

## **SCHOOL COMMUNICATION**

Communication is the key to a successful school year for your child. Your child's teacher can and should be reached by email or by calling the school to set up an appointment. Any concerns you have should be directed to the teacher first. To email staff, use the following format: [firstname.lastname@abbyschools.ca](mailto:firstname.lastname@abbyschools.ca)

### **School Cash Online**

École Centennial Park has gone strictly cash online for the payment of field trips, school clothing, etc. Please visit <https://www.schoolcashionline.com> to join. If you require information or assistance in signing up for school cash online, please contact the office.

### **School Supplies**

School supplies can be purchased by going to your School Cash Online account at <https://www.schoolcashionline.com>.

### **Reporting Absences**

Except for illness or unavoidable family concerns, students should attend school every day. However, when a student must be away please call the school by 9:00 am. We must verify all unaccounted absences. Alternatively, you can download the **SchoolMessenger App** to report your child absent.

## **Five Ways to Stay up to Date with Centennial Park:**

### **1. Download from the app store:**

Go to the App Store.  
Type in abbyschools.  
Download the app.

Subscribe to Centennial Park Elementary

### **2. Add the following two emails to your contact list:**

notifications@schoolconnectsweb.com;  
centennialpark@abbyschools.ca  
Emails from the school are being sent out more frequently these days for both school and PAC related topics.

### **3. Bookmark our school website: centennialpark.abbyschools.ca on all your devices.**

### **4. Sync the District/School Calendar to your device.**

Go to centennialpark.abbyschools.ca  
Click on "Menu", then "News Hub", then "Calendar"  
Scroll to bottom of calendar and click on "Subscribe to calendar"  
Click on "Subscribe"

### **5. Bookmark the PAC Facebook page**

## **Bell Times**

Welcome Bell 8:38  
Start of Day 8:40  
Recess Begins 10:30  
Classes Begin 10:45  
Lunch Eating 12:05  
Lunch Play 12:25  
Classes Resume 12:54  
Dismissal 2:35

## **GENERAL INFORMATION**

### **School Arrival Time**

Students line up at their assigned entrance door when they hear the bell and are to wait for their teacher. Please ensure that your child does not arrive at school without an adult prior to 8:30 a.m. or stay beyond 2:45 p.m. as this poses a safety risk. We do not have supervision before or after this time. **Students are not allowed to play in the playground before and after school unless supervised by a parent.**

### **Lates**

Students who are late to class may disrupt the learning time of fellow classmates, teachers and office staff. Please do your best to ensure your child arrives at school on time.

- Students who arrive after the second bell in the morning or after lunch **must** report to the office before entering class.

### **When children are ill**

In fairness to all, please DO NOT send your child to school if there are definite signs of ill health in the morning. 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 is improved.



Students who become ill during the day: ***Our policy is to get students who are ill home as soon as possible.*** Our practice is to call parents and ask that the students be either picked up or given parental permission to go home. For this reason, it

is important that parents keep their work and emergency phone numbers current.

If your child is sent home for being sick, they need to ***stay home for at least 24 hours*** to ensure they are healthy enough to return.

### **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 ***Request for Administration of Medication at School Form.***

### **Closed Campus**

École Centennial Park Elementary School has a closed campus policy. This means that only students who attend Centennial Park school are to be on the school grounds during the school day. It also means that once students arrive at school they remain on the school grounds for the rest of the school day. Students are expected to leave the school grounds directly after dismissal, unless they are with their adult. Staff supervision ends 10 minutes after the dismissal bell.

### **Entrance/Exit Doors**

Each classroom has an assigned entrance/exit door to be used: morning, recess, lunch, and after school. If a student needs to meet a brother or sister after school, organize a meeting place near their entrance door.

### **Picking Up Students**

Children being picked up at alternate hours (ie for a doctor appointment) should be met at the school office. We ask them to wait there for safety reasons. If you're sending someone else to pick up

your child, please inform the office (and teacher).

### **Visitors to Our School**

When visiting the school or a classroom, we request that you sign in at the office and wear a visitor badge.



### **Parent Volunteers**

Parent volunteers help make our school a better place. Please let us know if you can volunteer in the library, in the classroom, in the office, during the Book Fair or with any kind of fundraising. A Criminal Record Check will be required for all volunteers (this can be done by visiting the Abbotsford School Board office at 2590 Tims Street, and is then good for 5 years).

### **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. Having a student at the school automatically makes a parent part of the PAC, and all parents are welcome to join meetings and participate in activities!

Please look for meeting dates on our website and in memos sent weekly.

### **Dress Code**

Although the responsibility for personal dress and grooming rests primarily with students and their parents, clothing which is comfortable, clean and modest is conducive to a positive educational climate. These are our expectations for student attire at ÉCOLE CENTENNIAL PARK Elementary School.

- Hats and sunglasses are not to be worn in the school during instructional time.

