



Dr. F.W.L. Hamilton School

Mrs. Susan Reynolds
PRINCIPAL

3225 Henderson Highway
East St. Paul, Manitoba R2E 0J2
Telephone (204) 661-2500
Fax (204) 669-7001
Website: <http://retsd.mb.ca/school/dh>

Parent and Student Handbook

This Agenda Belongs To:

Name _____

Address _____

City _____ Postal Code _____

Phone _____ Homeroom _____

SCHOOL MISSION STATEMENT

The community of Dr. F.W.L. Hamilton School is committed to providing appropriate quality education for all learners in a safe, respectful and supportive environment.

VISION STATEMENT

By promoting respectful, responsible and safe behaviour combined with continually revisiting, reflecting on and revising our practices, the community of Dr. F.W.L. Hamilton School is committed to providing appropriate quality education for all learners in a safe, respectful and supportive environment.

OUR CODE OF CONDUCT

The Dr. Hamilton School Community believes that it is important to have open communication and a safe and caring environment. We follow the River East Transcona School Division's Code of Conduct (handout available upon request) and it is our expectation that we will all:

- Be Safe
- Be Respectful
- Be Responsible

Our code applies to all members of the Dr. Hamilton community. We use this code to teach and encourage positive behaviour.

DAY CYCLE AND SCHEDULE

Dr. Hamilton School operates on a 6-day cycle. Days are designated 1 – 6 and do not follow the calendar days of the week. Each day consists of eight periods of approximately thirty-five minutes, and two recess periods of fifteen minutes. A calendar of events for the year will be sent home for your reference.

The students will be allowed to enter the school at the 9:25 am and 1:10 pm bells. Outdoor shoes are to be removed upon entrance and placed in the assigned area. Students are then to proceed directly to their homeroom class.

Entry bell	9:25
Opening Exercises	9:30
Period 1	9:35 - 10:10
Period 2	10:10 - 10:45
AM Recess	10:45 - 11:00
Period 3	11:00 - 11:40
Period 4	11:40 - 12:15
Kindergarten Dismissal	12:15
Lunch	12:15 - 1:10
Period 5	1:10 - 1:50
Period 6	1:50 - 2:25
PM Recess	2:25 - 2:40
Period 7	2:40 - 3:20
Period 8	3:20 - 3:55
Organization Time	3:55 - 4:00
Dismissal	4:00

SUPERVISION OF STUDENTS

Adult supervision of students is provided as follows:

Arrival at school	9:10 - 9:25
AM Recess	10:45 - 11:00
Lunch Break (DHLP staff)	12:15 - 1:10
PM Recess	2:25 - 2:40
Bus Supervision	4:00 - 4:15

Dr. HAMILTON'S PATROL SYSTEM

All patrols receive a training program through Dr. Hamilton School and the RCMP Police. Bus patrols receive their training directly from the River East Transcona Transportation Department.

Bus Patrols – Patrols are provided by Dr. Hamilton School to help provide a safer ride for the bus students. These patrols assist with lining students up, loading and unloading of the bus and assisting the driver as needed. Additionally, the bus patrols meet the kindergarten bus students at the classroom and escort them to the bus lines.

Street Patrols – Patrols are provided by the school to help ensure the safety of the students who walk to and from school. Despite the fact that the school uses a patrol system, children are advised to look both ways before crossing the street/tracks. Patrol post supervision depends on the availability of students to fill these positions.

- The track gates will be open and supervised at the following times:
 - 9:10 - 9:25
 - 4:00 - 4:10

PROCEDURES FOR STUDENTS WHEN ARRIVING AND DEPARTING THE SCHOOL

- Entering the School
 - Supervising staff are on outdoor duty at 9:10, lunch hour (DHLP staff), and both recesses.
 - Students must ask permission from an adult to enter the school.
 - Students are to use their assigned entrances.
 - Students enter the school at 9:25 and 1:10.
 - Students who arrive prior to 9:25 and 1:10 are to stay on the playground unless otherwise directed by staff.
- Students Coming Late or Leaving Early
 - If your child will be leaving early for an appointment, please send a note or email your child's teacher or call the office. Students arriving late or leaving early must be signed in or out at the office by an adult.
 - If a student walks to school through Robert Andrews and finds the gates are locked, report to the Robert Andrews School office and call Dr. Hamilton School (204) 661-2500.

