



# Shannen Koostachin Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

110 Bellagio Avenue  
Hannon, Ontario L0R 1P0  
Phone: 289.768.2755  
Fax: 905.692.9880

EMAIL: [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca)  
Principal: Tricia Nelson  
Vice-Principal: Louise van der Put  
[www.hwdsb.on.ca/shannenkoostachin](http://www.hwdsb.on.ca/shannenkoostachin)

Sept 1st, 2023

Dear Parents and Guardians;

Welcome to the 2023-2024 school year. We hope you all had an enjoyable summer and we are looking forward to having our wonderful community of learners and staff come together this school year. We know that the past few years have been challenging, and we are thrilled to see students, staff and families again. Each new year is a new opportunity for students to reach their full potential, make new connections and learn and grow with their school community.

A friendly reminder that the **first day of school for our Grade 1 -8 Students** will be Wednesday, September 6, 2023. We are looking forward to welcoming students back!

Please find below some pieces of important information for the first day of school.

- Grade 1-8 Students begin school at 9:30am on September 6<sup>th</sup>. The playground opens at 9:15am for students and staff will be outside to guide and support students to their teachers.
- JK and new to FDK student orientations will take place throughout the day on September 6<sup>th</sup>. Please check your emails for your observation time from your child(ren)s teacher.
- **All JK/SK students begin full time on September 7<sup>th</sup> at 9:30am.**
- All Grade 1-8 teachers will be out on the playground on or before 9:30 am on the first day of school with name signs. If you know your teacher's name, please head over towards your teacher on the playground.
- The same signs will also be posted on pylons in the line-up area for classes. If you can't find the teacher, find the sign on the pylon and stay in that area.
- If you don't know your teacher name, please find a teacher on the playground, there will be staff with class lists helping out and directing you to the correct line-up.
- The entry bell will ring at 9:30 am. At this time, each teacher will bring their class into the classroom to begin getting to know their classroom community and environment.
- Dismissal will be at 3:50 pm. For those picking up students, please wait at the fenced area along the playground and your student will come out the same door they entered through in the morning.
- Upon arrival Bus students will be walked around from the front bus drop off to the back playground area for line ups. If the bus arrives after the bell, the students will be brought in through the front doors and escorted to classes by staff.
- All FDK students who come on the bus will be greeted and walked into the FDK playground by staff.
- All parents dropping FDK students off on September 7<sup>th</sup> are asked to drop off in the front fenced in FDK area with staff any time between 9:15-9:30 am. For safety, we ask that the parents/guardian stay outside of the fenced in FDK area when dropping off.



# Shannen Koostachin Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

110 Bellagio Avenue  
Hannon, Ontario L0R 1P0  
Phone: 289.768.2755  
Fax: 905.692.9880

EMAIL: [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca)  
Principal: Tricia Nelson  
Vice-Principal: Louise van der Put  
[www.hwdsb.on.ca/shannenkoostachin](http://www.hwdsb.on.ca/shannenkoostachin)

## **PARKING**

A reminder that our school parking lot is for staff only and the driveway will be closed off for traffic during school drop off and pick up to ensure all of our safety and access for our buses. Street parking is available at the front and to the side of our building, please note that this can get very busy at drop off and pick up and we encourage all those students who are able to walk, bike/scooter etc. to do so. This will ease the congestion of the traffic in our area and keep everyone safe.

## **TRANSPORTATION**

If your child qualifies for transportation, please follow the steps listed to access your child(ren)'s information via the online portal. Please keep in mind that last minute changes sometimes do occur and that it is important to re-check the information prior to sending your child(ren) to their assigned pickup location on Wednesday, September 6, 2023. Go to [www.hamiltonschoolbus.ca](http://www.hamiltonschoolbus.ca) and click on the "Parent Portal" on the Home page, OR "Bus Stop Finder" on the landing page.

## **LATE ARRIVAL / ABSENCE – SCHOOL BEGINS AT 9:30am**

If your child is late for school, please bring your child to the main office and they will be supported in getting to their classroom. If you know your child will be late or absent for the day please ensure that you put this into School Messenger that can be found on the board website or the App can be downloaded to your phone.

## **EARLY PICK UP**

If you need to pick up your child from school early, we remind you to please allow some extra time for your child to arrive at the office. Students will be called down once you are here and it can take a few minutes for your child(ren) to gather their things and get to the office area. Please let your child(ren)s classroom teacher know if you will be picking up early and the time so they can ensure that your child is ready.

## **CELLPHONES/ ELECTRONIC DEVICES**

One area of particular concern that we have been experiencing is the growing use of cell phones/electronic devices and smartwatches during instructional time in the classroom setting. Our goal is and has always been to maximize the learning time for our students and ensure a positive learning environment. Devices have many positive uses. However, in the classroom setting they are an enormous distraction to learning. There is research studies that cite the negative effects of cell phone use on students, particularly the overuse of social media. We have found that cell phones not only distract students from learning, but also facilitate negative behavior such as:

- Cyberbullying
- Harassment
- Taking photos or videos of students and staff without their permission
- Accessing unapproved websites
- Arranging meetings with friends in the restrooms during class time

My sincere hope is that you have a conversation with your child(ren) about the acceptable time and use of their cell phones and other devices during the school day. Prior to entering school,



# Shannen Koostachin Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

110 Bellagio Avenue  
Hannon, Ontario L0R 1P0  
Phone: 289.768.2755  
Fax: 905.692.9880

EMAIL: [shannenkoostachin@hwdsb.on.ca](mailto:shannenkoostachin@hwdsb.on.ca)  
Principal: Tricia Nelson  
Vice-Principal: Louise van der Put  
[www.hwdsb.on.ca/shannenkoostachin](http://www.hwdsb.on.ca/shannenkoostachin)

students should have their cell phones on silent and stored in the safe space provided in the classroom. Students who disregard this policy may be subject to disciplinary consequences including confiscation of devices or a phone call to parents.

Please note that if you need to contact your child during the school day, our Office Administrator and Assistants are available to take your call and pass on the message to your child(ren). Thank you for your continued support as we work to reduce classroom distractions and provide our students with the best learning environment possible.

## **WEBSITE**

Please keep a check on our website for updates and important dates. Please ensure that you subscribe to our school website. Informed parents make great partners.

## **RIGHT TO DISCONNECT**

Healthy work-life boundaries, including the ability for all employees to disconnect from work after hours, is an important part of maintaining one's health and well-being. HWDSB has implemented a Right to Disconnect Procedure to support educators, administrators and other HWDSB staff. While all urgent communication will continue to be shared after hours, please note that families communicating with educators and administrators may receive a delay in response to all non-emergency inquiries received after hours.

## **ADDRESSING A CONCERN**

Students and families with classroom concerns are encouraged to contact their student's classroom teacher. School-wide concerns can be addressed by the principal. . [Addressing a Concern \(PDF\)](#).

We know the return to school can be stressful but we are here to support every student's back-to-school experience. Thank you for your support and we look forward to seeing all our Grade 1 and 8 students on Wednesday, September 6<sup>th</sup> and our Kindergarten students on Thursday, September 7<sup>th</sup> to welcome them into our safe and comfy school.

T. Nelson  
Principal