)
- October 25<sup>th</sup> (Friday) – Non-Instructional Day #2 – **NO SCHOOL**
- October 31<sup>st</sup> (Thursday) - Dress-up for Halloween
- November 1<sup>st</sup> (Friday) – Dress for Diwali
- November 7<sup>th</sup> (Thursday) - Remembrance Day Assembly - 11:00 am
- November 8<sup>th</sup> (Friday) – Non-Instructional Day #3 – **NO SCHOOL**
- November 11<sup>th</sup> (Monday) – Remembrance Day – **NO SCHOOL**
- November 12<sup>th</sup> (Tuesday) – Photo Retakes
- December 12<sup>th</sup> (Thursday) - Christmas concert at 1:30 and 6:00 p.m. (Tentative)
- December 13<sup>th</sup> (Friday) – Report Card (Learning Updates) #1
- December 20<sup>th</sup> (Friday) - Last day before Christmas break
- December 23<sup>rd</sup> 2024– January 5<sup>th</sup> 2025 - (Monday-Friday - 2 weeks) - Winter Vacation/Christmas Holidays
- January 6<sup>th</sup> (Monday) - School re-opens
- February 13<sup>th</sup> (Thursday) - Valentine’s Day (Wear red/white/pink)
- February 14<sup>th</sup> (Friday) – Non-Instructional Day #4– **NO SCHOOL**
- February 17<sup>th</sup> (Monday) - BC Family Day – **NO SCHOOL**
- February 19<sup>th</sup> (Wednesday) – Parent/Teacher Conference (Early Dismissal)(Evening Conferences)
- February 20<sup>th</sup> (Thursday) – Parent/Teacher Conference (Early Dismissal)
- February 26<sup>th</sup> (Wednesday) – Pink Shirt Day
- March 7<sup>th</sup> (Friday) – Report Card (Learning Updates) #2
- March 14<sup>th</sup> (Friday) - Last day before Spring Vacation / Wear Green St. Patrick’s Day celebration
- March 17<sup>th</sup> -28<sup>th</sup> (Monday-Friday) - Spring Vacation – **NO SCHOOL**
- March 31<sup>st</sup> (Monday) – School Reopens
- April 17<sup>th</sup> (Thursday) – Non-Instructional Day #5– **NO SCHOOL**
- April 18<sup>th</sup> (Friday) - Good Friday – **NO SCHOOL**
- April 21<sup>st</sup> (Monday) - Easter Monday – **NO SCHOOL**
- May 16<sup>th</sup> (Friday) – Non-Instructional Day #6 - **NO SCHOOL**
- May 19<sup>th</sup> (Monday) - Victoria Day – **NO SCHOOL**
- June 11<sup>th</sup> (Wednesday) - West Zone Track and Field Meet at Rotary Stadium (tentative)
- June 19<sup>th</sup> (Thursday) – Sports Day @ Bradner (tentative)
- June 26<sup>th</sup> (Thursday) - Last Day for Students/Year End Assembly/Final Report Cards (Learning Updates)
- June 27<sup>th</sup> (Friday) - Year-end Closing - (Last Day for Teachers) **NO SCHOOL**



## Expectations for Everyone

Rather than publish a list of things we shouldn't be doing, it is more positive and productive to simply state:

### **“Do what is right and considerate”**

This summarizes what we are all about at Bradner, working to provide a safe and nurturing environment for everyone. We expect our students to conduct themselves in an appropriate manner while at school, on their way to and from school, or at school sponsored functions. “Doing the right thing, at the right time, for the right reason” makes us a SMART Bradner Bulldog. (Safety, Manners, Attitude, Responsibility, Thoughtfulness).

