

PARENT/STUDENT HANDBOOK



HALDANE ELEMENTARY SCHOOL

530 Cottonwood Street.
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Phone: 250-679-3269
Website: haldane.sd73.bc.ca

Office Hours: Monday to Friday
8:00am to 3:30pm

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INTRODUCTION

Principal's Message

Welcome to Haldane Elementary School. This handbook is intended for your use throughout the school year. Please read it carefully and keep it in a convenient place for reference.

As we strive to achieve our school goals, we will assist our students in becoming positive citizens with the necessary tools for an ever-changing society. The key school goals we are working on at Haldane Elementary are:

1. Through developing students' competencies, students will meet or exceed literacy expectations.
2. Students will improve personal social skills, self regulation and their ability to connect to self and others.

Parents are encouraged to check our website (haldane.sd73.bc.ca) regularly for newsletters, special events, forms, and more detailed information about our school. This document is also available online.

On behalf of the entire Haldane staff, we extend a welcome to all the students and parents of our school community, especially those new to our school. We look forward to a terrific year!

Sincerely,

Colleen Topolovec
Principal

Office Staff:

Mrs. Colleen Topolovec	Principal
Mrs. Mandy Jensen	Vice-Principal
Mrs. Mallory Gosse	Head Secretary

Teachers:

Ms. Hayley Hane	Primary Teacher
Ms. Allyson Marcus	Primary / Intermediate Teacher
Mrs. Jenny Brake	Primary / Intermediate Teacher
Ms. Ivy Chelsea	Secwepemctsin Language and Culture Teacher
Mrs. Amy Ferrier	LART
Mrs. Renae Gartrell	Teacher Librarian
Mr. Paul Heron	Intermediate Teacher
Mrs. Sabrina Jacobson	Intermediate Teacher
Mrs. Janeane Kreutzer	Primary Teacher
Mrs. Tami Markin	Primary Teacher
Mrs. Tara Haskill	LART
Ms. Krista Pitman	Primary Teacher
Mrs. Brenda Mahon	Intermediate Teacher
Ms. Jodi Wium	Flex Room Teacher
Ms. Alexa Melnychuk	Intermediate Teacher
Ms. Karla Meger	Primary Teacher
Mrs. Andrea Todd	Primary Teacher
Ms. Gabby Valachy	PE Prep Teacher

Support Staff:

Mrs. Marge Brush	CEA	Mrs. Deb Swain	Library Assistant
Ms. Makayla Laluha	CEA	Ms. Cheyanne McNabb	AEW
Mrs. Liz Charleyboy	CEA	Mrs. Nancy Mueller	AEW
Mrs. Dalana Williams	CEA	Mrs. Sylvia Kuch	Custodian In Charge
Mrs. Tanya Malkoske	CEA	Ms. Lan Cao	Custodian
Mrs. Kary Pittendreigh	Strong Start	Mr. Chris Hardy	Custodian
Ms. Ingrid Jackson	Breakfast Program Coordinator		

Parent Advisory Council (PAC) Executive:

Kailey Morris	Chairperson
Jennifer Deleeuw	Vice Chairperson
Taline Kazanjian	Secretary
Danielle Kelly	Treasurer
Chandra Sowerby	Hot Lunch Coordinator
Nakia LeJeune	DPAC
Courtnei Neilsen	Social Network

The Parent Advisory Council (PAC) is an active way to get involved in your child's school. Studies show that involved parents have a positive impact on a child's overall success in

school. At Haldane we have an active, positive and supportive PAC. The PAC plays an important role in making Haldane an exciting and vibrant learning community. The PAC meets once a month at the school and the schedules and dates can be found in the newsletter.

SCHEDULES

Bell Schedule 2022-2023

Time	Description
8:30 AM	Warning Bell
8:35 AM	Classes Begin
9:55 AM	Recess Begins
10:25 AM	Recess Ends / Classes Resume
12:10 PM	Lunch Begins
1:05 PM	Lunch Ends
1:10 PM	Classes Resume
2:46 PM	Dismissal

Recess Break:

Students are not permitted to bring their snacks outside during recess break. Teachers will provide students with a nutritional break either before or after the Recess Break. The purpose of this is to:

- monitor students to make sure they do get a nutritional break. It is important that students get a healthy snack in the morning to keep their energy and brain going. Students often get distracted while outside during unstructured play.
- control litter – many snacks come prepackaged. In order to try and reduce litter outside, children eat their snack inside where adults can better monitor litter disposal and keep our playground litter free!
- monitor the sharing of food – although it is impossible to completely monitor the sharing of food and we rely on the education of students on why we should not share, having students eat their snack in the classroom makes it easier. Many students have specific dietary needs as well as parents who have dietary expectations for their children. As such, children are discouraged from sharing or trading their lunch and snack items.

