



STUDENT / PARENT HANDBOOK

Arthur Hatton Elementary

**315 Chestnut Avenue
Kamloops, BC V2B 4L1**

Phone: 250-376-7217

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Website: ahatton.sd73.bc.ca

Principal: Mr. A. Rempel

Vice Principal: Mrs. C. Hughes

PRINCIPAL'S MESSAGE

Welcome to Arthur Hatton Elementary School. This handbook outlines some of our school expectations. I hope it will be useful to you throughout the school year. Policies and personnel may change throughout the year, but the needs of children remain constant and important.

Staff members have promised to give the learning needs of students top priority at school, and are committed to our mission and goals as stated above. I hope that we will have a safe and happy year working together as team players.

When you have questions or concerns please contact your child's teacher or myself, Mr. Anthony Rempel.

OUR MISSION STATEMENT IS...

to prepare our students to **contribute positively** in our society as educated citizens.

BELL SCHEDULE

This schedule is effective as of September 2014:

Warning Bell	8:25am
Class Starts	8:30am
Recess Starts	10:30am
Recess Ends	10:45am
Lunch Starts	12:15pm
Lunch Ends	1:06pm
Class Starts	1:06pm
Dismissal	2:30pm

- Our doors remain locked throughout the day, except for the main door by the office. All visitors are to check-in at the office when entering the building.
- Please note that there is no supervision provided prior to 8:15am.
- Students are dismissed from the doors nearest their classrooms at the end of the day.

THE STAFF AT ARTHUR HATTON BELIEVE...

- *that learning is a life-long process*
- *that children learn through a wide variety of learning styles*
- *that children are curious and eager to learn*
- *that children need an environment that is safe, trusting and challenging*
- *that parents are important partners in education*
- *that the physical, emotional and intellectual growth of the child needs to be fostered*

OFFICE HOURS

Office hours at Arthur Hatton are from 8:00am to 3:30pm, Monday to Friday. Student office monitors answer phone calls between 10:30am - 10:45am and 12:20 – 1:06pm.

ABSENCES

If your child will be late or absent from school for pre-planned situations, please send a note to the teacher with the dates and reason. Also, for all other absences, please call the school at 250-376-7217. If the phone is not picked up when you call, please leave a message at any time. If a parent does not contact the school, we will telephone the home contact number.

SUPERVISION

All students are supervised between 8:25 and 2:30 by staff. Students are urged not to arrive before 8:20 a.m. unless they have a sponsored activity such as sports practice or breakfast club. Supervision is only provided for bus students after school. School doors are open for students at 8:20 a.m.

STUDENTS ARRIVING LATE

It is important for students to understand the need to be punctual. Students are to enter the school, at their class' designated door at the morning bell. Students who are not in their classrooms by the 8:30 bell are considered late and must report to the office. Lateness is noted on report cards.

PARENTS AS PARTNERS...

You Can Help Your Child be Successful at School! A successful school experience requires a partnership between the child, the teacher and the parent. We especially need you to assist in the following ways:

- Keep home information current. Please notify the school of any changes to phone numbers or addresses. It is important that the school has an up-to-date emergency contact. Also, please notify the school if someone different will be picking your child up from school.
- Send your child to school clean, well-rested, well-fed and in a positive frame of mind.
- See that your child gets to school on time and let us know of any planned absences.
- Please do not send your child to school if he or she is ill.
- Encourage a positive attitude about learning. Involve your child in a variety of reading, writing, and math activities.
- Take an active interest in your child's work. Discuss their daily activities and check to ensure work is being completed. Agendas, particularly in Intermediate, are an excellent tool.
- Attend parent-teacher conferences, student led conferences, open houses, and performances.
- Communicate directly with the teacher if concerns arise.

- Note library day, gym days, etc., on your home calendar so your child is prepared with appropriate supplies / clothing.
- Support your child's classroom programs.

CODE OF CONDUCT

The School District #73 Board of Education believes that every student has the potential to be a self-disciplined, positive, contributing member of society. The Board also believes students have a right to receive their education in a safe, nurturing, educational environment.

The Code of Conduct is intended to encourage acceptable student behaviour in order to establish and maintain a safe, respectful and caring learning environment. By coming to school, students agree to follow these expectations:

- Respect themselves, others and school property;
- Attend school regularly and be punctual for all classes;
- Engage in purposeful learning activities and set high standards for personal achievement;
- Show consideration for diversity: the thoughts, feelings, and heritage of others;
- Use electronic systems in a respectful, responsible and co-operative manner;
- Conduct themselves in a polite, respectful and co-operative manner;
- Dress in a manner that appropriately reflects a school environment.

In line with our Mission Statement, ***"To prepare our students to contribute positively in our society as educated citizens"***, teachers will go over classroom and playground expectations, and re-teach any behavioural skills as needed. In addition, we use the **Zones of Regulation** and **Play is the Way** programs to systematically teach social skills on a school-wide basis. For more information, see the school district's policy 600.1 at www.sd73.bc.ca.

