

# Hythe Regional School K -6 Handbook 2011 2012

## GOALS OF ELEMENTARY EDUCATION

The staff of Hythe Regional School is committed to helping our students to:

- develop an appreciation for learning
- acquire fundamental learning skills which will enable them to progress to more difficult learning
- acquire requisite knowledge in the physical, intellectual, and personal functioning areas
- acquire the requisite social skills which enable them to function effectively both in school and in the community
- develop certain desirable attitudes and commitments towards themselves, their peers and the world as they know it

## STUDENT RECORD UP-DATING

In order to maintain an efficient level of communication, please keep the school office informed of any changes to student information such as emergency contacts, phone or cell numbers, work numbers of parent(s)/guardian(s), addresses and pertinent medical information as soon as they occur.

## TIMETABLES AND BELL SCHEDULE

If you wish to have a copy of your child's timetable, please let their teacher know or call the office and we will see that you get a copy.

### Bell Schedule

8:30	Warning Bell
8:35	Classes Begin
10:05	Morning Recess
10:20	
11:55	Noon Hour
12:35	
2:10	Afternoon Recess
2:25	
3:30	Warning Bell
3:35	Dismissal

**If you need to pick up your children from school prior to dismissal, you must sign them out at the office.**

### **MORNING ROUTINES/DOOR ACCESS**

The school's Main Entrance is open by 8:00 am. The K - 6 boot room doors open at 8:15 am and students are required to use their boot room doors in order to enter the school. Early access to classrooms must be arranged with the homeroom teacher.

### **END OF DAY**

Parents are to wait in the boot rooms until the dismissal bell rings to reduce the traffic in the halls. Students are asked to leave the school building and grounds immediately following dismissal unless they are involved in a staff supervised activity.

### **OTHER TIMETABLE INFORMATION**

On the first Monday of each month there is a 3:00 dismissal due to our staff meeting.

### **PARKING**

Visitors are asked to park in **the WEST PARKING LOT.** We request that you **DO NOT DRIVE in the service lane** immediately in front of the school. Our students' safety is of the utmost concern to the school staff. Service vehicles only are allowed to use this service lane. The north driveway is the bus lane **ONLY.**

### **VISITORS**

For safety and security, please be aware that all visitors are required to check in at the office.

### **DROPPING OFF ITEMS FOR STUDENTS**

Any items, supplies, lunches, etc. that are dropped off for students can be left at the school office. Students will either be called to the office or it will be delivered to their classroom.

### **COMMUNICATION**

School newsletters are published once a month. Additional copies of each newsletter are kept in the office for those who may not have received one. The school website is another method of communication so parents are encouraged to visit it regularly. It will have links to the current newsletter and other information pertaining to school events. [www.pwsd76.ab.ca/school/hrs](http://www.pwsd76.ab.ca/school/hrs)

### **SCHOOL FEES**

The Peace Wapiti School Division and Hythe Regional School levy a textbook rental which includes a fee to cover most school supplies, pencils, erasers, notebooks, art paper, etc.

This fee also covers the swimming program, skating program, theatre groups, and the year-end picnic. Fee payment by family is **mandatory** for student participation in these programs. Please be advised that with regards to swimming, although students do receive formal instruction from lifeguards, they are not guaranteed to receive credit for a certain level. Many factors, such as student to lifeguard ratio and varying swimming abilities, must be accounted for.

Information regarding school fees is included in the first Principal's Newsletter each September.

### **SCHOOL PROPERTIES**

Children are held responsible for unnecessary damage to school property, including textbooks. Damages will be assessed and bills mailed to parents/guardians.

### **PERSONAL PROPERTIES**

Students are responsible for personal property. We request that all clothing be identified with the student's name and that each student be encouraged to put their name on their personal property. Unlabelled footwear is a particular problem.

A LOST & FOUND box is located in the school foyer. Students and parents are encouraged to check the box frequently for missing items.

Cell phones, electronic equipment/games and game cards should not be brought to school. Property of value should not be brought to school and money should not be left in desks or lunch bags. **CELL PHONES & OTHER ELECTRONIC DEVICES ARE PROHIBITED AT SCHOOL.** There is a phone available at the office for student use in case of Emergency.

### **LUNCHES**

Students may not leave the school grounds for lunch without adult supervision.

Hot dog program runs on Fridays - \$1.50 per hot dog.

Milk program runs daily - \$0.75 per milk.

Various lunch sales will also run throughout the school year. Students wishing to take part in these lunch offers must pre-order.

### **PHYSICAL EDUCATION CLOTHING**

Indoor clothing should allow freedom of movement and should be comfortable.

