



Barrowtown  
Elementary School

# Parent & Student Handbook

2016-2017



**LOCAL SCHOOL CALENDAR  
2016-2017**

Number of non-instructional days	7
Year-end Closing Day (admin day)	1
Length of the school day	9:10am-3:18pm
Number & length of recesses per day	1 @ 15 minutes
Hours of instruction in a school day	4 hours & 56 minutes
School Opening (1/2 day dismissal)	September 6, 2016
Non-Instructional Day #1	September 23, 2016
Thanksgiving Day	October 10, 2016
Non-Instructional Day #2	October 21, 2016
Remembrance Day	November 11, 2016
Parent/Teacher Conference Day	November 24, 2016
Non-Instructional Day #3	November 25, 2016
Non-Instructional Day #4	December 5, 2016
Last day before Winter Break	December 16, 2016
Christmas Vacation	Dec 19-30, 2016
School Reopens	January 3, 2017
BC Family Day	February 13, 2017
Non-Instructional Day #5	February 24, 2017
Last day before Spring Vacation	March 10, 2017
Spring Vacation	March 13-24, 2017
School re-opens after spring break	March 27, 2017
Good Friday	April 14, 2017
Easter Monday	April 17, 2017
Parent/Teacher Conference Day	April 27, 2017
Non-Instructional Day #6	April 28, 2017
Non-Instructional Day #7	May 19, 2017
Victoria Day	May 22, 2017
Last Day for Students	June 29, 2017
Year-end Closing (non-instruct.)	June 30, 2017

**BARROWTOWN SCHOOL HOURS**

**Full time Kindergarten - Grade 7**

- 9:10 am - morning bell
- 10:45 am - recess begins
- 11:00 am - recess ends
- 12:45 pm - lunch bell
- 1:35 pm - afternoon bell
- 3:18 pm - dismissal bell

**SCHOOL STAFF**

**ADMINISTRATION**

Mr. Tyler Baruta, Principal  
Mrs. Jenny Frederick-Wiebe, Administrative Assistant

<u>TEACHERS</u>	<u>DIV</u>	<u>GR.</u>	<u>ROOM</u>
Mr. Travis Alstad	1	6/7	107
Mr. Lorence Peters	2	4/5	101
Mrs. Leann Goertzen-Loeppky	3	2/3	103
TBA	3	2/3	103
Mrs. Marnie Crozier	4	K/1	109

**Additional Staff**

Mrs. Havery Educational Assistant  
Mrs. Kretzshmar Educational Assistant  
Mrs. Wilch Custodian  
Mr. Fred Earles Youth Care Worker  
Mr. Dave Langton Counselor

**LEAP FOR JOY PRESCHOOL**

Mrs. Nadine Knelsen Portable 55-90 (604-556-8714)

**CLASSROOM COMMUNICATION**

Teachers welcome frequent communication with parents. Feel free to contact the school 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 you may phone the School Board Office @ 604-859-4891.

**SCHOOL FEES-PAY ONLINE!**

School fees such as field trips, athletic fees, hot lunch & spirit wear can be paid online. Registered parents/guardians can see their payment history and print receipts for their child.

Register at <https://abbotsford.schoolcashionline.com>! It takes less than 5 minutes and once registered you will receive email notifications of new items that are posted. Please do not send money with your child for school fees. Parents that are unable to pay online must come to the office to pay for these fees. Money that is sent with your child will be returned. Also note that the office does not have any change to give.

**SCHOOL COMMUNICATION**

A school newsletter is published monthly on the first weekday of the month. Newsletters are sent home electronically. Paper copies are also available in the office and on our school website: <http://barrowtown.sd34.bc.ca> which is loaded with information. You can also download the Abby Schools App to receive notifications about the events and activities taking place at our school.



### **PARENT ADVISORY COUNCIL**

The purpose of the Parent Advisory Council (P.A.C.) is to promote and support education and to contribute to a sense of school community.

P.A.C. 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 Barrowtown Elementary are voting members of the P.A.C.