Lunch Break:

Our Grade 5/6 Leadership Students help to monitor classes during eating times, while adult supervisors oversee all classrooms and hallways.

Students are expected to go outside during the lunch playtime, and should be prepared for changing weather. Students are taught where their designated play areas are at the beginning of the school year and are expected to remain within the school boundaries at all times.

Early Dismissal:

One day each year is designated as Early Dismissal. On this day students are dismissed earlier than usual. Refer to the Haldane Website or your child's agenda for the current year's schedule. On this day, buses will also run two hours earlier and your child will be dropped off at their usual bus sites.

Early Dismissal Schedule

Time	Description
8:30 AM	Warning Bell
8:35 AM	School Officially Begins
9:55 AM	Recess Begins
10:25 AM	Recess Ends
12:30 PM	Early Dismissal

SCHOOL FEES

Every year schools in our district charge school fees to cover student individual school supplies as well as covering the cost of student planning agendas and Art Starts performances. These costs provide students with opportunities to experience performances not typically available in schools, as well as an agenda to enhance communication between you, your child and the school. Finally, the school supply cost ensures that every student receives fair and equal supplies to help their learning experience. This is also helpful in that parents do not have to worry about lack of supplies, lost supplies or keep track of when students need supplies because they run out.

Parents can decide to provide their own supplies; however, if you choose to do so, you will need to get a complete list of specific supplies from your child's teacher, and work with the teacher in developing a communication system to monitor what supplies they will need for projects and if and when your child runs out how you will make sure they stay supplied. If you choose to purchase your own supplies, please indicate to the school your intentions. If you do not indicate otherwise, it is assumed your child required supplies. Please pay your supplies as soon as you are able. Unpaid supplies come out of the school budget which impacts how much the school can spend on other resources, such as text books and learning materials.

Please note: If you purchase your own supplies, you will still be required to purchase your agenda and Art Starts performances. Contact the school on those individual costs. An envelope is sent home at the beginning of the year to be returned with your school supply cost.

Kindergarten: \$44.00 (supplies/Art Starts)
Grade 1-3: \$52.00 (supplies/Art Starts/agenda)
Grade 4-6: \$67.00 (supplies/Art Starts/agenda)

If you can not pay your supplies right away, please contact the front office and we can arrange payment options.

Also, be aware that your class may have other opportunities throughout the school year to participate in special field trips arranged by the teacher. Sometimes there are small incidental costs associated with these special field trips to cover entrance fees or transportation. You will be notified if and when this happens.

SAFETY

Safe Arrival Program:

Our district operates an automated “Safe Arrival Program.” After the morning check-in, teachers report the names of students who are absent or late (this is done on line). This is checked with the “reported absences” that are entered by parents on line and the parents of students who are unaccounted for are contacted in an automated call out.

To report your child's absence, please call, toll free, 1-844-350-2647 before 8:35 am. If you call from the phone registered with the school, the system will recognize you and will bring up your child's name for submission. If you call from a number unknown to the system, you will need to enter your home phone number to access the information.

Alternatively, you can visit the website, which you can access if you have given the school your email address: ktsd.schoolconnects.com.

There is also a free mobile app, which you access through the above website (you need to register and authenticate before downloading the app). The app is the fastest way to report your child's absence.

Arrival, Dismissal, and Supervision:

For your child's safety, do not drop children off before there is adult supervision on campus or leave them on campus after playground supervision ends.

- Morning supervision starts at 7:50am for bus students. Students who do not take the bus are encouraged not to arrive until 8:15am (when the school office opens).
- Children arriving after 8:35 am are considered late. Please time your morning commute so that your child is here for the warning and arrival bell at 8:30am.
- Bus students will be expected to leave on their usual bus after school, unless a parent has written a note or called the office confirming alternate plans.
- Children who are not bus students should be going home or picked up promptly after school. Non-bus students should have departed campus by 2:55pm.

