

2021- 2022

Hudson Road Elementary



Hudson Road Elementary

1221 Hudson Road

Kelowna, BC V1Z 1J5

250-870-5141

Principal: Lindsey Hamilton

lindsey.hamilton@sd23.bc.ca

Administrative Assistant: Mrs. Oliver

www.hre.sd23.bc.ca – school website

WELCOME!

Welcome to the 2021/2022 school year! This year, we enrolled approximately 270 students from Kindergarten to Grade 5. We look forward to providing quality educational opportunities for our students and a positive learning environment for all. This document intends to provide you with information about our School and its organization. Please read through it with your child. If you have any questions regarding any aspect of the School's operation, please do not hesitate to call your child's teacher or school administration at (250) 870-5141.



SCHEDULE

| | |
|-----------------------------|-------------|
| Morning Entry Bell | 8:25 am |
| Morning Class Begins | 8:30 am |
| Lunch Break | 11:15 am |
| | 12:05 pm |
| Classes Begin | 12:10 pm |
| Recess | 1:05 – 1:20 |
| Afternoon Dismissal | 2:30 pm |

There is Supervision at the beginning and end of our learning day. Teachers are on supervision during recess, and paid lunch supervisors are on duty from 11:10 to 12:10 pm.

SCHOOL DISTRICT PHONE NUMBER

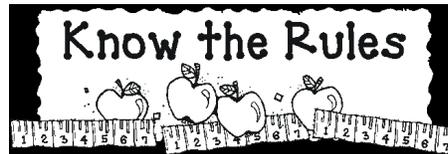
250-860-8888

Our District Assistant
Superintendent for Hudson Road
Elementary is
Mrs. Raquel Steen



CODE OF CONDUCT

At Hudson Road, we will educate students to take responsibility for their actions and 'wrongs' to make them right.



1. I have a **RIGHT** to learn at School.

It is my **RESPONSIBILITY** to listen to instructions, to work quietly at my desk, and to raise my hand if I have a question, concern, or need to leave.

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

It is my **RESPONSIBILITY** not to talk, shout, or make loud noises when others are speaking.

3. I have a **RIGHT** to be respected in this School.

It is my **RESPONSIBILITY** not to tease or bug other people or hurt their feelings.

4. I have a **RIGHT** to be safe at School and while travelling to and from School.

It is my **RESPONSIBILITY** not to threaten, kick, punch, or physically harm anyone else.

It is also my **RESPONSIBILITY** to report unsafe behaviours to an adult.

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

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

COVID GENERAL PROCEDURES

Throughout the year, all of our COVID memos, updates, along with procedures will be posted on our school website.

DRESS CODE

Hudson Road Staff along with the Parent Advisory Council considers the classroom as a "place of business". Appropriate will be defined here as right and correct for the school setting and functions, conducive to learning, not distracting from or disruptive to the learning process, intimidating to others, make any other student or adult in the building uncomfortable. Students are expected to refrain from dress styles which promote, imitate, or celebrate violence, intimidation, racism, sexism, hatred towards others, gang association, sex, or alcohol/drug use. Clothes should not display language, which is sexual, explicit, defamatory or offensive to any members of the school community. In addition, footwear must be worn at all times for health and safety reasons. Hats should be removed within the school. Students or visitors to HRE who do not meet the dress code will be respectfully required to change into appropriate attire or asked to leave the property.

PARKING LOT

The Hudson Road parking lot is a bustling place at the beginning and end of each school day. The parking lot is NOT a drop-off/pick up zone. **The parking lot is closed to parents.** Traffic congestion before and after School creates a hazard as children dart through the driveway to get to or from their parent's car. The Regional District urges motorists not to let their engines idle in school zones. In the morning, access onto the driveway loop is restricted to parents using 'Kiss and Ride' and staff members using the staff parking lot. Due to our large staff, **the parking lot is only for staff.** We request that parents park on the street or in the parent parking lot when visiting the School.

