



PARENT & STUDENT HANDBOOK

2024 – 2025

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Principal/Directrice

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Welcome to **École Hammond Bay Elementary**

1025 Morningside Drive
Nanaimo, B.C., V9T 1N5

Phone: 250-758-5711

Email: info.hb@sd68.bc.ca

Website: <https://hb.schools.sd68.bc.ca>

Office hours: Monday to Friday 8:00am to 3:00pm

This handbook is intended to provide you with useful information for the school year. Please read through it and use it as a helpful reference. We wish to work closely with you to provide the best possible educational opportunities for your children.

School Calendar 2024-2025

Schools Open for Students	Sept. 3
National Day for Truth & Reconciliation	Sept. 30
Thanksgiving Day	Oct. 14
Non-Instructional Day (Pro D Day)	Oct. 25
Non-Instructional Day (Pro D Day)	Nov. 8
Remembrance Day	Nov. 11
Report Cards Sent Home Electronically	Nov. 27
Curriculum Implementation Day – School Closed	Dec. 6
Last day of classes before Winter Vacation	Dec. 20
Schools Re-Open after Winter Vacation	Jan. 6
Non-Instructional Day (Pro D Day)	Feb. 3
Non-Instructional Day (Pro D Day)	Feb. 4
BC Family Day	Feb. 17
Report Card Sent Home Electronically	Mar. 12
Last Day of Classes before Spring Vacation	Mar. 14
Schools Re-Open after Spring Vacation	Mar. 31
Good Friday	Apr. 18
Easter Monday	Apr. 21
Non-Instructional Day (Pro D Day)	May 5
Victoria Day	May 19
Last Day of School for Students/Summative Report Cards Sent home	Jun. 26
Administrative Day - School Closed	Jun. 27

**Students do not attend on non-instructional days*

**Other school events will be communicated to our community via our website and newsletters*

School Hours & Bell Schedule

<i>Office Hours:</i>	<i>8:00am – 2:30pm (Mon-Fri)</i>
8:35 am	Morning Bell – School starts
10:15am – 10:30am	Little Recess
11:40am – 12:15pm	Big Recess
2:18 pm	Dismissal Bell – School Ends

Supervision is provided 15 minutes before and school at the back of the school. Students should arrive no earlier than 8:20 am. All students are expected to wait at the back of the school where there is a supervisor until 2:33pm. Students who are not picked up by 2:33 pm should check in with office.

Please note: For the safety of your children-parents and volunteers must sign in at the office to access our school property. The school and surrounding property is for school use only during the school day.

Attendance

Daily Attendance

The purpose of the daily Attendance program is to detect, as soon as possible, the whereabouts of each student not in class. This is for the safety and protection of your child(ren). Parents are asked to contact the school if your child will be late or absent for any reason so that we can enter them in our system that they are accounted for and are absent excused:

- Email info.hb@sd68.bc.ca AND the classroom teacher

Please try to give advanced notice as much as possible.

If you are moving, changing schools, or going on holidays during the school year, please inform the office and the classroom teacher as soon as possible so that we can ensure there is a smooth transition for your child and family.

Communication with the School

Supporting your child(ren) at school:

Your classroom teacher is always your first point of contact. If you have questions or concerns regarding how your child is doing at school and how to best support your child at home; it is important that you reach out to the classroom teacher as soon as possible. Timely communication with the teacher and a positive, collaborative approach in working with the teaching staff is key to your child's success at school.

Please note the following expectations:

- All parties communicate in a respectful, collaborative, and timely manner.
- Meetings must be pre-arranged through email and confirmed appointment prior to coming to the school—please do not “drop in” to talk to teachers and staff—this allows both parties to be able to put their full attention to the meeting.
- Staff on supervision are not approached by parents unless there is an emergency that is related to supervision. Staff can not talk about your child while they are on supervision as their job at that time is to be supervising all students.
- When emailing staff, the email should be respectful in tone.
- All conversations between staff and parents should focus solely on your own child and how to best support them at school. Staff do not talk about other people's children with parents.

When to request a meeting with Administration: Asking to meet with administration should be the last step in the problem-solving process. After meeting formally with Classroom teacher, if you still feel you need Admin support, please contact administration, and ask that they join the conversation. Admin will then contact your classroom teacher to set up a time to meet together.

Health & Safety

For the protection and safety of all members of the community, please keep your child home if they are exhibiting any symptoms of illness. Please let the office know if your child has a suspected or known communicable disease. If your child becomes ill or has an accident at school, you or one of the adults you designate on the Student Verification form will be contacted immediately. For this reason, **it is important to keep work and emergency contact numbers current.** If a parent or caregiver cannot be contacted and hospital treatment is required, an ambulance will be called to take the child to the hospital.