Permission for Lunch Off School Grounds:

For safety reasons, students are not allowed to leave school grounds without permission. Students leaving the school grounds for lunch must be accompanied by an adult, unless they are going home for lunch with an adult present. Please adhere to the following:

- Students going home for lunch must have permission from their parent / legal guardian and the school must be informed in writing or by phone.

- Under no circumstances are students allowed to purchase or share items with other students (that are not siblings) or collect money and orders from other students. We need to model respect for those parents' rights to manage the diet and nutrition of their children.
- Please sign out and sign in at the main office any time a student leaves or arrives during regular school hours.

Visitors on Campus:

For the protection of our students (your children), Haldane maintains a closed campus during the school day. After morning arrival time, all visitors must enter through the Haldane office. All visitors and volunteers should check in at the main desk as they enter school premises.

Traffic and Parking:

Parking at Haldane Elementary School is limited. Please model respect in the presence of your children and others by obeying parking and drop off signs and rules and understand that we are all working towards maintaining safety for all.

- There is no public parking in the staff parking lot. Public parking is available on the street in front of and alongside the school.
- Parking and drop off/pick up in the bus loading zone is prohibited at all times.

Bicycles, Skateboards and Scooters:

If children ride their bikes, skateboards or scooters to school, helmets are mandatory! Upon arrival at school, students are required to secure their bicycle, skateboard or scooter on the bike racks located outside the gym doors on the West side of the school. It is recommended they lock them. Students bring these items to the school at their own risk.

- For safety and liability reasons, students are not permitted to be riding them during school hours. They may only be used for transportation to and from school.
- Students are not permitted to play around the bike racks as they are not playground apparatus and should only be used for storing and securing bicycles, skateboards and scooters.

Poor Weather Procedure:

Unless there is severe weather, students are expected to be outside during morning, recess, lunch and afternoon breaks. Students are expected to come dressed and prepared for the weather. The two guidelines the school uses to determine 'inside days' are:

1. Heavy rain and thunderstorms – students may be required to go outside if it is sporadic or light rain. However, the break may be shortened. Please have them dressed accordingly. Sometimes it is helpful to have a change of clothes at school in case of emergencies or sudden heavy rain.
2. Cold Weather (-15° C) – This is an approximation and wind chill is considered.
3. Air Quality – When the Air Quality Health Index (AQHI) reaches above 7

School Safety Drills:

Haldane Elementary will be conducting regular school drills throughout the year to instruct students and adults on emergency procedures. Some of the drills we conduct are:

- Fire Drills
- Earthquake Drills
- School Lock Down Drills

COMMUNICATION

Home-School Communication:

Home-School communication is important at Haldane Elementary School because we believe it contributes to cooperation and student success. To provide better communication we are sharing with you the best ways to get answers to your questions and have important conversations. Below are places to look for general information:

Monthly Newsletters: These are emailed to the home email we have on file, and they can be found on the Haldane website

* Haldane Website: haldane.sd73.bc.ca

* School calendar, Safe Arrival, Munch-A-Lunch, teacher emails, etc.

* Haldane Facebook Page: <https://www.facebook.com/HaldaneElementary/>

When wanting to communicate about your child's learning, other opportunities or concerns, follow the below procedures:

1. If you have any questions related to your child's academic or social progress you should contact your child's teacher first.
2. If you have any questions about community resources, please contact the office and they may be able to direct you to the most appropriate person to help you.
3. If you need to speak to the principal, please follow these steps:
 - Contact the secretary in the office. You can either come into the office at the school or call the school at 250-679-3269.
 - Be prepared to share some information about your question or concern so that the secretary can determine the most appropriate person to help you. At times, other support personnel may be able to answer your questions.
 - If you are requesting a meeting with the principal, be prepared to share the purpose of your meeting. If it is about a classroom concern, you will be asked if you have already met with your child's teacher.

Teachers will do their best to address any concerns you have about the classroom. Please request a meeting as early in the year as possible to share your concerns so that staff members can address them in a timely manner.

- If you have a concern, please do not just drop by. Having extra adults in the room that are unexpected or unplanned can be disruptive. Ask your child's teacher if there is a good time to meet and arrange that meeting. Again, please let them know a little bit about the nature of your concern so they can try to answer it efficiently and professionally. They can typically be contacted by school phone, email, written notes/letters or after school when there is no instruction or supervision happening.