- The P.A.C. makes recommendations regarding:
  - School Growth Plans-GOALS
  - Curriculum, especially about new programs and learning resources
  - School spirit
  - Money matters, including fundraising and needs.
  - The first P.A.C. meeting for the 2016/2017 will be on Monday, September 12 @ 9:15am.

### **PAC EXECUTIVE 2016-2017**

President: Lara Mohr  
 Vice President: Debbie May  
 Treasurer: Michaela Sutton  
 Secretary: Kayla Wiens  
 Hot Lunch Coordinator: Jolene Ringrose

Please remember, the Parent Advisory Council is for **ALL parents/guardians** and we are looking forward to seeing you at our first meeting in September! We'll be encouraging each division to have a parent representative at each of the meetings. More information to follow in the September newsletter.

### **PARENT VOLUNTEERS**

Parent volunteers help make our school a better place. Please let us know if you can volunteer sometime in the library, in the classroom, on field trips, or with all kinds of fundraising. Volunteer packages are available in the school office.

### **STUDENT HEALTH AND SAFETY**

**\*\*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\*\***

If your child becomes ill at school, we will phone you and ask that you come to school and take him/her home.

**Parents:** Make sure the school has your current phone number for home and work, and an emergency contact number. Also, please inform the office of any changes to these numbers throughout the year.

- If your child must take prescribed medicine during school time, then you should come to the school to give the medicine. If this is impossible, then special arrangements need to be made.

- Medications must be brought to school in a properly labeled prescription container; we will store it in a locked place.
- If your child requires school personnel to administer medication on a regular or emergency basis, then you need to complete a form, **Request for Administration of Medication at School**, available from the school office.

### **PLAYGROUND SUPERVISION**

Teacher supervision starts at 9:00 a.m. **Please do not send your children to school before that time**, except for before-school sports team practices or childcare by "Leap for Joy" in the portable. *\*Please note the following safety procedure - school doors are unlocked at 9 am and relocked at 3:30 pm – please phone if you would like to book an appointment.*

- Children must go home as soon as they are dismissed by the classroom teacher or sports coach. A teacher is on duty until 3:28 p.m.
- Children are not allowed to play on the Adventure Playground after 3:28 p.m. unless supervised by a parent.

### **WEST COAST WEATHER**

Students should come to school appropriately dressed for outside weather. Students are required to come with coats and proper shoes to go outside even when it is raining or snowing.

### **LUNCH TIME**

Students on lunch break:	12:45 – 1:35
Eating Period:	12:45 – 1:05
Outside playtime:	1:05 – 1:35

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

- We expect the same manners and behavior that would be expected in a nice restaurant.
- Send a good balanced lunch with the children so they have the energy to do their best work at school in the afternoon.
- Do not send dry noodle packages for lunch as they can cause children to choke.
- No gum, potato chips or **soda pop** at school.
- Please pack children's snacks in reusable containers. This will help reduce the litter around the school.
- Unless students regularly go home for lunch, all students must remain on the school grounds.
- **We emphasize a litter-free environment and that each student will be expected to take responsibility for maintaining it.**



### **\*\*AFTER SCHOOL REMINDER\*\***

Students must go directly home after school to report in. 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 rack at the front of the school.

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

Students are not allowed to roller blade, skateboard or scooter coming to and from school.

### **EMERGENCY RESPONSE DRILLS**

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

### **PARKING LOT SAFETY**

We have a very small and congested parking/drop-off area. Parents are asked to be especially careful when dropping off or picking up their children.

### **CLASSROOM EXPECTATIONS**

Each teacher explains rules and expectations at the beginning of the school year. Students are required to follow these rules.

### **HOMEWORK**

We believe that students should do some kind of homework after school or in the evening to help them develop good study habits. However, they also need time to play and participate in community activities such as sports teams, clubs and music programs.

Teachers assign homework to practice a skill, to complete work or projects and to read regularly.

School district policy recommends the following homework schedule:

- **Kindergarten to Gr. 3:** Parent support of the home reading program, (at least **10 to 15 minutes per night**). Try not to skip a day; make reading a habit. At times there may be short assignments that are assigned by the classroom teacher.
- **Gr. 4 to 7:** an average of **20 to 45 minutes** of steady work per night (including reading).

