

Welcome to

# Hastings Elementary Community School

**The Hastings Parent Advisory Council (PAC)** has put together this booklet as a guide to the many aspects of school life. We hope to introduce you to services and programs available to students and their families. Information will also be available throughout the year to keep parents up to date: online, in the school newsletter, at parent meetings, in special flyers and on the bulletin board in the main hall. Keeping informed about what's going on in the classroom, the school and community is one of the best ways to help your child(ren).

### Hastings Elementary Community School

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2625 Franklin St., Vancouver, BC, V5K 3W7  
 Phone: 604-713-5507  
 Fax: 604-713-5509  
[hastings.vsb.bc.ca](http://hastings.vsb.bc.ca)

### Community School Office

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Phone: 604-713-5268

### Hastings Parent Advisory Council

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[www.hastingspac.ca](http://www.hastingspac.ca)  
[info@hastingspac.ca](mailto:info@hastingspac.ca)

### Other Educational Contacts

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Vancouver School Board (VSB)	<a href="http://www.vsb.ca">www.vsb.ca</a>	604-713-5000
Canadian Parents for French British Columbia	<a href="http://www.cpf.bc.ca">www.cpf.bc.ca</a>	778-329-9115
District Parent Advisory Council (DPAC)	<a href="http://www.bccpac.ca">www.bccpac.ca</a>	604-687-4433
Tillicum Community Annex School	<a href="http://tillicum.vsb.bc.ca">tillicum.vsb.bc.ca</a>	604-713-4716
Templeton Secondary School	<a href="http://templeton.vsb.bc.ca">templeton.vsb.bc.ca</a>	604-713-8984
Vancouver Technical Secondary School	<a href="http://vantech.vsb.bc.ca">vantech.vsb.bc.ca</a>	604-713-8215

### Out-of-school Care

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Westcoast Childcare Resource Centre	604-709-5661
Hastings YMCA Kids Club	604-254-3199
Kiwassa Longhouse Out-of-school Care	604-255-1175
Eagles in the Sky	604-718-5856

## Community Resources

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Kiwassa Neighbourhood House	2425 Oxford St. <a href="http://www.kiwassa.ca">www.kiwassa.ca</a>	604-254-5401
Hastings Community Centre	3096 East Hastings St.	604-718-6222
Templeton Park Pools	700 Templeton Dr.	604-718-6252
Hastings Sunrise Community Policing Centre	<a href="http://www.hastings.sunrisepc.com">www.hastings.sunrisepc.com</a>	604-717-3584

## Hastings Elementary Community School

**Hastings Elementary Community School** is a dual-track school, meaning that both English and French Immersion programs are offered. Approximately 600 students are enrolled at Hastings, split equally between the French and English Programs, from Kindergarten to Grade 7. Hastings is also an inner city and community school and these designations provide us with additional staff to serve students and their families. Tillicum School, about 6 blocks away, is our annex school, offering a K-4 English-only program. Tillicum's students come to Hastings for Grades 5-7 and we share the same Principal.

### Mission Statement

At Hastings Elementary Community School we respect and accept others for who they are. Our school works together with the family and community to provide a foundation of support and care for every child's needs. We provide an inclusive atmosphere where all students will learn and can play in a safe, respectful and supportive environment.

## General Information

Throughout the year, event and school information is provided via our school newsletter and calendar, online, and through teachers sending information home to their class. The Hastings PAC also sends out emails for upcoming events – be sure to register online at [www.hastingspac.ca](http://www.hastingspac.ca) to receive this information.

### School Hours

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8:15	Breakfast Program begins (Multipurpose Room)
8:40	Playground supervision begins
8:55	Entrance Bell
9:00	Classes begin
10:35	20 minute Recess
12:10-12:57	Lunch
1:00	Classes begin
3:00	Dismissal
3:20	Playground supervision ends

### School Office Hours

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604-713-5507

8:00 am to 4:00 pm Monday to Friday

### Non-Instructional Days

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The Ministry of Education allots 6 non-instructional days (school not in session) for school-based planning and teacher professional development as well as 1 administrative day at the end of June. The school is also closed for two weeks at Winter Break (December-January) and Spring Break (March). Please refer to the school calendar for these dates as well as any set district closure dates by the Board.

