

# HORNBY ISLAND COMMUNITY SCHOOL

*Live and Learn – Learn and Love*

**2023-2024**

**Learner/Family Handbook**



## What Does it Mean to be a Community School?

“A Community School is the hub of the community. It is both a place and a set of partnerships between the school and other community resources. Its integrated focus on academics, child and youth development, family support, and community development leads to improved student learning, stronger families and vibrant, healthy communities.” (Source: ACE- BC – [www.acebc.org](http://www.acebc.org) as accessed August 2015)

- Community connections and engagements
- Health and Wellness initiatives
- Family support services
- Youth connections
- Early learning initiatives
- Integrated services with agencies and organization
- Supporting and enhancing student learning
- After school and summer programs
- Community use of school facilities
- Lifelong learning

### Values of Community Schools

- Inclusiveness
- Self-determination and self-help
- Shared resources – human, physical, and financial
- Leadership development
- Lifelong learning
- Interagency coordination, cooperation and collaboration
- Neighbourhood-based action
- Sustainability

## HICS Vision and Values

A caring and inclusive learning environment, built on positive relationships, where students are empowered to take on challenges and grow to their full potential. As a community school, we value taking care of ourselves, taking care of others, and taking care of this place. We believe that by fostering a sense of belonging, independence, mastery and generosity, our learners will have the skills to be successful in the world, both today and in the future.

## School Learning Model

Parents, learners, staff, and community are working together to co-create a learning model for Hornby Island Community School to honour and recognize both in-school and out-of-school learning and needing flexibility to access these opportunities when in a rural and remote location. Our school operates Monday to Thursday with extended hours, 8:40-3:35, to provide Fridays for families to attend off island events/programs/activities, as well as focused time to pursue passions and interests. We encourage the sharing of at home learning at school to inspire and teach others.

## **Hornby Island School Staff**

Judi Ayers	Vice-Principal/Classroom Teacher (Wed/Thurs)
Casey Doss	Classroom Teacher
Kayla Myles	Classroom Teacher
Meghan Hunt	Classroom Teacher (Mon/Tues)
Anthea Morritt	Fine Arts (Drama, Music, Visual Arts, Dance)
Britt Hanson	NIDES/Wednesday School for Vanier students
Nicola Kuhn	Teacher-Librarian
Sandra Moir	Speech and Language Pathologist (SLP) Consultation
Kate Harrison	Learning Support Teacher (LST)
Heather Royal-Brandt	Indigenous Support Worker
Jules Platt	Educational Assistant
Alia Zimmer	Educational Assistant
Jala Klone	Educational Assistant (EA)
Florette MacLean	Library Clerk
Charmaine Logan	Sr. Administrative Assistant
Margot Janz	Counselor
Mary Savoie	Sr. Custodian
Allie Quelch	Custodian-on-Call
Debra Selkirk	Bus Driver
Britt Hanson	Parent Advisory Council (PAC) Chair
Verlie Gilligan	Hornby Island Educational Society (HIES) President
Jade Wilson	Hornby Island Educational Society (HIES) After School Programs/ On call Admin Assistant

### **The School Year**

To see an overview of the School District Calendar, visit our school website for regular updates.  
[https://www.comoxvalleyschools.ca/wp-content/uploads/2021/08/SD71\\_Combined\\_Calendars.pdf](https://www.comoxvalleyschools.ca/wp-content/uploads/2021/08/SD71_Combined_Calendars.pdf)

## Hours of Operation: Monday to Thursday

School Starts	8:40 am
Recess	10:15 – 10:30 am
Lunch	12:00 - 12:45 pm
Dismissal	3:35 pm

## Methods of Communication

At Hornby Island Community School, we know that communication between school and home is of great importance to a child's success at school. School staff share information frequently through the following pathways:

**Monthly School Calendar Update:** shows upcoming events and celebrates past successes and student recognition. The calendar is updated in weekly notices and posted on our school website.

**Weekly Newsletter:** sent out by email every Thursday to parents and staff. We also post the notice on our school website. Please be sure to check your email every Thursday to keep informed about important events and announcements.