Parents can help by:

- setting aside a particular time and place to study and taking an interest in what the student has learned that day.
- Parents are expected to go over their child(ren)'s planner to make sure the child understands the

homework assignment, and check to see that it is done to her/his best ability.

- If signing the planner is a requirement in your child's class, please do so.
- The planner also serves as a communication log between school and home. Please feel free to write notes to the teacher in the planner.

### **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.

- Only for very important reasons will students be permitted to use the school telephone. A phone pass must be obtained from their classroom teacher.
- 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.

### **TOYS, CARDS, CELL PHONES, IPODS AND MONEY AT SCHOOL**

- Toys, playing cards and expensive items should not be brought to school, since they 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.
- Children should not bring money to school unless specifically required by the teacher for purchases on special treat days (popcorn etc.). Lending and borrowing money is not allowed.
- 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.

**We ask you to review policy AP 417-1 and AP 334 on our district website.**

### **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 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.



## **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, 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; the School Based Team, including teacher representatives and the principal, determine Learning Assistance placements as well as referrals for other district support.

### **E.L.L. Program:**

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

- monitor the progress of all E.L.L. students
- work with some children in the E.L.L./ room
- work with students in the classroom
- help teachers with classroom programs

## **LIBRARY PROGRAM**

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

- Primary classes have regularly scheduled library periods and teachers can schedule additional times. Intermediate classes use the library for research and book exchange.
- 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 before they can sign out any more.

## **PHYSICAL EDUCATION PROGRAM**

Barrowtown's Physical Education Program emphasizes on 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. **No sandals, slip or skate shoes are permitted. Please do not send your child with tie up runners if they do not know how to tie their own shoelaces.**

- Kindergarten and Grade 1 students do not change clothing for P.E. However, they are expected to dress comfortably and to have proper **indoor runners with non-marking soles.**
- Students in Gr. 2-7 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 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 SPORTS EVENTS AT BARROWTOWN**

- Games usually start around 3:30 p.m. and end at 4:30 p.m.

## **AFTER SCHOOL SPORTS EVENTS AT OTHER SCHOOLS**

- Arrangements for team games at other schools are made by the coaches.
- Transportation to these events are the responsibility of each player and arrangements should be made 24h ahead of time or the team may have to forfeit the game.
- When students go to other schools, they are representatives of our school; we expect excellent behavior and sportsmanship..

## **PRIVATE PROGRAMS AT BARROWTOWN**

The following two programs operate out of the large portable building in the front of the school:

### **Leap for Joy Preschool -604-556-8714**

Leap for Joy offers high quality preschool programming in an educational setting.

**\*Please register for child care before sending your child to the program to ensure there is room for your child.**

## **WE ARE A GREEN SCHOOL**

There will be minimal paper notices going home (with the exception of permission forms) as we send most correspondence electronically or post to our school website/Abby Schools App. Parents/guardians should bookmark our school website <http://barrowtown.sd34.bc.ca> or download our school app to keep informed. It is very important that email addresses are kept up-to-date so we can get important information out to our families.

We are committed to reducing waste at Barrowtown with our waste management system that separates compostable organic material, recycling and pure waste. Recycling stations are set up in the school and out of classrooms to encourage this new system. We encourage families to pack lunches accordingly with our waste management system in mind. Please try and use reusable containers, water bottles and reusable cutlery whenever possible.



### **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.

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:

- [www.sd34.bc.ca](http://www.sd34.bc.ca) (announcement posted on the homepage)
- [www.facebook.com/AbbotsfordSchoolDistrict](https://www.facebook.com/AbbotsfordSchoolDistrict)
- [www.twitter.com/Abbotsfordsd34](https://www.twitter.com/Abbotsfordsd34)

- STAR 98.3 FM
- Country 107.1 FM
- NEWS 1130 AM
- Punjabi Radio 1550 AM
- Jack 96.9 FM
- CBC 690 AM (97.7 FM)

**PLEASE DO NOT CALL THE SCHOOL  
ON SNOW DAYS TO ASK IF WE ARE OPEN.**