



New Hazelton Elementary

Box 220, 3275 Bowser Street, New Hazelton BC

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<http://newhazelton.cmsd.bc.ca>

PARENT / STUDENT HANDBOOK 2016 - 2017



"LEARNING WITH A PURPOSE"



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BC Ministry of Education: Mission Statement

The purpose of the British Columbia school system is to enable all learners to develop their individual potential and to acquire the knowledge, skills and attitudes needed to contribute to a healthy, democratic and pluralistic society and a prosperous and sustainable economy.

COAST MOUNTAINS SCHOOL DISTRICT #82 MISSION STATEMENT

SHARED VISION

“Coast Mountains School District: creating opportunities for learning, opportunities for life”

MISSION STATEMENT

Coast Mountains School District supports learners in achieving success and realizing their potential as educated citizens.

DISTRICT GOALS

- Raise literacy and numeracy levels for all of our learners.
- Graduation for every learner; crossing the stage with dignity, purpose and options.
- Enhance learner engagement, opportunities and choice through personalized learning.

NEW HAZELTON ELEMENTARY: MISSION STATEMENT

New Hazelton Elementary School will provide students with positive learning and social experiences which will enable them to participate successfully in our society.

New Hazelton Elementary **Bell Schedule for 2016 – 2017**

Warning Bell	8:50
Morning Classes Start	8:55
Recess	10:40
Classes Resume	10:55
Outside Play Time	12:15
Lunch	12:40
Warning Bell	01:00
Afternoon Classes Start	01:05
Dismissal	02:53

Length of School Day	Number of Minutes of School Operation/Day/Instruction	Number of Hours/Minutes of Instruction per Week	Number and Length of Recess a.m.	Lunch and Break
8:55 – 2:53	293 Minutes 4.88 hours	1465 Minutes 24.42 hours	1 (15 minutes) 10:40 a.m.	50 minutes 12:15 p.m.

PLEASE NOTE – drop off and pick up of your children should not exceed 20 minutes before or after the school bell (i.e. – 8:35 a.m. in the morning and 3:12 p.m.) There is no adult supervision before and after these times.

New Hazelton Elementary School Inquiry
2016-2017

We talked a lot about the social and emotional needs of our students. There is a lot of research that states that academic ability is significantly influenced by an individual's social and emotional state. We also recognize that the anxiety and stress levels of our students need to be taken into consideration.

Therefore, our focus questions for this year will be:

- 1) What kind of changes will we see in our children if we teach them to recognize their social and emotional needs?
- 2) Will strengthening the students' social- emotional awareness allow them to be more successful with academic tasks? And to what extent?

THE COMPLETE SCHOOL GROWTH PLAN IS AVAILABLE TO ANYONE UPON REQUEST.

COMMUNICATIONS

Our flow of communication is as follows:

1. Concerns regarding your child's learning are directed first to the teacher. Please call the school and leave your name, with a request for the teacher to call back,
2. Information regarding other matters (attendance, your child is sick, etc.) can be directed to the school office,
3. If you are not satisfied, please contact the principal in the same manner.
4. Do leave a message on the voice mail system so your call can be returned
(Our staff list is available on page 13)

OFFICE HOURS: 8:35 AM TO 3:05 PM, closed from 10:40 to 10:55 and open during lunch hour.

BI-WEEKLY NEWSLETTER

Our regular bi-weekly newsletter usually gets sent home on alternate Wednesdays. Ask your child for the newsletter, it is an important tool for communication and interest. Only the eldest or only child will be given a paper copy of the newsletter. There are extra copies at the school entrance foyer and they are also posted on the school website. In the interest of saving paper to be environmentally proactive the school offers to email a copy directly to your home computer. Let the secretary know what your email information is to access this service.

LUNCH HOUR

Students eat first at 12:15 until the recess bell rings at 12:40. Students go outside to play until 1:00. Noon hour supervisors are responsible for inside and outside supervision. All supervisors on duty are easily identified as they are wearing reflective vests.

GROUPING STUDENTS FOR INSTRUCTION IN THE CLASSROOM

Placing students in instructional groups, classrooms, and programs of study has a significant impact on their educational and social development. No one grouping or placement practice is best for all children under all circumstances, but some general principles are common to all proper grouping and placement decisions. Board of Education policy requires that grouping and placement decisions be based exclusively on educational considerations and that their primary goal is to promote the best educational interests of the students in question.