Classroom Visits:

We value all you do to help support your child and their classroom. However, to ensure minimum interruption of the instructional program, we would like to inform you that the following procedures need to be followed to facilitate your visit in the classroom.

1. Please try and make your request 48 hours prior to your visit. Most teachers have an open door policy, but please be aware that the presence of another adult in the classroom can be disruptive unless planned for.
2. If it is a request for a conference, please try and give notice. Most teachers will try and make arrangements to meet with you outside of instructional hours.
3. To ensure the legal rights and privacy of the teacher and children, pictures and other recording devices are not permitted unless specific consent had been given by the teacher, or office and if it involves other children that are not your own, the parents of those children.
4. If you are looking to volunteer on a regular and consistent basis, you will need to register with the school as a volunteer and will be required to complete a criminal record check.

Interacting with Students / Children at School:

At Haldane Elementary we encourage and foster strong community environment. There are many times during the school year where parents and the community interact in a positive proactive manner as children and adults. However, there may be times when conflict, concerns or issues may arise between students and parents either at school or off school grounds.

Please be aware of the following procedures:

1. If you have a concern or an issue with a child that is not your own, please bring those issues to the teacher or to the office and **do not** address them with the child directly. The office will assist in remedying the situation. Under no circumstances are adults permitted to address concerns or issues directly with a child that is not their own.
2. The above situation also applies for issues or concerns that have occurred outside of school. If you feel that these issues may impact interactions at the school, let the teacher or office know so we can deal with it as necessary. Generally, school is not the place to resolve these issues and it is recommended that you directly contact the parent/guardian of the child involved.
3. According to the Freedom of Information Act, the school can not provide contact information to parents or visitors for children that are not their own.
4. Guests visiting the school, or attending school events may not record or take photos of other students, unless with the permission of the other child's parent. This includes posting photos or videos of other students on social media platforms.

Telephone and Cell Phone Use:

School Telephones:

Please ensure that social arrangement or play dates are made prior to coming to school. School telephones are for school business and / or emergencies only. Students require permission to use school phones. If you require your child to make a call home, please make sure you inform the office or your child's teacher. Generally, it will not be a problem. Please be aware that calls should be made during breaks so as not to disrupt instructional time.

Cell Phones:

The nature of cell phones and school policies around cell phones are constantly evolving. Haldane Elementary abides by the School District code of conduct for technology use. We also want to respect the evolving expectations around cell phones. Student cell phone use at Haldane may be permitted during school hours only with the expressly authorized permission and supervision of school staff. If your child calls about a school concern, please encourage them to go to an adult at the school to help them resolve it, or you can let the teacher or office know right away about the concern so we can investigate and help resolve it.

Students are responsible for the storage, safety, and use of their devices. The school accepts no responsibility for theft or damage that may occur to personal devices brought to school.

HEALTH

Student Illness:

While we encourage students to attend school every day, an ill child does not learn well and they may expose other children and adults in the school.

- If a child does become ill, for the protection of your child and that of classmates and adults, please keep them home until treated and/or recovered. Some symptoms that may require keeping your child home are:
 - A fever in the last 24 hours
 - Vomiting or diarrhea in the last 24 hours
 - Did not sleep well during the night due to a very bad cough, nasal congestion and runny nose.
 - Contagious conditions such as chicken pox, pink eye, strep throat, etc.
- If your child becomes ill at school, parents or designates will be contacted to come and take your child home. We are unable to supervise children who are sick at school for extended periods of time.
- If it is a communicable disease such as chicken pox, pink eye, strep throat, etc. please inform the school so we can take precautions.

Medical Alerts:

If your child has special medical requirements such as allergies, epilepsy, asthma, etc., please ensure that this information is provided to the school staff at the beginning of the year and updated as necessary. If an Epipen or inhaler is required, please make sure the office has one available starting on the first day of school. Please ensure they have a current expiration date.

Administering Medication to Students:

School personnel can not administer any type of medication without prior written consent of the parent/guardian. Parents must sign a waiver of consent along with included written medical advice from the physician. This waiver is available at the office upon request.

Scent and Nut Sensitive School:

Haldane is a Scent Aware and Nut Aware school. Many people are extremely sensitive or allergic to nuts, and scented products. Please try not to bring them or wear them to school or ask your child's teacher about the protocol for use in the classroom.

Head Lice:

We rely on parent support to keep head lice under control. It is recommended that parents check children at home on a regular basis (at least twice a month, if not more). If you do find head lice, please treat your child before they are sent back to school. Also, please report it to the school so that we can take steps to keep it under control. The school handles any reports confidentially.

