

# Elementary Handbook

Kindergarten to Grade 6



2026-2027

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## **PRINCIPAL'S MESSAGE**

### **Welcome to the 2026–2027 School Year!**

Dear Students, Staff, and Families,

It is with great excitement that I welcome you to a new school year at Paradise Hill School. I am honoured to join this wonderful school community as your new principal, and I look forward to getting to know you and your family as we grow, learn and work together.

A new school year is a chance for new beginnings. It is a time to make new friends, try new things, learn new skills, discover what you are good at, and maybe even surprise yourself with what you can accomplish. There will be days when learning feels easy and days when it feels challenging. On both kinds of days, remember that you are never alone. Your teachers, classmates, family, and I are here to support you and cheer you on.

As your principal, one of the things I am most looking forward to is getting to know **you**. I want to hear about the things you enjoy, the things you are curious about, the goals you have for yourself, and the ideas you have for making our school an even better place. I hope you will say hello when you see me in the hallways, stop by my office, and share your stories and successes with me.

To our students: I want you to feel a sense of belonging. I want you to feel safe to ask questions, make mistakes, try again, be yourself, and let your talents shine. Each of you brings something special to our school, and together, you help make Paradise Hill the community it is. I encourage you to get involved in daily school life, extracurriculars and activities.

To our families: I look forward to getting to know your families and to building a partnership that grows stronger throughout the school year. I believe that the strongest schools are built when families and schools work together, communicate openly, and trust that we are all on the same team. Thank you for welcoming me into the Paradise Hill community and for trusting me to be part of your child's educational journey.

To our staff: I want each of you to know how much I value the opportunity to work alongside you. I trust the expertise, experience, and care that each of you brings to your work every day. I am looking forward to learning from you and building relationships along the way.

I am looking forward to learning, laughing, celebrating, and growing alongside you this year. There are so many adventures ahead, and I am excited to see where this school year takes us!

As we step into 2026-2027, let's embrace joy and move forward with determination and grit. I am confident that this will be a year filled with meaningful learning, growth, and success for everyone.

Warmly,

**Mrs. Melissa Gabrielli**  
Principal

**2026-2027 SCHOOL CALENDAR**  
**NORTHWEST SCHOOL DIVISION #203**  
**Board Approved – February 12, 2026**

|                                                         |                                   |
|---------------------------------------------------------|-----------------------------------|
| Admin Day                                               | Tuesday, August 25, 2026          |
| Convention (no classes)                                 | Wednesday, August 26              |
| Professional Development                                | Thursday, August 27               |
| Staff (no classes)                                      | Friday, August 28                 |
| Professional Development                                | Monday/Tuesday - Aug 31, Sept 1   |
| First Day Classes                                       | Wednesday, September 2            |
| Labour Day (no school)                                  | Monday, September 7               |
| Professional Development (extended day for teachers)    | Wednesday, September 23           |
| Thanksgiving Day (no school)                            | Monday, October 12                |
| Professional Development (extended day for teachers)    | Wednesday, October 28             |
| November Break (including Remembrance Day)              | Monday-Friday, November 9-13      |
| Professional Development (extended day for teachers)    | Wednesday, November 25            |
| Christmas Break (includes Christmas & New Years)        |                                   |
| Last Day of Classes                                     | Friday, December 18, 2026         |
| School Reopens                                          | Monday, January 4, 2027           |
| Final Exam Schedule (High School)                       | Monday to Thursday, January 25-28 |
| Semester Turn Around / School Planning Day (no classes) | Friday, January 29                |
| Winter Break (including Family Day)                     | Monday-Friday, February 15-19     |
| Professional Development (extended day for teachers)    | Wednesday, March 3                |
| Spring Break (includes Good Friday & Easter)            |                                   |
| Last Day of Classes                                     | Thursday, March 25                |
| School Reopens                                          | Monday, April 5                   |
| Professional Development (extended day for teachers)    | Wednesday, April 28               |
| Victoria Day (no school)                                | Monday, May 24                    |
| Final Exam Schedule (High School)                       | Monday-Thursday, June 23-25, 28   |
| Admin Days                                              | Tuesday & Wednesday, June 29 & 30 |

