

Lake Hill Elementary School Handbook



At Lake Hill School, we believe that meaningful and effective learning occurs when staff, students, parents and the community are all working closely together.

We, students, staff and parents, value...

- Respect
- Caring
- Sharing
- Honesty
- Fun
- Friendship
- Kindness
- Learning
- Trust
- Safety

We have set SCHOOL GOALS to keep us moving in a positive direction and to make us even stronger as a community of learners.

Goal #1 To increase student achievement in writing.

Goal #2 To improve student ability to self regulate and demonstrate socially responsible actions in school, community and the environment.



Way to go Lake Hill! We are working hard to achieve our goals!!

General School Information

NEW School Hours 2010/11

Lake Hill school hours have changed to a balanced weekly schedule.



Monday to Friday

Supervision begins	8:19 am
School begins	8:34 am *please note that school starts at 8:36 am on Mondays
Recess	9:53 am – 10:13 am
Lunch	11:45 am – 12:30 pm
School ends	2:32 pm
Supervision ends	2:47 pm

School Office Hours

Monday to Friday – 8:00 am - 3:30 pm



Starting the Day

Students will not arrive at school before 8:19 am as supervision is not provided until this time. Exceptions are organized school events, clubs or practices.

Students are to remain outside unless they have special permission to be inside. Students line up with their class peers when the morning bell rings. The teacher will greet students at their designated entrance and bring them in.

Stormy weather may require an early buzzer to be rung at 8:19 am. All students proceed to their classrooms and use this time for quiet activity.

Student Attendance and Safe Arrival Program

We know that there is a correlation between student progress and regular school attendance. Research shows that when a student is absent more than 20% of the school year, the student has only a 1 in 6 chance of graduating from high school with his/her peers. For this reason we do our best to encourage consistent, punctual attendance.

Lake Hill parent volunteers operate a “Safe Arrival” call back system whereby parents of unaccounted for absent students are contacted in the morning.

When your child is going to be late or absent please call the Safe Arrival number and speak slowly leaving child’s name; teacher’s name and division number; your name and relationship to the child; expected length of absence (if known) and reason for absence.



If a message has not been left on the answering machine to say that your child will be either late or absent, parent volunteers will contact the emergency numbers listed on your child’s registration form.

The Safe Arrival telephone number is (250) 479-3956.

We encourage all parents to volunteer in this very worthwhile program.

Lates and Leaving the School

Students sign in at the table outside the school office any time they are late arriving to school. Lake Hill School is a closed campus and students may not leave the school or the school grounds during school hours without their parent’s/guardian’s written permission.

Announcements

School-wide announcements are made daily to communicate celebrations, share information about the day and to notify of any changes in regular routine. Students, staff, parents and guests are responsible for listening for the announcements. We ask that everyone respects this as a time of silence for all listeners.



Recess and Lunch Break Information

Unless otherwise announced, all students will go outside at recess and lunch play breaks. Please see that your child is dressed for the weather and send a healthy recess snack and lunch each day.

We are a “Green School” at Lake Hill, and aim to be “garbage free”. Please send snacks and lunches in reusable or recyclable containers.



Students eating lunch at school are expected to eat quietly, use appropriate manners and respect others. Adult Supervisors assist the Student Lunch Monitors with supervision throughout the lunch break. Eating time is from 11:45 – 12:05, followed by outdoor play time until 12:30.

Dress Code

Often parents enquire about appropriate dress for school. Strapless shirts/dresses and clothing exposing tummies and backs are not appropriate for school. Straps should be “two adult fingers” wide and T-shirt messages should be “school appropriate”.

Please ensure your child has appropriate foot wear for the running, climbing and jumping sort of games kids love to play. Slip on sandals or flip flops are not safety appropriate for play at school.



On warm sunny days, it is important that students wear a hat and sunscreen for protection. On rainy, windy days, please ensure that your child has a jacket and appropriate footwear. Layers are great with our sometimes unpredictable weather!

Commitment to Clubs, Teams and Fine Arts

At Lake Hill School we believe that student engagement is key to success. Being involved at school helps form connections for our students that develop a sense of belonging and importance in our school community. It is our responsibility as parents and staff to provide opportunities for engagement and to support students in following through with their commitments to participate in school events.

Please make sure students arrive on time for practices and that they are prepared to fully participate, whether this means bringing appropriate clothing or remembering to bring an instrument.

Involvement in clubs, teams and fine arts opportunities helps students develop skills and supports the growth of respect and responsibility for self and others.

Student Leadership

At Lake Hill School we learn that it takes commitment and involvement to provide diverse learning opportunities for our students. Each of our Grade 5 students is expected to take a leadership role through our Student Leadership Team. Grade 4 students will train in May and June for the following school year. Our Student Leadership Team is an integral piece of our school community.

School Assemblies

Assemblies are an important and regular part of the school program and appropriate assembly conduct is valued highly. Our Lake Hill assemblies are hosted by students and parents are always welcome and encouraged to attend.



