

PRINCIPAL'S MESSAGE

Welcome back! It is time to start another school year! The 2019-2020 year promises to be exciting and fun!

I would like to welcome all our returning students and all new students to Paradise Hill School. We are proud of our staff and students and invite you to get to know our school. I encourage you to be involved through volunteering or visiting the school when you can.

Cooperation between families and the school will continue to ensure high expectations for student achievement and conduct. Students demonstrate greater success as positive, confident learners. I urge you to support our school, our teachers, and our programs. We have created many opportunities for students to participate in extra-curricular activities and we hope your children get involved. Your positive attitude and ongoing involvement make a significant difference in building a better future for your children.

This agenda book is an important communication tool for all of our school community. Individual classroom teachers have other means of communication as well. It is important to sign up to the various means of communications. This will ensure you will be informed about your child's progress and about classroom/school events. The expectations outlined in the following pages are presented in an effort to create an environment that promotes excellence in our safe and caring learning community.

If you have any questions regarding your child or specific programming concerns, please feel free to contact the school.

I look forward to working together as partners in learning.

Mr. S. Turnbull
Principal

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. If no call with an explained excuse is provided you, will receive an automated phone call and/or email regarding attendance. We request students not be picked up unless absolutely necessary. This disrupts their learning and the learning of their classmates. At the same time, in order 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"
- 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 have 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. Please remember the front entrance is the only door unlocked after 9:00 am.

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 situation.
- 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** - Students may use their cell phones during the lunch hour. Cell phone cameras are prohibited at all times during the school day unless special permission is obtained. The storage and security of these items is the sole responsibility of the owner/user. The Division/School assumes NO responsibility for the safety, security, loss, repair or replacement of these items.

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

- a. **Classroom** - Each classroom has a set of rules and procedures that must be adhered to by all students in order to remain a part of that classroom. A copy of these expectations will be given to each student by each teacher.
- b. **Homework** – Parents showing an interest in their children’s school work 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.
- c. **Evaluation and Student Reporting**
Elementary classes have 3 reporting periods throughout the year.
- d. **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 new 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 fees required by students during the year.
The new fee structure will be presented to the School Community Council on June 6th. More information will be provided to parents in the fall in regards to the new fee structure.

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. A student who is negligent or uncooperative in other areas of the school may not be allowed to participate for a length of time. This will be determined by the coach in consultation with the teacher or administration. Some of the team sports available to elementary students are: Pass, Punt, Kick, Grade 4/5/6 Soccer, Cross Country, Junior Volleyball, and Steve Nash Basketball.
- b. **Clubs and Groups** - All clubs and groups must have approval of school administration in order 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, Elementary Drama, 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 in order 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**
 - a. Snowballs - No snowball fights are allowed.
 - b. 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).
 - c. 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 expected at all times 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. The teacher is to assess a charge of \$.20 per page for printing material for personal use.
- 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 8:30 a.m. daily.

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 learning 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 on a rotation basis.