### **Elementary Bell Schedule**

| TIME         | PERIOD   | MINUTES |
|--------------|----------|---------|
| 8:50-9:52    | Period 1 | 62 min  |
| 9:52-10:58   | Period 2 | 62 min  |
| 10:54-11:09  | Recess   | 15 min  |
| 11:09-12:11  | Period 3 | 62 min  |
| 12:11- 12:56 | Lunch    | 45 min  |
| 12:56-1:58   | Period 4 | 62 min  |
| 1:58-2:13    | Recess   | 15 min  |
| 2:13-3:15    | Period 5 | 62 min  |

### **STUDENT ABSENCES**

Consistent attendance plays a vital role in student success, and we encourage students to be at school every day and on time. This includes arriving promptly in the morning, after recess, and following lunch. If your child is late or absent, please notify the office as soon as possible and record the absence in Edsby. Advance notice helps us maintain accurate records and ensures student safety.

We kindly ask that students not be picked up during the school day unless necessary, as this interrupts their own learning and that of their classmates. However, if your child is unwell, please keep them at home so they have time to rest and recover. Should your child become ill at school, we will contact you to arrange for them to be picked up promptly.

For medical or other appointments, please inform both the classroom teacher and the office in advance.

Together, by prioritizing attendance and wellness, we can create the best possible learning environment for every student.

### **EXTENDED ABSENCES**

At times, parents take children out of school for a variety of reasons - holidays, family events, emergencies, etc. When this happens, parents have requested that teachers provide homework for their children. We offer these suggestions for activities for your child during their absence:

- Keep a journal - every day, write about your day. Draw a picture to illustrate what you did or saw in the day.
- Take pictures and create a travel diary.
- Access "Mathletics"
- TEAMS: Teachers have provided online opportunities for students to complete assignments if they are missing from school.
- Make a list of new vocabulary and practice spelling.
- Make a list of words or phrases in the language of the country you are visiting.

- Calculate how much things cost in Canadian dollars (if somewhere with a different currency).
- Draw and label a map.
- Read, read, read; summarize what you have read.
- Write, write, write, write, stories descriptions of setting, activities.

The list of the above suggestions has been made for you to consider as it should be understood, it is sometimes difficult for a classroom teacher to arrange homework for extended periods of absence. Teachers are not required to provide work in advance of children missing school. Teachers are not obligated to re-teach the curriculum that your child misses. Please consider how the absence will impact on your child before planning absences from school. The school calendar is available in this handbook and on the Northwest School Division website.

### **Important: Do Not Send Sick Students to School**

For the well-being of all students and staff, please do not send your child to school if they are experiencing symptoms of illness, such as fever, vomiting, or severe cough. Keeping sick children at home helps prevent the spread of illness and ensures they receive the rest they need for a quick recovery. Our goal is to maintain a healthy learning environment, and your cooperation in this matter is crucial for achieving that ultimate objective. Thank you for your understanding and support.

Here are key reasons why keeping sick students at home is essential:

- **Preventing Spread of Illness:** Sick students can easily transmit contagious diseases to others, leading to outbreaks in the school.
- **Promoting Faster Recovery:** Rest and proper care at home help sick children recover more quickly than if they are at school.
- **Protecting Vulnerable Individuals:** Some students and staff may have compromised immune systems and are at higher risk of serious complications from illnesses.
- **Maintaining a Healthy Learning Environment:** A healthy school environment supports better academic performance and overall well-being for everyone.

Please notify the school through Edsby or calling the school Secretary prior to the beginning of the day if your child is ill. Your cooperation is greatly appreciated in maintaining a safe and healthy school community.

Adopted August 2024

### **LATES**

It is expected that students will arrive at school on time. Please make every effort to have your child at school and prepared on time every day. We appreciate your efforts and understanding with this. Please remind your child to report to the office when arriving late.