- Clothing should be appropriate to a learning/working environment, and should not be distracting to others (e.g. beachwear, spaghetti straps and revealing clothing is not appropriate for school). Tops: no tummy showing, and no undergarments visible. Shorts/Skirts: mid-thigh, hem should be past fingers when arms are extended. Slacks/Pants: no undergarments visible.
- Jackets should be removed during school hours and stored in cubbies or cloak rooms, unless the classroom is cold and the children have teacher permission.
- Clothing items which promote alcohol, drugs, inappropriate language, or racism are unacceptable wear for school.

### **School Closures**

In the event of power failures and/or severe winter conditions, please listen to our local radio station FM 107.1 or view the District's App for information about the school at [abbyschools.ca](http://abbyschools.ca).

### **Lost and Found**

A Lost and Found is kept for mislaid items and we encourage students and parents to check this area if something has been misplaced. Smaller items, such as keys and jewelry, are normally kept in the office. If the items are labelled with names, it greatly assists in their speedy return.

### **Indoor/Outdoor Days**

It is expected that all children will come to school prepared for the weather conditions of that day. We live in a temperate rain forest so rain is common. 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 weather conditions.

Indoor days: students should find a quiet activity to do in their classroom. A P.A. announcement will tell you that it is an inside day.

### **Playground Supervision**

Children are not allowed to play on the Adventure Playground equipment before or after school *unless supervised by an adult family member*. Playground Supervision by staff is provided for recess and lunch playtimes only.



### **Lunch Time**

Lunch time supervision is provided by paid adults and education assistants. Teachers have intermediate students as monitors to help supervise

during the eating period. *Eating lunch at school is a privilege. If there are any behaviour problems, students can lose this privilege and may be required to go home at lunchtime.*

- We expect the same manners and behaviour that would be expected in a nice restaurant. We expect students to:
  - talk quietly
  - remain seated until dismissed
  - clean up after themselves
  - treat each other and the school with respect
- Please send a good, balanced lunch with the child so they have the energy and focus to work at school in the afternoon.
- No gum at school.
- Water is the beverage of choice at school! Juice and pop need to wait

until after school. Please send your child with a reusable water bottle so they can fill it up throughout the day.

- We emphasize a litter-free environment and that each student will be expected to take responsibility for maintaining it. Please pack children's snacks in reusable containers.

### **Student Monitors**

A K-5 school offers a greater opportunity for leadership among grade 4 and 5 students. Students in these grades that are recommended by their teacher are able to volunteer as monitors at lunch in primary classrooms.

### **Field Trips/Team Games**

Whether curricular or extra-curricular, field trips are a privilege and not a right. A student's participation is contingent upon:

1. Safety
2. Participation
3. Behaviour

If a student cannot participate on a field trip, the classroom teacher will contact the parent prior to the field trip date and provide appropriate learning material. School will be in session for that student.

### **After School Sport Events**



The games usually start around 3:00 p.m. and end at 4:30 p.m.

Team members can stay at school until game time as long as they are well behaved. Spectators must have

permission to stay and watch from both parents and the supervising teacher. Arrangements for team games at other schools are made by the coaches.

- If parents are driving students to the game, they must have a seat belt for every child. Parents -- please be on time to take students to the game, and to pick them up after the game.

### **Spectator Expectations**

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.

### **Homework**

We believe that some kind of homework can help students develop good study habits.

Teachers assign homework to practice a skill, to complete work or to instill good reading habits.

Parents can help by:

- Establishing a nightly reading time. This is important for all students K-12.
- setting aside a particular time and place to study
- taking an interest in what the student has learned that day
- To read research on the effectiveness of homework, here are some valuable links:



<http://www.ascd.org/publications/educational-leadership/mar07/vol64/num06/The-Case-For-and-Against-Homework.aspx>

<https://www.edutopia.org/blog/research-trends-is-homework-effective-youki-terada>

### **Student Planners /Communication Pouches**

Teachers use either a student planner or a communication pouch in their classes. These serve as a communication log between school and home. Please feel free to use this method to communicate with your child's teacher.

### **Speaking French**

Many of the students at École Centennial Park are enrolled in French Immersion. French is an important aspect of our school. We encourage students in French to use the language as much as possible while in their classrooms and when conversing with their French Immersion peers. We encourage families to seek out opportunities to speak French or engage in French activities outside of school.



### **Staff Room**

The staff room is designed for the use of staff members only. Students are reminded that teachers require a break as much as students. Noon hour supervisors and school administrators are available to assist students at break time.

### **Shoes**

Students are required to have two pairs of shoes:

- one outdoor pair and
- one "inside only" pair with non-marking soles to be used as indoor/gym shoes.

Due to health and safety concerns, shoes are to be worn AT ALL TIMES. Bare and socked feet are not allowed at any time.

### Telephone Use by Students

School phones are for business and **EMERGENCY SITUATIONS**. Student use of the phone is for important reasons only and at the discretion of the teacher or office.

### Toys and Money at School

Toys and expensive items should not be brought to school. We do not have the means to ensure the safety of these items nor the staff to sort out their disappearance. Also they often lead to problems between students or cause a distraction to the child's learning. We ask 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 or to purchase an item during a bake sale or popcorn day. Lending and borrowing money between students is not allowed.