### Lateness and Absenteeism

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All students should be in class and ready to begin by 9:00.

*Please inform the school office (604-713-5507) if your child will be absent.*

School staff may not always be able to answer your phone call, so please be patient, call back or leave a detailed message.

In the event of unplanned school closures (i.e. snow closures), a recorded message will be left on the school's answering machine to inform parents. If you are unable to reach the school in the event of an emergency, please call the Vancouver School Board office at 604-713-5000.

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### **Release of Students**

During the day, no child will be released to anyone other than his/her guardian or emergency contact unless previously arranged with school. Children will not be permitted to leave the school without the school's knowledge and a guardian's permission.

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### **School Supplies/Fees**

The Vancouver School Board charges a fee that covers basic school supplies/art materials. The school collects this fee in September. Teachers may ask for small additional fees to purchase materials or supplies, or to go on field trips, which are not provided by the VSB. It is VSB policy that no student will be denied anything required for his/her educational program because of inability to pay. Please speak to the classroom teacher or administrative office staff if you require financial assistance with school fees.

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### **Lost and Found**

Please label all belongings and periodically check the lost and found table for lost articles. All unclaimed lost and found items will be donated to charity. For security reasons label all students' belongings on the inside only; do not prominently display the child's name on backpacks or clothing.

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### **Valuables**

We discourage children from bringing money or valuable personal items to school. The school cannot be responsible for loss or damage.

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### **Telephone**

Students may use the phone in the School Office during school hour for contacting parents if it is important or of an urgent nature. The phone in the School Community Office may be used after 3:00 pm. Cell phones are not to be used during school hours.

## **Emergency Contacts & Drills**

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It is extremely important that parents provide the school with names and phone numbers of people who can take responsibility for their children in case of an emergency if the parent/guardian cannot be reached. Please update all contact information if there are any changes. Students practice fire drills and earthquake drills at intervals throughout the school year. Children must wear footwear at school at all times in case of emergency evacuations.

In the event of an earthquake, students will be gathered on the gravel field (to the east of the school) and will be cared for until they can be picked up. Children must be checked out before they are taken home. In the event of an emergency evacuation such as following an earthquake, please be patient and supportive of the stringent student release policies. This will ensure the safety of all our children in such an emergency.

## **Health and Safety**

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School staff are trained to deal with minor injuries and health concerns, and Supervision Aides to provide supervision of students during recess and lunch. Any immediate safety concerns should be reported to administration or supervision staff. If a child is hurt, take them to the Main Office for first aid.

## **Parking - Choose Safety Over Convenience**

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Over the last several years, traffic in front of the school has become a serious concern. Driving practices such as double parking, parking on the wrong side of the street or blocking traffic cause a very tense and dangerous situation at drop off and pick-up times. We request that drivers park their cars in the lot behind London Drugs or in a parking spot a short walk away, then escort the children onto school grounds. This may take an extra five minutes of your time, but will greatly increase the children's safety and possibly even make everyone's day a little calmer. Better yet, for an environmentally friendly solution, cycle or walk to school.

## Recess & Lunchtime

### Where Can Students Play?

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All students are expected to be outside when it is not raining. Please ensure students are dressed appropriately for the weather.

**Primary students (Kindergarten - Grade 3)** play towards the west (Penticton St.) and in the front of the school along Franklin St. as far east as the sidewalk to the main doors (see map).

**Intermediate students (Grades 4 - 7)** play in the front of the school along Franklin St. as far west as the set of stairs and on the playgrounds and fields at the far east of the school grounds (see map).

At **recess**, students are expected to go outside when it is not raining. On inside days, students are permitted to be in the gym as well as the lower floor for quiet activities. Students are not allowed on the main or third floor unless supervised by a classroom teacher.

At **lunchtime**, students are expected to go outside when it is not raining. On inside days, primary students can be in the classroom with a student leader; intermediate students can be in the lounge area. Activities may be organized in the gym.

