

Tips for a Successful School Year

Homework is a valid and appropriate extension of classroom learning when related to the school's overall educational goals. Homework is intended to enrich the school experience of the student by fostering initiative and the ability to work independently. Completing assignments not finished during class time and handing them in on time will help students learn responsibility. Homework should reinforce learning through additional practice and application.

Good study habits are encouraged. Providing a quiet place, a regular time, and the proper tools (dictionary, atlas, etc.) is a good beginning.

Your child should **never** have an excessive amount of homework!

The following are a few tips parents have told us have helped them in working with the school in a meaningful way:

- Get to know your child(ren)s teacher by attending "Back to School" evenings, Parent Teacher Conferences and other special events.
- Become aware of the teacher's expectations, standards and approaches to learning.
- Provide input to assist the teacher in setting realistic goals for your child.
- Volunteer in your child's school.
- Don't wait for things to go wrong before becoming aware of how your child is doing in school.
- Be involved in your school – your child loves nothing more than having you as an active member of his/her school.
- Teach your child(ren) some independence especially when carrying out school assignments. Try not to do too much for them.
- Read to your child(ren) and have them read to you. Few things are more important than reading to children. Set a regular daily time for your child to read. The best way to improve reading is to read.

Learning is a continuous process. A child can and does improve as a learner. Learning is not just intellectual development. It involves the total child. ie. social, emotional, creative, physical development. Not all children learn at the same rate. The progress your child has made is important. Celebrate this progress with them. Discuss with your child goals he/she should be working towards.

Please remember that as staff and parents we both have the same extremely important common interest at stake: our children!

Safe and Caring Schools

Our school is known for the mutual genuine compassion, concern and affection of all team members – parents, students and staff. We care deeply about our children and do everything possible to ensure a safe, secure, warm and caring learning environment. We also implement the Safe and Caring Schools Curriculum as well as the Lions Quest program. Throughout the year we have a number of school-wide celebrations to celebrate being a school family. We hope that you will be able to join us for these celebrations.

PROCEDURES WHEN DEALING WITH BULLYING

At Dr. Hamman School we will:

- Continue to teach our children what bullying behavior is and that it will not be tolerated at this school
- Continue to teach our children how not to be victims of bullying and how to respond effectively if they are bullied.
- Continue to teach student by-standers to get help immediately if another student is being bullied and how they can help eliminate bullying.
- Continue to ensure all adults within the school intervene and stop bullying behavior whenever it is seen.
- Ensure adults will continue to refer students who are displaying bullying behaviours directly to the Principal's office.

INTERVENTION

- The students displaying bullying behavior will be immediately referred to the Principal's office.
- A full investigation by the Principal will take place.
- A student who has bullied another will serve an in-school suspension have other privileges removed for a set period of time.
- The victim and the student who did the bullying will participate in conflict resolution with the Principal.
- The Principal will contact the parents of the student who did the bullying and ask them to reinforce that bullying is not accepted and will not be tolerated.
- The Resource Officer will be contacted by the Principal and asked to conference with the student who did the bullying.
- If the student bullies again the interventions will increase and intensify.

PREVENTION PROGRAMS

Dr. Hamman School will participate in the following prevention programs:

- Safe and Caring Curriculum
- Kindness Counts
- Peace Police – playground monitors
- No Bullies
- Terrific Kids
- Older/Younger Buddy Systems
- Clear Behaviour Expectation Policies
- Clear Interventions and Procedures in Place

Telephone Numbers and Adresses

In order that parents may be contacted, the following information is kept for each student:

1. address
2. telephone number
3. parents telephone numbers at work
4. name, address and telephone number of a friend, babysitter or neighbor who may be contacted should parents be unavailable.

To ensure the information remains accurate, parents are requested to inform the school if changes are made to any of the above.

Attendance/Child Check

In order to ensure the safety of your child, the school has a Child Check Program. If we have not heard from the parents of each absent child in the morning we will call to ensure that the child is in fact safe and at home. We would appreciate it if you would call the school in the morning if your child is going to be absent. It is important that children be at school on a regular basis as student achievement is often reflective of his/her attendance.

Lunch

Provision is made for children to eat lunch at school in their own classrooms. We are happy to extend this privilege to our children and their parents. We have over two hundred children who regularly stay for lunch and we rarely experience a difficulty. However, it is absolutely imperative that students behave appropriately during lunch hour. Privileges may be withdrawn in individual cases if inappropriate behavior warrants.

Bussing

The vast majority of students at Dr. Hamman live within walking distance of the school. Bussing is arranged through the School Division. If you would like information about bussing to and from school, please contact the School Division (223-3547) or First Student Canada (223-5670).