- Upon Arrival at School
 - Students are to stay in the assigned playground area when they arrive unless otherwise directed by an adult.
- Departure
 - Students are to leave the school by their assigned door.
 - An adult supervisor is assigned to bus line supervision each day.
 - Each bus has at least one patrol assigned to assist younger students in the line and on the bus.
 - All students are expected to go directly home after dismissal.

SCHOOL PROGRAMS

Library

Library classes include information gathering and the sharing of the joy of reading. Students learn about authors, illustrators and genres. They are welcome to take 2 books home each cycle. Parents are encouraged to share reading time with their children and to remind them to return books promptly. Lost or damaged books will result in a replacement charge being assessed. Classes will have the opportunity to learn research skills and computer technology with the Teacher Librarian and Classroom Teacher each year as they work on "Inquiry Based Learning" (IBL) units of study.

Physical Education

Children in kindergarten to grade 5 are provided with an active physical education program during the school cycle. A wide variety of physical activity is offered to all students. There are many clubs and intramurals for students to participate in during the mornings and at recess times. If your child is required to change into gym clothes for physical education classes, they will need indoor runners, t-shirt, and shorts or sweat pants. The clothes should be carried in a drawstring bag and kept at the school unless taken home to be washed. Older students may bring roll on deodorant but body sprays (ie: Axe) are not permitted at school.

Music

Children in kindergarten to grade 5 receive a music program that stresses music literacy and music appreciation. Through a variety of elementary music education methods, students are taught music using several media: creativity, improvisation, movement, playing of pitched and non-pitched instruments and singing. Lunch hour music activities are offered to students in grades 3 - 5 including: Harmony Orff, Recorder Groups, choirs and drama/musicals.

Resource

Dr. Hamilton School offers support to students through the services of a Resource Teacher. The role of the Resource Teacher is to facilitate, support, and deliver effective educational programming for all learners through

advocacy, management and communication within the school and community. At Dr. Hamilton, the Resource Teacher assists and supports Classroom Teachers and others who work with students to develop and improve programming, to recognize students' strengths, to accommodate appropriately for students' challenges and to promote overall growth in student learning and behaviour.

Reading Recovery

Reading Recovery is an early short-term intervention program for any six-year old's who require individual support in beginning to read and write. Children in Reading Recovery are provided with structured "one on one" lessons for 30 minutes each day for between 12 and 20 weeks.

Early Numeracy

All children in kindergarten and grade 1 will have the opportunity to work with a Numeracy Facilitator to consolidate numeracy skills and knowledge.

STUDENT ASSESSMENT

Assessment of student achievement in all subjects is administered on a continuous basis throughout the year, using a variety of sources, i.e.: daily assignments, projects, classroom observations and conversations, self assessment and tests. The achievements reflected on the report card are a summary of the entire reporting period. Student achievement in grades 1-5 are reported using a four-point scale by subject category. Learning behaviours in grades 1-5 will be reported on an overall basis.

REPORTING – Student Led CONFERENCES

Report cards can be accessed online three times during the school year (November, March and June). Student Led Conferences will take place in November and March. Subsequent conferences can be arranged by request.

GENERAL INFORMATION

Call Back Program and Student Absences

If a student is going to be absent from school, parents are requested to phone the school at (204) 661-2500 and leave a message on the answering machine during non-school hours.

If the school does not receive a phone call, the school will phone home in an attempt to confirm that the student is at home.

In the event that your child will be absent for a prolonged time, please inform the school.

Change of Address or Telephone Number

All changes of name, address and telephone numbers should be reported to the office as soon as possible. This includes parents' workplace and alternate contact in case of an emergency.

Request for Student Names and Addresses

From time to time we receive requests from individuals or organizations for names and addresses of students in our school. It is divisional policy not to give student names and addresses to any individuals or organizations.

Personal Property

Students are asked not to bring toys/sports equipment to school. Electronic equipment (i.e. iPods, headphones, video games, cameras, cell phones, etc.) and other toys are very valuable and might get lost and therefore should not be brought to school. The school is not responsible for personal items that are lost, damaged or stolen. All clothing, footwear and supplies should be clearly labelled with a waterproof marker so that lost items can be easily identified and returned to the student. Student use of cell phones and other electronic communication devices is permitted in the school only under the direction of the Teacher or the school. The complete policy is available at the school and on the divisional website should families wish to review it.