PARENT VOLUNTEERS

We fully value families as partners in children's Education. Given the unique circumstance, we ask that parents/guardians continue to be involved, but support us by honouring the following expectations: All volunteers at the School need to have a

completed Criminal Record Check before working with students during school hours. These forms are available at the office. Allow at least 2-3 weeks for the CRC to be completed. As a volunteer, we ask that you make arrangements ahead of time with the teacher and be prepared to help out in the classroom with activities the teacher has planned for you.

IMPORTANT DATES



| | |
|-----------------|--|
| Sept. 7 | First Day of School |
| Sept 23 & 24 | Parent-Teacher Conferences |
| Sept. 29 | Terry Fox Run |
| Sept. 30 | STAT National Truth & Reconciliation Day |
| Oct.8 | Implementation Day |
| Oct. 11 | Thanksgiving Holiday |
| Oct. 22 | Pro D Day |
| Nov. 11 | STAT Remembrance Day |
| Dec. 1 | Report Cards Home |
| Dec. 20- Jan.3 | Winter Break |
| Jan. 4 | Welcome Back |
| Feb 10 & 11 | Parent Conferences |
| Feb. 18 | Pro-D Day |
| Feb. 21 | Family Day |
| Mar. 10 | Report Cards Home |
| Mar.21- April 1 | Spring Break |
| April 4 | School Reopens |
| Apr. 15 | Good Friday |
| Apr. 18 | Easter Monday |
| May 23 | Victoria Day |
| Jun. 28 | Report Cards Home |
| Jun. 29 | Last Day of School |

FEES

| | |
|------------------|----------------|
| School Supplies | \$35.00 |
| Cultural Fee | \$10.00 |
| School Fee Total | \$45.00 |

Please pay on-line

Please contact the school principal if you are facing a financial hardship that may restrict the ability of your child to access a school program.

SCHOOL ROCEDURES

Allergy Aware

We have several students at Hudson Road Elementary who have a life-threatening allergy to peanuts and nuts. We ask your cooperation in limiting the amount of these items in the School. We invite all adults and students to wash their hands before arriving at School and after eating snacks or lunch at the School, as even trace amounts of the foods can cause an allergic reaction.

Allergy Aware School



Cellular Phone Use

We recognize that many students often use social media networks, cell phones, and other devices to communicate with family and friends. These are helpful communication tools; however, these tools also present inherent risks to the safety and well-being of students if the technology is used inappropriately. If students choose to use social media networks, cell phones, iPods, laptops, tablets or other related technology equipment, they must abide by the School's Code of Conduct and School District 23's policy for [Student Use of Electronic and Social Media Communication \(Policy 486\)](#). If, at any point, students' use of technology interferes with or distracts from the learning of others, schools may intervene and issue consequences in relation to the outlined school code of conduct and district policy. **Schools will also not be held responsible for any misplaced, lost, stolen, or broken items brought to School by students.**

Check-in/Check-out

All parents/guests must phone the school first, then enter through the front doors and check-in at the office during instructional hours. In the event we welcome back in school volunteers in the classroom – they will be provided with a volunteer tag upon signing in. (Note: Student washrooms are for children only. Staff washrooms are available for adults. The school should be informed in advance when a child will be leaving during the day, and an adult must come into the office to sign them out. Changes in pick up routines

should be communicated to the child or teacher in advance, depending on the age of the child to avoid confusion. If a child is going to be late or absent, please remember to inform the school. Your child needs to ask the office for help if there are any problems with pick up. Under no circumstances should your child leave the school grounds if he/she is expecting to be picked up.

Home/School Communication

We want to do our best to keep you informed of activities and events that occur in and around the school. We will also try to keep you posted on district and community information. We rely heavily on our students to ensure the school notices are delivered home, and that response slips or parent notes are returned to the school. The following methods of communication are used at Hudson Elementary:



- Newsletter: A detailed monthly newsletter and calendar is found on our School's website: <http://www.hre.sd23.bc.ca/> If you do not have a computer with internet access and require a paper copy of the newsletter, please let the school office know and a paper copy will be sent home with the youngest child in your family.
- Website (www.hre.sd23.bc.ca): Please check the site often for current information, newsletters and upcoming events. Some teachers also have classroom websites.
- Email: parents can subscribe to a school-wide email list to receive regular updates and notices. In addition, parents can email teachers and administration using the linked staff directory on the school website.
- Student Learning Summaries: Provided December, March and June.
- Parent/Teacher Conferences: these are scheduled opportunities twice a year to discuss your son/daughter's progress. We encourage parents to



call and arrange conferences as needed throughout the year.