Outdoor - Year-round outdoor activities are part of the physical education program, and clothing should reflect the season and climate.

### **FOOTWEAR**

Students **MUST** have a set of footwear for the indoors and outdoors. All students are asked to remove outside footwear at the school entrance.

### **LIBRARY BOOKS**

A small fee or replacement is required for lost library books. The amount of this fee is indicated when letters are sent home for lost books.

### **INTERNET ACCESS**

All students are given the opportunity to access information via the "Internet". Failure to comply with the terms stated on the student registration form will result in limited or a total ban of this privilege.

### **REPORT CARDS**

There are three reporting periods. Report cards will be issued in November, March and June. Interviews are held in November and March following the distribution of report cards. Additional conferences may be requested at any time during the year.

### **AWARDS POLICY**

#### **Monthly Awards**

Monthly awards include the High Five award and the Safe & Caring award. Recipients are chosen by the homeroom teachers and recipients receive their awards at the monthly assemblies. In general, assemblies are held at the end of each month.

#### **Term Awards**

Term awards are handed out at the end of each report card term. The awards are as follows:

*Grades 1 & 2 - Top Achiever (3 top academic students), Art, Gym, Music, Athletic*

*Grades 3 - 6 - Honors (as per core grade averages and teacher / principal discretion; the following will be used as a guide: Grades 3 & 4 - 90%, Grades 5 & 6 - 85%), Art, Gym, Music, Athletic, Second Languages*

#### **Year End Awards**

Year end awards include the following: *Attendance, Top Academic, Best Effort, Citizenship, and Safe & Caring.*

### **MEDICAL TREATMENT OF STUDENTS**

The Board of Education policy requires that:

1. Education employees act as would a reasonable and prudent parent.
2. Employees do NOT have all the authority that a parent would have. I.e. employees DO NOT have the authority to provide consent for the medical treatment of a student.
3. Non-prescription drugs such as, but not limited to, aspirin shall not be:

- a. purchased on the accounts of the Board or School.
  - b. distributed to any student enrolled in a school operated by the Board.
- 4. If, under exceptional circumstances, prescription drugs, life support medication (eg. insulin) or medication for allergies is required to be administered or monitored by school staff, detailed instructions must be filed with the school and signed by parent/guardian and doctor. More information regarding these exceptional circumstances will be provided to those affected.
- 5. A form must be filled out for each student by the parent/guardian identifying any medical problem that a student may have.
- 6. In the case of serious injury, appropriate first aid and transport action shall be taken. Parents/guardians shall be notified immediately or as soon as possible, since only they can give legal consent for medical treatment.

### **SCHOOL HEALTH CARE**

The community Health Nurse has responsibility for the Hythe Regional School. She will be doing vision and hearing screenings, vaccinations and referrals.

Consultations can be arranged through the Health Unit in Beaverlodge at 354-2647.

### **HEAD LICE POLICY**

In an effort to break the cycle of transmission of head lice (pediculosis), whenever a case of head lice is reported to, or identified by school personnel the following school policy will be in effect and these guidelines followed:

- 1. If a student is identified as having head lice and/or the eggs of head lice, parents will be contacted and required to immediately remove their child from the school.
- 2. Readmission to school will be dependent upon assurance that
  - a. The child has been treated to eradicate head lice and
  - b. The child does not have any head lice and/or eggs of head lice on their person or clothing.

### **ATTENDANCE POLICY**

School Act Section 7B requires students to attend regularly and punctually. Failure to comply may result in cases being referred to the Attendance Board. The following policy is in place:

- A.
  - 1. Students missing more than 15% (3 days) per month will be referred to the principal.
  - 2. Three lates will equal one day absence.
  - 3. Students arriving after 8:35 a.m. and 12:30 p.m. will be considered late for that part of the day.
  - 4. Students arriving after 10:05 a.m. and 2:10 p.m. will be considered absent for that part of the day.
- B. Excusable absences that are not counted include:
  - 1. Illness with letter or telephone call from parents.

2. Field trips, suspensions and other school related activities.
  3. Excusable absences other than 1 and 2 will be at the discretion of the principal.
- \* Attendance records will be sent to appropriate authorities each month.
- C. Parents will be notified by phone or letter of excessive inexcusable or unexplained absences at the end of each month.
  - D. If excessive absences occur for a second month, a conference to review the problem will be set up with parents, teachers, principal and student.
  - E. If the conference cannot be set up, or if the problem continues, the principal shall refer the case to the Superintendent and/or Band Office.
  - F. Participation in Extra-Curricular activities will be jeopardized by excessive absences. For example: any Grade Six student with more than 15% inexcusable absences will not be allowed to participate in the end of the year field trip.

