



ARROW HEIGHTS  
ELEMENTARY  
Cooperation Achievement Respect Enthusiasm Safety

# 2024-2025 STUDENT HANDBOOK

Arrow Heights Elementary  
1950 Park Drive  
Revelstoke, B.C.  
Ph: 250-837-6360  
Principal: Mrs. P. Mair  
[www.arrowheights.sd19.bc.ca](http://www.arrowheights.sd19.bc.ca)

## Arrow Heights Elementary School Mission Statement:

*In a safe, caring, and supportive environment, the Arrow Heights Elementary School community encourages all students to strive for personal success in the progression of their social responsibility, intellectual development, and emotional growth for life-long learning.*

### Principal's message

Welcome to a new year at Arrow Heights Elementary! Our school prides itself on being a caring, safe, and inclusive place to learn. We look forward to helping all students develop in all aspects of their personal and academic growth.

This handbook and agenda is a valuable tool to help you become involved, informed, and organized. Caregivers, please take the time to read through and discuss this section of the agenda with your child(ren). Should you have any questions or concerns, we encourage you to drop in or give us a call (837-6360). Please be sure to check out the school calendar to plan for upcoming events, non-instructional days, and holidays.

### School Daily Schedule

8:05 a.m.	Early arrival for students
8:25 a.m.	Welcome bell
8:25 a.m.	Classes begin for morning
10:00 a.m.	Recess Break
10:20 a.m.	Classes resume for morning
12:00 p.m.	Lunch Begins
12:20 p.m.	Bell – all students outside
12:50 p.m.	Classes resume for afternoon
2:30 p.m.	Dismissal

### Home-School Communication

Parents/guardians are welcome to come to the school at any time, please report to the office upon arrival. If you have any concerns, questions, suggestions, etc., please feel free to contact the school. We welcome your input. Here is a list of some of the types of home-school communication occurring at A.H.E.:

- ◆ Written student learning updates are scheduled three times a year.
- ◆ Informal Reporting: includes regular teacher contact via telephone, email or in person.
- ◆ Periodic Class Newsletters or Emails.
- ◆ Family Conferences and Student-Led Conferences.
- ◆ **Student Agenda:** school notices and back and forth communication.
- ◆ Newsletters posted on the school website.

### How Can Parents Support Student Learning?

- ◆ Check and sign your child's agenda each day. You may also use their agenda as a home-school communication tool.
- ◆ Attend P.A.C. meetings.
- ◆ Come to our assemblies and special events!
- ◆ Contact your child's teacher immediately if you have any questions or concerns.
- ◆ Volunteer to share your personal strengths.
- ◆ Become familiar with our school's programs, policies, and operations.
- ◆ Support your child with their homework.
- ◆ Have your child read to you. Read to your child.

- ◆ Ensure your child comes to school well-rested – limit screen time.

## **Parent Advisory Council**

Our PAC group is a vital part of our school. As a primary voice of the parents, they meet monthly to discuss issues, ideas, or general concerns pertaining to our school. Meetings are usually the first Monday of the month. They also serve as a key support in planning special events like the Christmas Craft Fair, Book Fair, hot lunch days, and fund special initiatives and projects at the school. Arrow Heights PAC aims to assist the learning of our students while encouraging success and pride in our school and community.

All AHE parents/guardians are encouraged to become involved with our PAC. Remember, you don't have to be on the executive to come to PAC meetings. All AHE parents and guardians are a part of the PAC. Come out and help us continue to make AHE a great place to be!

## **Volunteers**

Parents, grandparents, retired teachers, and other community members help with a wide range of activities. This wonderful support from our community helps to provide a successful and enriched school experience for our students.

Please let your child's teacher or the office know if you are able to volunteer in anyway. At Arrow Heights we encourage parents and other community members to become involved in our school.

Please keep in mind that confidentiality is essential. For the safety of our students, completed volunteer and criminal record check forms are required for those parents who work with children away from the near company of staff.

## **Student Activities**

We are very fortunate to have dedicated staff and volunteers who are able to provide a wide variety of curricular and extra-curricular activities throughout the year. Some of these include Badminton, Volleyball, Cross Country Running, Basketball, Intramurals, Spirit Days, and Sports Day. Listen to the announcements for times to sign up to join these and other activities throughout the year.