In making grouping and placement decisions, staff members must consider the following general principles:

- Students can learn much from students whose skills and interests are different from their own;
- Different students have different skills and interests;
- Students develop at different rates in different areas of learning;
- Students learn from other students as well as from adults.

Changes in a student's educational development may require changes in his or her placement. Grouping and placement decisions, consequently, strive to be flexible and are reviewed regularly.

LIBRARY USE

Students are encouraged to develop the habit of reading. Library books are available to students for use in the library and to check out. Books may be taken home once a permission slip is signed, returned, and filed. These are available to all students based on responsible use; if lost or damaged a replacement fee per book will be generated.

HOMEWORK

Primary students are recommended not to be assigned homework as something extra. However, they may have to finish up some class work if they were not on task. **Intermediate students** are recommended one half hour per day. Students are invited to make use of Homework Club that is hosted by one of our First Nations Support Workers. Reading at home is encouraged to be part of a family's routine and is not considered homework.

ATTENDANCE

Teachers record absence and the office records late arrivals after the second bell in the morning and in the afternoon. The results are then recorded into the system. Children, who come in after attendance has been taken (after the second bell), **must** report to the office, no matter what time of day they arrive to school. The School tracks repeated absences and/or chronic lates, and may request clarification from parents when needed. When students arrive after 10:30 they are marked absent for the whole morning. A phone call or a note is required from the parent/guardian to clarify an absence.

Below are some guidelines used when reviewing absences.

Clarified absences when accompanied by parental/guardian notification:

- Sickness
- Death in the family
- Religious observance/instruction
- Family emergency of short duration
- Medical/dental appointment

(We strongly urge that appointments be made outside the school day.)

Unknown absences:

- Any absence without a phone call or note from parent/guardian
- Missing the school bus and not reporting to school
- Car trouble or other problems getting to school regarding transportation
- Staying home to baby-sit
- Oversleeping
- Inclement weather
- Family vacations

In keeping with the philosophy that students need to maintain regular attendance at school, we strongly discourage families from scheduling any trips other than during the normal school vacations. If unusual circumstances arise, contact the principal.

Dismissals

- Under special circumstances such as an appointment with a physician, parents and/or guardians may need to pick up their youngster from school before dismissal time. If this is the case, the parent or guardian must send a note with his/her signature to the school in advance, indicating the day and time of this request as well as the name of the person who will be picking up the child.
- The teacher will receive the request and send it to the front office for verification and approval. At the designated time, the parent or guardian should report directly to the school office and wait in entrance hallway for their child. The school may require proof of identification if needed; i.e. drivers license. Unauthorized individuals will not be allowed to pick up students.
- When a pupil is excused from school, the responsibility for make-up work rests with the pupil and his/her parent/guardian.

LEAVING THE SCHOOL GROUNDS

The school's primary concern is for the safety and security of each child, therefore children are to remain on school grounds once the parent/guardian/bus has dropped them off. Under no circumstances are students to leave the premises unless they normally go home for lunch or are picked up by a parent/guardian. Students are subject to disciplinary measures when they leave the premises without permission. Parents will be asked to notify the school in writing at the beginning of the school year if they want their child to go home for lunch on a regular basis. For all other cases, parents/guardians may pick up their children once they advise the school office.

BOOKS AND OTHER MATERIALS

The school provides both textbooks and supplementary resources such as reading books. When assigned to pupils, the books must be properly cared for and returned in a similar condition as when received. Average use and wear are expected. Books and other items (desks) are inspected periodically and families may be required to replace damaged or lost items.

CARE OF SCHOOL PROPERTY

The appearance of the school and grounds is a strong indication of the spirit of the student body. Visitors form a favorable impression of the school if they are greeted by a clean and orderly site. Good citizens give as much care to public property as to their own. School property is provided for use and not abuse. Marked or defaced desks become less serviceable and add unnecessary expense to the community. If any school property is damaged or defaced, offenders may be liable for damages, replacement and repair labor.

