

**JOHN HOWITT ELEMENTARY
STUDENT HANDBOOK
2018 - 2019**



Mr. S. Brown
Principal

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Mrs. H. Homan
Vice-Principal

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This Agenda belongs to:

NAME: _____ GRADE: _____

DIVISION/TEACHER: _____

MISSION STATEMENT

To create a caring, joyful school environment that inspires respectful interactions, recognizes individual strengths and needs, and encourages lifelong learning.

SCHOOL HOURS

Pupils are encouraged to arrive at school after 8:40 a.m.

Times: Grades K – 7

*	8:48	School Day begins
	10:30	Recess Begins
*	10:45	End of Recess Bell
	12:00–12:25	Students Play Time Outside
*	12:25	Warning Bell
	12:30	Students Eat in Classroom
*	12:45	Afternoon Classes begin
*	2:40	Dismissal Bell

** Denotes “bell”*

NOTE:

From time to time teachers may require a student to stay until 3:15 p.m. to complete an unfinished assignment or to have a conference about the child’s learning. It will be the student’s responsibility to inform his/her parents when this situation occurs. Alternate arrangements can be made.

John Howitt Elementary School Code of Conduct

John Howitt Elementary operates on the belief that all students have the right to learn. To allow this to happen, each student and staff member works towards creating a climate that is positive and productive. No student has the right to choose behavior that infringes upon the rights of others. We believe a safe, caring and orderly environment is imperative and that it is our responsibility to help children grow into caring, productive adults. Each child needs to feel safe both physically and emotionally, both in the classroom and on the playground. The following code of conduct has been developed by students, staff and parents to reflect provincial standards for "Codes of Conducts"

ACCEPTABLE CONDUCT

Students at John Howitt Elementary follow the HERO'S CODE:

H Honest

- always be truthful
- realize we all make mistakes but we must own up to them

E Encouraging

- supportive and encourage others
- seek help when needed

R Respectful

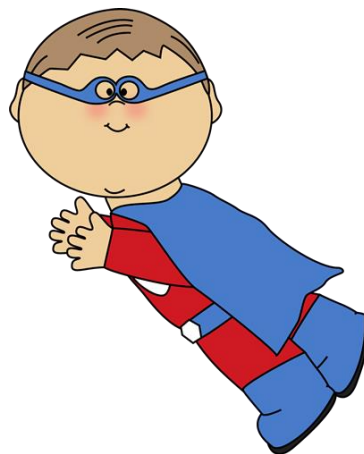
- treat others with kindness, honesty and courtesy
- include others
- respect the privacy and possessions of others

O On Time and Ready

- arrive on time and ready to learn
- have appropriate learning materials at school everyday
- work independently and as a member of a group

S Safety

- behave and play without harming or threatening others



UNACCEPTABLE CONDUCT

The following behaviours are deemed unacceptable. This list includes several examples of unacceptable behaviours and is not intended to be all inclusive:

Behaviours that:

- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions

Acts of:

- Bullying or threats
- Physical violence
- Retribution against a person who has reported incidents

Illegal acts, such as:

- Possession, use or distribution of illegal or restricted substances
- Possession or use of weapons
- Theft of or damage to property

Any conduct that negatively impacts upon the school learning environment may be subject to discipline, whether or not that conduct occurs on school grounds may still be the subject of discipline under school and school board policies.

RISING EXPECTATIONS

As students become older and move through successive grades it is expected that they have increasing personal responsibility and self-discipline. This may require consequences to increase as student expectations rise. It is also expected that there will be increasing consequences for inappropriate behaviour when any inappropriate behaviour is repeated.

CONSEQUENCES

The staff at John Howitt School will continue to ensure that positive behaviour is given recognition.

Students will also know when they have chosen behaviour that is unacceptable. Our goal is to help students see that they are responsible for their own behaviour. The choice for cooperative, positive behaviour is with each student as they strive to 'meet' or 'exceed' expectations with their social responsibility.

Minor Offences

Staff members will handle minor offences "on the spot". Students will know that they exercised poor judgment in that particular instance and they will know what is expected from them in the future. Parents will not necessarily be contacted for minor offences unless a pattern of repeated offences occurs.

Major Offences

Major offences are those behaviours which threaten the orderly function of the school or are threatening to the wellbeing of others. These usually include open defiance, physical or mental abuse of others, or continuous disruptive behaviour.

