

JOHN A. HUTTON ELEMENTARY SCHOOL

2575 75TH AVE BOX 1390 GRAND FORKS BC V0H 1H0 P. 250-442-8275

SCHOOL DISTRICT #51's PHILOSOPHY OF EDUCATION

The Board of School Trustees, School District #51 (Boundary) will provide opportunities for students to develop their individual and unique potentials in harmony with home, school and community, thus enabling them to become mature responsible citizens with inquiring minds and a desire for lifelong learning.

NUT ALLERGY AWARE SCHOOL

We are a nut allergy aware school and there are students attending Hutton who have life-threatening allergies to peanuts and tree nuts. As a result, we are all responsible for keeping it safe and healthy for all children. Your child may be in a class where certain foods (such as peanuts) are not allowed. **You can help our students stay safe by reading ingredients, asking questions if you are unsure of safe foods, cleaning all surfaces with vinegar and water to prevent cross-contamination and of course washing hands after snacks and meals.**

PARENT ADVISORY COUNCIL

The Hutton Parent Advisory Council (PAC) is the officially recognized voice of parents or guardians of Hutton School children. Parents and guardians are members at large. The Parent Advisory Council has been organized to ensure that parents have an avenue for participation, sharing and input at the school level. Please check the Hutton web page for meeting dates and any updates and agendas—agendas are also posted in the school. Please contact the office for more information.

REPORTING TO PARENTS

The School Act requires that teachers exchange information with parents five times per year. There are two Parent/Teacher/Student conferences—one in October and one in March. Informal reporting will also occur. If you have any concerns, please do not hesitate to contact your child's teacher at any time. Throughout the year, teachers will use a variety of ways to report to students and parents:

- student led parent-teacher conferences
- informal dialogue
- notes, emails, &/or phone calls to parents
- Report Cards/Learning updates

The nature, variety and frequency of these contacts will be determined as the need arises. Teachers, parents or students may initiate contact and discussion at any time.

This year our district has adopted a new reporting policy and letter grades will no longer be used on K-9 report cards. A new Proficiency Scale and student comments will be used to communicate student learning.

PERSONAL PROPERTY

The school is not responsible for a student's personal property. Naturally we expect everyone to respect other students' personal property and honour the privacy of their desks and lockers but we cannot guarantee the safety of all valuables. Unless otherwise requested by teachers, please leave iPads, tablets, DS's iPods, Gameboys, iPhones etc. at home - these items are highly coveted and distracting in the classroom. Again, Hutton is not responsible if any valuables of this nature go missing and we cannot guarantee their return if lost or taken.

We also request that lunch kits and all outer clothing be identified with the child's name. A Lost & Found cupboard is available near the main entrance where misplaced property is stored. Parents and students are welcome to examine the contents. Generally, before major school holidays, the contents of the Lost & Found are spread out for easy examination and potential pickup. On the last day before the holiday unclaimed items are taken to one of the local Thrift Shops.

PROGRAMS AND SERVICES

School Counseling - Hutton School provides students and parents with Child Care Worker services. Please call Hutton School (250-442-8275) if you would like to speak to a Child Care Worker or make an appointment. We specialize in student mediation as a technique for student problem solving

Library - A teacher-librarian provides library services at Hutton. We expect students to be responsible for the books they borrow. Should books be misplaced or lost, it is only fair that the school be reimbursed for the loss.

Special Education - Special assessments are provided and additional assistance to identified students, in and out of class.

Speech Therapist - The District Speech Therapist is available for speech services. Contact the school to arrange an appointment.

PARKING

Hutton has a large parking lot on the east side of the school. This is where students are to be dropped off and picked up. Enter at the east end, loop around, drop your child off on the sidewalk around the outside then exit at either end of the lot. If you need to visit the school for any length of time, or are parking to walk your child in, please park in this lot.

There is very limited parking in front of the school's main door. Please do not use this parking lot unless given permission from the office.

