

**Harwin Elementary**  
**"Be Part of the Pride"**



**STUDENT AND PARENT  
HANDBOOK  
2007-2008**

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Prince George, BC  
V2M 2X1**

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**website: [harw.sd57.bc.ca](http://harw.sd57.bc.ca)**

## PRINCIPAL'S MESSAGE

Welcome to all new and returning students. We are planning an exciting and educational year at Harwin! This planner can be a useful tool to assist you with your organizational skills, and it can also be used by your teacher and parents to communicate with each other.

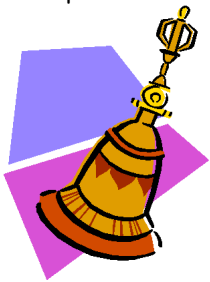
Harwin is a community school, and as such offers many wonderful programs during and outside of school hours for Harwin students and their families. Please make sure that you take advantage of all that the school has to offer. Programs and special events are advertised in our newsletter sent home with students every second Thursday and on our website: [harw.sd57.bc.ca](http://harw.sd57.bc.ca)

Research shows that students with parents who are involved in their education have a much greater chance of being successful at school. With this in mind, please encourage your parents to become involved by joining the Parent Advisory Council, and attending special events at the school.

This handbook has been developed to help you and your parents learn as much as possible about Harwin Community School. In addition to the important dates listed, you will find information about policies, procedures, and services. Please refer to it often.

Together we can make this a rewarding and memorable year for all!

Brian Chappell  
Principal



### Bell Schedule

8:40	Warning Bell
8:45	Classes Begin
10:15	Recess Begins
10:30	Recess Ends
12:00	Lunch Begins
12:40	Warning Bell
12:45	Classes Resume
2:33*	Dismissal

\*Please note additional 3 min. per day to balance the school year.

## 2007-2008 SCHOOL CALENDAR

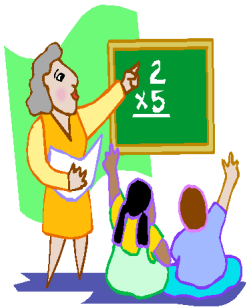
Non Instructional Day*	Aug. 31
First Day of School	Sept. 4
Hamburger Lunch	Sept. 7
Non-Instructional Day*	Sept. 21
Open House	Sept. 27
Individual Photos	Sept. 28
Thanksgiving*	Oct. 8
<b>Early Dismissal Dates</b>	Oct. 10, 11, 17, 18
<b>Students are dismissed one hour earlier than usual on these days for parent teacher interviews (1:33 pm for Grades K-7)</b>	
Non Instructional Day*	Oct. 19
Remembrance Day*	Nov. 12
K- Gr. 3 Report Writing Day	Nov. 16
Grade 4-7 Report Writing Day	Nov. 19
Non-Instructional Day*	Nov. 23
First Term Reports Go Home	Nov. 30
Christmas Concert	Dec. 18
Pancake Breakfast	Dec. 19
Last Day of School 1st Term	Dec. 21
Christmas Break	Dec. 24 - Jan. 4
First Day after Break	Jan. 7
Non-Instructional Day*	Feb. 1
Non Instructional Day*	March 7
K-Gr. 3 Report Writing Day	Feb. 29
Second Term Reports Go Home	March 13
Spring Break*	March 17 - 28
First Day after Spring Break	March 31
Victoria Day*	May 19
K-Gr. 3 Report Writing Day	June 9
Talent Show	June 23
Fun Day	June 24
Last day of classes	June 26

On all days marked \* there is NO SCHOOL K-7

Principal  
 Vice Principal  
 Secretary  
 Community Schools  
 Meals Program  
 Teachers

**STAFF**

Brian Chappell  
 Kathy Richardson  
 Lori Bellerive  
 Marnie Alexander  
 Ann Ek  
 Deb Coupe  
 Shelley Waite  
 Marg Hawes  
 Joan Nachbaur  
 Ann Kovacic  
 Lynn Eveneshen  
 Kristina Persson  
 Clayton Witenmure  
 Helen Wilson  
 Marie Therrien  
 Karin Nielsen  
 Surbjit Mann  
 Kathy Rice  
 Karin Houglund



**EDUCATIONAL PHILOSOPHY**

Education is a shared responsibility between the school and parents. At Harwin, students will be given opportunities to:

- develop responsibility, self-discipline, and self-respect
- develop communication, computation, and thinking skills
- develop a respect and tolerance for others
- develop a desire to learn, and to acquire knowledge and skills in the recreational, physical, and cultural domains

**OUR GOALS**

We offer the BC Curriculum as mandated by the Ministry of Education. However, in our School Plan for Student Success, we have three areas of focus:

- Goal 1: To improve students' reading fluency and comprehension
- Goal 2: To improve students' behaviour
- Goal 3: To improve students' competency in mathematics

**IMPORTANCE OF READING**

Reading is a part of all we do at school. The ability to read well affects student achievement in all subject areas. Please read to your child or have your child read to you for **at least 10 minutes** each night.