#### **Introduction**

School boards and schools are entrusted through the School Act with authority to establish codes of conduct. While recognizing the autonomy of these bodies and acknowledging the efforts they have already undertaken to ensure school climates are as positive as possible, the provincial standards described below are provided to assist them in developing consistent and coherent policies and practices in their communities. Students are responsible for respecting the rights and dignity of others in learning environments free from discrimination as set out in the B.C. Human Rights' Code (issues related to gender, race, religion, and sexual orientation) and becoming actively and productively involved in their own academic learning and social growth. Although most schools have codes of conduct in place, it is expected that all British Columbia schools will revisit existing codes and/or develop new codes of conduct reflecting the provincial standards. (Safe, Caring and Orderly Guide, page 15)

#### **Statement of Purpose**

The purpose of the Code of Conduct is to establish and maintain a safe, caring and orderly environment for purposeful learning at Bradner Elementary School. All students, who we believe have primary responsibility for their actions, are expected to follow the Code of Conduct. We encourage, teach, and model self-control and self-discipline.

#### **Student Responsibilities**

The following guidelines will help to ensure that all members of the Bradner community are able to learn, share ideas and be heard.

1. Each individual at Bradner Elementary has the right to enjoy a safe and nurturing learning environment. It is the responsibility of each member of the community to maintain that safe environment.
2. Each individual at Bradner Elementary has the right to be respected. Each individual has the responsibility to respect themselves and others.
3. Each individual at Bradner Elementary has the right to a safe and clean environment. Each individual has the responsibility to respect both school and personal property.

#### **Conduct Expectations**

1. Students at Bradner must exhibit:

**S.** afety  
**M.** anners  
**A.** ttitude  
**R.** esponsibility  
**T.** houghtfulness

1. Students are reminded that any teacher or staff member in the school has the responsibility to correct inappropriate behaviour.
2. Students will follow the classroom rules established by the teacher, with the students, for that classroom.
3. Wherever possible, students are encouraged and expected to speak up and solve issues of conflict themselves. When another student says or does something to them (or another student) that is not right, students are expected to say “stop”. If the other student does not stop, then the student is expected to go and tell an adult.

**Acceptable Conduct:** Acceptable Conduct is conduct that:

- respects self, others and the school
- helps to make the school a safe, caring and orderly place
- informs a 'tell able' adult, in a timely manner, of incidents of bullying, harassment and/or intimidation
- engages in purposeful learning activities in a timely manner
- acts in a manner that brings credit to the school.

**Unacceptable Conduct:** Unacceptable conduct can include the following, but this is not an all-inclusive list of unacceptable behaviours. Unacceptable behaviours include:

- behaviours that:
  - interfere with the learning of others
  - interfere with an orderly environment
  - create an unsafe environment
- acts of:
  - bullying, harassment and/or intimidation
  - physical violence
  - retribution against a person who has reported incidents
- illegal acts, such as:
  - possession, use or distribution of illegal or restricted substances
  - possession or use of weapons
  - theft of, or damage to property

**Rising Expectations:** At Bradner Elementary School, we believe that as children become older, more mature and move through the successive grades, we expect increasing responsibility and self-discipline from them. Consequences for inappropriate behaviour will increase with age.

### **Consequences**

#### **Minor Offences**

These will be handled "on the spot" by any staff member. Students will be made aware of how their actions were inappropriate and discuss how a better choice could have been made.

#### **Major Offences**

Major offences fall into two categories:

1. Conduct which interferes with or threatens the orderly functioning of the school or adversely affects the well-being of others.
2. Conduct injurious to the safety and/or dignity of students or staff.

Some examples of major offences are: physical abuse, open opposition to authority, stealing, vandalism, and continuous disruptive behaviour.

**The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action.**

- responses to unacceptable conduct are pre planned, consistent and fair
- disciplinary action, wherever possible, is preventative and follows the principles of Restorative Action
- students, as often as possible, are encouraged to participate in the development of meaningful consequences for violations in the code of conduct
- for major offences consequences may involve one of the following:
  - in school suspensions
  - Out of School suspensions
  - An internal Board of Review

## Notification

Most issues arising from classroom behaviour are handled by the classroom teacher.

Issues are referred to the principal after consultation with the parent has not succeeded in altering the behaviour. The principal will advise parties of serious or continuous breaches of the code of conduct. For example:

- parents of student offenders - in every instance
- parents of the student victim - in every instance
- school district officials - as required by School Board Policy
- police and/or other agencies - as required by law
- all parents - when deemed to be important to reassure members of the school community that school officials are aware of a serious situation or incident and are taking appropriate action to address it.