Major offences will be handled by a formal process. In such situations, open communication will be by the teacher and/or school administration, with the parents and the student.

A plan of action will be decided upon, discussed by all parties concerned, and acted upon. The consequences for major offences will be decided for each individual case. Restoring or replacing a vandalized article may be required.

NOTIFICATION

Depending on the nature of the offence the appropriate people will be notified:

- Parents of offender
- Parents of victim

- School District Officials
- Police and/or other agencies – as required by law.

SCHOOL SAFETY

1. Students may not leave the school grounds during the school day unless they have a note from a parent or guardian and/or permission from a teacher.
2. If students bring a lunch to school they are expected to eat it at school. Lunches must be eaten in the classroom.
3. On the rare days when students stay in the school during recess or lunch playtime they are expected to remain in their classrooms at recess and behave in an acceptable manner in accordance with the school's code of conduct. At noon hour, opportunities for choice activities in the gym, library, computer lab and quiet activities in the classroom are available.
4. All games involving kicking of footballs, soccer balls, etc., must be played on the fields only.
1. Students are not to ride their bikes, skateboards or roller blades on the school grounds during the school week between the hours of 8:15 and 4:00 p.m.
6. The following areas are '**OUT OF BOUNDS**' to students:
 - Main Parking Lot
 - Kindergarten Parking Lot
 - Bus Zone
 - The bank at the north end of the primary soccer field
7. Throwing snowballs is not allowed on school grounds.
8. Suspension may result from:
 - fighting with intent to injure
 - throwing objects with intent to injure others
 - involvement with drugs or alcohol during school hours or at a school function
 - going on the roof of the school at any time
 - using profane language
 - bullying/disrespectful behavior

Every student attending John Howitt School

HAS THE RIGHT:
- to be SAFE
- to be RESPECTED
- to LEARN

SCHOOL AND DISTRICT POLICIES

AFTER SCHOOL PICK UP

To ensure our students' safety, we are asking that if you are picking up your child by car, that you stay out of the bus loop (the paved area on the west end of the school). This will allow a safe way for children to cross to Tebo and will also enable the buses to park and exit. We realize that pick up is a problem at our school because of our roads, but we need to establish patterns that will ensure student safety. Please follow the traffic patterns outlined in our September newsletters. - Choosing one direction for Tebo and circling through Shaughnessy and Strathcona for the second - instead of driving on Tebo twice.

ABSENT/LATE

Please call the school to report any absences or late arrivals (250) 723-7521. You can also email this information to us at: lbehnke@sd70.bc.ca

ASSEMBLY EXPECTATIONS

At John Howitt School we see great value in getting together as a whole school community to enjoy performances, to learn from guest speakers and to celebrate each other. Students are called to the gym over the PA in a specific order by administration and are dismissed out of the gym in a specific order. A seating plan is created each year, please become familiar with your classes seating placement and exit door. Classes closest to the door begin first and will be invited by the staff member closing the assembly.

Students are expected to be quiet and polite and to take off all hats. Teachers are expected to lead students in and out of the gym. Also, teachers are asked to sit near their classes and to remind students of proper audience behavior before classes are called to the gym.

Notes:

- Students must sit as a class during the assembly
- Please review assembly etiquette while you wait (no screaming/yelling, listening not talking during performance, clap at appropriate moments).

ATTENDANCE

To gain the most from their educational experiences students must attend regularly. Please provide a note if your child has been absent. See Absent/Late section for directions if your student will be absent or late.

CLASSROOM EXPECTATIONS

Each teacher has developed a code of behavior that will contribute to a positive learning environment. Each classroom code of behavior is aligned with the school code of conduct. This code of behavior will be communicated to and/or discussed with the students in the first weeks of operation of the school. Please discuss the expected behavior with your son and/or daughter and feel free to contact your teacher at any time. Refer to the student planner or handbook often throughout the year to review school policy and expectations.

CLOSED CAMPUS

When you arrive to school in the morning, you need to remain on school property until you are dismissed to go home. We do this to be able to supervise all students and ensure your safety to your parents. This means that at recess and lunch time you will have access to designated parts of the school campus but cannot leave school grounds. Exceptions to this rule must be approved by the school Principal.