DRESS AND GROOMING

The serious nature of our school activities and pride in the reputation of our school require neat grooming, cleanliness and appropriate dress. Students' overall appearance should fall within the generally accepted definitions of neatness and cleanliness. The students are expected to dress and groom themselves for the business of school so that they do not (1) distract other students or teachers, (2) disrupt the education process, or (3) pose a health or safety threat to anyone. Clothing must be clean, not ripped or torn unless designed as such, and free from promotion of or reference to drugs, alcohol, tobacco, offensive signs, symbols or words. Clothing must also be free of slogans, names or titles that could cause a substantial disruption at school. Apparel which is worn to symbolize membership in a gang or clique is not permitted. The Board of Education encourages students to dress in clothing appropriate to the school situation.

Restrictions on freedom of student choices may be applied whenever it is:

- Unsafe for the student or those around the student, (i.e. self-inflicted piercing)
- Disruptive to school operations and the education process in general.
- Against the law and/or school policy.

The following items are not allowed and are specifically prohibited:

- Black-soled shoes, boots or sneakers that mark the floor
- "See-through" and/or mesh shirts, blouses or midriff tops
- "Spaghetti strap" and/or revealing tops
- Short shorts, athletic shorts and cutoffs. (Mid-thigh length and appropriately fitting shorts are permitted)
- Ripped jeans/cutoffs unless designed as such
- Spandex clothing as a top layer
- Short skirts (Skirts no shorter than slightly above the knee and of appropriate fit are permitted or mid length spandex paired with a shorter skirt)
- Sunglasses (inside the building)
- Hats – baseball, hoodies, toques, etc. (inside the building)
- No Make-up is to be worn

CHANGE OF ADDRESS

Parents/students must immediately notify the school office of any telephone number or address changes. Parents/guardians need to provide proof of residence (the lease, deed, or mortgage statement) and two utility bills.

EMERGENCY INFORMATION

Each year parents/guardians are asked to complete a student information verification form. This information is used in case of emergency or an urgent need to contact parents or guardians. In the registration package you will find a form which gives or denies permission for students to be photographed, filmed or interviewed by members of the media during events and special programming.

We are proud of the safety record in our school. However, children do get sick while at school and occasionally pupils are injured while participating in a school activity. When this happens, we must have accurate information about how to contact the parent/guardian, your physician or someone who can act for the parent/guardian. Please provide your child's school with this information promptly.

If during the school year you happen to change your phone number, place of employment, or emergency number, be sure to contact the school immediately.

PHONE CALLS - STUDENTS

Students will only be using the school's student phone **in the case of an emergency.**

1. Forgotten homework
 2. Running shoes
 3. Arranging friend visits
- .. Do not qualify as an emergency and permission needs to be given before the phones are used.

The secretary will take messages for students when parents call with specific instructions and will get the message to the student before the end of the school day. Phone calls may be transferred to the class if it is an emergency. Parents have been asked to call before 2:30 p.m. to ensure the message has time to be delivered.

CELL PHONE USAGE

The Board of Trustees recognizes that cell phones, camera phones, digital products and pagers can play a vital communication role during emergency situations. However, the ordinary use of cell phones, camera phones, digital products and pagers in school situations can be disruptive to the educational environment when used improperly. Administration does recognize that **in situations of emergencies the students may need to access this service but should do so only after getting permission from school staff.** Students can come to the office and request to use the student phone in the event of emergencies. **These devices can only be used under the direction of the classroom teacher during class time. They cannot be used during recess and lunch.**

Students and parents may carry cell phones, camera phones, digital products and pagers but these devices **must be turned off** inside school buildings, on school buses, at school sponsored activities and on field trips and they are to remain in their bags or backpacks.

The rationale for the restriction of the use of these devices is based on the prevention of invasion of privacy, cyber bullying, etc. **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN DEVICES.**

Violations of this policy will result in disciplinary measures and confiscation of the cell phone, camera phone, digital product or pager. **Confiscated items shall be returned to the student at the end of the day for the first occurrence. For the second occurrence, the item will be returned only to the parent/guardian, and subsequent occurrences will require a parent/guardian meeting to develop a plan of action prior to the device being returned.**

FIELD TRIPS

The School recognizes the value of educational trips as an inherent part of the curriculum, designed to supplement the instructional program for children. Therefore, events and trips that are organized directed and controlled by the teacher are considered to be part of the regular educational or classroom curriculum.