The front entrance is the only unlocked door during the school day.

### **GENERAL EXPECTATIONS OF STUDENT CONDUCT**

- School Property** - We require a team effort in creating a respectful safe and clean environment. This school belongs to you. As such, you have a stake in keeping it clean, safe, and friendly. In the event something is broken, students may be responsible for replacing or paying for broken items.

- b. **Classroom Interruptions** - Student learning takes priority during class time. Any interruptions are asked to be minimal in our attempt to provide and facilitate learning. Students will not be taken from class for phone calls. Messages will be taken unless it is deemed an emergency.
- c. **Dress Code** – Adopted August 2024

**General Guidelines:**

Students are permitted to wear clothes of their choice for school and school-related functions, provided it meets the following standards.

**Dress Requirements:**

**1. Coverage:**

Bottom layers must cover the groin and buttocks.

Top layers must cover the chest sufficiently, using opaque material.

**2. Undergarments:**

Undergarments cannot be worn as outerwear. If worn, they must be beneath outer layers. Straps may be visible.

**3. Headwear:**

Headwear that does not obscure the face is permitted.

For kindergarten to grade 6 students' hats are permitted on Friday only unless they are part of a spirit activity.

Hoods must be removed in the classroom.

**Additional Standards:**

**1. Health and Safety:**

Attire must conform to health and safety requirements for specific activities (e.g., health and physical education, science classes, sports, technical education, drama/dance classes).

**2. Respect and Inclusivity:**

Attire must respect Paradise Hill School's commitment to a positive, anti-oppressive, equitable, and inclusive environment.

Clothing must not display offensive, lewd, vulgar, or obscene images or language, including profanity, hate, or pornography.

Attire must not include content that is discriminatory (e.g., racist, anti-Black, anti-Indigenous, anti-Semitic, Islamophobic, sexist, transphobic, homophobic, classist, ableist, siziest), or that could be seen as defamatory, threatening, harassing, or promoting bias, prejudice, or hate.

**3. Substance and Violence:**

Clothing must not reference tobacco, cannabis, alcohol, drugs, or related paraphernalia, nor promote or incite violence or illegal activities.

**4. School Operation:**

Attire must not interfere with the safe operation of the school or limit or restrict the rights of others. For instance, headwear that obscures the face is not permitted except for creed accommodations and safety requirements.

## **Rights and Responsibilities**

### **a.) Students Responsibility:**

The primary responsibility for a student's attire lies with the student and their parent(s) or guardian(s). Students have the right to express themselves through their clothing, hairstyle, makeup, jewelry, and fashion style. Students must respect the rights of others, support a positive and safe environment, and adhere to the Student Dress Policy.

### **b.) Staff Responsibilities:**

Staff are responsible for ensuring that student attire meets health and safety requirements and does not create a hostile or intimidating environment.

Staff must balance student health, well-being, and safety while supporting positive school climates and respecting student choices and freedom of expression.

Students are expected to dress in a way that reflects pride in themselves and in our school community. Clothing choices should demonstrate respect, responsibility, and good judgment. Apparel with offensive, inappropriate, or disruptive language, images, or symbols will not be permitted. We encourage students to present themselves in a manner that promotes a positive learning environment and upholds the values of our school.

If a student arrives at school inappropriately dressed, a staff member will meet with the student to determine what changes must be made to have him or her remain at school. The student may be asked to go home to change or phone a parent/guardian to have appropriate clothing brought to the school. Students are expected to cooperate with staff should they be required to change their clothing.

Special events (e.g., Theme days, "Spirit Week") allow for some flexibility in the dress code. If you have any questions about the dress code or what is appropriate, please ask your teacher or principal.

- d. Energy Drinks, sunflower seeds and freezies** are not permitted in the school.
- e. Computer & Electronic Devices** - We believe and support the use of technology for educational purposes. Students are expected to be transparent in their use of technology.
- f. Personal Electronic Devices include cell phones, smartphones, tablets, smart watches, and portable video game systems.** Adopted August 2024  
As directed by the Ministry of Education and in accordance with NWS policy Paradise Hill does not allow students from kindergarten to grade 6 to bring cell phones to school.