VOLUNTEERS

As your child starts school, please consider volunteering your time as a parent aide in the classroom. Contact your child's classroom teacher and inquire about his/her needs.

Please see the School District's Policy on Volunteering on our website (www.sd51.bc.ca/hutton) under the Quick Links tab.

IMPORTANT TIMES

- 8:25 - warning bell
- 8:30 – school starts
- 11:52 - 12:53 – LUNCH
- 2:05- 2:20 – RECESS
- 3:20 - dismissal

SCHOOL ABSENTEE CHECK PROGRAM - Call the School at 250-442-8275.

Parents and guardians are requested to take part in the School Absentee Check Program. If your child is going to be absent, please call the school at 250-442-8275 or email hutton@sd51.bc.ca before 8:30 A.M. If we are not notified, we will *attempt* to call the parents. Good communication will provide the authorities with more probability of

averting a tragedy. Regular attendance is expected and will directly impact the social, emotional and academic success of your child. As a result, irregular attendance and persistent late arrivals will be discussed with parents in an effort to eliminate the interruption in learning.

PRIVATE VEHICLE TRANSPORTATION

Teachers at times ask parents to drive students on field trips. Before a private vehicle and its driver can be used for the transportation of students, the following criteria must be met:

- **liability coverage of \$2,000,000.00**(\$5,000,000 is recommended)
- seat belts for every passenger
- **driver must obtain a criminal record check (forms at office)**
- register with the school office which includes verification of insurance and provide a 'Driver's Abstract' which can be obtained from the Motor Vehicle Insurance Office by using a 1-800 number provided by the school office.
- complete a vehicle check list inspection before leaving the school
- booster seat regulations are in effect for children under the age of 9.

Once this criteria is met, the vehicle and the driver can assist with field trips during the year. The School District blanket coverage will also be in effect once this criteria has been met.

SUPPLIES

Text books will be provided by the school. Students will be required to pay for the replacement of lost or damaged texts. Classroom school supplies is provided by the classroom teacher at a fee. Children are expected to have necessary supplies at all times. Parents may have to supplement these from time to time.

HUTTON'S DRESS CODE GUIDELINES

Please ensure your children are dressed appropriately for school. The following guidelines apply during school hours and at school sponsored events for all students, staff and guests:

- Clothing and jewelry that promote, advertise, or make reference to the following are not permitted:
 - Alcohol, drugs or tobacco
 - Derogatory, racist, anti-religious or sexist messages
 - Vulgar, abusive and inappropriate language, including profanity
 - Illegal activity

All students are expected to have non-marking indoor athletic shoes for use in the gym to protect the finish on our wood floor.

Except in extremely bad weather conditions, our expectation is that children will go out to play during the day. Indoors will occur if the weather is below -10 degrees. It will also occur if the farm is spraying chemicals their crops or if we are notified that they will be spraying their crops. It is expected that children will come to school with appropriate clothing suitable to the season and the weather. Layered clothing is best, as it provides flexibility allowing students to adjust to changing conditions during the day.

LUNCH PERIOD and RECESS

When lunch break begins, students are expected to go outside for fresh air unless the weather is such that students need to stay in. The gymnasium may be open on inclement weather days if there is adequate supervision. When in the school during lunch or recess, it is expected that common sense will prevail. The bell rings, students are expected to return to their classrooms to eat their lunch at their desk/table and clean up after themselves before afternoon classes commence. Students are not allowed off the school grounds without parental permission. If students live close to Hutton and go home for lunch, they must check-out at the office when they leave and in at the office when they return. Hutton is staffed with 5 lunch hour supervisors and the supervisors' instructions and directions must be followed. The expectation is that students will be outside for the recess break.

SCHOOL ARRIVAL AND DEPARTURE

Mornings: Students who live near the school are encouraged not to arrive at school before 8:15 A.M. Bus students obviously don't have control over their arrival but they are expected to stay outside as well.