## **Student Leadership**

Each year we invite students to join Student Leadership to work to provide positive experiences for the school. The group meets weekly during the year to plan special events such as dances, fundraisers for charity, Spirit Days, and many other exciting activities.

## **Indigenous Support**

Our district Elementary Indigenous Education Advocate provides a range of activities, support, and information for our students by integrating the First People's Perspectives into daily classroom and outdoor learning. They can be contacted through our school. If your child has Indigenous heritage, be sure to let the office know.

## **Counselling**

Our district counsellor works with students at our school each week. Should you feel your son or daughter would benefit from counseling support please contact Mrs. Mair or your child's teacher.

## **Learning Support**

Our Learning Support teacher works with Educational Assistants, specialists, and classroom teachers to develop supports for students as needed.

## **Speech-Language Services**

Our district speech language pathologist will work with students in our school and across our District to assist with speech and language development. Contact the school for more information.

## **Library**

Our Teacher Librarian and our Library Clerk maintain a wonderful and up-to-date collection of resources, including numerous electronic resources. Books and magazines may be borrowed for up to two weeks. Our library also contains a small parent resource section.

## **Busing**

Many of our students are transported to and from school via the district busing service. Students are reminded that this service is a privilege. They are required to behave in a respectful and responsible manner as per our school code of conduct and district expectations to ensure safe transportation for all students.

## **Lockers**

Lockers remain the property of School District 19. Students whose classes are in the intermediate wing are provided a locker as a convenience. Students are responsible for keeping their lockers clean and orderly. Students are encouraged to use a school

combination lock. Combinations or spare keys will be kept by the student's classroom teacher.

## **Recess and Lunchtime**

We encourage students to be active during recess and lunch and request all students be outside during these times unless they are attending an organized activity. There are staff outside at recess for anyone who needs help and noon hour supervisors during lunch. Students who can go home for lunch are encouraged to do so. This break can be very good for many students. For the safety of the student, please inform the school if your child will not be at school during lunch. Students who regularly stay at school for lunch will require a note from home to leave the grounds. Students who stay at school are expected to remain in their classes for the first 20 minutes to ensure they sit for a healthy lunch. All students will be required to be outside by the second lunch bell.

## **Nutrition Guidelines**

Healthy eating is important to children's growth and development. When students eat well at school, they learn better, feel better, and have energy for their busy, active days. We encourage families to support their child's nutrition by sending non-packaged food items like fresh fruits and vegetables, protein, and whole grains. Please send your child with a water bottle rather than juice or soft drinks. At AHE we do not generally give food rewards. Our PAC and Breakfast Program aim to provide healthy food options when serving meals. With permission of the Principal, rare school celebrations may offer a treat. However, we ask that families not send treats to share at school. Classrooms or school events should not be used by families to recognize individual student celebrations (e.g. cakes/cupcakes for birthdays). Please check with the classroom teacher before sending treats for Halloween or Valentine's Day, as these days quickly become

overwhelming for students when sugar is involved, and some students have allergies and food sensitivities.

### **Visitors**

For the safety of all children and protection of quality classroom instruction, all visitors including parents must report to the school office. We will be happy to assist you with lunch deliveries or other needs.

### **Illnesses and Accidents**

Please help keep all children healthy by keeping your child at home if they are sick. Generally speaking, if he/she is too sick to go outside at recess and/or lunch, then he/she is too sick to be at school. When an accident or illness occurs at school, first aid will be administered, and the parent/caregiver notified. The school district will accept financial responsibility if a staff member needs to call an ambulance. Please ensure the school has an emergency contact in the event you are unavailable or cannot be reached.

### **Medication**

School employees may only administer medication if a medication request form has been completed by the child's parent and physician. Forms are available at the school office. If your child has a serious allergy or life-threatening illness, please inform the Principal ASAP.

### **Home Reading and Homework**

The purpose of home reading in the primary grades is to develop the habit and enjoyment of reading. Parents are encouraged to read with their child for 10 to 30 minutes daily. In the older grades, home reading is more independent, but parents can support by modelling the habit of reading daily. For primary students, homework may be sent home in the event of absences. For intermediate students, some

homework may be assigned for further practice, work on projects assigned in class, or to complete work not finished in class. Time spent at home on homework should never exceed 40 minutes. If this assigned work is taking longer than this, put a quick note in your child's agenda letting the teacher know you and your child ran out of time. If your child seems to be overwhelmed with homework on a regular basis, please contact their teacher.