**Student Planners:** classroom teachers and EA's support students in recording important information daily.

## Allergy/Health Alerts

Please be aware we have students with allergies/sensitivities to specific foods. Students are not to share their lunches with others.

HICS is scent free. For the comfort of all, please refrain from wearing perfumes and oils in our school building.

## School Arrivals and Attendance

- Arriving on time helps to minimize disruptions to our learning environment and provides students with the opportunity to connect with peers and staff before their school day begins. It allows students to set goals for the day and prevents them from falling behind.
- Regular attendance is encouraged and expected. Attending classes helps to build community within the school and shows a commitment to supporting learners in working toward their academic goals. At times, family circumstances or opportunities available for learning off island may require learners to be away from the school. To ensure grade level learning outcomes are met, please meet with your child's teacher to discuss plans for the absence, assignments to be completed, and our blended learning resources that can support your child during his/her absence from regular programming.
- It can be challenging for students to build positive social relationships and a sense of routine if prolonged absences occur. Please work to ensure regular attendance occurs. If there are ways the school can support your family for increased attendance, please contact us.

**Attendance is taken at 8:40 when classes begin. When children are not in attendance at this time, the Administrative Assistant will call home unless parents have previously notified staff. If your child arrives**

**later than 8:40 am please have them check in at the office before going to their classroom to ensure our attendance is accurate.**

Please note we have an answering machine, and you can leave a telephone message at 250-335-2125 at any time of day/night. You may also email the office at [hornbyisland@sd71.bc.ca](mailto:hornbyisland@sd71.bc.ca) to report an absence.

### **Appointments**

To ensure our attendance is correct, please inform the classroom teacher and check in with the office when taking your child out of school during the day for appointments.

### **After-School Plans**

After-school arrangements should be made prior to coming to school. Students are not permitted to use school phones to coordinate playdates during school time, as this can lead to confusion and extra coordination for school staff. The school needs written permission from a parent to release a child into the care of another adult.

### **Students Leaving School Grounds**

Without written permission from a parent or guardian, we are unable to grant students permission to leave the school grounds as they are in our care between the start and end times of our day. Please note that when students leave the school grounds, they are not supervised by school staff unless it is a school-led event or field trip.

### **Parent Parking at drop-off/pick up times**

Parent parking is in the Sollans Road parking area. Please use the path when walking to the front entrance of the school. Bicycles, scooters and skateboards must be dismounted and walked to the bike racks to avoid hitting pedestrians. The school driveway and parking area are off-limits. Be aware of the school bus, small children, cyclists, and areas where parking is not permitted. Adhere to speed limits and accompany your child around the parking areas and roads.

### **Bussing**

Be sure to review the bus pamphlet/brochure (attached) with your child and review the information below.

- Bus supervisors (staff) and bus drivers **cannot** allow students to get off at an unregistered stop that is not approved by parent/guardian. If your child is not taking the bus or is getting off at another stop, please notify the school office as soon as possible.
- If your child is already registered to take the bus, you do not need to update the registration form unless there are changes/updates to address and bus stop. If your child will be registering to take the bus and you would like him/her to ride the bus the first week of school, you will need to submit a bus registration online prior to the end of the previous school year
- If you wish to register your child in September of the current school year, there will be a transition time before your child can ride the bus timelines for administration and processing. Until you receive notice that your child is registered to take the bus, you will need to make alternate arrangements for him/her to arrive at school.

- Kindergarten to grade 3 students will not be permitted to exit their school bus unless a parent or another adult who is known to the bus driver is at the child's bus stop to pick them up. If no parent or identifiable adult is present, the bus driver will return the child to their school.
- If there are bus cancellations families will be notified by email as soon as possible.

### **Bikes/Wheels**

We encourage learners to travel by bike to school as we believe it is an environmentally preferable method of travel and terrific exercise! All learners bringing bikes, skateboards, scooters, etc. are required to wear helmets while on school property during school hours (including half an hour before start time and half an hour after end time). Please note, learners are not supervised during their arrival/departure to and from school by bike. Learners are not permitted to use their bicycles etc. during the school day without permission from school staff and parents.