CODE OF CONDUCT

Haldane Elementary School's Code of Conduct is consistent with the School District and other schools within our district. It has been established to maintain a safe, caring and healthy learning environment. The purpose of the Code of Conduct is to inform all members of the school community of our shared obligations and responsibilities while in attendance at school, while traveling to and from school, and while attending any school function at any location.

As members of the school community it is our responsibility to demonstrate positive conduct and refrain from unacceptable behaviours. All members of the school community have an obligation to:

- support learning
- promote safety
- respect property, environment, personal space and privacy
- model courtesy, compassion and respect

Conversely, the following behaviours are considered unacceptable:

- interfering with the learning of others
- engaging in acts of bullying, harassment, intimidation and/or violence
- being disrespectful or using threatening language or behaviours

These lists should not be considered exhaustive and detailed school information may be located on the school website (<https://haldane.sd73.bc.ca>), school handbooks, agenda planners, social contracts, etc.

Whenever possible, incidents will be resolved by discussion, mediation, and restitution. Every effort to support students and to determine the root causes of behaviour will be made. If the immediate safety or educational program of others is compromised, or if there is an ongoing failure to meet the expectations of the Code of Conduct, this will result in the implementation of a range of consequences. These may include, but are not limited to the following: suspension, referral to the school or district Inclusive Support Team, involvement of police or other government and Aboriginal agencies when necessary.

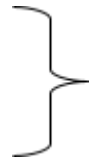
We will respect the individual differences of students and respond to each situation according to the student's age, maturity, capacity and past conduct. We may inform other parties when any serious breaches of the Code of Conduct occur.

Haldane Behaviour Matrix:

At Haldane Elementary school, all members of the school community have the right to be treated fairly and consistently, and should know and understand this Code of Conduct. To help guide us we have created a Haldane behaviour matrix. A copy of the matrix can be found on the school website (<https://haldane.sd73.bc.ca>) and in your child’s agenda.

We are working to show:

- Respect
- Responsibility
- Belonging
- Safety



Within the context of:
 * ourselves
 * our school
 * the greater community.



Peer Conflict, Mean Behaviour & Bullying:

When a child is having a problem with her or his peers, it is hard for parents and adults to really know what is happening – is it bullying, or is it something else? Each type of behaviour and each situation needs to be handled differently in order to keep children safe and to help them learn to get along with others. There are three general types of behaviours schools deal with:

- Peer Conflict
- Mean Behaviour
- Bullying

Peer Conflict:

Conflict between and among peers is a natural part of growing up. Children will have times when they disagree and can’t solve their own problems. They may even become so frustrated that they say mean things or act out physically by hitting, kicking or trying to hurt. If it’s peer conflict you will be aware that these children:

- usually choose to play or hang out together;
- have equal power (similar age, size, social status, etc.);
- are equally upset;
- are both interested in the outcome;
- will be able to work things out with adult help (after calming down).

Adults respond by helping the children talk it out, and see each other’s perspective. This is often referred to as “conflict resolution”.

Mean Behaviour:

Children may try out behaviours to assert themselves – sometimes saying or doing mean things – such as making fun of others, using a hurtful name, taking something without permission, leaving a child out, or “budging” in line. If it is mean behavior, usually:

- it is not planned and seems to happen spontaneously or by chance;

- it may be aimed at any child nearby;
- the child being mean may feel badly when an adult points out the harm they've caused

When adults see mean behavior they do not ignore it. Adults respond quickly, firmly and respectfully to stop the behavior, to let kids know that their actions are hurtful and to re-direct children to more positive behaviour.

Bullying:

Bullying is serious behavior that has three key features – all three must be present for the situation to be considered bullying:

- Power imbalance - One child clearly has power over the other(s), which may be due to age, size, social status, and so on.
- Intention to harm - The purpose of the bullying behaviour is to harm or hurt other(s) – it's intended to be mean and is clearly not accidental.
- Repeated over time - Bullying behaviour continues over time, and gets worse with repetition. There is a real or implied threat that the behaviour will not stop, and in fact will become even more serious.

The effect on the child who is being bullied is increased fear, apprehension, and distress. Often by the time adults find out about what is happening, the child has tried many ways to stop the bullying but cannot do so on their own. Adults will address the bullying behaviour and ensure the safety of the student who has been targeted. They also need to reassure the children who may have witnessed the behaviour that adults are taking care of it.