After school: Students within walking distance are asked to go home as soon as they are dismissed. Bus students will be departing when buses leave. A 4:00 P.M. bell rings to notify students that last busses are arriving and that it is time to leave for the day. Supervision on the school grounds terminates at 4:10pm.

STUDENT TELEPHONE USE

With permission from their teachers or the office staff, students may use the phones during non-instructional time. While the classroom phones are programmed to block long distance calls, if a student need to make a long distance call, they may ask at the office. Cell phone usage is not allowed during class time. And above all, students are expected to use the telephones responsibly.

Cell Phone Policy

Simply put, cell phones are no longer permitted in the learning environment.

As of September 1, 2024, students will have no access to personal devices at any time during the school day. This is essentially a restriction from the moment the student arrives on school grounds until they leave school grounds at the end of the day.

Parents will be reminded that elementary students are under direct supervision, and that the school will always communicate with home for any emergent needs that arise.

It is also important to note that security and storage of personal digital devices is the sole responsibility of the owner/user. The district will assume no responsibility for the safety, security, loss, repair, or replacement of such devices. If students must bring a device to school, please leave it in the backpack or locker.

MEDICATION

School staff are not to administer non prescribed medication or provide any medical services other than first aid, to any student. If your child requires prescribed medication, parents must complete a "Request for Administration of Medication at School", forms MA01 and 02 must be completed by the parent giving all pertinent information concerning their child's medication, with the prescribing physician completing the appropriate section of this form. Medication such as inhalers, antihistamines, etc. can be kept in the office under special arrangement. The school office completes Medic Alerts for children who need medication or may have allergies, chronic disabilities, etc. If there is a change in your child's health that the school needs to be aware of, please let the office know.

EXTRA-CURRICULAR

Intermediate students are invited to participate in after school sports such as soccer, volleyball and basketball. Flag football and mini soccer are played at noon time. If you, as a parent, are interested in coaching or providing leadership in an activity, please contact the school.

AGGRESSIVE PLAY

Play fighting, playing chicken, snowball throwing, push-off (king of the castle) or any other physically aggressive play is not permitted at Hutton School. The potential for physical &/or emotional injury is high. Past experience has taught the staff that many injuries, grudges and hurt feelings will occur if students are permitted to participate in aggressive play of this nature. The concept of respect of others' bodies and feelings quickly gets lost in the heat of "play combat". Please discuss this with your son or daughter - particularly on the first day of snow. Thank you.

DISCIPLINE

We believe that discipline needs to be consistent and firm, yet low-key and as matter-of-fact as possible. Children choose their own behaviour. By establishing realistic and natural consequences, we make it more comfortable for students to choose a responsible activity. The goal is to help students to see themselves as responsible for and in control of their actions. If students choose to act in a highly irresponsible fashion, parents will be notified in writing or by phone. Parents are encouraged to assist with student behaviour when in the schools. Gentle reminders or questions about appropriate behaviour go a long way toward improving student behaviour.

Hutton Elementary School maintains an inclusive learning and working atmosphere free from any form of harassment or intolerance based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, gender identity, or expression or age.

No student shall bully, or attempt to intimidate, harass, threaten, defame, or ridicule any person in a manner, including but not limited to, acts of discrimination of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression or age, physical conduct, violent behaviour, verbal, written or visual communication, including cyberbullying. Retaliation by a person against a student who had made a complaint of a breach of a code of conduct will be viewed as bullying, intimidation and harassment and treated as such.

Expectations will increase for students as they become older and more mature, and as they move through successive grades. Students are expected to exhibit increased personal responsibility and self-discipline and there will be increasing consequences for inappropriate behaviour.

It is understood at Hutton that special considerations may apply to students with special needs if these students are unable to comply with the code of conduct.