### **Communicating Student Learning**

Assessment, evaluation, and communicating student learning through reports to parents/guardians will occur regularly and in a variety of formats through the year e.g. conferences, performance scales, written updates, written reports, phone calls, showcases of learning, portfolio etc. Our school calendar will mark dates when families can expect Summaries of Learning outlining student performance in relation to children in a similar age range. Parents/Guardians can request meetings with teachers to discuss learner progress, at any time.

### **Technology Use**

Using technology to support and educate our learners about responsible technology use is part of our curriculum. At Hornby Island Community School, we have a laptop cart and other technology we use to support our learning (iPads, robotic kits, etc.).

When signing onto our computer network, learners are reminded of our School District Responsible Use Policy. <https://www.comoxvalleyschools.ca/wp-content/uploads/2020/10/Technology-Rights-and-Responsibilities.pdf>

Learners are asked to leave personal electronic devices at home. We have plenty of technology to support learning at school. If parents/guardians do allow devices to come to school, their usage will be determined by the staff. If devices are utilizing SD71 Wi-Fi, Responsible Use criteria must be met.

### **School Library Learning Commons (LLC)**

We have a beautiful library full of very nice books that we encourage all learners to make use of. Book borrowing usually starts in the second week of school, and ends a week or so before school does at the end of the school year. Following a long Hornby school tradition, each learner is given a handmade bookbag made by our local quilting group when they first start using the library. The cloth bags are intended to help bring books safely back and forth to school and as a way to keep library books organized at home.

- **Each classroom has a book exchange day which will be communicated to families.** Please remember to bring bookbags and books to school for the book exchange.
- **The borrowing period** is two weeks. If you need to renew, just let the library clerk know
- **The borrowing limit** is as many books as the student is old. This is a guideline that works well for primary students (not a rigid limit).
- **All books must be signed out.** Please sign out books manually using the Sign-out Sheet on the desk if the Library Clerk is not available.

In addition to formal book-exchange times, book borrowing is welcome anytime. The LLC is typically open when the school is. If learners are unwilling to follow district guidelines or staff instructions for device use, the device will be taken to the school office for parents/guardians to pick up.

### Recycling Program

We recycle students' juice boxes, clean cans and plastic bottles, and have a compost bucket in each classroom. Learners and staff are encouraged to bring snacks and lunches that do not have wrappers or excess plastic packaging to cut down on the amount of garbage we produce.

### Lost & Found

Each year we take several bags of unclaimed items to the free store. Please label clothing/items and encourage your child to take responsibility for their personal belongings.

### Snacks, Lunches, Drinks

We are often asked if learners can bring "sweet treats" to school. As we are a school environment, we ask that families not send treats to share with others unless special permission has been obtained. Occasionally, we will have treats at school as part of celebrations or activities and are careful to make healthy choices as well as meet individual student needs.

Lunch/muffins programs are run by the school PAC and volunteers. This program requires parent and community support. If you would like to volunteer, please get in touch with the PAC or the school office. Once the program has taken shape for the coming year, forms detailing the offerings will be sent home with students. There is a small charge for families to purchase the food, and there is a subsidy available if needed. Students are expected to bring their own reusable water bottles to school. We have filtered water available for refills throughout the day. Juices and other sweetened beverages are discouraged. We are hoping to reduce the number of requests from students to staff to get cups of water from the office.

### Inside/Outside Days

Students will have daily outside learning and breaks for all students. They must come to school dressed appropriately for all types of weather and for outside play. It is suggested that parents send along a change of clothes, particularly for young children. Clothing is easily stored on hooks or cubbies in the classroom. When an inside day is called because of extreme weather, students will choose from a variety of inside activities to be determined by their classroom teachers.

## School Closures, Power Outages, Ferry Cancellations

Our procedures for power outages and ferry cancellations may affect regular operations of our school. If the power is out before school starts, the school will open as usual unless there is a weather advisory in effect. If there is an issue with our generator, we may need to close the school. If this is to happen, we will contact parents/guardians/emergency contacts.