## Communication

- District Code of Conduct/School Code of Conduct will be communicated to all students at beginning of school year and during school assemblies
- District Code of Conduct/School Code of Conduct will be distributed to all parents for review
- School Code of Conduct will be put on school website

## Abbotsford School District #34 Code of Conduct

Expects all students to conduct themselves in a manner worthy of the respect of others:

- ❖ be honest and forthright
- ❖ treat others with respect and courtesy
- ❖ respect the property of others
- ❖ attend regularly and punctually
- ❖ work to the best of their abilities

And to promote and maintain a climate which is free of:

- lying
- cheating
- theft
- intimidation
- violence
- weapons
- prejudicial behaviour
- racism
- harassment
- illegal substances, or substances which can be abused

Conduct by any student that adversely affects a school's climate or operation, including disruption of the learning environment, shall be considered a breach of the District Code of Conduct, warranting appropriate forms of intervention that may include suspension from attendance.

## School Arrival Time

In order to ensure student safety and the prompt beginning of instruction, we request that students arrive before the warning bell of 9:05 a.m. **If your child will be unavoidably late or is absent, please use SafeArrival.** Students may enter the building at their assigned entrance door when they hear the bell (9:05 a.m.). Please ensure that your child does not arrive at school prior to 9:00 a.m. as outside supervision does not begin before this time.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

### 1. **SchoolMessenger App**

Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the

Google Play Store. The first time you use the app, select Sign Up to create your account. Select Attendance then Report an Absence.

2. **SafeArrival Website**

Using the SafeArrival website, go to: [go.schoolmessenger.ca](http://go.schoolmessenger.ca). The first time you use the website, select Sign Up to create your account. Select Attendance then Report an Absence.

3. **Toll-Free Phonecall**

Call 1-844-487-3701 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger** automated notification system to contact parents whose child is absent when the absence was 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. If our system is unable to reach the designated contacts, office staff will follow up.

If you report your child's absence in advance using the SafeArrival app, website or toll-free number you will NOT receive these notifications.

We also request all adults to check in at the office and to notify staff if someone new will be picking up your child.

If forgotten items are being dropped off at the school, please leave the item at the office so classroom instructional time is not interrupted. The office will ensure students receive these items in a timely manner.

Any Parents upon entering school grounds must check-in at the school office, sign in, the time of arrival, their purpose on school grounds, and obtain a visitor's pass. Upon leaving parents/visitors are to drop off their visitor badge and sign-out at time of departure.

### **Daily Schedule (full-time Kindergarten – Grade 5)**

9:05 a.m. Bell to enter school

9:10 Classes begin

10:45 Morning Recess (15 min.)

11:00 Bell to enter school

11:00 Classes resume

12:15 p.m. Bell - Lunch Eating (15 min.)

12:30 p.m. Bell - Noon Recess (30 min.)

1:00 Bell - Classes Begin pm

3:03 Bell for Dismissal (293 min)

### **Entrance/Exit Doors**

Each classroom has an assigned entrance/exit door to be used: morning, recess, lunch and after school. If a brother or sister needs to meet their sibling after school, meet them at their entrance door.

### **Outdoor Days**

Students should be 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 colder, wet weather. (eg. hat for any rain)

### **Indoor Days**

Students should find a quiet activity to do in their classroom. A PA announcement will tell students if it is an inside day or a choice day. On choice days, children must be dressed appropriately to go outside.

### **Lunch Time**

Lunch time supervision is provided by paid parent supervisors and the principal. Eating lunch at school is a privilege. If there are any behaviour problems, students will lose this privilege.

We expect the same manners and behaviour that would be expected in a nice restaurant. We expect students to:

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

It is important to have a diet that is nutritionally well balanced. Please send a good balanced lunch to school. Nutrition plays a significant role in: children's growth and development, resistance to disease, and children's physical and mental health. Families are encouraged to follow Canada's Food Guide to Healthy Eating which are standards established by the Ministry of Education. We ask that families do not send foods with high sugar content such as candy, pop, or energy drinks.

As much as possible, please pack children's snacks in reusable containers. This will help reduce the litter around the school. We emphasize a litter-free environment, and that each student will be expected to take responsibility for maintaining it.