BUS CONDUCT

The School District provides bus transportation to students who live more than 3 kilometres from the school. Riding the bus is a **privilege** and students are expected to use their common sense when waiting for or riding the bus. Parents who have concerns regarding buses should call the Board Office at 250-442-8258. Students taking a different bus home need a note from the office.

RECYCLING

Hutton School runs a recycling program. Blue boxes for recyclable materials are located in all classrooms. In addition, each classroom has a covered pail for vegetable and fruit waste. Students are requested to use these recycling containers. They are emptied and collected by the green team (a group of supervised students) at the end of the week.

STUDENTS LEAVING THE SCHOOL GROUNDS

The Staff and Parent Advisory Executive at Hutton School assume that when parents send their children to school they come directly to school and stay at school, except for students who go home for lunch. Leaving the school grounds requires a note from parents and students need to present the note to the office and sign-out when leaving and sign-in when they return. The sign-in procedure will allow school staff to confirm a child's whereabouts within a reasonable time frame.

FOOTWEAR AND A CLEAN SCHOOL

Schools are very busy places and Hutton is no exception. Over 200 students, 30 staff members, and many parents, visitors and delivery people are in the school daily. That's a lot of foot traffic. To help our custodians keep our school clean, students are asked to have a pair of **non-scuff** gym shoes at school for indoor use and gym use. Our gym floor stays clean and safe reducing the wear on the finish and in general makes it much safer for everyone. When the weather becomes wetter later in the fall all students and staff are asked to take their outdoor shoes off at entrances and put on their indoor shoes. Parents are also encouraged to follow this practice. This reduces the amount of grit and water getting into our school. For health and safety reasons, students are expected to wear shoes at all times.

Rules Regarding Student Lockers: Conditions of Use (District Policy)

1. Students are responsible for the locker which is assigned to them and it is not to be used by any other person.
2. The locker may only be used for the storage of books, school supplies and equipment, outerwear, school sports equipment and lunches.
3. No other material is permitted except with the written authority the principal.
4. The locker is to be kept clean and food stuffs are to be removed on a regular basis.
5. Students are responsible for cleaning and taking home all material from their locker at the end of the year or when they leave the school.
6. No illegal substances, weapons or other prohibited or offensive materials are to be placed in school lockers.
7. School officials may search students' lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
8. Permission to use the locker may be terminated where a student does not comply with the conditions of use or school policies or rules.
9. It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would threaten the safety of other students, staff or any other person, that student is expected to immediately report the information to a teacher or administrator. The name of the student making the report will be kept confidential.

Intermediate students who lock their lockers must only use combination locks that are provided by the school. A combination may be purchased from the office. We will keep your combination confidential but in the event the combo is forgotten we will have it on record.

Hutton School Handbook & Codes of Conduct

2024 - 2025

STUDENT SCHOOL RIGHTS AND RESPONSIBILITIES

I have a **RIGHT** to learn in our school.

It is my **RESPONSIBILITY** to arrive on time, to be prepared, listen to instructions, work quietly and to raise my hand if I have a question, concern, or need to leave.

I have a **RIGHT** to hear and be heard.

It is my **RESPONSIBILITY** to listen courteously and attentively when others are speaking and follow the teacher's instructions.

I have a **RIGHT** to be respected in our school.

It is my **RESPONSIBILITY** to speak to others with courtesy and understanding.

I have a **RIGHT** to be safe in our school.

It is my **RESPONSIBILITY** to act in such a way that others feel safe and are safe in our school.

I have a **RIGHT** to privacy and to my own personal space.

It is my **RESPONSIBILITY** to respect school property, the personal property of others, and to accept their right to privacy.

FRIENDLY, FIRM, FAIR

John A. Hutton Elementary School

Phone: 250-442-8275

2575 - 75th Avenue

P.O. Box 1390

Grand Forks, B.C. Canada, V0H 1H0

Principal - Mr. Peter Scott
Vice-Principal - Mrs. Lisa Cairns
Secretary - Mrs. Sheryl McIver