**It is a family responsibility to check on SD71 school closures.** If School District #71 is closed due to weather conditions, Hornby School will also be closed unless otherwise stated. Listen to the local radio stations at 97.3 The Eagle and/or 98.9 The Goat. If you can, check the School District website for notices on school closures at: <https://www.comoxvalleyschools.ca/>. Closures are usually announced by 6:30 AM.

## School District #71 Emergency Plans

First Aid Attendants onsite are Charmaine Logan and Florette Maclean.

Please familiarize yourself with our school district's emergency plans so you know what to expect if we are faced with an issue. <https://www.comoxvalleyschools.ca/wp-content/uploads/2020/12/SchoolEmergencyProgramFeb2020.pdf>

## Communicable Diseases

### COVID 19

Please see our comprehensive School Plan for Communicable Diseases attached to the handbook.

### Head Lice

To help prevent the spread of head lice among children at school, we ask that you check your child's head each week for the presence of head lice. The wet-combing technique is now recognized as the best method for detecting lice and their nits. If you detect head lice on your child, we ask that you treat the lice immediately and notify the school so we can send a notice to other families to check their children. We will keep the information confidential. **Head lice are a nuisance, they do not carry disease and are not a health risk. For this reason, School District #71 does not provide checks, nor will we isolate or stop children from attending school if they do have lice.** More information is available at <https://www.healthlinkbc.ca/healthfiles/hfile06.stm> or from the public health nurse at 250-331-8520. We also have parents and staff that are willing to help you if needed. Thank you for helping to prevent head lice from becoming a problem.

## Visitors School Sign-in/out Sheet

We are happy to have visitors in the school, please sign in upon arrival and departure at the main entrance of the school. It is important for security and safety protocols to always know who is in the school. Thank you for your cooperation in helping us maintain a safe and secure environment. Please direct any questions to the front office.

## Using School Washrooms

All adult visitors are to use the staff washroom located in the "Greenspace," during school operating times.



## **Parents as Partners - Parent Advisory Council (PAC)**

All parents of children registered at Hornby Island Community School are members of the PAC. Meetings are held monthly and will be held in the school. Watch our notices for meeting dates, times, and topics. If you cannot attend meetings, you can send suggestions and/or concerns directly to the PAC Chair, Britt Hanson. Check our website for more information.

## **Volunteer Drivers**

If you want to help as a volunteer driver throughout the year you will need to follow the instructions on the Volunteer Driver Form as well as fill out an online form.

## **Volunteering with our Community School**

We welcome volunteers and community involvement in and with our school. Our Code of Conduct must be acknowledged and followed by those working with us. For those working with small groups and individual learners or working with the school on a regular basis we require a Criminal Record Check be completed. We also ask our regular volunteers to agree to a commitment of confidentiality to protect learner privacy. Contact the Administrative Assistant at [hornbyisland@sd71.bc.ca](mailto:hornbyisland@sd71.bc.ca) for more information. You will find a copy of the Consent to Criminal Record Check in your child's forms package. You can also apply online using the following link <https://justice.gov.bc.ca/criminalrecordcheck>. Please check in with the office for the Access code.

## **Recreation and HIES After School Programs**

Recreation programs such as tennis and soccer are run through Hornby Recreation (a committee of HIRRA). After School Programs e.g., pottery, art, STEAM etc. are supported by the Hornby Island Educational Society (HIES). Keep an eye on our newsletters, website, and email to find out what programs are being offered.

## **Use of School Facilities**

Priority for school facility bookings outside of school hours are given to those organizations providing programming to children/youth. Our Gymnasium, Raven Room and School field can be booked by community groups. These bookings will now be made online through the SD71 website. Please book far in advance. Call the school for more information.

We are looking forward to a great year of learning together with you!

Please do not hesitate to contact us with any comments, questions, suggestions, or concerns you may have.

Judi Ayers

Vice Principal – Teacher

Hornby Island Community School

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