Lunches, Lunch Hour and Nutrition

- During lunch recess, students will eat lunch in their classroom and will remain in the school or schoolyard the entire lunch hour. Students in Grades 1 to 2 will have student lunch monitors in the room to provide assistance with lunches, jackets and general monitoring of the class.
- Students who do not usually go home for lunch must provide their classroom teacher with a note from their parent if they are leaving the school. Parents must come to the office to sign their child out.
- If your child is leaving at lunch and not returning for the remainder of the day, please sign your child out and inform the office staff.
- Those that regularly go home for lunch (and pay the DHLP fees on an "as needed basis") do not need a parent/guardian to sign them out each lunch hour.
- If lunches need to be brought to school, please drop off items in the office as to minimize disruptions to the classrooms.
- Students leaving the building for lunch should not return before 1:00 p.m., as those participating in the DHLP are paying for these lunch time supervision fees.
- Our school follows the divisional Nutrition policy and is making an effort to offer healthy food choices for students at school events. "Energy/caffeine" drinks are not to be brought to school. Please be aware that we are a "NUT" free school. Also, **no** gum is permitted at school, unless allowed by the classroom teacher.

Dress Code

Students are asked to wear clothing that is appropriate for learning and does not interfere with the educational process. Hats and jackets are considered outside attire and they are not to be worn in the school. Common sense standards of decency prevail. At Dr. Hamilton this means that the following items are not acceptable: skimpy clothing, beach wear, bare mid-riffs, any clothing with inappropriate messages and any items depicting offensive language or messages that are deemed unacceptable. Under garments should not be visible. Footwear (with non-marking soles) must be worn at all times.

Medication

Each year we receive requests for students to be given medication during school hours. Students are not allowed to self-administer medication, except for puffers. In the interest of safety, it is divisional policy that parents must complete a form and hand deliver the medication to the school prior to the school administering medication. These forms can be obtained from the office. This procedure applies to both prescribed and over the counter medication. All families are asked to be aware of allergies within the school. Please **do not** send items with peanuts, nuts or sunflower seeds to school.

Lost and Found

A "lost and found" box is located at the front doors of the school. These items are displayed at Student Led Conference times. Unclaimed clothing will be donated to an appropriate agency.

Bicycles

Students are allowed to ride bicycles to school and should always lock them to the bicycle racks at the back of the school. It is recommended that all bike riders wear a properly fitted bike helmet. Bikes must not be ridden on school division property; this includes the sidewalk by Robert Andrews School. The school is not responsible for any bicycles left on school property.

Rollerblades Scooters Skateboards and Heelies

Students can use rollerblades or scooters to get to school if there is sufficient room in the student's classroom to safely store the items. Storage arrangements need to be made in advance with the teacher. It is recommended all students using these items wear a helmet. These items are not to be used on the school grounds at any time. Students are asked not to bring skateboards or heelies to school.

Emergency Closing of the School

If the school is to be closed due to severe weather conditions, this decision will be communicated to the following media:

CBC AM and FM	CKSB (French)	Q94FM
CBC (French)	CITI 92 FM	Q94 FM
CJKR Power 97	QX 104 FM	CKY TV
COOL FM 99.1	CJOB 680 AM	CITY TV
CFRW 1290	CKY FM 102 Clear FM	
CKMM Hot 103	CFWM BOB 99.9	

Listen to one of the above radio or TV stations regarding school closing and/or cancellation of bus transportation due to severe weather conditions. Please note that if the buses are cancelled in the morning, they will not run at the end of the day.

Emergency Procedures

The staff and students participate in at least ten fire drills, two bus evacuations drills and three lockdown drills every year. If the fire alarm goes off in inclement weather, children will proceed immediately to Robert Andrews. A complete summary of our Fire Drill procedures is available at the school in our Emergency Response Plan.

PARENT DROP OFF AND PICK UP AREA

“Safety Over Convenience”

SAFETY FIRST: We understand the frustrations you may encounter while dropping off and picking up your children at school due to the lack of parking around the school area.

THE STAFF PARKING LOT IS NOT SAFE FOR CHILDREN

Important Safety Rules to Remember

- Always drop your children off on the school side of the road or drop off zone, not into oncoming traffic.
- Have your children USE THE SIDEWALK to enter school property.