### Playground Supervision

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Supervision Aides, support staff, and administrators supervise students during recess and lunch. These adults wear VSB identification badges. Four peer helpers trained in conflict resolution skills are also available during lunch to help primary students problem solve. These Grade 5 to 7 students can be recognized by their orange safety vests.

### Organized Activities Offered During Recess & Lunch

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The details of organized recess and lunchtime activities change from year to year. Information is shared with the students by announcements and shared with parents via the school newsletter or the community school program brochure.

**The Community School Office** offers lunchtime and after school activities each term. See their program brochure for more information.

**Videos** are sometimes shown on rainy days in the library for primary students.

### **Hot Meal Programs**

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**Breakfast Program** - This drop-in program runs from 8:15 to 8:55 am in the Multipurpose Room. All students and their families are welcome. Donations are gratefully accepted; please contact the Community School Office at 604-254-4170.

**Hot Lunch Program** - A hot lunch is available to all students. Menus are sent home monthly, and families may choose to sign up at that time. The cost for this service is stated on the menu. It is very important that envelopes be returned promptly as these are used not only to order the food, but also to calculate and support the operating needs of the program such as staffing. As with other programs, no student will be denied due to financial hardship.

### **Where Can Students Eat?**

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Students taking part in the Breakfast Program eat in the Multipurpose Room.

Students in the Hot Lunch Program eat in the Multipurpose Room.

Primary students who bring lunch from home eat at the tables on the Lower Floor.

Older students who bring lunches from home eat in their classrooms.

We encourage everyone to use the garbage cans for litter and all classes do their part to pick up garbage around the grounds throughout the year. **For cleanliness and to ensure the safety of students, staff and visitors at Hastings (to avoid slips and accidents), we ask that no food or drink be consumed in hallways or inside the building other than in designated eating areas.**

### **Extra Curricular Activities**

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**Sports Teams** are open to students from Grades 6-7 and may require students to travel to other schools to compete. The types of teams each year depend on the interest and expertise of teachers/coaches. In previous years we've had teams in Soccer, Basketball, Badminton, Volleyball, and Softball. Cross Country

is open to students in Grades 3-7 (Grade 2 with parent accompaniment). Track and Field is open to Grades 4-7.

**Drama productions** are usually staged every other year. They involve students at all grade levels. On years when no production is staged, children take part in a talent show usually held near the end of the school year.

**Band Program** is available to students from Grades 5 to 7 who are interested in playing a band instrument. Previous music experience is not necessary.

**Marimbas** are a favourite instrument of the students and parents at Hastings. Students in Grades 4-7 have the opportunity to learn to play the Marimbas and perform. March is often Marimba month at Hastings.

**Community School Programs** are published at the beginning of each school term. Program brochures are sent home and available at the Community School Office. Programs are available for all age groups and occur at both lunchtime and after school. For more information, contact the Community School Office at 604-713-5268.

## School Staff

Since Hastings is a large dual-track school, we have many new students each year. In addition to classroom teachers, Hastings benefits from the services of other staff such as Resource Teachers supporting student learning, Teacher librarians, Music specialists, and Student Support Workers. These staff are at the school at varying times.

### SPECIALTY STAFF

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#### Area Counsellor

- Provides counselling for students in need.
- Parents can contact the Area Counsellor regarding family issues or crisis.

#### First Nations Worker

- Supports Aboriginal students and their families academically and socially with the school community.

#### Youth and Family Worker

- Responds to the needs of students with social, behavioural, and emotional difficulties, and provides support to their families.
- Acts as a liaison between the Ministry of Children and Families, the Attorney General, Mental Health, families and the school.

**School Liaison Officer (located at Templeton Secondary School)**

- Services all Templeton feeder schools.
- Provides individual and group counselling for students and families.
- Offers limited educational programs to parents and helps parents find community resources.
- Advises students on streetproofing and crime prevention.
- Assists the school in finding appropriate placement for students.

**Health Nurse**

- Provides health screening, immunizations, counselling and referral of health education.
- Coordinates the Healthy Schools Program.

**Speech and Language Pathologist**

- Assesses students with speech or language difficulties and recommends types of therapy.

**Educational Psychologist**

- Conducts assessments of students with learning, speech or language difficulties and makes recommendations for instruction, materials and placement.