REPORTING TO / COMMUNICATING WITH PARENTS

In accordance with the School Act, teachers will provide three formal written reports and two informal reports. The informal reports can be conferences, interviews, telephone calls, open houses, portfolios, Back and Forth books or Student Planners. If parents require further information or would like to share information important to the welfare of their child, they are asked to contact the teacher to make an appointment. Thank you in advance for your co-operation and understanding. School news will come home at least once per month in the School Newsletter. The newsletters are also available on our website at www.ahatton.sd73.bc.ca. School District information can be found on the District website at www.sd73.bc.ca.

Please Note: Administration and teachers at Arthur Hatton Elementary School believe that parents are partners in education. If parents have questions or concerns about their child in the classroom setting, they are first required to contact the classroom teacher to make an appointment to discuss concerns. In the event that a resolution cannot be attained after consultation with the classroom teacher, parents are asked to inform the teacher of the impasse and are then welcome to make an appointment to see the principal.

MEDICAL POLICY

Please contact the school if your child has any health issues or potentially life-threatening conditions that we need to be made aware of. No medications (prescription or non-prescription) are to be administered by school district employees without prior written consent of the parent/guardian and doctors must sign a ***Request for Administration of Medication at School*** form which includes written medical advice from a physician. For more information, please see district policies 1006.1 and 1006.2 at www.sd73.bc.ca.

LEARNING ASSISTANCE PROGRAMS

Specialized programming is provided for students by the learning assistance resource room teachers (LART's). Teachers, after consulting with parents, may choose to refer students for learning assistance. Speech and language support, learning assessments, behaviour supports, counselling and gifted programs are available. Access to specialized programming in the school is through the classroom teacher. Each child on an Individual Education Program (IEP) has a case manager (one of the learning assistance resource teacher) to support the plan.

A MESSAGE TO STUDENTS

Our school is a community where people offer strength and support for each other and where opportunities for personal growth exist for everyone. It is a good place to learn, to work and to be. Our students and staff have worked together to identify the core values and beliefs that we all live by to make Arthur Hatton Elementary a great school.

DISCIPLINE

Arthur Hatton students are expected to conduct themselves in a safe and considerate manner at all times. Problems are dealt with by supervisors and a system is in place where teachers and administrators are informed of issues. When students are having serious or persistent problems, parents are contacted and alternate arrangements for these students may have to be made. Students are expected to demonstrate appropriate behaviour at Arthur Hatton and while on field trips.

School Supplies

We encourage parents to take advantage of the convenience of the bulk buying of school supplies by purchasing them from the school. The pupils pay a user fee in September and are provided with their supplies for the year. Parents will receive a newsletter early in September regarding the fee schedule.

ARTHUR HATTON SCHOOL RULES

Our goal at Arthur Hatton is that students will be respectful, responsible, self-monitoring citizens of the community. We expect that they will interact with others including peers, parents, visitors or staff, in a responsible, considerate and respectful manner.

Please take note of the following:

1. Students should use the washrooms nearest their classroom.
2. Hats/hoods will not be worn in the classroom or school hallways. We ask that visiting adults please also respect this rule.
3. Body contact may not be excessive in games or activities.
4. Students are not to play in the parking lot.
5. Bicycles are to be placed in the racks provided. They must be locked up. Playing near the bike racks at recess and lunch is not permitted. Riding, using scooters, roller blades etc., on school property is not allowed for safety reasons.
6. While we cannot guarantee an allergen-free environment, we will take reasonable steps to provide an allergy-safe and allergy-aware environment for students with life-threatening allergies. (School Board Policy 1006.4)
 - a. We are a peanut-aware school. Please refrain from sending peanut products in lunches, as we have students with severe allergies.
 - b. No perfumed products / fragrances are to be worn in the school building in consideration of those with scent allergies and sensitivities.
7. If the Students remain in their classrooms during their lunch eating time. They are expected to be reasonably quiet and behave in a safe manner. Sharing of food is discouraged due to some students having special dietary needs or allergies. Hand-washing has proved to be the best practise to prevent common illness – each classroom has hand-washing facilities.

STUDENT PLACEMENT PROCEDURES

All students are placed in classrooms, temporarily, on the first day. The staff works hard in developing placements for students. Factors such as male/female ratio, academic groupings, independence level, social dynamics, class size regulations, siblings and parent requests are taken into consideration. Please be advised placement of children is the school's responsibility.

Do parents have the choice of classroom or teacher?

No, it is the school's responsibility under the School Act to make the final placement. Requests are often made based on rumour and not firsthand knowledge. Each year the staff wrestles with placement decisions and, usually 99% of placements are fine. Worries that might seem enormous during the first few days of school usually disappear once classroom programs and relationships have been established.

