



# Lake Hill Elementary School Student Handbook

*We believe that meaningful and effective learning occurs when students, staff, parents, and the community work together.*

**Below you will find some important information about our school.**

**At Lake Hill we have one formal school goal that underlies everything we do:**

***Our goal is to increase students’ ability to self-regulate and, in turn, increase individual capacity to learn, to effectively and efficiently solve problems, and to demonstrate personal and social responsibility at school, in our community, and with respect to our environment.***

## General School Information

### School Hours

#### **Monday to Friday**

|                       |   |
|-----------------------|---|
| Supervision begins    | 8:15 am   |
| School begins         | 8:34 am *please note that school starts at 8:36 am on Mondays |
| Recess (outside play) | 9:53 am – 10:13 am  |
| Lunch (eating time)   | 11:45 am – 12:05 pm   |
| Lunch (outside play)  | 12:05 pm – 12:30 pm   |
| School ends           | 2:32 pm   |
| Supervision ends      | 2:47 pm   |



### School Office Hours: 8:00 am - 3:30 pm

**All visitors need to check in at the office when arriving.**



### Student Pick-up and Drop-off

- For the safety of all students, students being driven to school need to be dropped off in the **designated drop off area** only. Please do not leave your vehicle parked.
- The pedestrian crossing at the entrance to our driveway and the *Keep Clear* areas in the parking lot must be kept clear.
- Cars cannot 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.
- 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.



### Bicycle, Scooter, Skateboard and Roller Blades Safety



Bicycles, scooters and skateboards are not to be ridden on the school grounds. Bikes should be locked at the bike racks and scooters need to be carried. Remove roller blades and walk on school property. “Heelies” are treated as roller blades

and must be taken off prior to entering the school grounds. Walk it; Lock it; Leave it.

### **Morning Routines**

- Arrive after 8:15 AM (no supervision before this time) and before 8:34 AM
- **Wait for your teacher outside** in the classroom line up unless you have special permission to enter the school early
- Say goodbye to the person who brought you to school
- Wipe your feet before entering the school if it is wet or muddy outside

If there is stormy weather, an early buzzer may ring to signal that supervisors will move inside. You may then enter the school and go directly to your classroom to wait for your teacher.

We appreciate your cooperation in helping your child learn independence and responsibility by saying goodbye to him/her outside the school, particularly for the first several weeks of school as routines are being established.

### **What to do if you arrive late**

- Sign in with your name and division number on the clipboard inside the office and pick up a late slip
- Go directly to your classroom and put away your coat, backpack, and give the late slip to your teacher
- Join your class quickly and quietly without disrupting the activity

*If your child is going to be more than ten minutes late, please phone the safe arrival phone number (250-479-3956). If there is no message on the answering machine to say your child will be late, an automatic call will be made to the emergency numbers listed on your child's form.*

### **What to do if you are going to be absent:**

- phone the student **safe arrival** phone number **250-479-3956**
- speak slowly while stating:
  1. student's name
  2. teacher's name and division number
  3. your name and relationship to student
  4. expected length of absence (if known)
  5. reason for absence



*If there is no message on the answering machine to say that your child will be either late or absent, the emergency numbers listed on your child's registration form will be called. If your child will be away for an extended length of time, please advise your child's teacher and the Administrative Assistant in the office.*

### **Leaving the School**

Students are **not** permitted to leave the school grounds during school hours without their parent's/ guardian's written permission. Sometimes families arrange for special lunch outings with family or friends or medical appointments. If you are planning such an event for your child please remember to send a note. Also, you must sign your child out and back in at the office when leaving during instructional hours.

## Listening to Announcements

- when announcements begin, stop what you are doing, stay still, and listen
- everyone (including staff, parents, and guests in the school) is expected to listen silently during school-wide announcements



## Assemblies

Assemblies are a regular part of the school program at Lake Hill. Parents are always welcome to attend and help us model appropriate audience behavior for students. We expect everyone to:

- Be focused on the speaker
- Turn off electronic devices
- Stand at attention with eyes on the flag during the singing of *O Canada*
- Stop and wait at the door during a performance or song. Enter quietly when the performance is finished.

## Lost and Found



- Be responsible for your belongings
- Label clothing (especially jackets) so it can be returned to you if it is misplaced
- Do not bring electronic games, toys, listening devices, or other valuable items to school
- Misplaced articles are stored in the Lost and Found box located in the hallway next to the computer lab

*The school cannot accept responsibility for lost or stolen items.*

## Scent Free School

- Lake Hill is a scent free school and we ask parents and students to refrain from using scented products.

## Addressing Concerns

If you have a concern, please:

- bring it to our attention as soon as possible
- avoid third party discussions
- communicate directly with the individual who can effectively respond to the concern (if you are not sure who to talk to, your child's classroom teacher can help you)

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

- Step 1 **Talk directly to the individual involved.** Both parties will attempt to define the concern, clarify the issue, develop an appreciation and understanding of each other's point of view and resolve the concern.
- Step 2 If there is no resolution at Step 1, meet with the School Administration.
- Step 3 If there is no resolution at Step 2, the School Administration will forward the issue to the Deputy or Associate Superintendent.
- Step 4 If there is no resolution at Step 3, the Deputy or Associate Superintendent will forward the issue to the Superintendent.

