



PARENT & STUDENT HANDBOOK
2022 – 2023

Mme Shannon Apland
Principal/Directrice

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**Welcome to École élémentaire
Hammond Bay Elementary School**

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

Phone: 250-758-5711

Email: info.hb@sd68.bc.ca

Website: <http://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.

École élémentaire Hammond Bay Elementary School

SCHOOL CALENDAR 2022–2023

Schools Open for Students	Sept. 6
National Day for Truth & Reconciliation	Sept. 30
Thanksgiving Day	Oct. 10
Non-Instructional Day (Provincial PSA Day)	Oct. 21
Non-Instructional Day (District Pro D Day)	Oct. 24
Remembrance Day	Nov. 11
Last day of classes before Winter Vacation	Dec. 16
Schools Re-Open after Winter Vacation	Jan. 3
Non-Instructional Day (District Pro D Day)	Feb. 6
Non-Instructional Day (Pro D Day)	Feb. 7
BC Family Day	Feb. 20
Last Day of Classes before Spring Vacation	Mar. 10
Schools Re-Open after Spring Vacation	Mar. 27
Good Friday	Apr. 7
Easter Monday	Apr. 10
Curriculum Implementation Day	May 11
Non-Instructional Day (Pro D Day)	May 12
Victoria Day	May 23
Last Day of School for Students	Jun. 29
Administrative Day - Schools Close	Jun. 30

* Students do not attend school on non-instructional days

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

SCHOOL HOURS

Office Hours: 8:00am – 3:00pm (Mon-Fri)

8:35 am	School starts
8:35am – 10:15am	Instructional time
10:15am – 10:30am	Short Recess
10:30am – 11:45am	Instructional time
11:45am – 12:20pm	Lunch Recess
12:20pm – 2:15pm	Instructional time
2:15 pm	Dismissal

Supervision is provided 15 minutes before school.

Students should arrive no earlier than 8:20 am and leave by 2:30 pm.

We encourage parents to help their children be successful learners by ensuring that they attend school regularly and that they arrive at school on time. The school bell rings at 8:35am. Students are expected to proceed to their assigned entrance door and wait for their teacher to welcome them into the school.

ATTENDANCE

Early Detection System

Early Detection was initiated for the safety and protection of your child(ren). The purpose of the program is to detect as soon as possible the whereabouts of each student not in class.

For the system to operate successfully, parents are requested to contact the school if your child will be late or absent from school for any reason:

- Email info.hb@sd68.bc.ca or phone the school (250-758-5711) in the morning (email is preferred).
- Send a note with another child in the family

* Please try to give advanced written notice to teachers (email is okay) of dental/medical appointments, or any changes from the usual routine.

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

MID-YEAR VACATIONS

Children are legally 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 through work sheets unless considerable explanations take place.
- 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 student-centered and thus, many variables come into play that affect the day-to-day planning.

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 and 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 or 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 cannot be 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.
- Students who require medication at school must report to the office and Student Medication paperwork is needed in order for students to receive medication at school

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

Peanut/Tree Nut Aware School

Hammond Bay has student(s) with potentially life-threatening food allergies that require the student to always have an epi-pen with them. The food allergies include all nuts as well as any products that may contain these foods. In order to reduce the risk of accidental exposure to these foods we are asking students to avoid bringing snacks containing nuts to school if their teacher sends home a letter saying the classroom is a nut free environment. Due to the nature of these serious allergies, as well as the potential that there may be a "hidden" ingredient in many foods. Please support us in reminding your children not to share or sample food from others and to wash hands thoroughly after eating.

We realize avoiding these potential allergens requires extra planning. We thank you for your cooperation.

COMMUNICATION

Open and ongoing communication between home and school is necessary to build positive relationships, a strong community and for the success of our students. Children's needs are best met when we work together.

The teaching staff is encouraged to contact parents and caregivers and to advise the principal of any concerns they may have about your child. They are also encouraged to let you know the positive things that are happening in the classroom and at school.

If you have a concern related to the classroom, we ask that you follow these steps in order:

- discuss the concern with the teacher directly first to resolve issues at the classroom level.
- involve the principal by putting your concern **in writing** only if the issue is unresolved after meeting with teaching staff.

Throughout the process:

- all matters will be treated confidentially.
- you will be asked if the previous step has been followed.
- problems will be dealt with and resolved on an individual basis.
- it is always easier to try and deal with a problem right away and we encourage you to start by talking to the teacher as soon as a concern arises.

Helping your child solve problems at school

The basic answer lies in establishing good communication with the school.

1. Discuss the concern thoroughly with your child. A clear understanding of the problem is important in finding a solution. Try to get all perspectives.
2. If you cannot solve the problem, phone the school and make an appointment with your child's teacher. Together, you should be able to solve the problem.
3. On some occasions, your child's teacher may not be able to resolve the problem. If this occurs, please see the Principal or Vice Principal.

Communication with teachers and staff

If you need to speak with a teacher, please make an appointment prior to coming to the school. Please do not interrupt teachers during the school day or while they are on supervision.

Teachers are available by email or by phoning the school office at 250-758-5711.

Communication between home and school

Please make sure that you have shared your most current email address with the school. We will send you the PAC and School newsletters and school event reminders.

PARENT ADVISORY COMMITTEE

The purpose of the Parent Advisory Committee (PAC) is to provide a forum for liaison between parents and the school, so parents will have more input into their child's education. The PAC distributes their own newsletters and operates under their constitution.

The PAC at École Hammond Bay School has an executive of President, Vice-President, Treasurer, Secretary, Committee Chairpersons. All parents are welcome and encouraged to attend meetings of the PAC.

STUDENT ACTIVITIES AT SCHOOL

Students at École Hammond Bay School are encouraged to participate in school activities. Activities are based on the availability of teacher sponsors/volunteers. Parent involvement and help is welcomed and encouraged. During all activities, staff, students and volunteers are expected to demonstrate positive and respectful behaviour.

There are two types of activities and the selection of activities offered may vary from year-to-year, season-to-season depending on volunteers.

Intramural activities

- within the school
- during the school day
- clubs, seasonal activities, noon-hour sports

Extracurricular activities

- before or after school
- sometimes at another location
- competitive team sports require parent signature and permission slips for travel

GENERAL INFORMATION

Item drop off: If your child has forgotten something and you would like to drop it off, please call the office and we will arrange to get the item to your child.

Outside Breaks: Please remember that students should be dressed for the weather. We do go outside at break times regardless of the weather so please be prepared.

Appointments: There are times when a student needs to go home early for an appointment. Please let the school know and ensure that your child checks out at the office before leaving.

Lost and Found: The lost and found box is located at the front of the school. For small items (e.g. watches, keys, jewelry, small toys), check at the office.

Phone calls: Students need the permission of a staff member to use a school phone. Cell phones may not be used for calls and texting during the day.

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.

Personal electronic devices: Cell phones and other electronic devices are not allowed during school hours unless they are used for instruction purposes in the classroom under the supervision of the classroom teacher.

Computers and iPads: The school has several shared school carts of Chromebooks and iPads for students' use. Teachers must sign these computers out for their class. Students will not be able to sign them out individually. Use of the computers must follow the School District's Technology Guidelines and Parental Consent for Google Suite.

Please note that students are not permitted to use social media, messaging apps or personal e-mail while at school.

Dress Code: At 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.