Please inform the school office and your child's teacher of any health conditions that may affect them at school. Up-to-date medical alert information is critical.

Student Medication

- Teachers are not required to administer medical procedures, nor be required to administer medications on a regular or predictable basis.
- Administration of medication and/or other medical procedures are the responsibility of appropriate health personnel except for those mature students capable and trained in self-administration.
- Specific Student Medication paperwork is needed for students to receive medication at school.

Allergy Awareness

Hammond Bay has student(s) with potentially life-threatening food allergies that require the student to always have an epi-pen with them. Individuals at risk of anaphylaxis or allergic reaction must learn to avoid specific triggers. While the key responsibility lies with the students at risk and their families, the school community must participate in creating an “allergy-aware” environment. Special care is taken to avoid exposure to allergy-causing substances. The risk of accidental exposure to a food allergen can be significantly diminished by means of such measures.

Please support us in reminding your children not to share or sample food from others and to wash hands thoroughly after eating.

PLEASE CONTACT THE SCHOOL OFFICE WHEN ANY OF YOUR PHONE NUMBERS OR PERTINENT INFORMATION CHANGES – info.hb@sd68.bc.ca

Mid-Year Vacations

Children are required to be in school according to the School Act unless they are ill. Unless a child is ill, the school cannot be responsible for preparing work packages for such things as family holidays that are taken outside of the regular school calendar. The reasons for this are that:

- A large amount of classroom instruction and learning is done orally through demonstrations and discussions that cannot easily be made up or recreated through work sheets or handouts.
- Vocabulary development and understanding of the concepts taught is tightly linked to the active participation of the student in class activities.
- It is difficult for a teacher to assign work ahead of time and to know exactly what will be covered two or three weeks in advance. The approach at the elementary level is student-centered and dynamic. Thus, many variables come into play that affect the day-to-day planning.

Parent Volunteers

If you would like to volunteer in your child’s class or attend field trips, please speak directly with your child’s teacher. The following is required:

- Have an up-to-date Criminal Record Check (CRC)

<https://hb.schools.sd68.bc.ca/documents/2023/11/criminal-record-check-instructions-2.pdf/>

- Complete a Volunteer Registration form.

The Parent Advisory Council (PAC) is a group of volunteer parents whose goal it is to add to the educational experiences of all students at the school.

The support of the PAC is extremely valuable in supporting our school community. If you would like to be involved or want more information, please contact ecolehammondbaypac@gmail.com

General Information Quick Sheet

Item drop off

If your child has forgotten something and you would like to drop it off, please email the school at info.hb@sd68.bc.ca we will arrange to get the item to your child.

Outdoor Learning and Recess

Please remember that students should be dressed for the weather. We do go outside at break times and for learning opportunities regardless of the weather so please be prepared.

Appointments

There are times when a student needs to go home early or will be arriving late due to an appointment. Please let the school know by emailing the teacher and info.hb@sd68.bc.ca and ensure that your child checks in and out at the office.

Phone calls and Personal Devices

Students need the permission of a staff member to use a school phone. Cell phones and other personal electronic devices are not allowed to be used at school.

Lost and Found

The lost and found is located at the front of the school. For small items (e.g. watches, keys, jewelry, small toys), check at the office. Please LABEL your children's items and please do not send valuables to school.

Valuables

Discourage your child from bringing anything of any real value or money to school. The school is not responsible for the loss of any such items.

Dress Code

At Ecole Hammond Bay, mutual respect is one of the most important aspects of our caring and healthy school culture. Respect is modeled by the way we behave toward each other, including the way we dress at our school. Consequently, staff, students and parents are expected to dress in a respectful and appropriate manner for school.

Morning Drop-off, Pick up and Parking

Students in grades 1-7 do not require a parent hand off. To keep students away from the roads and busy parking lot, we ask that students gather around the back of the school near their line up doors before school. After school, students who are not picked up must report to the duty who is located near the Gym. All students not picked up by 2:33pm will be brought to the office by the outside supervisor.

Formative Assessment and Summative Assessments

During the school year teachers work with students to help them develop their foundational skills. Formative Assessments are conducted as baseline data. The proficiency level your child achieves on their formative assessments is expected to change throughout the year with time and practice and an increase in confidence. Formative Report cards are sent home two times in the school year to inform parents of their child's current level of proficiency.

Summative Evaluations and Report cards are completed in June. The June Summative report card indicates the level of proficiency your child was able to obtain during the academic school year.