## **Student Dress Code:**

On April 23, 2018, the Greater Victoria School District adopted a new Student Dress Code (Policy 5132 and Regulation 5132).

**Policy 3152** states in part:

- 1.1.1 Students may attend school and school-related functions in dress of their choice under the conditions that the choices:
- 1.1.2 Conform with established **health and safety requirements** for the intended activity; and;
- 1.1.3 Do not promote drugs or alcohol; display offensive language or images; or encourage discrimination.

**Regulation 5132** states in part:

- 1.3 The dress code shall be consistently supported and in a manner that does not reinforce or increase marginalization, or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type and size.

❖ Please refer to the District Website for the complete Policy and Regulation.

## **Dress for the Weather!**

We encourage all students to dress appropriately for weather conditions. It is important that students get outside each day for fresh air and exercise, especially on those wet winter days. We follow the “West Coast” recess concept as much as possible, meaning that students will go outside unless there is heavy rain/hail and/or high winds. **On rainy days please ensure that students have a suitable jacket and footwear.**

## **Respect at Lake Hill**

At Lake Hill, respect is a value that we consistently promote. Students, by way of Lake Hill Radio (our morning announcements), are reminded daily about the three levels of respect.

1. Respect yourself
2. Respect others
3. Respect your environment

### **Respect yourself – Take care of yourself**

Here are some ideas about how you could take care of yourself this year:

- Get enough sleep
- Eat a healthy breakfast (try to include protein)
- Be active (limit screen time)
- Be on time for school
- Participate in all classroom activities
- Practice calming strategies when you are upset
- Join a school team or club
- Wear appropriate clothing for the weather and for various school activities



- Give your best effort to everything you do
- Ask for help when you need it
- Practice reading every day
- Wash your hands often

### **Respect others - Take care of others**

Here are some ideas about how you can take care of others this year:

- Be friendly - greet others when you see them and use their names if you can
- Be inclusive – invite other students to play with you
- Offer to hold the door for the person behind you
- Speak kindly to everyone
- Use polite manners
- Be responsible - do what you say you will do
- Be committed if you join a school team or club (attend regularly and do not quit before the activity is finished)
- Think about the needs of the people around you
- Notice when others are feeling sad or left out and spend time with them
- Use a quiet voice or be silent in the hallway when classes are working
- Focus on solving problems rather than assigning blame
- Listen when other people are speaking (this includes listening to the announcements)
- Play safely on the playground
- Tell an adult if you think someone is hurt or could get hurt (body or feelings)
- Cough or sneeze into your sleeve to avoid spreading germs
- Stay home if you are sick to avoid spreading germs to others

### **Respect your environment - Take care of this place**

Here are some ideas about how you can take care of Lake Hill School and the environment:

- Put your garbage and recycling where it needs to go
- Use recyclable containers for your lunch
- Take care of school equipment and supplies
- Take care of library books and other school books
- Stay out of the gardens during play time
- Clean up after yourself

### **Outside Expectations (Before, During and After School)**

~ Safety First ~

#### **Morris Playground**

**Spinners-** At least 1 foot on the base at all times. Max 4 students at a time

**Slides-** Feet first moving downwards, please do not climb up the slide  
Wait until the bottom of the slide is clear before going down

**Monkey bars** –One student at a time

Monkey bars are for hands only, sitting and standing on the bars is unsafe and not acceptable.

**Balance Bars**- Hands, knees, legs –standing is unsafe and not acceptable.

***\*Wall-ball and grounders are games that are not acceptable activities at our school. Throwing balls at the school can cause damage or result in broken windows.***

***\* Jumping from the high platforms or the tops of the rock wall is unsafe and unacceptable.***

### **Garden area**

The garden area is open to play around. However, students need to respect the native plants growing near the treed area.

The trees are not be climbed or branches to be pulled off.

Puddles are closed during school time to help keep feet and pants dry.

Sticks, pinecones, woodchips, acorns and rocks stay on the ground.

### **Soccer Goal Posts**

The goal posts are for scoring on during a soccer game. Students are not to hang from or climb this equipment.

### **Front of School and Parking Area**

The garbage, recycling and rock areas at the front of the school are strictly out of bounds and all students are to remain away from these areas at all times of the day.

Students and adults will walk on the sidewalks in the front of the school. Traffic is busy before and after school. Families need to be aware of crossing the driveway and the parking lot.

Adults will take caution when driving through the parking lot at all times. Slow speeds must be maintained and eyes open for individuals walking. Please ensure that all drop offs are done in the designated area to help keep traffic moving and the parking lot safe for everyone. Please do not leave your car running outside the building, this is an idle free zone.

### **Overall Expectations**

- During outside playtimes students will ask an adult before re-entering the building for a drink or to use the washroom
- Handrails and doorways are kept clear and are not for climbing or sitting on
- All garbage goes in the recycling or outside cans to ensure our playgrounds stay clean and garbage free
- Please leave toys and personal items at home
- Bikes, scooters, skateboards and rollerblades are not to be used on the school grounds, before, during, or after school
- Walk, don't run to the classroom line up spot

***Remember: Safety first, and have fun.  
Take care of yourself, each other, and our school.***