DRUGS/ALCOHOL

If a student becomes involved with drugs or alcohol during school hours or at a school function that student will be suspended from school pursuant to the School Board Policy outlined below:

“The Board of School Trustees will not condone any involvement with illegal drugs, or the illegal use of drugs or alcohol by pupils during school hours or at any school functions that take place inside or outside of the district’s geographical boundaries.”

It is the policy of the Board of School Trustees that if the Board is satisfied that a pupil was willfully involved with illegal drugs or alcohol, that pupil may be suspended for five school days. Subsequent involvement by that pupil in the use of drugs or alcohol at a school function shall result in a suspension of greater than five days.

EARLY DISMISSAL

On occasion, a student may need to leave school prior to regular morning or afternoon dismissal time. If a student needs to leave early, please send a note stating the time and reason for the request. The student is to sign out at the main office and not leave until an adult has also signed.

EMERGENCY DISASTER PROCEDURES

In addition to regular fire drills, teachers and students discuss and practice Earthquake procedures. In the event of a disaster, it is important that parents note the following:

- a) No pupils will be dismissed from school unless a parent or designate comes for him/her. **Please keep the school informed of any changes in emergency contact with updated telephone numbers.**
- b) Phone calls to the school are discouraged. We need to maintain open phone lines for emergency use.
- c) Do not immediately drive to school so that streets may be available
 - a. for emergency vehicles.
- d) Stay tuned to the local radio station to obtain emergency information and directions.
- e) Communication and cooperation between parents and teachers will help to ensure a happy and successful experience for students.

ILLNESS AT SCHOOL

If a student becomes ill the parent will be contacted so the pupil can be taken home. If both parents are unavailable, a call will be made to the emergency contact person. **Please make sure school records are up to date with contact name and phone number.**

INCLUSION SUPPORT TEACHER (IST) & ELEMENTARY SCHOOL COUNSELOR

The role of our Program Planner (SET) is primarily to provide programs and resources which assist the school in meeting a variety of individual student needs. We do have the support of a District Elementary Counselor one day each week, who supports our students, staff, and families.

KNIFE POLICY

Students who bring knives to school will have them confiscated. Knives are not welcome at school. Incidents involving knives can result in suspension.

LIBRARY

Children are encouraged to check out books and renew books on a regular basis. Kindergarten, Grade One, and Grade Two children may borrow one book at a time and Grades Three to Seven at least two books at a time. Books are signed out on a two-week loan basis; book exchanges can be through Class Time Book-Exchange that has been arranged with the teachers.

OVERDUE AND LOST BOOKS POLICY

Unfortunately, the school “loses” about 20 books per year. This is very costly and so the following Lost Book procedure has been implemented in incremental steps:

- 1) The student is informed and asked to return the book as soon as possible.
- 2) A notice is sent home regarding the book.
- 3) If the book has not been found or returned within the next month, payment for the book may be requested.
- 4) Should the book be returned after it has been paid for, the money will be cheerfully refunded.
Note: Payment will be required for any damaged book.
- 5) The return of all books found belonging to John Howitt library (no matter how old) will be greatly appreciated.

LATE POLICY

Late students are to sign in at the main office before going to class.

LOST AND FOUND

A Lost and Found container is maintained in the school. Periodically there will be a general display of items for pupils to check. **Parents are welcome to visit the school at any time to check for lost items.**

Three times a year, - Christmas, Spring Break and June these items will be displayed, anything unclaimed will be delivered to a local charity.

To help prevent items from becoming lost, we would request that **all items be clearly marked with the pupil's name.**

PARENT ADVISORY COUNCIL (P.A.C.)

The Parents' Advisory Council is an integral part of the school and all parents are encouraged to become involved. If you wish information on the PAC, please contact the principal.

Ways to become involved:

- PAC Membership
- Food Helper
- Field Trips
- Classroom Events
- Fun Fair Supporter
- Bingo Volunteer

All parent help is gratefully accepted.

REPORTING

District and School Policy on student reporting is under review and will be released early in the 2018-2019.

SCHOOL ROOF

The Board of School Trustees has established a policy of suspending any student from school for five days if they are detected on a school roof, at any time, without the expressed permission of the principal.

This position has been taken to, firstly, protect the children from an obvious hazard and, secondly, to protect school district property from further damage. It is not our intention to suspend students, but if students do not heed this warning to remain off school roofs, they can expect to see this policy applied consistently.