### **Attendance and Punctuality**

Punctual and regular attendance is very important to students' success in their learning. Arrow Heights Elementary encourages parents to support punctual, daily attendance by establishing home routines that maintain regular hours of sleep and a morning schedule that ensures students have the time necessary to be prepared and on time for school. Students who arrive late to school miss out on essential instruction at the beginning of the school day. They also impact the learning of others by disrupting the rest of the class and the teacher. Please advise us of any barriers which may impede full attendance so we can support your family to ensure they are addressed in an appropriate and timely manner. Please plan family vacations to coincide with regular school breaks so that your child does not miss class. Teachers are generally not able to provide work packages for school missed due to elective vacations. If your family is away, it is the responsibility of the student to catch up on work missed once they return, understanding that much of the learning in classes is not "paper and pencil", and can be difficult to catch up.

### **Absence and Late Arrival**

Please call the school if students are absent or late on any given day or if you will have an extended absence due to holiday. Please expect a call from the school if you forget.

Students arriving late must report to the office before going to the classroom.

### **Student Sign In and Out**

Please sign in/out at the office if your child is coming late, returning to school from an appointment, or is leaving the school during the day due to illness, appointments, etc. The Sign In/Out Book is on the counter at the front office.

### **Traffic Safety and Parking**

To assist us in keeping students safe we request that parents do not use the school parking lot to drop off or pick up children. Parking is available on Park Drive beyond the bus zone and crosswalk. Please have your children use the marked crosswalk when crossing Park Drive. We encourage all children and parents to walk or bike to school when possible. If driving your child to school is necessary, please:

- ◆ Park in the designated areas only.
- ◆ Do not allow your car to idle.
- ◆ Turn around when and where it is safe/no U-Turns.

### **Bicycles, Skateboards, Rollerblades, and Scooters**

Bike racks are provided in front of the school and all students are encouraged to lock their bikes and scooters. Students are to carry their skateboards and roller blades inside the school and should be safely stored during the day. In order to keep our students safe and to reduce damage to our playground environment, bikes, scooters, skateboards, or roller blades are not to be used on school grounds. Roller blades may be worn on school grounds when arriving or departing.

### **Dress Code and Day-to-Day**

In keeping with our Code of Conduct, students are expected to dress in a clean, neat, and appropriate manner for a school setting. Clothing with words, slogans, or pictures that are contrary to our Code of Conduct are not to be worn at school. Hats should not be worn during assemblies or presentations, or in the classroom at the discretion of the teacher. Chewing gum at school is not allowed (as it can become a sticky problem for our custodians) unless it is specifically mentioned in an Individual Education Plan.

### **Inside Shoes**

To help keep our school clean students are expected to change into inside shoes once they enter the building. Gym shoes may be used as inside shoes.

### **Internet Access at AHE**

Every student who accesses the Internet at school must have a signed "Consent, Waiver and Indemnity" form on file in our school. Students may only access sites that are considered educational and/or directly related to curricular content. Students who violate this rule or any others specified in the School District agreement form will not be provided school Internet privileges.

### **Personal electronic devices at school: Cell phones**

The use of personal electronic devices is restricted in order to promote online safety and a focused learning environment. The school recognizes the need for parents and their children to remain in close contact for safety reasons. Personal electronic devices do however create a distraction for students during class time and we ask that cell phones be left at home. If it is required for a student to bring their phone to school, it must be kept in their lockers or backpacks during the school day and while on school grounds.

Please call the school (837-6360) should there be an emergent need to contact your son or daughter.

Cell phone use for medical reasons is acceptable as outlined in an Individual Educational Plan (IEP).

### **Our School Code of Conduct**

Our code of conduct helps guide our school towards achieving the goals described in our mission statement. Students are encouraged to understand their responsibilities as learners and citizens of our school community by consistently practicing the elements of our code of conduct. Our code of conduct applies to all members of our school community in all environments associated with school functions (i.e. field trips). All participants are guided by our code of conduct while acting as ambassadors of our school.