Field trips are provided at the discretion of the teacher and principal. Student participation at end of the year events may be based on their behavior and attendance throughout the school year. Unjustified absenteeism in excess of 15 days throughout the school year could result in a loss of privileges. The school will track and at the teacher's discretion evaluate together with parents, the impact of repeated conduct reports on students' attendance on year-end field trips.

Signed parent/guardian consent forms are required for each student who plans to attend any off-campus field trip. These forms are given to parents for signature prior to the day of the event. Students who have not submitted a parent consent form will not attend and stay home or get picked up for the duration of the trip. Field trips of longer than one day require approval in advance.

Parents are encouraged to make arrangements for their other children while they are engaged in volunteering at the school. Field trips are exclusive to the students in the class group.

VISITORS AND VOLUNTEERS

Visitors and volunteers must advise the office they have arrived, and complete the visitor sign in sheet. Prior to proceeding down the hall, the visitor or volunteer is to wait in the entrance hallway until staff members are informed. All volunteers must bring the required forms prior to volunteering. A Police Information Check is to be applied for at the local RCMP and brought to the school office and will be kept on file for 18 months. If you drive students you must also bring in a Driver's Abstract or have this faxed to the school, the procedure is listed below:

DRIVER'S ABSTRACTS

Please contact ICBC directly at 1-800-950-1498. It is quick and easy! Have your driver's license ready.

1. Provide operator with the school fax number (N.H.E. school fax number is 1-888-608-8179) and they will fax it directly

There is no charge for either form. **These forms are required every 18 months.**

PARKING/SAFETY RULES

The safety of students is our prime concern. Parents are requested to observe the parking regulations in the front of the school and back parking lot and to be especially careful when conditions are hazardous. Our parking regulations are clearly marked and communicated. Parents and visitors must obey these regulations.

The following safety rules must be observed by all drivers entering and leaving school property:

1. NO PARKING on Bowser Street – Bus Loading Zone
2. Park cars in assigned spaces,
3. Do not go over 10 kms/h
4. Do not idle the engine,
5. Do not allow your children to walk between cars,
6. Respect handicapped spots, or otherwise identified as not a parking area,
7. Respect and abide by the Safety Patrol Students indications,
8. McLeod Street Entrance is the pickup and drop off zone for your child, teach him/her to cross the parking lot safely.

CRISIS PROCEDURE

In the event of a crisis in the area (i.e., earthquakes, severe storms, hazardous material spills, tornadoes, hurricanes), the Crisis Procedures immediately go into effect. All administrative officers are familiar with communication procedures, alternate school locations, responsibilities, and transportation options, checklists for custodians and teachers and safety locations. A crisis plan is available at each school. In the case of emergency Parents/Guardians/Emergency contacts will be advised as soon as possible. A Quick Reference Guide is at the office for parents to inquire further.

In the event of an emergent, unscheduled school closure a parent or emergency contact will be reached before buses leave the school. Additionally, all updated information is posted on the school website.



NEW HAZELTON ELEMENTARY
CODE OF CONDUCT

New Hazelton Elementary
Students are **RESPECTFUL**

Some examples include:

- *Treat yourself and others with courtesy
- *Listen carefully to others
- *Behave and speak appropriately
- *Respect the privacy of others
- *Respect the feelings of others
- *Respect possessions and property

New Hazelton Elementary
Students are **RESPONSIBLE**

Some examples include:

- *Keep on task and use time wisely
- *Do your best in all you do
- *Be on time and organized
- *Contribute by doing your part
- *Clean up after yourself
- *Keep the school and grounds tidy
- *Share with others
- *Admit mistakes, apologize; make it right
- *Use the internet appropriately

New Hazelton Elementary
Students are **KIND & CARING**

Some examples include:

- *Treat others the way you wish to be treated
- *Say and do kind things
- *Be polite
- *Be a role model and help others
- *Help when someone is hurt
- *Include others in work or play

New Hazelton Elementary
Students are **SAFE**

Some examples include:

- *Move safely in and outside the school
- *Play safely
- *Look out for each other
- *Come inside when the bell goes
- *Report unsafe behaviour and bullying
- *Get permission to leave the school

INAPPROPRIATE BEHAVIOUR

Inappropriate behaviour can consist of, but is not limited to:

- Behaviours that interfere with the learning of others
- Rudeness, swearing
- Fighting
- Lack of respect for others, teasing
- Throwing objects (rocks, sticks, snowballs, school supplies, etc.)
- Defiant behaviour, insolence
- Running in the halls
- Littering
- Unauthorized leaving of school grounds
- Public displays of affection in a romantic or sexual nature

Forms of unacceptable conduct mentioned above are only some examples and not an all-inclusive list.