### **Playground Supervision**

Teacher supervision starts at 9:00 a.m. Please do not send your children to school before that time. Children must go home as soon as they are dismissed by the classroom teacher or sports coach. A teacher is on duty (at the front of the school), until all bus students have been picked up. Children are not allowed to play on the Adventure Playground equipment after 3:05 p.m. on school days unless supervised by a parent.

### **Home and School Communication**

Teachers welcome frequent communication with parents. Feel free to contact the school to set up a suitable time to talk about your questions or concerns.

### **Bradner Website**

Please check the website blog, upcoming events, and announcement page for all school information.  
<https://bradner.abbyschools.ca/>

***As of 2023-24, Report cards are now called Learning Updates for Term 1 and 2, and a Written Summary of Learning for Term 3. These changes reflect the K-12 Student Reporting Policy which came into effect on July 1, 2023.***

### **Learning Updates**

Learning Updates provide meaningful and timely information to students and parents/guardians about student learning in relation to the Learning Standards of the Provincial Curriculum. They are intended to be formative in nature. During the school year, parents/guardians must be provided with at least 4 Learning Updates (2 Informal Learning Updates and 2 Written Learning Updates). Districts, schools, and teachers determine how they will informally communicate with students and parents/guardians. Informal Learning Updates may include, but are not limited to telephone calls, conferences, e-mails, and other means.

### **Written Summary of Learning**

At the end of the school year, Boards of Education must provide 1 written Summary of Learning to parents/guardians. The Summary of Learning will use clear and accessible language to provide information about student learning in relation to the Learning Standards of the Provincial Curriculum.

For students in grades K-8, you will receive 3 Written Learning Updates that are similar to report cards. There will now be one mark and concise, descriptive feedback in all subject areas.

Each Learning Update and Written Summary of Learning will include:

- Communication of student learning in all areas currently being studied;
- Feedback describing student strengths, areas for growth and opportunities for further development;



- Student self-reflection of the Core Competencies and student goal setting on each learning update and summary of learning;
- Information about student attendance.

Please discuss learning updates with your child(ren), celebrate their successes, and talk about ways they can continue to grow.

For more information please visit: <https://curriculum.gov.bc.ca/reporting/resources-for-parents-and-caregivers>

### **Interviews and Conferences**

If you would like to meet with a teacher regarding your child's progress, please contact the teacher to make an appointment. The sooner concerns are addressed, the better we can help your child.

Teachers often call parents in regard to information about a child's progress. We encourage parents to call as well if they have a question or concern. A quick conversation may often clarify a concern or misunderstanding.

If the telephone call does not clarify concern or misunderstanding, then please follow the following steps:

Step 1: Start with the person whose action has given rise to the concern or problem. This is the person who can best address your concern.

Step 2: If you need further assistance with your concern, your school administrator is there to help.

Step 3: If you feel your concerns are not resolved, contact an Assistant Superintendent at 604-859-4891.

Step 4: Appeal in writing to the Board of School Trustees. \*Appeals Bylaw available from Secretary-Treasurer's office.

### **When Children Are ill**

Children must not be sent to school if there are signs of ill health in the morning. Sick children need to stay home until they are feeling better. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who are ill should receive proper medical attention and should not attend school until their health has improved.

Students who become ill during the day are to inform their teacher. Our policy is to get students who are ill home as soon as possible. Our practice will be to call parents and ask that the student be picked up as soon as possible. If a parent is unable to come immediately, the parent must make an alternative arrangement. For this reason, it is important that parents keep work and emergency phone numbers current.

### **Medical Conditions**

If your child has been identified with any type of serious medical condition with supportive medical documentation (such as Anaphylaxis, Diabetes, Epilepsy, bee allergies) please let the school office know (as per School District Policy AP 327 – Medical Alert Conditions).

### **Medication for Students**

On occasion we have been asked by a parent to ensure their child receives emergency medication. Please be aware that in order to do so, we require the completion of the **AP 328-1 Request for Administration of Medication at School Form**, by the prescribing Physician.