### **Student Recognition**

To support our work with students achieving our code of conduct and behaviour expectations, students are recognized for their positive efforts through regular in class celebrations, and through our C.A.R.E.S. Card individual recognition program.

### **Arrow Heights Elementary Code of Conduct:**

**Cooperation, Achievement, Respect, Enthusiasm, Safety**

\*Annual review of our code of conduct occurs with students, parents, and staff to encourage the promotion of school-wide expectations.

\*Conduct is consistently monitored to ensure codes reflect current and emerging situations that contribute to school safety.

### **Encouraging Appropriate Behaviours**

At Arrow Heights we will teach, identify, and expect positive behaviours. Although our students consistently demonstrate appropriate choices, there are occasions when some may demonstrate behaviours that are deemed inappropriate. Behaviours that require intervention are identified in the following way and act as a guideline for students, parents, and school staff. We foster a growth mindset, and each child will be given the opportunity for restitution to help resolve and learn from the behavior.

<b>Guidelines</b>	<b>Response</b>
<b>Minor Behaviours</b>	
Expectation violations that are disruptive to learning or are without regard to others or the school environment. Behaviours typically are unintentional infractions with no intent to harm and are generally isolated or rare incidences.	Infractions are primarily teaching opportunities which may result in a reminder of school expectations resulting in a correction. Student restitution/resolution and/or consequences appropriate to the infraction may be imposed as necessary.
<b>Moderate Behaviours</b>	
Behaviours that may be chronic, more serious in nature, unsafe, disrespectful, or hurtful. Moderate infractions are typically intentional	Student restitution/resolution and parent/guardian contact. Restorative action and/or consequences appropriate to the infraction may be imposed.

and purposeful and may affect the tone and safety of the school.	Reflection form will be used to encourage improvement and will go home to be signed.
<b>Major Behaviours</b>	
Behaviours that are illegal, violate human rights, well-being, and safety of others, or have the potential to impact the personal safety of the student.	Parent contact and conference including limits to classroom or school contact as necessary for personal safety and safety of others. District protocols including district Threat Assessment Protocols will be followed and multi-agency consultation may occur for support.

- ◆ Whenever possible and appropriate, consequences for breaches of the code are fair and reasonable and restorative in nature.
- ◆ Age, maturity, and special needs of students are considered when determining appropriate action.
- ◆ School officials may have the responsibility to advise other parties of serious breaches of the code of conduct (e.g. parent, school district officials, police and/or other agencies as per fair notice guidelines).
- ◆ All reasonable steps will be made to prevent retaliation against a student who has made a complaint of a breach of a code of conduct.

### **Bullying vs. Conflict**

Bullying is a persistent pattern of unwelcome or aggressive behavior that often involves an imbalance of power, and or the intention to harm/humiliate someone. Conflict, on the other hand is generally a disagreement or difference in opinion between peers who typically have equal power in their relationships. It's usually an inevitable part of a group dynamic.



## Peer Conflict, Unkind Behaviour, and Bullying

Peer Conflict	Unkind Behaviour	Bullying Behaviour
<p>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:</p> <ul style="list-style-type: none"> <li>▪ usually choose to play or hang out together;</li> <li>▪ have equal power (similar age, size, social status, etc.);</li> <li>▪ are equally upset;</li> <li>▪ are both interested in the outcome; and</li> <li>▪ will be able to work things out with adult help (after calming down).</li> </ul>	<p>Children may try out behaviours to assert themselves - sometimes saying or doing unkind 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 unkind behavior, usually:</p> <ul style="list-style-type: none"> <li>▪ it is not planned and seems to happen spontaneously, or by chance;</li> <li>▪ it may be aimed at any child nearby;</li> <li>▪ the child being unkind may feel badly when an adult points out the harm the/she caused.</li> </ul>	<p>Bullying is serious behaviour that has three key features:</p> <ul style="list-style-type: none"> <li>▪ Power imbalance — One child clearly has power over the other(s), which may be due to age, size, social status</li> <li>▪ Intent 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.</li> <li>▪ 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.</li> </ul>