### **STUDENT DISCIPLINE**

In order to create a working, learning and playing atmosphere that is safe, rewarding and pleasant, students are expected to adhere to the following:

1. To attend regularly and punctually.
2. In case of absence or tardiness, to provide the teacher with a reasonable excuse, orally or in writing as the Principal may require.
3. To obtain the authorized textbooks and other school requisites.
4. To be clean in person and appropriately clothed.
5. To be diligent in studies.
6. To be kind and courteous to classmates.
7. To be cooperative and respectful to all school staff.
8. To be respectful of the property of the school and that of other persons.
9. To conform to the policies and regulations of the school.

### **SCHOOL RULES**

One of the prime concerns of the Staff of the Hythe Regional School is the health and safety of our students. Thus, it is imperative that all students are aware of and follow the following rules and guidelines.

1. Students are not to use playground equipment in any way which may cause injury to themselves or others. Pushing, shoving, rough play or fighting is not allowed on school premises.
2. Students are at all times to play or be present in designated areas only. In no circumstances are students to enter areas designated out-of-bounds.
3. Students are to remain in classrooms and in designated play areas unless otherwise directed by staff or supervisors. Students are to eat their lunch in their homerooms under the supervision of the homeroom teacher.
4. Students are not allowed to leave the school premises during the school day without prior authorization of parents or legal guardians. In cases of emergency this authority shall be at the discretion of the principal or designate.

5. Students are always to conduct themselves in a responsible manner with regard to the safety and well-being of themselves and others.
6. Students are to report immediately to the supervisor any situation which may be harmful to themselves or others.
7. Students must prepare for and load busses in a safe and orderly manner.
8. Students must behave in a safe and orderly manner while riding busses and obey all directions of the bus driver. Failure to do so may result in the suspension of riding privileges.
9. Students are not to use abusive or foul language on school premises.
10. During fire drills or any emergency situation, students are to proceed in a safe and orderly manner as directed by their teacher and/or supervisor.
11. Upon the ringing of the first or warning bell students are to proceed immediately to their homerooms.
12. Running is not permitted in hallways or classrooms.
13. Students are not allowed to be in the gymnasium unless under the direct supervision of a teacher.
14. Students are to obey all rules and directions which may be made by teachers and/or supervisors.

#### **DRESS CODE**

1. Clothing should be clean, tidy and appropriate to an educational setting.
2. Students are to avoid wearing clothing that have designs or words that are suggestive, indecent or contain profanity.
3. Hats, toques, or hoods are not to be worn inside the school.

#### **DISCIPLINE POLICY**

The steps listed below are generally followed in dealing with students who fail to follow the school rules or general rules of etiquette:

1. Verbal warning
2. Removal of student to another area, such as a paired classroom
3. For minor infractions, the adult in charge is required to intervene and assign consequences that may be warranted.
3. If the behavior is deemed severe, the student will be sent to the office to be seen by School Administration. The parent(s)/guardian(s) are contacted and informed of the incident.
4. Students who habitually break rules and do not follow behavior guidelines may be placed on an in-school or out-of-school suspension.

#### **BUS POLICY**

Students riding the bus are to abide by the same Code of Conduct as when they are at school. Concerns for safety and behavior on the bus will be directed to the administration of the school. The use of a school bus is a privilege, not a right; therefore students must ensure that they are

following all school rules while on the bus. Possible consequences of not following bus expectations include loss of the privilege of riding the bus.

If you are picking your child up before the end of the day, please stop in at the office to sign your child out. If your child normally rides the school bus, it is your responsibility to notify the bus driver that your child will not be on the afternoon bus route.

### **COLD WEATHER**

In the interests of student safety, parents/guardians are to ensure that all students riding on school buses during the winter months be appropriately attired, including proper footwear, headwear and gloves. In the case of inclement weather our school follows divisional policy regarding school closure. This means that normally, even though buses may not run because of weather conditions, the school remains open. If buses do not run, parents have the option of transporting their children to school. Please note that if buses do not operate in the morning it is the parents' responsibility to pick up their children in the afternoon. Please see Board Policy EEAF for specific details.

The school will not have outdoor recesses when the weather is colder than -20 degrees Celsius. However, wind chill will also be considered and on such days, the outdoor recesses may be shortened or not permitted at all.

### **SCHOOL COUNCIL**

All parents are encouraged to take part in School Council activities. The function of this body is to help provide effective communication between parents and staff to ensure the best education for all our children. Essentially this is a forum for parents to provide input regarding the direction our school should be taking. School council meeting dates and times are posted on the monthly school calendars. Anyone wishing to attend may do so. For further information feel free to call the school and we will direct you to the appropriate member of the executive.