

Elementary Handbook

Kindergarten to Grade 6



2023-2024

PRINCIPAL'S MESSAGE

Dear Students, Parents, and Guardians,

I am thrilled to extend a warm and hearty welcome to each and every one of you as we embark on a new academic year at Paradise Hill School. It brings me immense joy to welcome our youngest learners, the kindergarteners, as well as our seasoned students up to Grade 6, to what promises to be a year filled with learning, growth, and endless possibilities.

Our school has always been a place of curiosity, creativity, and community. We believe in the power of education to shape young minds and prepare them for a bright future. This Policy Handbook is a guide to the principles and values that underpin our school's vision. It is not just a collection of rules and guidelines; it is a testament to our commitment to your education, safety, and success.

To our kindergarten students, your first steps into our school mark the beginning of an incredible journey. Here, you will explore, make new friends, and discover the joy of learning. To our older students, you already know the ropes, and we challenge you to take on new responsibilities, show leadership, and set a shining example for our younger peers.

At Paradise Hill School, we foster an environment where everyone is encouraged to get involved and work hard. Whether it's in the classroom, on the playground, or in extracurricular activities, we believe in the power of participation. Together, we create a vibrant, inclusive, and supportive community that thrives on diversity.

As your principal, I want you to know that my door is always open. I am here to listen, guide, and support you throughout your journey at our school. Together with our dedicated teachers and staff, we are committed to your growth, both academically and personally.

I encourage each one of you to embrace the opportunities that come your way, to ask questions, to seek help when needed, and to approach every challenge with determination and resilience. Remember, your success is not just our goal; it is our shared achievement.

As we begin this new school year, let us celebrate the excitement of learning and the joy of being part of the Paradise Hill School family. Let us work hand in hand to make this year memorable and enriching for everyone.

Welcome, once again, to Paradise Hill School. Let's make it a year filled with exploration, laughter, friendships, and, above all, a year of growth. Together, we can achieve greatness.

With warm regards,

Mr. Steven Turnbull
Principal

School Year Calendar

2023-2024 SCHOOL CALENDAR NORTHWEST SCHOOL DIVISION #203

Admin Day	Monday, August 28
Staff Day	Tuesday, August 29
Teachers' Convention	Wednesday, August 30
Staff PD	Thursday, August 31
Staff PD	Friday, September 1
Labour Day (no school)	Monday, September 4
First Day Classes	Tuesday, September 5
Thanksgiving Day (no school)	Monday, October 9
PD Staff (no classes)	Monday, October 23
Remembrance Day in lieu (no school)	Monday, November 13
PD (no classes)	Monday, November 26
Christmas Break (no school)	Friday, December 22 to
Sunday, January 7	
Last Day of Classes for Break	Friday, December 22
School Reopens	Monday, January 8
Final Exam Schedule (High School)	Thurs. to Tues, January 25-30
Semester Turn Around / (no classes)	Wednesday, January 31
Family Day (no school)	Monday, February 19
Winter Break (no school)	Tuesday & Friday, February 20-23
Easter Break (no school)	Friday, March 29 – April 7
Last Day of Classes	Thursday, March 28
School Reopens	Monday, April 8
Victoria Day (no school)	Monday, May 22
PD (no classes)	Monday, May 27
Last Day of High School Classes	Wednesday, June 19
Last Day of Elementary Classes/Report Cards	Wednesday, June 26
Final Exam Schedule (High School)	Thur. to Wednesday, June 20-26
Admin Day	Thursday, June 27
Report Card Day	Friday, June 28

BOARD APPROVED – January 12, 2023

STUDENT ABSENCES

We expect students to attend school every day. Regular attendance is a major factor contributing to student success. Students need to be on time for school in the morning, at recess break and after lunch. Please inform the office whenever your child will be late or absent from school. It is very important to call the office if your child is away. We request students not be picked up unless absolutely necessary. This disrupts their learning and the learning of their classmates. At the same time, to protect health of all our staff and students, when your child is ill, please make arrangements so that they can stay home and get better. If your child becomes ill at school, you will be contacted and asked to pick up your child as soon as possible. If you are picking up your child for an appointment, please ensure you sign him/her out at the office.

EXTENDED ABSENCES

At times, parents take children out of school for a variety of reasons - holidays, family events, emergencies, etc. When this happens, parents have requested that teachers provide homework for their children. We offer these suggestions of activities for your child during their absence:

- Keep a journal - every day, write about your day. Draw a picture to illustrate what you did or saw in the day.
- Take pictures and create a travel diary.
- Access "Mathletics"
- TEAMS: Teachers have provided online opportunities for students to complete assignments if they are missing from school.
- Make a list of new vocabulary and practice spelling.
- Make a list of words or phrases in the language of the country you are visiting.
- Calculate how much things cost in Canadian dollars (if somewhere with a different currency).
- Draw and label a map.
- Read, read, read; summarize what you have read.
- Write, write, write, stories descriptions of setting, activities.