**PARENTS' ROLE**

Good discipline originates in the home because the parent is the child's first teacher. It is the parents' obligation, by teaching and by example, to develop in the child good habits of behaviour and a positive attitude toward school.

**Here's how you can support your child in school:**

- Recognize that the teacher works as a partner with the parent
- Teach and show your child respect for the rights of others, property, and the law
- Ensure your child complies with school codes of conduct
- Talk with your child about school activities; share with him/her and with the teacher an active interest in the accomplishments of your child
- Work with teachers in specific areas of behaviour concerns
- Establish ongoing communications with your child's teacher
- Arrange for prompt and regular school attendance
- Avoid taking family vacations or outings on regular school instructional days
- Safeguard the physical and mental health of your child and ensure that he/she arrives at school fed and well-rested
- Provide a time and place for homework assignments to be completed, and check to see that homework is done
- Attend parent teacher interviews
- Attend special school events
- Seek an explanation from school staff about things that your child tells you that do not seem to make sense or concern you
- It is best to make an appointment with your child's teacher instead of simply "dropping in"
- Become involved in your child's school life

## SCHOOL DISCIPLINE PLAN

The foundation components of discipline are training and teaching. Therefore, discipline is mostly proactive. Discipline isn't what we do when children misbehave; it is what we do so they won't.

Here at Harwin we have four simple rules that we ask students to follow in all settings both inside and outside the building. Please make sure that you know these four expectations:

1. Be Respectful
2. Be Cooperative
3. Be Kind
4. Be Safe

If you always remember to follow these rules, you will keep yourself out of trouble.



## EFFECTIVE BEHAVIOUR SUPPORT

We use a system called Effective Behaviour Support here at Harwin to assist students with their behaviour.

EBS is a positive, proactive approach to discipline, not a curriculum, product, or expensive package. It is designed for schools in which student behaviour is one of the top three school improvement goals. EBS integrates behaviour support and academic programming.

A major component of the program is direct instruction of social skills. This will be done during the first week of school, before students are assigned to their classes, and throughout the school year as part of the classroom curriculum.

### "FIX ITS"

"Fix it" forms are used as a behavioural teaching tool. A "Fix It" is given when a student is not following one of the four school expectations.

If an adult sees a student demonstrating inappropriate behaviour they will inform the student what they are doing wrong, ask the student to tell them the rule they have forgotten and how they will fix the situation and handle it differently the next time.

The student is then given a copy of the "Fix It" to take home and discuss the infraction with their parent. The classroom teacher is also given a copy. The infraction is recorded in the office database.

## MAJOR REFERRALS

Students are referred to the office for chronic minor offenses or for major infractions such as noncompliance, fighting, swearing, bullying, threatening behaviour, or bringing weapons\*, drugs, alcohol, or flammable materials to school.

\*The School District Code of Student Conduct defines a weapon as:

- a) Anything used, designed to be used or intended for use in causing death or injury to any person, or
- b) Anything used, designed to be used or intended for use for the purpose of threatening or intimidating any person.

A record of offenses will be kept and parents will be contacted. Disciplinary action could include the assignment of a think paper to write about the behaviour and develop a plan for improvement, a loss of privileges related to the behaviour, a "community service" activity, a recess or lunch restriction, or an assignment of an in-school or out-of-school suspension.

## GENERAL INFORMATION



## STUDENT ATTENDANCE/ABSENCE

Student success in school is directly linked to attendance. Responsibility for attending school lies with parents for younger children and with the student for older ones. Students who are late miss important parts of lessons and routines.

For safety reasons and because we care, we would appreciate a phone call whenever your child is going to be absent. If you don't remember we will call you in an attempt to determine the nature of the absence and to make sure your child is safe.

## WHEN CHILDREN ARE ILL

In fairness to all, please do not send your child to school if there are definite signs of ill health in the morning. We have neither the facilities nor the personnel to care for sick children. Good health is necessary for effective learning. Students who become ill during the day should inform their teacher. Our policy is to get students who are sick home as quickly as possible. Our practice is to call parents to ask that the students either be picked up or (depending on the age) be given parental permission to go home. For this reason it is important that parents keep work and emergency phone numbers current.