### Head Lice

Although this issue has been of limited concern at this school, there have been occasional cases of head lice in the past. In light of this, we ask you to assist us in taking the following precautions:

1. Do not have your child share combs, hats, berets, etc. with other students.
2. Do periodic checks of your child.
3. Report any cases of head lice to the school office and follow the prescribed treatment if an outbreak occurs.



### Parking

We have very busy mornings and afternoons in the parking lot welcoming and dismissing close to 250 students. For everyone's safety, **it is our**

**policy that the school parking lot only be used by school staff, emergency vehicles, and buses.**

Parents should use the church parking lot to the north which can be accessed from Emerson, Gladwin or Hillside. In order to prevent congestion, all drivers should park their vehicle in a parking spot before allowing their children to get out. It is very important that pedestrians use the new crosswalk in front of the school if they are crossing Gladwin. Any children who use bicycles/scooters must do so only for transportation to and from school. Bikes, scooters, skateboards etc. must be walked on school grounds before and after school (it is too easy to accidentally ride into someone on the playground during drop off and pick up).

I ♥ CPARK

Integrity

Community

Perseverance

Active

Respectful

Kindness



## **ÉCOLE ÉCOLE CENTENNIAL PARK** **SCHOOL CODE OF CONDUCT** **AND EXPECTATIONS**

We at École Centennial Park believe that students are to feel **safe, secure, and welcomed**. This establishes and maintains an environment where all can learn. We (the teachers, students and families) have a responsibility to do our part to sustain École Centennial Park's Code of Conduct. Appropriate behaviour is expected.

### **Expectations of Students**

The following list of behavioral expectations is not all inclusive, but it does provide some guidelines as to what we expect of our students at École Centennial Park Elementary.

#### **We expect students:**

- to be courteous, kind, polite and well mannered.
- to be respectful of self, others, school property and surrounding properties.
- to keep their hands and feet to themselves.
- to come to school prepared with the necessary materials.
- to play safely, respectfully, and appropriately.
- to complete all homework within the given time and to the best of their ability.
- to walk and move about respectfully in the school.
- to use washrooms appropriately. Loitering and fooling around in the washrooms is unacceptable.
- to stay on the school grounds during school hours.
- to eat their lunch at their own desk and clean up after themselves.

- to secure bicycles in appropriate areas. To walk bicycles, skateboards and scooters (helmets mandatory) while on school grounds.
- to remove their hats when they enter the school.
- to wear non-marking indoor shoes while in the school.
- to refrain from chewing gum.
- to practice good personal hygiene.

The staff at École Centennial Park is committed to providing the highest standards of instruction and promoting student achievement in a safe, cooperative atmosphere. We recognize that the vast majority of our students share this vision and work hard to maintain these standards.

### **Communication with the School**

Families and staff create a valuable team for supporting the child. We have a combined interest in their success. Here are some guidelines to foster this success:

- meet the staff early in the school year.
- be informed about your child's class and school activities.
- be involved in your school's PAC.
- be willing to work as a team with the school as we have the same goal: 'growing the whole child'.

### **Problems and concerns can be resolved through communication.**

**Step 1:** Speak directly to the teacher or adult involved.  
Stay calm and polite.  
Remain focused on what is best for the child.  
Please be respectful of the process that is in place.

**Step 2:** If you need further assistance with your concern, the school's principal (Kari Petzold) is there to help.



### Discipline/Behaviour

**In the classroom, in the halls and at school functions, standards for appropriate behaviour are based on mutual respect and co-operation. Students who display inappropriate behaviour must understand that there will be consequences for their actions.**



Our goal is that the discipline process should be a learning situation for all.

In order that we at ÉCOLE CENTENNIAL PARK ensure the safety of our students and provide them with an environment that promotes learning we use a progressive discipline model when dealing with students who display unacceptable and/or inappropriate behaviour. The severity, frequency, age and maturity of the student is taken into consideration when unacceptable conduct occurs.

We strive to ensure that responses to unacceptable conduct are fair. For most infractions, the student will be counselled by the teacher or principal. If necessary, the family will be informed.

### **Unacceptable Conduct**

#### **• behaviour that:**

- is disrespectful
- interferes with the learning of others
- interferes with an orderly environment
- creates unsafe conditions

#### **• acts of:**

- bullying, harassment, or intimidation
- physical violence
- retribution against a person who has reported something to an adult

#### **• illegal acts, such as:**

- stealing or damaging property
- having or sharing an illegal or restricted substance (e.g. alcohol, fireworks, tobacco)
- having or using a weapon (or replica of a weapon)

### **Harassment and Bullying**

Harassment or Bullying is repeated acts of inappropriate remarks, jokes, taunts, comments, gestures, sexually suggestive comments or actions that create an uncomfortable or hostile environment.

A Bully is someone who:

- uses power to hurt others or harm their possessions.
- purposely scares or intimidates others
- is sometimes supported by other people who just watch and laugh, instead of helping the person being bullied.



If you are bullied, tell a parent/guardian, teacher, or another adult with whom you feel comfortable discussing the incident(s) as soon as possible.