### **After School Reminder**

Students must go directly home after school to report in. They are not allowed to remain in or around the school area unsupervised. Your help in reviewing these expectations is appreciated.

### **Bicycle Safety**

Parents are asked to review bicycle safety with their children. Students must wear bicycle helmets and make sure their bicycles are safe. Bikes must be walked on school grounds and parked and secured with a lock in the bike racks.

### **Rollerblades/Skateboards/Heely Use/Bicycles**

Students are **not allowed** to ride, roller blade, skateboard or use wheeled shoes on school grounds.

### **Emergency Response Drills**

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

Bradner has two staff members trained in first aid. If your child is seriously injured at school, you will be contacted immediately.

In the event of a natural disaster, your child will remain at school until parents are contacted and appropriate arrangements can be made.

### **Leaving School Grounds**

Safety issues are of foremost concern and therefore students are not to leave the school grounds unless the office has been notified first. After the office has been notified, students may leave the school grounds if accompanied by a parent or responsible adult.

### **Parent Volunteers**

Parent Volunteers help make our school a better place. Please let us know if you can volunteer some time in the library, in the classroom, or with any kind of fundraising. A Volunteer Form is sent home every September, please complete and return to your classroom teacher. A completion of a Criminal Record Check is also a pre-requisite to Volunteering. Criminal Record Checks are good for 5 years.

### **Classroom Expectations**

Each teacher explains rules and expectations, for their classrooms, at the beginning of the school year, and revisits them throughout the year as necessary. Classroom rules may vary slightly from teacher to teacher, but expectations and consequences will be inline with the conduct expectations and consequences described on page 3.

### **Homework Policy**

No Homework Policy

- unfinished work
- routines for practice and review

Although there is no official homework policy, getting into a regular routine of practicing and reviewing will help your child in future years. Completing unfinished work, reviewing for quizzes and practicing weekly spelling words, along with nightly home reading, are all great ways to do this.

### **Planners**

Signing the planner is a requirement in your child's class. The planner also serves as a communication log between school and home. Please feel free to write notes to the teacher in the planner. Our teachers also will use email and Seesaw to communicate with families.

### **Telephone Use by Students**

We discourage student use of our school phone in all, but EMERGENCY SITUATIONS. Only for important reasons will students be permitted to use the school telephone. 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.

### **Personal Property (valuable items at school)**

Cell phones and Smartphones, tablets and handheld devices using mobile operation systems, other electronic devices that facilitate communications (either verbal, visual or text), are **NOT** to be brought to school). If these items are brought to school, they are to be turned off during the day and not to be taken outside at recess or lunch.

Toys and expensive items should not be brought to school since they often lead to problems between students. We ask your cooperation in having children keep such items at home unless they are specifically requested by the teacher. Bradner Elementary is not responsible for any lost or broken items.

Children should not bring money to school unless specifically required by the teacher or to purchase an item during a bake sale or popcorn day. Lending and borrowing money is not allowed.

***The school will NOT be responsible for lost or stolen items.***

### **Student Dress Code**

Students will use common sense and good taste in dressing for school. School should be viewed as a place of business. The guidelines include:

1. Shoes are to be worn at all times. Students are required to have a pair of outside shoes and a pair of non-marking indoor running shoes for the gym and classroom. Due to health concerns, bare feet are not permitted at any time.
2. Extremes are to be avoided (too tight, too short, too little, too much).
3. Hats are not to be worn indoors.
4. Spaghetti strap tops, beach wear, open midriff tops and clothes that have been torn or cut in any way are not considered appropriate school attire.
5. Articles of clothing that display vulgar, offensive or suggestive slogans, alcohol related and/or offensive pictures will not be acceptable.
6. Tops must adhere to the '3 finger rule' (straps are to be 3 fingers wide covering undergarment straps). Tops should not be lower than the clavicle.

### **Field Trips - Field Studies approved parent volunteer drivers**

Field trips are an important way to enhance curriculum delivery. Notices outlining the time, place and purpose of field trips will be sent home during the year. Donations may be requested, or students may also fundraise, but no child shall be prevented from attending a field trip due to financial constraints. Transportation may be provided by school district buses, Charter bus or parent drivers. All drivers are responsible for complying with all child restraint requirements. Booster seats are for children over 18 kg. (40 lbs) until they are 9 years old unless they have reached the height of 145 cm (4'9" tall). If you are a parent volunteer driver and are driving children, you must ensure that they are transported in an age/weight/height appropriate child restraint (as per the Motor Vehicle Act and School District Policy AP 308 – Curricular and Extra-curricular Activities).