When the school responds to bullying, staff will also help the child who has been bullying others to take responsibility for their actions, and change their behaviour. They will monitor the situation to ensure the bullying stops, and will support the child who has been bullied to regain confidence and a sense of safety. Staff may follow-up with the students who observed the behaviour to help them learn what to do when they see bullying.

The school deals with every reported case. At Haldane, zero tolerance means that we investigate and deal with every case individually. It does not, however, mean that we deal with every case the same. A more detailed description of bullying and how it is dealt with is on the school website (haldane.sd73.bc.ca) under Code of Conduct.

School Bus:

Safety is an even bigger concern on the School Bus. A delay of the bus or situations that distract the driver can have considerable implications for the safety of all the children. If a student cannot comply with the code of conduct on the bus, it may result in the removal of bus privileges and parents making alternate transportation arrangements to and from school. Please refer to the Bus Code of Conduct on the school website (haldane.sd73.bc.ca) for a detailed list of expectations under "Our School's Programs – Transportation".

Students riding the Adams Lake school bus should refer to the policy and Code of Conduct set by Adams Lake. For more information, please contact Diane Anthony.

Dress Code:

Students and their parents are expected to support a learning environment where attire is appropriate and not distracting or offensive to others. Articles of clothing which promote alcohol, drugs, inappropriate languages or images, or discrimination of any form, are unacceptable. Intermediate students are expected to wear gym strip. All students are expected to have non-marking gym shoes for PE. Students are expected to be outside at breaks and therefore should be properly dressed for the weather on any given day in the school year.

For health and safety, appropriate footwear must be worn at all times – bare or sock feet are not acceptable.

Internet and Technology:

Haldane Elementary believes in the importance of technology as part of the education of building well rounded and successful students. At school, in order to maintain a safe and caring learning environment, technology should only be used under the direction of a teacher. This includes personal technology devices such as smartphones. Students must use our school devices in a respectful, responsible, and ethical manner, otherwise they will lose this privilege. Students are not permitted to access social media at school; nor are they permitted to store or share personal information and images, unless for educational purposes as directed by a teacher. Students who damage school devices may be required to incur costs of repair or replacement.

Please review the internet usage form on the School District website signed by parents and guardians at the beginning of the school year: Policy 403.2 - "Technology: Student Acceptable Use – Elementary & Middle Schools". Failure to comply with the expectations could result in disciplinary actions, including loss of privileges.

Extra-Curricular Activities:

The Code of Conduct applies to all extra-curricular activities. Students must remember that their participation in extra-curricular activities is a privilege, not a right. Students participating in these activities are a reflection of themselves, their team, their school and their community. Student participants shall:

- Treat everyone with respect
- Exercise self control at all times
- Play fair
- Abide by the Code of Conduct

Please be aware that because participation in these activities is a privilege, and a student's behaviour at school is sometimes a reflection on their potential behaviour in extra-curricular activities, their permission to participate in these activities is at the discretion of the school.

REPORTING AND ASSESSMENT

At Haldane Elementary, teachers assess student progress continuously and report outcomes to parents through report cards, parent-teacher interviews and other types of communication.

Report Cards:

Student progress is reported to parents regularly throughout the school year. This includes two formal written reports. These report cards go home at the beginning of February, and the end of June. Specific dates for each year are posted on the school website and in newsletters. One planned informal reporting opportunity, in the form of a parent/teacher interview, is held on the early dismissal day in November, as well as two other informal reports through the year. Please refer to the school calendar, website or newsletter for the exact dates.

The formal written report cards will have performance scales to indicate the level of performance in relation to the expected learning outcomes set out in the provincial curriculum for each subject in each grade. At Haldane Elementary, the following performance scales are used in each reporting period:

Kindergarten – Grade 6:

Emerging → Developing → Proficient → Extending

District Assessments:

All schools in our district are required to complete district assessments. These assessments are used to help guide instruction as well as develop comprehensive school plans. A list of the assessments are as follows:

District Assessments and Surveys:

- Kindergarten Survey
- Primary Reading Assessment (Grade 1 – 3)
- Non-Fiction Reading Assessment (Grade 4 – 6)
- District Numeracy Assessment (Grade 3 – 6)
- DEWRS - District Engagement, Well-being and Resiliency Survey (Grade 4-6)
 - <https://thelearningbar.com/solutions/school-improvement/>