Personal Electronic Devices include cell phones, smartphones, tablets, smart watches, and portable video game systems.

These expectations have been created using the Provincial directive from the Minister of Education and Northwest School Division's Administrative Procedure 145 and discussions with staff members, students and some parents of the school.

### **For Kindergarten to Grade 6:**

- Students in Kindergarten to Grade 6 are not permitted to bring cell phones to school. This is to ensure that younger students remain focused on learning and social interaction without the distractions that cell phones may cause.
- Procedures if Brought to School: If a student brings a cell phone to school, the homeroom teacher will turn it in at the office. The phone will be stored securely in the office until the end of the school day when the student can retrieve it.

### **For Grades 7, 8 & 9:**

- Devices will be given to the Period 1 teacher for secure storage
- Students can access their devices during lunch.
- Devices must be turned in again for the afternoon and will be returned at the end of the school day.

### **For Grades 10 to 12:**

- Devices will be placed in a designated area in their classroom at the start of each period.
- Devices will be returned by the classroom teacher at the end of each period.
- Students are permitted to use their devices during 5-minute breaks and at lunch.

If the above rules and expectations are not followed:

- If a phone is visible during class time, it must be handed in to the office for the rest of the day.
- If a device is used during class time, it must be handed into the office for the rest of the day.
- After three instances of not following expectations, the student will receive a one-day out-of-school suspension.
- Repeated instances of not following expectations will face further consequences from administration and will be assessed on a case-by-case basis.

### **Additional Information**

- a.) Teachers of students in Grade 10 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the principal.
- b.) Exemptions approved by the principal may be made when the device is required for specific medical conditions or for documented accommodation related to additional needs. Supporting documentation **MUST** accompany the medical or educational exemption.
- c.) Paradise Hill School and Northwest School Division **ARE NOT** responsible for students' personal electronic devices that are lost, damaged or stolen.

- d.) Taking cell phone pictures of others is always prohibited during the school day unless special permission is obtained. This is in accordance with privacy regulations.
- e.) **Cell phones are prohibited in the gym change rooms. Students will be asked to turn in devices prior to gym class. The procedure will be explained to students at the beginning of the year.**

## **TRANSPORTATION**

**Bus transportation** - We encourage students to be ready and waiting for their bus. We promote respect and tolerance with students, parents, teachers, staff, drivers, and school property. Please notify your bus driver of your absence in advance.

The NWSD Transportation Department will email parents the Parent/Student Handbook and Rules for the 2026-2027 school year. Please familiarize yourself with the rules that are in place from the Division and SGI.

## **ACADEMIC PROGRAM**

- A. Classroom** - Each classroom has a set of rules and procedures that must be adhered to by all students to remain a part of that classroom.
- B. Homework** — Parents showing an interest in their children's schoolwork can be motivating for children. Parents can assist students by helping them study for tests and establishing regular routine for homework. Plan to set aside a distraction free, quiet environment for your child(ren) to complete their homework. A good way to support our math curriculum is to access "Mathletics" regularly. Parents are also asked to support reading programs as this is vital to your child's academic success.
- C. Evaluation and Student Reporting**  
Parents and Guardians will have access to ongoing reporting through Edsby. We encourage all parents to be active and have conversations with your child(ren) as items are posted.  
Final Report Card Monday, June 28th
- D. Parent Teacher Interviews**  
Wednesday, November 4<sup>th</sup>/Thursday, November 5<sup>th</sup>  
Tuesday, March 23<sup>rd</sup>/Wednesday, March 24<sup>th</sup>
- E. Outcome-based Report Card**  
An Outcome-Based Report Card is used in the Northwest School Division. An Outcome Based Report Card tells students and their families how close the student is to reaching those year-end goals.