Home/School Communication



At Lake Hill we encourage open and constructive communication between students, staff and parents. Your child's teacher will inform you of his/her individual classroom communication routine. Home/school communication is also maintained via student planners, phone calls, class newsletters and through our school's email distribution network. Pending technical difficulties, we commit to having a newsletter emailed to our families on the last school day of each month. Paper copies are available on the parent information stand and the newsletter is posted on our school website at www.sd61.bc.ca/school/lakehill.

Please do take the time to carefully read the newsletter and all school communication that comes home with your child.

Sickness or Injury

We encourage children to wash their hands after using the washrooms, before eating and when coming in from play. This is our best defense in stopping the spread of germs and keeping ourselves healthy. In the best interest of our school community, we ask that children who are not feeling well remain at home. Students who become ill during the school day will be sent home as soon as possible.

Please understand that we cannot provide supervision for children to remain in classrooms at recess or lunch when other children are outdoors.



On occasion we have been asked by a parent to ensure their child receives prescribed medication. Please be aware that in order to do so, we require the completion of the **Request for Administration of Medication at School** form which must be signed by the prescribing doctor. The form may be obtained at the school office.

First Aid and Emergency Contacts

Basic first aid is given in school if a child has a minor accident. If your child becomes unwell or has a more serious accident, we will contact you immediately. **It is vital that we have up-to-date information on where you or another nominated adult can be contacted in an emergency. Please make sure that your contact information is kept up to date at the school office.**



Telephone Use



Student access to the telephone is limited to ***emergency situations or situations of very special need***. Students must ask permission from their classroom teacher before using the phone.

Lost and Found

Misplaced articles are stored in the Lost and Found box located in our hallway. Students are responsible for their personal belongings and the school cannot accept responsibility for lost or stolen items. Please do not allow your child to bring electronic games or toys, listening devices or other valuable items to school. Please mark labels of outerwear with your child's name so jackets and coats left on the playground can be returned to their owners.

Library

The library is an essential part of the school. Students are asked:

- To respect the quiet of the library
- To sign out all materials following sign-out routines
- To return all materials on time
- To treat library resources with care
- To refrain from eating in the library
- To pay for any lost materials



Protocol for Addressing Concerns

When you or your child has a concern, we encourage you to act as soon as possible and not to let the problem get out of hand or remain unresolved. We encourage everyone (students, staff and parents) to avoid third party discussions and to go directly to the source where the problem can be directly and effectively dealt with.

Concerns regarding school policy or organization should be communicated to the school Principal or Vice Principal, or the President of the Parents' Advisory Council (PAC).

When addressing individual or group concerns regarding your child or class programs, the following steps need to be followed and will help you achieve positive results:

- Step 1 Talk with the Teacher or Staff Member directly.** Try to solve the problem here. Make an appointment. Identify the issue. We always try to resolve any problems or concerns in the first step of the process.
- Step 2 Talk with the School Administration.** If you feel that further clarification or assistance is required, speak to the Principal or Vice Principal. The Principal is the educational leader and will try to resolve the problem at the school level.
- Step 3 Talk with the school's Associate Superintendent.** Should you continue to have any concerns, speak to the Associate Superintendent, Ms Sherri Bell, who is responsible for Lake Hill School.
- Step 4 Talk with the Superintendent of Schools.** Mr. John Gaipman is our Superintendent and the senior administrator at the District level.
- Step 5 Talk with our school Trustee.** Mrs. Bev Horsman is the School Trustee assigned to Lake Hill.

Confidentiality

Unless we have your permission, we will not provide names, addresses, or telephone numbers for any of our students to anyone except those legally entitled to them.

Parent Volunteers

Individual teachers define the extent to which they host volunteers and the ways in which their services are used. We follow the guidelines outlined in the Greater Victoria School District Policy regarding Volunteers in the School and information regarding volunteering is sent home in early September each school year.

Non-parent volunteers are required to have a criminal record check and to meet with the school Principal prior to working with children.

A Volunteer Code of Ethics (from “Bridges to Learning – A Guide to Parent Involvement”)

- Respect the confidentiality of the teacher and the children
- Practice tolerance and understanding towards the children and teachers with whom you come in contact
- Be sensitive to the teaching role
- Strive for acceptance of all the children
- Be dependable – let the teacher know if you will be absent or late



Parent Coordinators

Parent coordinators are established for each class by the PAC. Coordinators are the contact for each class and assist the classroom teacher with field trip organization and fundraising. Information can be obtained from our PAC executive.

Student Safety

Student Pick-up and Drop-off

In the case of an emergency, when someone other than a parent or guardian may be required to pick up your child, please notify the office. For the safety of all students, we request that students be dropped off in the **designated drop off area** at the front of the school. **The Pedestrian Crossing at the entrance to our driveway and Keep Clear areas must be kept clear!** Cars must not be left unattended in the drop off area. **If you need to come into the school, please park in the parking lot, NOT in the drop off zone.**



School Visitors (please report to the office)



All visitors must sign in at the office when coming into the school. We require that all visitors adhere to this policy in order to ensure the safety of our students.

Safe Routes

For children traveling to and from school on their own, please predetermine a safe route. Take into account traffic volume, observance of road signs, safe crossings and avoiding interaction with strangers. Encourage your child to walk or bike with others and to avoid isolated areas.