As a general rule, children who are well enough to be at school are also well enough to play outside at break times.

Please **do not** send notes to school requesting that students stay in at recess and lunch. Our supervision is outside unless it is an "In Day".



## MEDICATION

The school is only permitted to administer medication to students if parents and a doctor have filled in a "Request for Administration of Medication at School" form. Completed forms are kept at the office. For students with severe health concerns, parents, staff and the health nurse will develop an "Emergency Health Care Plan".

## LEAVING THE SCHOOL GROUNDS

When students come to school they are expected to remain until they return home following dismissal at the day's end (unless they are having lunch at home). If children bring a lunch to school, they are expected to eat it at school and remain on school property until the end of the school day. If it is necessary for us to send children home during the day contact is first made with the parent or guardian.

## LUNCH HOUR ROUTINES

Students attending Harwin Elementary are welcome to stay at school to have lunch. However students and parents are reminded that this is a **privilege**. Supervision is provided but it is not at the same level as during class time.

Students staying at school for lunch eat in their home room and must follow the school rules at this time. Students who misbehave during the lunch hour may be asked to make other arrangements instead of eating lunch at school.



## SCHOOL MEALS PROGRAM

We are fortunate to be able to offer a meal program at Harwin. Menu forms are sent home each month for students to select the days they wish to have lunch delivered to their classroom. Most lunches are sandwiches with a monthly hot lunch special. Fruit and milk are also included as well as juice and yogurt at times. The cost for this program is \$3.00 per day for each student; however the program is open to all regardless of the ability to pay. Parents are encouraged to contribute a minimum of \$25.00 per month per child if the child is on the lunch program every day.



## SCHOOL PHONE

The school phone is a business phone and is not to be used by students for personal calls. There are times when students may use the phone, with teacher permission, to find out about rides home or if a message needs to be sent home. Except in the case of an emergency, students are expected to have made arrangements to go to someone else's home before coming to school in the morning. We do not permit students to use the phone to ask permission to play at another child's house after school.

## LOST AND FOUND

Lost & Found items are displayed on the rack in the hallway opposite the library. Please note that all lost and found items will be donated to charitable organizations at the Christmas break and at the end of the year. We will send home a reminder of the Lost and Found parade well in advance of the disposal of lost and found items.

## PARENT ADVISORY COUNCIL

The P.A.C. is the voice of the parents in the school system. Membership in the Parent Advisory Council is open to all parents. Meetings are held in the evening on a monthly basis. Baby-sitting is usually provided.

Each year the PAC elects three parents to be members of the School Planning Council. This committee is responsible for developing the School Plan for Student Success.

*This is your opportunity to have an impact and to help make decisions for our school. Be involved!*

## DAYS WHEN SCHOOL IS NOT IN SESSION

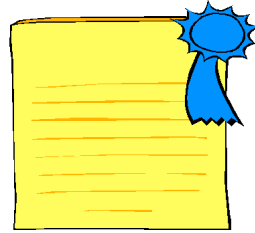
There are six Non Instructional Days (NIDs) added to the school year. This year one will occur before school officially starts for students. The purpose of these days is to provide time for administration, inservice and for professional development. On NID's students do not attend school. These days are determined prior to school starting and are marked on the school calendar. Parents will also be reminded of the NID's in the school newsletters.

Four times a year (in October), students are dismissed one hour early to facilitate interviews and informal reporting to parents. Again, these are noted here and in newsletters.

Primary students (K-Grade 3) do not attend school on primary report writing days. There are three of these (one per term). Intermediate students (Grades 4-7) do not attend on the intermediate report writing day which falls during the first term.

## NEWSLETTERS

Newsletters are sent home with students every second Thursday. Please look for these as they are the main method of communication between the school and the home. Also online at [www.harw.sd57.bc.ca](http://www.harw.sd57.bc.ca)



## WINITS

Harwin will continue to use the Winitis certificate and sticker program to recognize student achievement in a wide variety of curricular and extracurricular areas. The certificates are awarded to all students at the end of the school year.



## DRESS CODE

We live in a northern climate, and during the winter, except for bitterly cold days, students play outside at recess and lunch. Students are expected to be dressed appropriately for cold weather with snow pants, mitts, and hats.

School is a place of business, and as such there are expectations regarding dress. Students are not to wear any clothing that advertises cigarettes, alcohol, or drugs.

In addition, the following guidelines will assist parents and students in determining what is appropriate to wear to school:

Please do not have any of these areas or items showing:

- backs
- bellies
- breasts
- bottoms
- underwear