**Neighbourhood Assistant**

- Assists families in need of community assistance access those programs.

**Social Responsibility**

One of our school goals is focused on social responsibility, which includes helping students to improve their ability to solve problems in peaceful and respectful ways while recognizing the diversity and strengths of each student.

## **Peer Conflict, Mean Behaviour and Bullying – What’s the Difference?**

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When a child is having a problem with his or her peers, it can be hard for parents to know what is really happening – is it bullying? Or is it something else? Each type of behaviour must be handled differently, to keep children safe and help them learn how to get along with others.

### **Peer Conflict**

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 away that these children are:

- Usually chose to play or hang out together
- Have equal power (similar age, size, social status, etc.)
- Are equally upset
- Both interested in the outcome
- Will be able to work things out with adult help (after calming down)
- Adults can respond by helping children talk it out and see each other’s perspective. This is often referred to as “conflict resolution”.

### **Mean Behaviour**

Children may try out different behaviours to assert themselves – sometimes saying or doing mean 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’s mean behaviour, usually:

- It is not planned and seems to happen spontaneous or by chance
- It may be aimed at any child nearby
- The child being mean may feel badly when an adult points out the harm they’ve caused

When adults see mean behaviour they should not ignore it. Adults should respond quickly, firmly, and respectfully to stop the behaviour, to let kids know their actions are hurtful and to re-direct children to more positive behaviour. This quick response stops children from developing a pattern of mean behaviour

as their way of interacting with peers, and prevents mean behaviour from escalating to bullying.

### **Bullying Behaviour**

Bullying is serious behaviour that has three key features – all must be present for the situation to be considered bullying:

- Power imbalance – One child clearly has power of the other(s), which may be due to age, size, social status, etc.
- Intention to harm – The purpose of the bullying behaviour is to harm or hurt other(s) – it is intended to be mean and is clearly not accidental
- 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 will in fact become more serious.

The effect on the child who is being bullied is increased fear, apprehension, and distress. Often by the time adults find out what is happening, the child has tried many ways to stop the bullying but cannot do so on their own. Adults must address the bullying behaviour and ensure the safety of the student who has been targeted. They also need to reassure children who may have witnessed the behaviour that adults are taking care of it.

When schools respond to bullying, staff will also help the child who has been bullying others to take responsibility for their actions and change their behaviour. They will monitor the situation to ensure the bullying stops and will support the child who has been bullied to regain confidence and a sense of safety.

Teachers teach several personal safety programs as a regular part of the provincial Personal Planning curriculum. These may include Second Step, Focus on Bullying, Personal Safety and Decision Making, and age-appropriate sexual abuse prevention programs. These programs all teach effective problem-solving techniques and conflict resolution strategies.

Teacher-specialists and counsellors in these areas may be available for additional support to parents. Call the school for more information.

## School Code of Conduct at Hastings

*Take Care of Yourself, Take Care of Others, Take Care of this Place*

### **Take Care of Yourself**

- Use assertive respectful language when you don't like the way you are being treated
- Walk inside the school and in crowded outside areas
- Help yourself and others to learn by following directions and listening carefully to all the workers in the school
- Arrive at school on time and ready to participate
- Wear appropriate clothing

### **Take Care of Others**

- Show kindness and care to others
- Do things safely so no one gets hurt
- Leave dangerous items at home
- Keep hands and feet to yourself
- Carry scooters and skateboards, and walk bikes on the school grounds from 8:30 am to 3:30 pm

### **Take Care of this Place**

- Ask permission before touching the property of others (both students and staff)
- Be proud of the school grounds and buildings and help to keep them clean
- Leave valuable items (toys, games) at home
- Recycle
- Treat all school equipment and materials with care
- Return library materials on time and in good condition
- Take care of public and private property while on field trips

## Suggestions for Parents

The staff at Hastings recognizes parents as partners in the education of our students. Students benefit most when they hear supportive messages about learning and positive conduct both at school and at home.