An outcome is a skill that every student is expected to learn by the end of a school year. Every subject has outcomes. Every outcome must be learned and assessed! Outcomes are goals that take a lot of work to get to. Students usually need to do a lot of work before they can achieve an outcome at the year-end standard.

The **Student Growth Report** is the name of Northwest School Division's Outcome-based Report Card for Grades One to Nine.

**The Student Growth Report has three sections:**

- Attendance shows a detailed chart of days absent, days late, and days in attendance.
- Academic Achievement: each subject has an Achievement Level for each focus area; there is a description of what each level means listed above the Achievement section.
- Characteristics of Successful Learners: there are four characteristics that are reported:
  1. Respect: I am a respectful member of the school community.
  2. Responsibility: I am ready, focused, and organized.
  3. Active Learning: I am a self-motivated learner, curious, and reflective.
  4. 21st Century Learning Skills: I am creative, think critically, work well with others, and communicate effectively. The Student Growth Report will be sent home three times a year.

**RESPONSE TO INTERVENTION**

Our school supports the initiatives of the Northwest School Division and the Ministry of Education through focus on what is known as RTI. RTI is "Response to Intervention." The RTI program takes on many forms within our school to address the various needs at each grade level. The RTI program is coordinated as a staff to ensure all students' needs are met.

The role of the Classroom Complexity teacher is dedicated to enhancing learning for all students by addressing diverse classroom needs. The Classroom Complexity Teacher will focus on providing targeted strategies, supporting differentiated instruction, and working alongside staff to ensure that every student is challenged, supported, and given the opportunity to succeed.

**STUDENT SUPPORT**

Teachers continually assess and adjust instruction to meet student needs. If a student requires support to achieve expected success, teachers will meet with the Student Support Services Teacher to discuss and create a student plan which will be implemented and assessed. A time for review will be scheduled throughout the year. During the review, the team makes recommendations based on student progress. Ongoing collaboration with parents during this process is essential. Working as a team allows us to help your children achieve their potential.

**ACADEMIC INTEGRITY**

Honesty, responsibility, and the pursuit of truth are values that we in the public system must pursue. We expect academic integrity from all students. Cheating, in whatever form, is ultimately destructive to these values and is unfair and discouraging to students who pursue their studies honestly.

## FEES

- a) **Registration Fees** – Students in kindergarten to grade 6 are charged a flat student/supply fee. The fees collected will be used to offset the costs of field trips, provide special presentations for the students and to purchase various items during the year for the benefit of students. The school supplies are purchased by the school and new supplies will be bought to replace supplies during the school year.

## EXTRA CURRICULAR

- a) **Team Sports** - Student participation on a school team is dependent upon the student's efforts at keeping up with class work and general behavior. Teachers will report to coaches as to behavior and assignments. Some of the team sports available to elementary students are: Cross Country, Junior Volleyball, and Junior Junior Basketball.
- b) **Clubs and Groups** - All clubs and groups must have the approval of the school administration to be recognized as a school club. Membership rules are the same as those for school teams. Some of the clubs available to join are Kindness & Compassion, Cooking Club, Lego Club, and Melody Bells.
- c) **Fundraising & Financial Assistance** - All school fundraising must be submitted to the School Community Council and the principal for approval. These requests will be reviewed and approved by the School Community Council in the fall.

## SUPERVISION

- a) **Students must remain on the premises** - Unless permission to leave has been granted by a teacher and the office is informed.
- b) **K — 6 Bus Students** - Must present permission from their parents to leave the school at noon.
- c) **Weather conditions determine an indoor day** - All K-6 students must go outside unless it is an inside recess. Please ensure that your child is properly dressed for the weather, with boots, mitts, hats, warm jackets or rain gear when necessary. On days of extreme cold or wet conditions, students will be supervised inside the school, rather than on the playground. The supervising teacher announces when it will be an "in" day. We encourage students to get out for part of the day unless it is unbearable.
- d) **Playground rules**
  - Snowballs - No snowball fights are allowed.
  - Designated Areas - Students must stay inside the fence. Play on the playground, not on the south side or front of the school or parking lot. Students are encouraged to use the provided walkways and refrain from crossing parking lots.
  - A maximum of three (3) people on tire swings.
  - The soccer field has designated grade play days to avoid some unnecessary conflict
  - No rough play - Bullying is not tolerated - Physical or Verbal
- e) **Supervision and Playground safety** — students are invited to be on the playground no earlier than 15 minutes before school in the morning. The first bell for classes rings at 8:50 am. Appropriate behaviour and language are always expected on school property. Bicycles, scooters, skateboards, and roller blades are not allowed on the playground. Parents/caregivers should directly supervise their children on the playground after school. Otherwise, students must go directly home or to a caregiver's