Many of our Field Studies can only occur thanks to our parent volunteers offering their time to help facilitate the learning. As this is such an important component of any field-study, we cannot have siblings (younger or older) accompany any volunteer facilitator. School District Policy also prohibits students not registered with the Abbotsford School District to ride on our school buses.

### **After School Events**

Extra-curricular games/events usually start around 3:45 p.m. and end at 4:30 p.m. We encourage other students to watch the games, however, we will follow the rule "once you are in the gym, you remain in the gym." Spectators need to have informed parents and have a ride home. Parents are always welcome to cheer on the Bulldogs. Arrangements for team games at other schools are made by the coaches.

When students go to other schools, they are representatives of Bradner Elementary; we expect excellent behaviour and sportsmanship. When students are watching a game at our school or other schools, they are encouraged to cheer on the

teams that are playing. Students will be asked to leave if they show poor sportsmanship or are disrespectful. Your cooperation in reinforcing this at home would be appreciated.

Parents will be responsible for transporting their child to after school events, in most cases.

Parents: please be on time to take students to the game and to pick them up after the game.

### **Bus Behaviour**

It is of utmost importance that students are on their best behaviour while traveling on the bus. Students behaving inappropriately are not only a danger to others, but to themselves, as well. The bus driver will explain the rules at the beginning of each year. Students not following the rules may be suspended from the bus, depending on the seriousness of the situation. If your child is going to a friend's house after school, please send a note along for the bus driver and advise the teacher.

### **Supplies and Textbooks**

You have the option of the Parent Advisory Council providing your students with their basic school supplies or purchasing the supplies yourself. The PAC sends an order form home in May, payment to the Bradner PAC accompanies the completed order form.

Students are loaned textbooks during the year. Intermediate students often have individual books worth \$70. Students are asked to treat these books with care as they will be charged for textbooks that are damaged or not returned.

### **Lost and Found**

Frequently items such as clothing, gym strip or binders are mislaid. If the items are labeled with names, it greatly assists in their speedy return. A lost and found box is kept in the hall for mislaid items and we encourage students and parents to check this box if something has been misplaced. Periodically, we take the lost and found items to charity. Smaller items, such as keys and jewelry, are normally kept in the office.

### **Home Reading Program**

To succeed in today's world, it is important that your child learns to read well. At Bradner, becoming a competent reader is one of our school goals and we encourage daily home reading as a means to help accomplish this. Students will be asked to read and record a set number of minutes every month, for our Home Reading program. Students who participate will have their names entered to win monthly prizes.

### **Fostering Success In School**

Parents often want to know what they can do to help their child become a better student. These practical ideas should help your child have a successful year.

1. Ensure that your child eats healthy meals (especially breakfast), gets enough sleep and plenty of daily exercise.
2. Pack your child a nutritious lunch and snacks. Pop will not be permitted at school.
3. Take time to listen and talk to your child daily by asking him/her to tell you a story or describe something that happened to them.
4. Encourage reading on a daily basis, both by modeling and reading together. Have plenty of books available for your child to read and go to the library regularly.
5. Carefully select TV shows and computer games to ensure that there is a balance which includes reading and play as well.
6. Encourage your child to write. They can make lists, write letters or notes.
7. Ensure that your child has an appropriate place to complete homework assignments.
8. Actively support your child in completing their assignments on time.
9. Believe that teachers are dedicated to teaching your child and work with them in a constructive manner.
10. Ensure your child arrives on time for school, punctuality is a skill that is related to success.

## **Student Services and Programs**

### **• District Team Services**

A district team is available to help students. It includes specialists such as a psychologist, a speech therapist, counselor and a teacher of the hearing impaired, amongst others. If you feel that your child needs any of these services, please discuss a referral with the classroom teacher or the principal.