The list of above suggestions has been made for you to consider as it should be understood it is sometimes difficult for a classroom teacher to arrange homework for extended periods of absences. Teachers are not required to provide work in advance of children missing school. Teachers are not obligated to re-teach the curriculum that your child missed. Please consider how the absence will impact your child before planning absences from school. The school calendar is available in this handbook and on the Northwest School Division website.

LATES

It is expected that students arrive at school on time. Please make every effort to have your child at school and prepared on time every day. We appreciate your efforts and understanding with this. Please remind your child to report to the office when arriving late. The front entrance is the only unlocked door during the school day.

GENERAL EXPECTATIONS OF STUDENT CONDUCT

- a. **School Property** - We require a team effort in creating a respectful safe and clean environment. This school belongs to you. As such, you have a stake in keeping it clean, safe, and friendly. In the event something is broken, students may be responsible to replace or pay for broken items.
- b. **Classroom Interruptions** - Student learning takes priority during class time. Any interruptions are asked to be minimal in our attempt to provide and facilitate learning. Students will not be taken from class for phone calls. Messages will be taken unless it is deemed an emergency.
- c. **Dress Code** - Students should exercise good judgment in their clothing choices. We believe respect and tolerance for others is essential. Our clothing choices should reflect that we respect ourselves and others. Special events (e.g., Theme days, "Spirit Week") allow for some flexibility in the dress code. If you have any questions about the dress code or what is appropriate, please ask your teacher or principal.
- d. **Energy Drinks, sunflower seeds and freezies** are not permitted in the school.
- e. **Computer & Electronic Devices** - We believe and support the use of technology for educational purposes. Students are expected to be transparent in their use of technology.
- f. **Cell Phones** – The school does not allow students from kindergarten to grade 6 to bring cell phones to school.

TRANSPORTATION

Bus transportation - We encourage students to be ready and waiting for their bus. We promote respect and tolerance with students, parents, teachers, staff, drivers, and school property. Please notify your bus driver of your absences in advance. If your child is bringing a friend home, please inform the bus driver.

ACADEMIC PROGRAM

Classroom - Each classroom has a set of rules and procedures that must be adhered to by all students to remain a part of that classroom. A copy of these expectations will be given to each student by each teacher.

Homework — Parents showing an interest in their children's schoolwork can be motivating for children. Parents can assist students by helping them study for tests and establishing regular routine for homework. Plan to set aside a distraction free, quiet environment for your child(ren) to complete their homework. A good way to support our math curriculum is to access "Mathletics" regularly. Parents are also asked to support reading programs as this is vital to your child's academic success.

Evaluation and Student Reporting

Elementary classes have 3 reporting periods throughout the year.

Friday, November 10th

Friday, April 12th

Wednesday, June 26th

Parent Teacher Interviews

Wednesday, October 18th/Thursday, October 19th

Wednesday, April 17th/Thursday, April 18th

Outcome-based Report Card

An Outcome-Based Report Card is used in the Northwest School Division. An Outcome Based Report Card tells students and their families how close the student is to reaching those year-end goals.

An Outcome is a skill that every student is expected to learn by the end of a school year. Every subject has Outcomes. Every Outcome must be learned and assessed! Outcomes are goals that take a lot of work to get to. Students usually need to do a lot of work before they can achieve an Outcome at the year-end standard.

The **Student Growth Report** is the name of Northwest School Division's Outcome-based Report Card for Grades One to Nine.

The Student Growth Report has three sections:

- Attendance shows a detailed chart of days absent, days late, and days in attendance.
- Academic Achievement: each subject has an Achievement Level for each focus area, there is a description of what each level means listed above the Achievement section.
- Characteristics of Successful Learners: there are four characteristics that are reported:
 1. Respect: I am a respectful member of the school community.
 2. Responsibility: I am ready, focused, and organized.
 3. Active Learning: I am a self-motivated learner, curious, and reflective.
 4. 21st Century Learning Skills: I am creative, think critically, work well with others, and communicate effectively. The Student Growth Report will be sent home three times a year.

RESPONSE TO INTERVENTION

Our school supports the initiatives of the Northwest School Division and the Ministry of Education through focus on what is known as RTI. RTI is "Response to Intervention." The RTI program takes on many forms within our school to address the various needs at each grade level. The RTI program is coordinated as a staff to ensure all student's needs are met.

STUDENT SUPPORT

Teachers continually assess and adjust instruction to meet student needs. If a student requires support to achieve expected success, teachers will meet with the Student Support Services Teacher to discuss and create a student plan which will be implemented and assessed. A time for review will be scheduled throughout the year. During the review, the team makes recommendations based on student progress. Ongoing collaboration with parents during this process is essential. Working as a team allows us to help your children achieve their potential.