### Support your child

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- Send your child to school well rested, fed and ready to learn
- Model enthusiasm about school to your child
- Show an interest in school events
- Speak positively about the school and staff in front of your children
- Provide a quiet place to study and monitor homework
- Give positive support to your child's teacher

### Communicating with your Child's Teacher

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There are many occasions when you may want to speak to your child's teacher. It is not always appropriate immediately before or after school as this is frequently the busiest time for teachers and students, even if what you wish to say will only take a second.

We recommend that parents make an appointment with the teacher in order to find a time that works for both of you. This will make sure that valuable classroom time is devoted to teaching and learning. Many children use an agenda to note down homework assignments, and other events. Parents may use this agenda to write a note to the teacher. You may want to remind your child to tell the teacher about the message. If your child does not use an agenda, sending a letter to school with him or her will accomplish the same thing. Parents may phone to request an appointment, but note it can be difficult to reach teachers during school hours.

### Picking Up and Dropping Off Your Child

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Please arrange a pick up and drop off location away from the classroom. Even though it is interesting and enjoyable to see your child working, unintentional noise in the hallways can distract children or disturb the learning environment in adjacent classrooms. Too many additional people in the hallways can also become a safety concern. You might choose to arrange a drop-off/pick-up place

for your child just outside of the school, or arrive at the classroom right at dismissal time.

### **Solving a Concern at School**

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It is best to take your concern directly to the staff member or teacher involved by arranging an appointment with him or her. Most problems can be solved in this way. If the concern is not resolved at this point, parents may speak with the school administration. If you are still not satisfied, you may contact the Director of Instruction at 604-713-5097. The Vancouver District Advisory Council (DPAC) may also be able to suggest other resources to solve concerns and they can be reached at 604-687-4433.

## **Hastings-Tillicum Community School**

The Hastings-Tillicum Community School Office is located in the front foyer (room 122).

### **What is a Community School?**

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A Community School concerns itself with everything that affects the well-being of all citizens within a given community. This definition extends the role of the school from traditional concepts of teaching children to identifying the needs, wants, problems, and resources of the community. It acts as a catalyst in the development of facilities, programs and leadership towards improving the entire community.

Hastings Community School encourages families, students and school staff to work together in achieving social, academic and personal growth. The staff of the Community School is responsible for providing Hastings with some of the extra programs that are offered outside of school hours. Feel free to come to the Community School Office, with any and all ideas or suggestions. Volunteers are always welcome (and needed!) for various community events.

The Community School is funded by the Ministry of Children and Families and strives to maintain the Ministry's Service Delivery Goals which are to:

The Community School has an Advisory Council that consists of staff, various agency representatives, community merchants and residents. The Council's role is to exchange ideas, identify local needs and participate in decision-making on

community issues and educational concerns. The Advisory Council has 3 meetings a year and always welcomes new members.

## **Hastings Parent Advisory Council (PAC)**

Our Parent Advisory Council (PAC) is the parent organization at Hastings School. If you are the parent or guardian of a child at Hastings School, you are a member of the PAC. We encourage all parents and guardians to participate in our school! PAC meetings are held monthly and regular business includes a report from the principal and representatives of the PAC and school. Child minding is provided. Or participate in one of our committees – there is a committee for every interest. Our PAC organizes various activities throughout the year and fundraises to provide additional support to the school. Look for information on what's happening around the school on the PAC bulletin board in the foyer, near the school office, or online at [www.hastingspac.ca](http://www.hastingspac.ca).

**The Executive** plans upcoming PAC meetings and coordinates PAC activities. It holds meetings (usually monthly during the school year) to “get the work done.” It communicates, on behalf of all Hastings’ parents, with the school administration, the Vancouver School Board and the Ministry of Education. The executive is made up of the co-chairs, treasurer, secretary, committee chairs and members at large.

**Co-chairs** plan and organize monthly PAC general, executive and school administration meetings. They co-ordinate the activities of the sub-committees.

**Treasurer** is responsible for depositing money, writing cheques, balancing account books, prepares required financial statements for the BC Gaming Commission and applies for gaming funds. The treasurer reports on the balance of accounts at general PAC meetings, upon request, and guides the budget process for the following year.

**Secretary** writes up the minutes of PAC general meetings and distributes them. The secretary may also write letters on behalf of the PAC.

**Members at Large** attend executive meetings and volunteer for projects that come up.