Why are there split grades or multi-aged classrooms? Are straight classes superior to split classes?

Staff is assigned to our school, based on projected enrollment, and often there are not enough numbers for each grade to be taught as a straight grade. If the number of students registered does not align with the typical class size, as determined by the district policy, we would have split classes where necessary. There is no qualitative difference between split and straight classes. They are, however, more work for the staff. The B.C. curriculum is taught as directed by the Ministry of Education. In most split class situations a combined curriculum is presented. The younger students in the class will not

hinder older students nor will the younger students gain any more advantage by being with the older students. The upper grades of split classes are NOT for lower ability students and vice versa.

Why are students placed in temporary classes at the beginning of the year?

Our population changes between June and September. We try to have the fewest possible disruptions for students. Once numbers have been confirmed and staffing is finalized, we will move the students to their class. This is usually completed before the end of the first week. Any student registering the week before school starts in September will be placed on a “wait and see” list and we will attempt to fit them in. If we cannot accommodate a student, we will find a space at a neighboring school.

USE OF PHONES

School phones are business phones and students’ use of them is restricted to emergencies only. Students may use the phone with teacher permission in case of an emergency. Student cell phone use at Arthur Hatton is discouraged. At no time will the use of any personal electronic device invade or infringe upon the personal privacy or safety of any member of the school district community. (School Board Policy 406.1)

PARENT INVOLVEMENT

There are several ways in which you can be an active parent at Arthur Hatton. Our Parent Advisory Council meets at the school on a regular basis. The meeting dates are published in the school newsletters. Many people volunteer in our school. Their involvement is greatly appreciated and allows us to expand our programs and to support children in ways that we otherwise would not be able to do. Whenever parents are in the school, we emphasize the importance of confidentiality. Records and personal information are confidential and we expect our parents to respect that. Regular volunteers are required to sign a volunteer agreement.

FIELD TRIPS

Field trips are an extension of classroom programs. Parents will be notified in advance and must sign a permission slip in order for their child to participate. Parent volunteers are most often needed to help supervise children. Parent drivers are asked to complete a form for insurance purposes. Please note that no child is allowed in the front seat of a vehicle that is equipped with an air bag. In addition to this, please note that the provincial regulations regarding use of car seats is in effect and must be followed for any trip involving transporting children. Parent drivers are requested to go directly to and from the field trip location, without any additional stops, during field trips. Thank you for your co-operation. Students are expected to behave on field trips in the same good manner in which they conduct themselves at the school.

GYM STRIP FOR P.E. CLASSES

Intermediate students are required to wear a gym strip of T-shirt, shorts, and non-marking running shoes. Primary class gym strip requirements will vary with individual teachers. Parents should check with their child’s teacher for details.

DISTRICT SPORTS PROGRAMS

Arthur Hatton offers a variety of extra-curricular sports programs. Intermediate students are able to participate in, volleyball, basketball, track and field, and our after school sports program. Parents are asked to discuss with their children and, together, make wise decisions about joining activities and committing to school teams. A gym strip is required for these programs.

In the interest of participation and school spirit, chosen team members have demonstrated a sincere wish to play. We set high expectations for our students and participation in team sports is dependent on their understanding and demonstration of the following:

- *Teachability – willing and eager to learn and improve skills*
- *Commitment to the Team – No one quits part way through the season.*
- *Maximum Effort – students shows 100% effort and determination.*
- *Sportsmanship and Respect – for each other and other teams, coaches and referees. Hard Working and Good Citizenship in class and around the school is essential.*
- *Team Player – ability to work hard and to operate as a team member.*
- *Every effort will be made to give each player on the team who meets these expectations equal playing time. This will be our philosophy in league games and tournament games. If we should participate in playoffs, certain players may end up playing more than others.*

DRESS CODE

In accordance with SD73 School District Policy No. 612.1:

Students are expected to dress in a manner appropriate for an academic environment.

A student's appearance, clothing, or cleanliness will not be permitted to disrupt the educational process for themselves or others nor can it constitute a threat to health or safety. When the school administration determines that a student's appearance to be disruptive at school, or is considered to be a threat to health or safety, the student will be required to make necessary changes.

*The following examples are not considered acceptable. **Please Note:** In any of these violations, students will be asked to cover up or will be given a school shirt to wear for the day and told not to wear the offending clothing to school again.*

- Clothing with logos and sayings that promote the use of products that are illegal, racially offensive, contain sexual innuendoes or profanity, or promote any form of harassment or violence are not permitted.
- Clothing cannot be a distraction to others within the learning environment. Revealing or see-through clothing is not accepted.
- For safety and health reasons, footwear must be worn at all times (with the exception of gymnastics).
- Appropriate gym strip as outlined by your child's teacher should be at school and available to students at all times.