ACADEMIC INTEGRITY

Honesty, responsibility, and the pursuit of truth are values that we in the public system must pursue. We expect academic integrity from all students. Cheating, in whatever form, is ultimately destructive to these values and is unfair and discouraging to students who pursue their studies honestly.

FEES

- a) **Registration Fees** - The fees collected will be used to offset costs of field trips, provide special presentations for the students and to purchase various items during the year for the benefit of students. In some grades, classroom teachers also provide the school supplies required by students during the year.

EXTRA CURRICULAR

- a) **Team Sports** - Student participation on a school team is dependent upon the student's efforts at keeping up with class work and general behavior. Teachers will report to coaches as to behavior and assignments. Some of the team sports available to elementary students are: Cross Country, Junior Volleyball, and Junior Junior Basketball.
- b) **Clubs and Groups** - All clubs and groups must have approval of school administration to be recognized as a school club. Membership rules are the same as those for school teams. Some of the clubs available to join are Kindness & Compassion, Cooking Club, Lego Club, and Melody Bells.
- c) **Fundraising & Financial Assistance** - All school fundraising must be submitted to the School Community Council and principal for approval. These requests will be reviewed and approved by the School Community Council in the fall.

SUPERVISION

- a) **Students must remain on the premises** - Unless permission to leave has been granted by a teacher and recorded in the sign-out book.
- b) **K — 6 Bus Students** - Must present permission from their parents to leave the school at noon.
- c) **Weather conditions determine an indoor day** - All K-6 students must go outside unless it is an inside recess. Please ensure that your child is properly dressed for the weather, with boots, mitts, hats, warm jackets or raingear when necessary. On days

of extreme cold or wet, students will be supervised inside the school, rather than on the playground. The supervising teacher announces when it will be an "in" day. We encourage students to get out for part of the day unless it is unbearable.

d) **Playground rules**

- i. *Snowballs - No snowball fights are allowed.
- ii. *Designated Area - Students must stay inside the fence. Play on the playground, not on the south side or front of the school or parking lot. Students are encouraged to use the provided walkways and refrain from crossing parking lots. A maximum of 3 people on tire swings. Students must not jump off the swings. No littering. Bikes are to remain in the stands when not going to or from home. Town students must stay at school once they have arrived (after lunch).
- iii. *No rough play - Bullying is not tolerated - Physical or Verbal

e) **Supervision and Playground safety** — students are invited to be on the playground no earlier than 15 minutes before school in the morning. The first bell for classes rings at 8:45 am. Appropriate behaviour and language are always expected on school property. Bicycles, scooters, skateboards, and roller blades are not allowed on the playground. Parents/caregivers should directly supervise their children on the playground after school. Otherwise, students must go directly home or to a caregiver's home following school dismissal. Students should not re-enter the building to use the phone and washroom, as school personnel are not available to supervise.

f) **Computer Room** - There will be no unsupervised use of the Internet. No food or drink in the computer room. The computer room will be locked unless there is a supervising teacher present. Students may only print with teacher permission.

g) **Video Cameras are installed in the school.** The cameras monitor hallways and common areas in the school.

h) **Doors** - Elementary doors are opened at 8:40 a.m. daily. Please remember not to send your children earlier than 8:40 am.

RIGHTS AND RESPONSIBILITIES

A. Students

1. Students have the right to a quality education. Students have the responsibility to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work co-operatively.
2. Students have the right to be treated with respect and courtesy. Students have the responsibility to treat other students with respect and courtesy.

3. Students have the right to a safe school environment. Students have the responsibility to follow school rules and to refrain from threatening or hurting others by actions or by words.
4. Students have the right to hear and to be heard. Students have the responsibility to listen attentively and courteously to others.
5. Students have the right to privacy, personal property, and personal space. Students have the responsibility to respect the privacy of others and the personal property and personal space of others.

B. Teachers

1. Teachers have the right to be treated with respect by students and parents. Teachers have the responsibility to treat students and parents with respect.
2. Teachers have the right to expect students to be in class, to have a positive attitude, and to be prepared to learn. Teachers have the responsibility to have a positive attitude and to be prepared to teach.
3. Teachers have the right to expect the classroom to be a place of learning where all students participate in the process of learning. Teachers have the responsibility to actively involve all students in the teaming process and to instruct and to evaluate students as deemed necessary.
4. Teachers have the right to feel safe in their classrooms and in the school. Teachers have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
5. Teachers have the right to expect parental or guardian support in matters relating to the education of their child (ren). Teachers have the responsibility to encourage parental involvement and collaboration between home and school.