Bicycle, Scooter, Skateboard and Roller Blades Safety



Bicycles, scooters and skateboards are not to be ridden on the school grounds. Bikes should be locked and scooters must be carried indoors. “Heelies” are treated as roller blades and must be taken off prior to entering the school.



Emergency Response and Fire Drills



Regular fire and emergency response (earthquake and lockdown) drills are held throughout the year to practice student safety procedures.

Curriculum

We are committed to high standards of achievement and our school follows the curriculum as set out by the B.C. Ministry of Education. The program in the K – 5 years is designed to support the development of children aesthetically, artistically, emotionally, socially, intellectually and physically, as well as focusing on social responsibility.



Throughout the K – 5 years, three Principles of Learning guide all aspects of curriculum delivery. These are:

1. Learning requires the active participation of the students
2. People learn in a variety of ways and at different rates
3. Learning is both an individual and a group process

Detailed information about the B.C. curriculum is available on the web at www.bced.gov.bc.ca. Information from Greater Victoria School District is available on the web at www.sd61.bc.ca.

Reporting Student Learning



The *School Act* stipulates that reporting shall occur five times during the school year. Three of these are formal written report cards and two can include informal conferences, telephone calls, or written reports.

An essential part of the reporting process is the parent/teacher conference. Parents are encouraged to make appointments to review their child’s progress at school, and to discuss ways to assist in planning for home support.

Assessment and Evaluation

Student assessment is ongoing and a valuable piece in informing teaching practice. Documenting progress in relation to the program goal areas requires teachers and students to gather “evidence” of learning, using a variety of methods such as:

- Observation
- Feedback, discussion and conferencing
- Collecting evidence through samples of student work
- Formative and summative evaluation
- Student reflection and self-evaluation



Through the process of assessment and evaluation, teachers, parents, and students can make decisions about the future direction of the student’s learning.

Resource People



Who:

Learning Assistance/ESL
Counselor
Speech Therapist
Occupational Therapist
Public Health Nurse
School Liaison Officer

How to Contact:

Speak to the classroom teacher
Speak to the classroom teacher or Principal
Speak to the classroom teacher
Speak to the classroom teacher
Please call VIHA at 250-519-5100
Saanich Police non-emergency # 250-475-4321.

Lake Hill School Code of Conduct

Statement of Purpose

The purpose of our Code of Conduct is to:

- ✧ establish and maintain a safe, caring, and orderly environment for purposeful learning
- ✧ establish and maintain appropriate balances among individual and collective rights and responsibilities
- ✧ clarify and publish expectations for student behaviour while at school, coming to and going from school, and while attending any school sponsored activity
- ✧ honour the British Columbia Human Rights code

Conduct Expectations

Acceptable Conduct – at Lake Hill School we expect students to conduct themselves appropriately at school, coming to and going from school, and at any school sponsored activity. Acceptable conduct includes, but is not limited to conduct that demonstrates being:

- ✧ Cooperative with all
- ✧ Accountable
- ✧ Respectful to others and ourselves
- ✧ Encouraging to all
- ✧ Safe in our conduct

Unacceptable Conduct – at Lake Hill School we do not expect students to display any behaviours that discredit themselves, others, or the school. Unacceptable conduct includes, but is not limited to:

- ✧ Behaviours that:
 - Interfere with the learning of others
 - Interfere with an orderly environment
 - Create unsafe conditions
 - Are discriminatory in nature
- ✧ Acts of:
 - Bullying, harassment or intimidation
 - Physical violence
 - Retribution or retaliation 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

Rising Expectations – we expect that as students move through the grades expectations will increase. As well progressive consequences for inappropriate acts, or those that become chronic and repetitive, are implemented. With age and awareness we expect:

- ✧ Increasing personal responsibility and self-discipline
- ✧ Increasing understanding of the Code of Conduct guidelines
- ✧ Increasing understanding the need for progressive consequences
- ✧ Increasing understanding of what discrimination means and 'looks like'

Consequences

The severity and frequency of unacceptable conduct as well as the age and maturity of students is considered in determining appropriate disciplinary action. In that:

- ✧ Responses to unacceptable conduct are pre-planned, consistent and fair (PBS)
- ✧ The focus on disciplinary action, wherever possible, is preventative and restorative, rather than only punitive
- ✧ A support system and individual behavioural programs for students with unique or exceptional needs is developed.

Notification

We have the responsibility to advise other parties of increasing and serious breaches of the code of conduct. Depending on the severity of the incident (minor/major), the following progression will occur:

- ✧ Teachers of student offenders and victims will be notified by referring staff
- ✧ Parents of student offenders and victims are notified by teacher
- ✧ Parents of student offenders and victims are notified by school administrator
- ✧ Associate Superintendent is notified by school administrator
- ✧ Police and other agencies are notified as required by incident or law
- ✧ All parents, or groups of parents, are notified when it is deemed to be important to reassure the school community that appropriate action is being taken with respect to a specific incident.

Retaliation

The school will take all reasonable steps to prevent retaliation against a student who has made a complaint to their Teacher or Principal regarding our Code of Conduct.