Early Dismissal Days

During our fall conference days and our student-led winter conferences, students will be dismissed at 12:30 pm. There will be a morning recess/nutrition break. Please send a big, nutritious snack with your child on these days.

Gym Strip

Physical Education is an important school curriculum. A proper gym strip is required by all intermediate students for safety and hygienic reasons. We request that **all students** have indoor shoes with non-marking soles.

Hand Hygiene

Hand washing should be performed at the following times:

- When students arrive at School,
- Before and after any breaks (lunch, recess),
- Before and after eating and drinking (excluding drinks kept at students' desks),
- Moving between learning spaces used by multiple classes (library, music, gym),
- After using the bathroom,
- After sneezing/coughing into hands,
- Whenever hands are visibly dirty.



Hot Lunch Program

The Hudson Road Parent Advisory Council sponsors a Hot Lunch Program at our School. We thank the coordinators and the other volunteers for their hard work in ensuring the success of this program. More information will be provided in September.

Lates

Students who arrive at School after the 8:30 am or the 12:10 pm bell will be considered late and must report to the office to sign in. "Lates" are recorded on your report card. If you need to drop-off late or pick-up early, please call the office and wait for someone to come out and meet your child.



Leaving School Grounds

This is a reminder that students need permission from parents/guardians to leave the school grounds **any time** during school hours.

Library Services

Our library has a collection of materials that is intended to support curriculum needs and to provide enjoyment for pupils. The collection also includes a limited selection of materials of particular interest to parents. Students are encouraged to exchange books frequently and will have a book exchange period each week. We encourage students to borrow and return books in good shape and on time. Overdue books are subject to small fines

Lost & Found

Found items of clothing and sports equipment are stored in a bin and on clothing hooks down the hallway outside the gymnasium. Parents and students are encouraged to look through the bin from time to time to locate missing clothing. Each term, all items in the lost and found bin are put on display to be claimed by the rightful owner. All unclaimed remaining items are donated to charity.

Lunch Time

Students with lunches at School are to eat in their classroom and abide by school expectations for behaviour. We encourage students pack a 'litter less' lunch. We ask that whatever comes to School in the lunch bag is returned home in the lunch bag. We have paid lunchtime supervisors at Hudson Road Elementary.

Medical Conditions and Medication

Parents are asked not to send children to school if they are ill. If a student has a medical condition that may require emergency action (diabetes, epilepsy, anaphylaxis, asthma, etc.), it is important that we have a medical alert planning form to refer to in an emergency. These forms are available at the school office, and it is the parent's responsibility to ensure they are filled out at registration and



updated each year. For more information, please contact our school secretary.

What happens when a student presents with symptoms or is unwell at School?

In the office area, we have a first aid room at our School to support students with strains, scrapes, and bruises. However, a student who is displaying symptoms will be sent to our 'Bubble Room' aka Isolation Room. Here they will be asked to cover their nose and mouth with a mask, and we will contact parents for immediate pick-up.

Safe Start

In order to ensure that your child has safely arrived at School, the home of any student absent and unaccounted for will be called each morning. If your child will be late or absent from School, use the app [SchoolMessenger](#).



Sick Students

Use the 'Daily Health Check' form on our website. It is the most effective process parents use to assess their child's health prior to sending them to School each day. The health of our students will be a collaborative effort, and we ask that all parents use this tool daily. Should you answer YES to any of the following questions and the symptoms are not related to a pre-existing condition (for example allergies), your child should NOT attend School. As in the past, if your child is not attending School, please use our Safe Arrival App to report your child's absence for the day, as we will be expecting them otherwise.