CONSEQUENCES

Consequences will be applied in a fair and consistent manner, respecting individual rights, responsibilities, age, and maturity; and be restorative rather than punitive in nature.

Inappropriate behaviour typically has the following consequences:

- Review of expectations, timeout and/or school community service
- Review of expectations, loss of privileges and/or written assignments
- Parents informed
- Meeting with the parents
- Short-term (in school or at home) suspension up to 5 days
- Long-term suspension (over 5 days) and referral to School District
- Consultation with police and/or fire department when warranted
- Expulsion

SAFE & CARING SCHOOL ENVIRONMENTS:

Are Free From Acts Of:

- Bullying, cyber-bullying, harassment, and marginalization
- Threat and intimidation
- Violence in any form
- Abuse in any form
- Discrimination in any form including race, colour, gender, religious beliefs, sexual orientation, ancestry, or national origin
- Retribution against a person who has reported incidents

Or Misuse Of:

- Cyberspace/Cell Phones/Electronic Devices/Computers – students are to be aware that they may be subject to discipline (or, if applicable, confiscation of personal property) for misuse of technology if it negatively impacts on the school environment.

Do Not Tolerate the Presence Of:

- Theft and vandalism
- Intoxicating or banned substances
- Weapons or replica (toy) weapons and explosives
- Intruders or trespassers – All visitors to the school must first report to the office

NOTIFICATION

As circumstances warrant, the Principal has a responsibility to advise other parties following a behaviour incident:

- Parent of student exhibiting major behaviours (in every instance)
- Parent of student on the receiving end (in every instance)
- Superintendent, Safe Schools team member and/or other District Staff
- Ministerial agencies and/or School Liaison Officer (Police)
- School staff and school community as deemed appropriate by the Principal and District Administration

New Hazelton Elementary School's Code of Conduct has been structured to align with and adhere to the standards outlined in:

The School Act 85(1.1) 168 (2) (s.1) Provincial Standards Ministerial Order 276/07, effective October 17, 2007

B.C. Human Rights Code, (SD 82 Policy No. 2125)

B.C. Ministry of Education: *Safe, Caring and Orderly Schools A Guide (Nov. 2008)* and *Developing and Reviewing Codes of Conduct: A Companion (Aug. 2007)* both found at <http://www.bced.gov.bc.ca/sco/>

**NEW HAZELTON ELEMENTARY SCHOOL
STAFF LIST 2016-2017**

Mrs. C. Kern	Room 12	Kindergarten
Mrs. D. Bartsch	Room 10	Grade 1
Ms. A. Dodge	Room 9	Grade 2
Mrs. K. Barr	Room 8	Grades 2 & 3
Mrs. M. McCreery	Room 4	Grades 4 & 5
Ms. L. Plewak/ Mrs. S. Lattie	Room 1	Grades 5 & 6
Mr. G. Barr	Room 36	Grades 6 & 7
Ms. J. Sebastian	Room 35	Prep
Ms. L. Hart	Room 3	Literacy/Numeracy Support
Mrs. S. Lattie	Room 6	Culture Awareness /Gitksan
Mrs. L. Stoney	Room 5	Teacher Librarian & Prep
TBA	Room 3	Learner Support
Mrs. H. Olson	Room 26	FNSW
Mrs. N. Spooner	Room 5	Library Clerk & NHS
Mrs. D. Vipond	Noon Hour Supervisor	
Mrs. I. Bolger	EA/ Noon Hour Supervisor	
Mrs. D. Henderson	EA/ Noon Hour Supervisor	
Ms. J. Marshall	Room 13	FNSW
Ms. R. Pierre/ Mrs. H. Heit	Room 22	Custodians
Mrs. A. Campbell	Room 28	Principal
Mrs. M. Harris	Room 27	Secretary
TBA	Room 18	Counsellor

***EA – (Educational Assistant)**

***NHS – (Noon Hour Supervisor)**

***FNSW – (First Nations Support Worker)**