Adapted from: [https://www.vsb.bc.ca/Student\\_Support/Safe\\_Caring/bullying/Pages/Default.aspx](https://www.vsb.bc.ca/Student_Support/Safe_Caring/bullying/Pages/Default.aspx)

### Community School Threat Assessment: Fair Notice

#### What behaviours warrant a Student Violence Threat Assessment to be initiated?

A Student Violence Threat Risk Assessment will be initiated for behaviours including, but not limited to: serious violence or violence with intent to harm or kill, verbal/written threats to harm or kill others, online threats to harm or kill others, possession of weapons (including replicas), bomb threats (making and/or detonating explosive devices), fire setting, sexual intimidation or assault, and gang related intimidation and violence.

**Duty to report:** To keep school communities safe and caring, staff, parents/guardians, students, and community members must report all threat-related behaviours to the school principal.

**What is a threat?** A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet, or made by gesture. Threats must be taken seriously, investigated, and responded to.

**What is a Site-Specific Threat Assessment Team?** Each school has a Site-Specific Threat Assessment Team. The team may include the principal, teachers, counsellor(s), and a member of the local police agency.

**What is the purpose of a student threat assessment?** The purposes of a student threat assessment are:

- To ensure the safety of students, staff, parents, and others
- To ensure a full understanding of the context of the threat
- To understand factors contributing to the person of concern's behaviour
- To be proactive in developing an intervention plan that addresses the emotional and physical safety of the person of concern
- To promote the emotional and physical safety of all

**What happens in a student threat assessment?** All threat-making behaviour by a student shall be reported to the principal who will activate the protocol for the initial response. Once the team has been activated, interviews may be held with the student(s), the person of concern, parents, and staff to determine the level of risk and develop an appropriate response to the incident. Intervention plans will be developed and shared with parents, staff and students as required.

**Can I refuse to participate in a threat assessment process?** It is important for all parties to engage in the process. However, if for some reason there is a reluctance to participate in the process by the person of concern or parent/caregiver, the threat assessment process will continue to promote a safe and caring learning environment.

**Collection Notice:** The School District is subject to personal information privacy laws and will undertake the collection of this information in compliance with the requirements of such laws, including by limiting collection to information that is relevant and necessary to address a risk or threat, and by ensuring that information if collected from online sources is only obtained from open-source sites. The School District will not collect information as part of a threat assessment unless there is reason to believe that a risk exists. Information collected as part of a threat assessment may be provided to law enforcement authorities in appropriate circumstances.

**Non-Discrimination:** At Arrow Heights Elementary School we are committed to providing a CARING environment and as per the Human Rights Code (RSBC 1996) that is based on the equality of persons and is free from discrimination. A person must not imply or present any statement or communication (written, spoken, electronic or drawn) that intends to, or indicates discrimination against a person, group, or class of persons, or is likely to expose them to hatred or contempt because of race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age. Accommodation service or facility must not be denied without a bona fide and reasonable justification.

# IN ALL AREAS AT AHE, STUDENTS STRIVE TO



## COOPERATION C

- Treat others as we wish to be treated
- Compromise
- Share ideas
- Help those in need
- Take turns
- Listen to others
- Reflect on experiences and actions



## ACHIEVEMENT A

- Always do our best work
- Set personal goals
- Demonstrate a Growth Mindset
- Ask for help when needed
- Question and investigate
- Generate and develop ideas

- Use manners
- Ask when using or borrowing things
- Wear school appropriate clothing
- Remove hats when asked
- Contribute to the community
- Demonstrate respect in the community
- Care for the environment
- Use appropriate language
- Value diversity
- Include others
- Think before acting
- Respect the boundaries of others
- Follow the cellphone policy
- Use positive body language and tone of voice
- Listen to the speaker

## RESPECT R



## ENTHUSIASM E



- Arrive on time
- Show positive attitude towards learning
- Celebrate their own success and of others
- Show gratitude
- Do their best
- Participate in activities
- Be ready to learn



- Solve problems in peaceful ways
- Obey boundaries and follow expectations
- Wear appropriate footwear
- Wash hands regularly
- Check in at the office if they are late
- Stay with the group when outside
- Stay home if sick
- Keep hands, feet, and objects to themselves
- Use technology responsibly

## SAFETY S