home following school dismissal. Students should not re-enter the building to use the phone and washroom, as school personnel are not available to supervise.

- f) **Computer Room** - There will be no unsupervised use of the Internet. No food or drink in the computer room. The computer room will be locked unless there is a supervising teacher present. Students may only print with teacher permission.
- g) **Video Cameras are installed in the school.** The cameras monitor hallways and common areas in the school.
- h) **Doors** - Elementary doors are open at 8:45 a.m. daily. Please remember not to send your children earlier than 8:45 am.

## **RIGHTS AND RESPONSIBILITIES**

### **A. Students**

1. Students have the right to a quality education. Students have the responsibility to attend school regularly, to follow school and classroom guidelines, to listen to instruction, and to work co-operatively.
2. Students have the right to be treated with respect and courtesy. Students have the responsibility to treat other students with respect and courtesy.
3. Students have the right to a safe school environment. Students have the responsibility to follow school rules and to refrain from threatening or hurting others by actions or by words.
4. Students have the right to hear and to be heard. Students have the responsibility to listen attentively and courteously to others.
5. Students have the right to privacy, personal property, and personal space. Students have the responsibility to respect the privacy of others and the personal property and personal space of others.

### **B. Teachers**

1. Teachers have the right to be treated with respect by students and parents. Teachers have the responsibility to treat students and parents with respect.
2. Teachers have the right to expect students to be in class, to have a positive attitude, and to be prepared to learn. Teachers have the responsibility to have a positive attitude and to be prepared to teach.
3. Teachers have the right to expect the classroom to be a place of learning where all students participate in the process of learning. Teachers have the responsibility to actively involve all students in the teaming process and to instruct and to evaluate students as deemed necessary.
4. Teachers have the right to feel safe in their classrooms and in the school. Teachers have the responsibility to provide a safe environment for students and others and to address any situation that is a threat to others.
5. Teachers have the right to expect parental or guardian support in matters relating to the education of their child (ren). Teachers have the responsibility to encourage parental involvement and collaboration between home and school.

### C. Parents

1. Parents have the right to expect the school climate to be safe and supportive. Parents have the responsibility to teach and to model appropriate behavior for their child(ren).
2. Parents have the right to expect the school to consistently promote a positive attitude towards learning for every child. Parents have the responsibility to reinforce that school is a learning environment, to encourage home study, and to monitor their child(ren)'s progress.
3. Parents have the right to receive regular communication about the school and their child (ren)'s progress and to be informed promptly of any serious concerns involving their child (ren).
4. Parents have the right to expect the school to operate in an orderly and effective manner. Parents have the responsibility to encourage respectful behavior and to support school discipline efforts.
5. Parents have the right to expect a quality education for their child(ren). Parents have the responsibility to ensure regular attendance, adequate rest, and good nutrition.

### DISCIPLINE

Student behavior problems are dealt with on an individual basis; privileges may be withdrawn, or an appropriate consequence may result. If inappropriate behavior is continuous or severe, parents will be informed.

Short summary - Discipline is the responsibility of each individual in the school. Students, Teachers, Parents and Administration will work together to ensure that each student has a safe and caring environment for students.

- i. **Minor Issues** - Is the responsibility of the teacher unless it persists, at which time it becomes a major problem. Minor misbehavior may result in a consequence.
- ii. **Major Issues** - All major discipline issues will be dealt with by Administration.