SMOKING

Students are not allowed to be in possession of cigarettes or to smoke on school premises or at any school sponsored function. If students become involved in smoking, parents will be notified. Further occurrences may result in suspension.

STUDENT PHOTOGRAPHS

On occasion throughout the school year, your child's picture may be taken. Usually the pictures highlight sports, cultural, seasonal, and special events. Sometimes teachers use these photos within the classroom and school in relation to motivation and learning activities. Pictures may also be displayed through the public media such as a Ministry of Education publication, a school district calendar or booklet, local newspaper, or our John Howitt webpage or Face Book page or on television. **If you have a concern about this practice and you do not want your child's picture displayed, please notify your school principal as soon as possible.**

SCHOOL CLEANLINESS

It is everyone's responsibility to keep our school clean and free from litter. Litter includes spitting on the ground. Aside from being unsightly and contributing to make our school dirty, spitting on the ground contributes to the spreading of germs that can cause students to get sick. School cleanliness includes classrooms, the hallways, washrooms, the walkways and the school grounds. Please make sure you use the garbage and recycling bins located throughout the school.

STUDENT TELEPHONE USE:

Students should only be using the telephone for emergency purposes. Students are not permitted to use the phone to make plans for after school social activities. Students may use the phone to notify you that they are staying at school to finish work, for extracurricular activities etc. Students need to have the permission of their Teacher, the School Secretary or Administrator prior to using the phone.

TRANSPORTING STUDENTS

When transporting students in a private vehicle, School District #70 Regulations state that use of seat belts is mandatory. If students are transported, each person must have a seat belt. In addition, a School Board Policy states that parents or teachers voluntarily transporting pupils to participate in school activities must have a minimum of \$1,000,000 liability insurance coverage. Many insurance agencies are recommending \$2,000,000.

Further: No elementary school age child should be placed in the front passenger seat of a vehicle with an air bag, if the air bag cannot be de-activated. If the child in question is your own child, the decision to place the child in the front passenger seat is at your discretion.

Booster seats are required for children until they are 9 years of age, unless they have reached the height of 145 cm. (4'9" tall)

VIDEO OR PICTURE TAKING

Due to privacy issues, please let the office know if you would not like pictures or videos taken of your child for school purposes (e.g. newspaper articles or school/class slideshows).

ELECTRONICS POLICY

PERSONAL ELECTRONIC DEVICES

Positive face-to-face social interactions are encouraged and are an important part of your child's development. It is for this reason the items from home, iPods, iPads, Game Boys, DS systems and Remote control cars are not permitted at school. In addition, these items can be expensive so, the school cannot be responsible the damage or loss of these items if they are brought to school.

CELL PHONES

Cell phones may be brought to school but must be kept in the student's bag as soon as they arrive at school. **CELL PHONES ARE NOT TO BE USED AT SCHOOL DURING THE DAY!** Cell phones may not be used in the change rooms or washrooms, or between classes. Students should not use their personal cell phones to make contact with home and/or their parent/guardians during school hours. If students are ill or need to communicate with a family member, instead, they are asked to report to the office so we can ensure their well-being and safety.

VIDEO AND PICTURE TAKING

Due to privacy issues, the only students who are permitted to take pictures, or make videos, at school are those students doing so under the direction of a staff member and for an approved project or course. Permission must be given by both the teacher and the student being photographed. Other students who take pictures with their own cameras and cell phones without permission from a staff member will have these items confiscated and the pictures deleted.

The school will not be held responsible for any misplaced, lost, or stolen items. It is the responsibility of students to lock up and protect their personal belongings.

There are escalating consequences for the inappropriate use of technology equipment and cell phones:

- 1st Offence: Item is confiscated and taken to the office. The item is returned to the student at the end of the day. Any item confiscated will be documented by an Administrator.

- 2nd Offence: Item is confiscated and taken to the office. The item is returned to the student at the end of the day. Phone call home to parents or guardians to discuss concerns about the use of technology items at school.
- 3rd Offence: Item is confiscated and taken to the office. Item will be returned only to a parent, and at a meeting with School Administrators. Students may receive a suspension for repeated defiance. The length of suspension will be determined by the Principal and Vice Principal.



John Howitt School