Children must never be in the staff parking lot.

- Parking Area by the School

A “pick-up” and “drop-off zone” is available in front of the school for your convenience. It is located to the west of the bus loop.

It is important to proceed to the stop sign at the north end of the drop off before allowing your child to leave the car.

THE DISCIPLINE CYCLE

A systematic and sequential progressive discipline cycle will operate at Dr. Hamilton. All minor and major infractions will be responded to according to the seriousness of the violation.

The following steps will be utilized when dealing with a discipline issue (depending on individual situations, certain steps may be bypassed):

1. Teachers address discipline issues at the classroom level and work with home to come up with solutions.

2. After repeated occurrences or a problem greater than what a teacher can handle within the class setting, the student may be sent to the office.
 - Some form of consequence may be handed out.
 - Parents may or may not be called.If there is a repeated occurrence of the problem
 - Disciplinary action may be taken (alternate work space provided, in or out of-school suspension).
 - Parents will be notified.
3. Suspension from school will result in the following:
 - a. Parents will be contacted
 - b. A suspension notification will be sent to the Board Office.

CONCERN PROTOCOL

From time to time issues may arise when parents or guardians have concerns or questions about decisions made by school personnel. The following divisional process is to be followed to ensure effective and efficient communication between school personnel and parents or guardians.

1. Contact the school personnel directly involved and ask to speak to them. The person may not be available and a message may have to be taken.
2. If you are not satisfied with the response contact the supervisor (usually the Principal). If you contact the supervisor first you will be referred to step 1.
3. If your concern is not resolved to your satisfaction, contact the Assistant Superintendent. If you contact the Assistant Superintendent first, you will be referred to step 1 or 2
4. In the event that you believe that your concern has not been addressed, you may write a letter to the Chair of the Board of Trustees. If you contact the chair or any other trustee without going through steps 1 – 3, you will be referred back to the appropriate step.
 - When a written concern about staff member is received, the individual named will be notified and provided with a copy of the written concern and given an opportunity for explanation and written response.
 - At any point in the complaint process, the individual named has the right to have an advocate present.
5. All correspondence to the Chair of the Board of Trustees is reviewed at a board meeting. However, all personnel matters must be dealt with in-camera.
6. At all steps in the process you are requested to tell each level that you are not satisfied and are going up to the next level.

PARENT VOLUNTEERS

- A parent volunteer handbook has been developed and all volunteers must review the information before volunteering.
- Volunteers are an integral part of our school and they are welcome in classrooms, on field trips (as needed), or in the library. Please call your child's classroom teacher to arrange the time and place that works best for all parties.
- All volunteers are required to complete a Child Abuse Registry check and a Pledge of Confidentiality.
- All volunteers are asked to sign in and out in the office and to wear a volunteer badge while helping in the school. The badge will help the students to identify volunteers who are in the school.
- Volunteers are not supervising at any time on the playground, as divisionally paid staff are responsible for that duty.
- Volunteers are not in classes or on the playground during the lunch hour. Paid DHLP Lunch Supervisors are charged with supervision and wear vests to be easily visible to all students.

Based on divisional policy, Dr. Hamilton School has developed the following guidelines on homework.

Parents are their children's first and most influential teachers. Research states that, "where parents are actively involved, student performance is improved, student attitudes and self-concept are more positive, and parents are more understanding of school issues." By working together, parents and teachers stimulate the child's intellect and imagination, enhance self-esteem, teach good work habits and provide motivation for the child to become a responsible life-long learner. Parents with any questions are encouraged to talk to their child's teacher.

COMMUNICATION

Strong and open communication between school staff and families is vital for student academic and social success. Our staff is committed to communicate information home through phone calls, emails, ememo's, social media applications, and face to face meetings. Please always feel free to speak to our school staff at Dr. Hamilton!

COMMUNITY AND SCHOOL RELATED PHONE NUMBERS

East St. Paul Emergency/Fire/Ambulance

- 911

River East Transcona School Division

- (204) 667-7130

Superintendent/CEO of RETSD

Mr. Kelly Barkman

Assistant Superintendents of Schools

Mr. Jason Drysdale

Mrs. Karen Boyd

Mr. Greg Daniels

Mrs. Tammy Mitchell

Trustee – Mr. Michael West

- (204) 663-1925