### **• Learning Assistance Program**

Learning Assistance (L.A.) supports students who are working in the regular classroom and need extra help from a specialist teacher. Referrals are made by the classroom teacher to the School Based Team, which includes teacher representatives and the principal, to determine Learning Assistance placements.

### **• ELL (English Language Learners) Program**

The English Language Learning (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 children in small groups to support their learning.
- work with students in the classroom to support learning.
- help teachers with classroom programs.

### **• Library Program**

We encourage children to visit our school library regularly. Our collection of books and magazines is growing.

- Classes have regularly scheduled library periods and teachers can schedule additional times.
- Students can take out one or two books at a time depending on their age level. Books may be kept out for one week. Lost and damaged books must be paid for.
- We would like to increase our collection of library books. If you have any books, that are in good condition, and would like to donate them to the library, please bring them into the school office.

## **Counseling**

Our school counselor works with students, staff and parents addressing preventative, developmental and crisis issues. Our counselor works with students as individuals, in small groups and in whole classes and is available to parents and staff members for in-service.

## **Physical Education**

Students participate in a wide variety of fitness and physical education activities. All students require running shoes, students in grades 4 & 5 are expected to wear running shoes and have gym strip which consists of a pair of shorts and t-shirt and is separate from those that were worn to school that day. Children with long hair should have their hair pulled back and out of their eyes for safety reasons.

Bradner Elementary'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 P.E. guidelines:**

- Kindergarten - Grade 3 students do not change clothing for P.E.; however, they are expected to dress comfortably in layers, and to have proper indoor runners with non-marking soles. When P.E. is held outside, children wear their outside shoes, which should be sturdy runners (no sandals or crocs).
- Students in Grades 4-5 are expected to have proper gym clothing to change into: T-shirt, shorts, and indoor runners with non-marking soles. When P.E. is held outside, children wear their outside shoes, which should be sturdy runners. Students must keep their gym clothing, and hair ties, in a cloth bag at school from Monday to Friday.

- Students are expected to remove jewelry before class for safety reasons. Small stud or post-style earrings and small hoops are acceptable for most activities.
- Children with long hair should have their hair pulled back and out of their eyes for safety reasons.
- Full participation in all aspects of the program 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.

### Emergency Closure of Schools

Schools will be closed to ensure the greatest possible level of safety for students and staff during emergency situations which could include: Pandemics, bomb threats, gas leaks, fire, smoke, power failure, extreme weather situations, earthquakes and other causes that may endanger students and staff. Public announcements affecting the closure of any school(s) will be made only by the superintendent or designate. This information will be provided to media outlets by 6:00 a.m.

For the purposes of announcing emergency closures prior to the opening of schools, the following radio stations will be contacted, and the level of school closure noted:

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| - STAR FM 98.3 on the FM dial         | - Punjabi Radio 1550 on the AM dial |
| - Country FM 107.1 on the FM dial     | - Red FM 93.1 on the FM dial        |
| - CBC 690 on the AM dial (or 97.7 FM) | - JACK 96.9 on the FM dial          |
| - CKNW 980 on the AM dial             | - City TV                           |
| - News 1130                           | - Abbotsford News                   |
| -                                     |                                     |

Information will also be available via the media at [www.abbynews.com](http://www.abbynews.com), the district website at [www.abbyschools.ca](http://www.abbyschools.ca), our “Abby Schools” app, and via social media on the school district Facebook page

<https://www.facebook.com/AbbotsfordSD> or the school district Twitter account <https://twitter.com/abbotsfordsd>

Parents and staff will be notified of school closures by automated phone message using the School Messenger messaging system. Parents/guardians and staff who want to also receive text messages from the Abbotsford School District must opt-in by texting the word **JOIN to 56360** from the mobile phone they wish to receive text messages on.

**-----Please tear off and return to your classroom teacher-----**

I have read the student handbook and reviewed the information with my son/daughter,

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**Student's Name** \_\_\_\_\_ **Parent's Name** \_\_\_\_\_

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**Student's Signature** \_\_\_\_\_ **Parent's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Div.** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**RETURN THIS PAGE TO YOUR CLASSROOM TEACHER**