Parent School Council

The Parent School Council Committee is the link between the school, community and home. It is a facility by which parents can become involved in the educational process. This committee, in cooperation with the administration and staff provides input for many important decisions and implements many useful services in the school.

Illness and Injury

If a child is ill, it is in his or her and all other students best interest to recover at home. If a child becomes ill at school, parents will be called and asked to take the child home. In the case of an injury on school grounds, the child will be brought to the infirmary. Most injuries will be treated here. More serious injuries will result in a parent phone call. It is imperative that we also have the emergency number. If we cannot reach parents or the emergency contact, we may take the child to the hospital.

Telephone

As a rule, we will not call children to the telephone. However, messages of an important nature will be passed on to the student. A phone is available for student use, with permission from staff. We ask that students not use the phone to arrange to play with friends after school. With such large numbers of students in this school, this becomes a problem for office staff, and is a safety concern when children are not going home after school as expected. We ask children to make playing arrangement in the a.m. before coming to school or once they arrive back home after school.

Students Kept After School

Students may be kept after school for extra help. If a child is to be kept after school parents will be notified to ask for permission. No child will be kept longer than 4:00 p.m.

Milk Program

Dr. Hamman provides milk every lunch hour through a pre-paid milk card (\$20.00 for 20 milk or \$10.00 for 10 milk or individually for \$1.00). Ice cream can also be bought with a milk card for the same amount on Thursdays only.

Hot Lunches

Hot lunches are organized by our Parent School Council. We are happy to be able to provide hot lunches at least once a month. We are always looking for parents to help with this well-loved school service.

Alberta School Act

The Alberta School Act indicates the following roles and responsibilities for each student attending school:

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- be diligent in pursuing his studies
- attend school regularly and punctually
- cooperate fully with everyone authorized by the board to provide education programs and other services
- comply with the rules of the school
- account to his teacher for his conduct
- respect the rights of others

Field Trips

Not all learning takes place within the classrooms of Dr. Hamman School. Students are often taken outside the school, both walking and on bus trips, in order to learn first hand from the environment around them. Teachers will notify parents of any field trip which requires students to be transported by bus from the school.

Home/School Liaison Counsellor

This support program emphasizes the healthy development of all student and prevention and early identification of potential problems that could interfere with the student's personal and educational development

The counselor is available to students on a self-referral basis or students may be referred by principals, teachers, and/or parents. If a student or staff member is requesting counseling, the counselor will contact you (as the parent) for your permission.

Library Learning Common

The school library is a very important part of our education program. Teachers and our librarian cooperate to plan and implement units of study as teaching partners. Through such planning and teaching, students develop, master and extend research and study skills.

Reporting on Student Progress

Dr. Hamman uses Report Cards to indicate student progress. You can expect to receive a report card in November, April and June. In addition, we will host Student-Led-Conferences in early February.

Parent-teacher conferences will be held in conjunction with the distribution of the report cards in November and April. Interviews may be requested, either by teachers or parents, when the Reports are distributed. In addition, when you feel it necessary, you are always welcome to contact either your child's teacher or the school administration to discuss your child's progress or arrange a special interview.

Co-Curricular Activities

Our students are involved in so many co-curricular activities, that there are far too many to mention in this small handbook. Our goal in providing co-curricular activities is to provide all children with the opportunity to enhance learning in enriching ways. We also believe that through these activities our students will continue to develop good social, citizenship and leadership skills.

Conflict Resolution

Win/Win

Problem Solving



CONFLICT MANAGEMENT WIN/WIN PROBLEM SOLVING

At Dr. Hamman School, we believe:

1. Everyone has the power to solve their own conflicts. We teach you the skills to do that and we will give you the power to use these skills as needed.
2. Some conflicts may seem to hard to solve on your own. When that happens, we will help you. The power is still yours.
3. If you are unable or unwilling to solve your conflict using the five steps, and our help, the staff or administration will decide what the solution will be and you must live by their decision. You have given up the power to decide on your own.

WAYS OF RESOLVING CONFLICTS

When resolving a conflict it is important to remember:

1. You both have the problem. You must work together to solve the problem. Solve conflicts as friends, not enemies.
2. You both have feelings. It is difficult to solve the problem when one or both of you feel angry, hurt, frightened or sad.
3. You both have reasons why you want what you want. Ask for each other's reasons and make sure you understand them.
4. You both have a point of view. Neither of you is 100 percent right or wrong.
5. You both need to see that there are several ways to solve the conflict. You need several optional solutions to choose from. Always think of several possible plans.
6. You both must be happy with the agreement. A wise agreement makes both persons happy. Never agree on a solution that leaves one person happy and one person unhappy.

**Many conflicts can be resolved by
Simple strategies.**

Learn them.

**Use them over and over again.
Then they will be "automatic".**