C. Parents

1. Parents have the right to expect the school climate to be safe and supportive. Parents have the responsibility to teach and to model appropriate behavior for their child(ren).
2. Parents have the right to expect the school to consistently promote a positive attitude towards learning for every child. Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
3. Parents have the right to receive regular communication about the school and their child (ren)'s progress and to be informed promptly of any serious concerns involving their child (ren). Parents have the responsibility to be informed about the school and their child(ren)'s progress and to inform the school of any serious issues concerning their child(ren).
4. Parents have the right to expect the school to operate in an orderly and effective manner. Parents have the responsibility to encourage respectful behavior and to support school discipline efforts.

5. Parents have the right to expect a quality education for their child(ren). Parents have the responsibility to ensure regular attendance, adequate rest, and good nutrition.

DISCIPLINE

Student behavior problems are dealt with on an individual basis; privileges may be withdrawn, or an appropriate consequence may result. If inappropriate behavior is continuous or severe, parents will be informed.

Short summary - Discipline is the responsibility of each individual in the school. Students, Teachers, Parents and Administration will work together to ensure that each student has a safe and caring environment for students.

- i. **Minor Issues** - Is the responsibility of the teacher unless it persists, at which time it becomes a major problem. Minor misbehavior may result in a consequence.
- ii. **Major Issues** - All major discipline issues will be dealt with by Administration.

PARADISE HILL SCHOOL BULLYING POLICY

All students have the right to come to school and feel safe from being bullied. The school defines bullying as an assertion of power to willfully harm, hurt, threaten, frighten, upset, or isolate someone occurring over a period of time. Bullying can be done physically, verbally, socially, or electronically. Paradise Hill School will not tolerate any form of bullying. Any student found bullying will be reported to Administration.

BULLYING POLICY:

NWSD Division Policy AP352 states that the Division believes that every student has the right to attend school and school related activities free from bullying, intimidation, threats, or sexual harassment. The Division condemns **all forms of bullying** and expect its teachers, employees, students, and any other individuals on school premises or at school sponsored events to neither participate in nor condone such behavior.

Bullying generally involves a real or perceived imbalance of power with the more hurtful child or adult using some form of aggression against those who are less powerful. It includes an assortment of acts carried out over a period of time generally away from the presence of adults or in the presence of adults who fail to intercede. Bullying can be overt, subtle, or indirect and anonymous.

Bullying, intimidation, threats and harassment will not be tolerated. Any student found to have engaged in such conduct will be subject to disciplinary action up to and including expulsion from the schools of the Division.

The school defines bullying as an assertion of power to willfully harm, hurt, threaten, frighten, upset, or isolate someone occurring over a period of time. Bullying can be done physically, verbally, socially, or electronically.

Policy and Procedures:

First Offence: Administration will document and speak to the report of the bullying behaviour.

Second Offence: First Offence procedures will take place and then the more hurtful child will be placed under the category of "Student NOT in good standing". This results of loss of attending extra-curricular events (field trips, guest speakers, athletics, SRC, Graduation)

Third Offence: First and Second Offence procedures will take place. The student will then receive a half day in school suspension.

Fourth Offence: First, Second and Third Offence procedures will take place. The student will then receive a full day in school suspension.

Fifth Offence: First, Second, Third and Fourth Offence procedures will take place. The student will then receive an out of school suspension.

Administration thanks you for your cooperation in dealing with bullying/harassment.

VALUABLES AND MONEY

Students - Valuables and large amounts of money should not be brought to school.

The school is not responsible for lost, stolen or broken items.

COMMUNICATION PROTOCOL

- a. **Conflict arising between a student and the school** • The parent or guardian must seek an interview with the teacher. The second step is a meeting between the principal, teacher, parent, and student. If the parent is not satisfied at this point a written complaint shall be filed with the Superintendent. If the issue is still not resolved the parent has the right to discuss the situation with the Director of Education. The process should always begin with the teacher in question.

STUDENT SERVICES

- a) **Speech Language Pathologist** - SLP services are available. Therapist provides diagnostic services and approves individualized programs for specific students.
- b) **Wellness Coordinator** - Will work with school staff to support physical and mental wellness in students from kindergarten to Grade 6. Various programs and small group sessions are conducted throughout the year. The Wellness Coordinator works in consultation with the administration, classroom teachers and parents to serve the needs of our students.

- c) **Occupational Therapy** — OT services are available. Therapists provide services on a rotation as needed for individual students.

- d) **Educational Psychologists** – The school division provides the services of Educational Psychologists for students referred by the Student Services Support Teacher, classroom teachers and school administration. The service is provided in consultation with parents/guardians.

- e) **NWSD Counsellor** – NWSD provides counselling services for students during the school day as needed. This service is available upon request and is arranged in consultation with parents.