### PARADISE HILL SCHOOL BULLYING POLICY

All students have the right to come to school and feel safe from being bullied. The school defines bullying as an assertion of power to willfully harm, hurt, threaten, frighten, upset, or isolate someone occurring over a period. Bullying can be done physically, verbally, socially, or electronically. Paradise Hill School will not tolerate any form of bullying. Any student found bullying will be reported to the Administration.

#### **BULLYING POLICY:**

NWSD Division Policy AP352 states that the Division believes that every student has the right to attend school and school related activities free from bullying, intimidation, threats, or sexual harassment. The Division condemns **all forms of bullying** and expects its teachers, employees, students, and any other individuals on school premises or at school sponsored events to neither participate in nor condone such behavior.

Bullying generally involves a real or perceived imbalance of power with the more hurtful child or adult using some form of aggression against those who are less powerful. It includes an assortment of acts carried out over a period of time generally away from the presence of adults or in the presence of adults who fail to intercede. Bullying can be overt, subtle, or indirect and anonymous.

**Bullying, intimidation, threats and harassment will not be tolerated.** Any student found to have engaged in such conduct will be subject to disciplinary action up to and including expulsion from the schools of the Division.

**Policy and Procedures:**

First Offence: Teachers will document and speak to the report of bullying behaviour.

Second Offence: First Offence procedures will take place and then the more hurtful child will be placed under the category of "Student NOT in good standing". This results of loss of attending extra-curricular events (field trips, guest speakers, clubs and sports teams) The student will be seen by the school administration.

Third Offence: First and Second Offence procedures will take place. The student will then receive a half day in school suspension.

Fourth Offence: First, Second and Third Offence procedures will take place. The student will then receive a full day in school suspension.

Fifth Offence: First, Second, Third and Fourth Offence procedures will take place. The student will then receive an out-of-school suspension.

The Administration thanks you for your cooperation in dealing with bullying/harassment.

## **VALUABLES AND MONEY**

**Students** - Valuables and large amounts of money should not be brought to school. **The school is not responsible for lost, stolen or broken items.**

## **COMMUNICATION PROTOCOL**

- a. **If conflict arises between a student and the school** • The parent or guardian must seek an interview with the teacher. The second step is a meeting between the principal, teacher, parent, and student. If the parent is not satisfied at this point a written complaint shall be filed with the Superintendent. If the issue is still not resolved the parent has the right to discuss the situation with the Director of Education. The process should always begin with the teacher in question.

## **STUDENT SERVICES**

- a) **Speech Language Pathologist** - SLP services are available. Therapist provides diagnostic services and approves individualized programs for specific students.
- b) **Wellness Coordinator** - Will work with school staff to support physical and mental wellness in students from kindergarten to Grade 6. Various programs and small group sessions are conducted throughout the year. The Wellness Coordinator works in consultation with the administration, classroom teachers and parents to serve the needs of our students.
- c) **Occupational Therapy** — OT services are available. Therapists provide services on a rotation as needed for individual students.

- d) **Educational Psychologists** – The school division provides the services of Educational Psychologists for students referred by the Student Services Support Teacher, classroom teachers and school administration. The service is provided in consultation with parents/guardians.
- e) **NWSD Counsellor** – NWSD provides counselling services for students during the school day as needed. This service is available upon request and is arranged in consultation with parents.

**Acknowledgment Declaration**

The Paradise Hill School Policy Handbook was designed to communicate with parents about the day-to-day operations and policies of our school.

Please take time to read through the material with your children so that all expectations, rules, and guidelines are fully understood. Upon completion please sign, date, and return the form to the school.

We ask you to sign the following:

I \_\_\_\_\_ have read and discussed the Paradise Hill School Policy Handbook with my child(ren).

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student Signature

Date \_\_\_\_\_

**Please return the signed form to the homeroom teacher by Wednesday, September 30<sup>h</sup>, 2026.**