Provincial Assessments and Surveys:

- Foundation Skills Assessment - FSA (Grade 4)
 - <https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/foundation-skills-assessment>
- Student Learning Survey (Grade 4)
 - <https://www.awinfosys.com/SurveyFull1/central/main/access.asp>

GENERAL ITEMS

Lunch and Nutrition Programs:

The Parent Advisory Council and volunteers organize a hot lunch program. Parents can pre-order hot lunch on the Munch-A-Lunch website (<https://munchalunch.com/schools/Haldane/>) and it is delivered to students at school. Prices are very reasonable. Order reminders go home with students and dates are posted on the Haldane website (Munch a Lunch on-line ordering system) and in school newsletters.

Haldane will also be offering a fruits and vegetables program again this year. Students will be receiving a healthy fruit or vegetable snack every month.

Student Placement:

Student placement is taken very seriously at Haldane Elementary. Each year we configure classes to create the best possible learning environment for our students, considering the following: class size and composition regulations, male/female ratios, student learning style and intellectual needs, a balance in student independence, maturity, and behaviour, and peer relationships. Parent input is also considered when placing students; however, student placement decisions are left to the discretion of the school. Although the school will not consider requests for a specific teacher, parents are welcome to provide information relating to their child to assist us with our decision.

Field Trips:

Classroom teachers schedule trips to various points of interest during the year. These trips are designed to add to and extend the classroom curriculum. Parents will always be notified of any field trip plans. Sometimes students will be asked to bring a small amount of money to help pay for transportation or the event. The Code of Conduct applies to all school field trips and in many cases there is a higher level of expectation due to safety and the fact that students are representing their school when they leave campus. Teachers will evaluate the level of supervision necessary and may ask for or require parent volunteers.

After School / Extra-Curricular Activities:

Haldane Elementary offers a number of after school and extra-curricular activities from sports like volleyball, basketball, running, to academic and leadership pursuits like Young Authors, Young Artists, and Math Challenge to name a few. The actions of a student while participating in these activities are a reflection of themselves, their team, their school and their community. A student's involvement in these activities provide opportunities and experiences that are important to the development of a well-rounded student. However, students must remember that their participation in these activities is a privilege, not a right.

If you are interested in participating in these activities either as a volunteer parent or coach or as a student, activities and schedules for the events are announced at school or will be posted on the school website or newsletter.

Volunteers:

Volunteers are an integral part in the operation of our school. We thank you for your time and interest. The purpose of volunteers is to assist and support school personnel in providing quality school programs. Volunteers do make a difference and Haldane Elementary recognizes volunteers as partners in developing an enriched and quality learning environment.

The first step in becoming a volunteer at Haldane Elementary is to contact the school. The school will then lead you through the formal application process, which includes completing a criminal record check. We thank you for your interest in becoming a volunteer at Haldane and anticipate that you will find the experience rewarding!

Lost and Found:

Items found at school are to be brought to the school office when the owner isn't known, or to the Lost and Found bin down the hallway on the way to the library. Parents are asked to put their child's name on all items brought to the school. School supplies, lunch containers, jackets, gloves and other items are easier to return when they are marked. Unclaimed items are donated to charity twice each year.

Students should not bring items of great value or any kind of toy to school. The school is not responsible for lost or damaged items. Children bring these items at their own risk. As well, if these items become a distraction to learning and the orderly operations of the school and others, they may be confiscated and held by the school for parent pick up.

Aboriginal Education:

Haldane Elementary School recognizes and acknowledges the Aboriginal heritage of our school. As well, Haldane Elementary recognizes that it is located on the Secwepemc Territory of the Adams Lake, Little Shuswap Lake, and Neskonlith people. As part of this, we offer a number of Aboriginal programs and opportunities to learn about the rich Aboriginal heritage and culture that is a part of our school and community. Some of those activities are:

- Weekly Aboriginal Boys and Girls Groups
- Secwepemctsin Language and Culture lessons
- The Day of Suwentwencw
- National Aboriginal Day
- Support from Aboriginal Education Workers
- Classroom and Extra-Curricular Cultural Activities and Guests

Although it isn't necessary for children to have Aboriginal ancestry to participate in many of these programs – if your child does, please indicate to the office your interest and we can assist you with accessing various activities in the school and community.