

# General Information

## Homework

This agenda is a tool for communication between home and school. Please feel free to write notes to your child's teacher.

A reasonable amount of homework:

- 1) allows children time to complete unfinished work
- 2) gives parents the opportunity to reinforce skills that have been taught at school

If you have an educational or behavioural concern, please call and make an appointment with your child's teacher. Note: Homework should take about 10 minutes per grade level. For example, grade 3 students should not spend more than 30 minutes per night. If your child is taking longer, please contact your child's teacher.

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## Traffic Notes

Students who require a change in their after school plans, must complete a change of transportation form in advance. If there is an emergency, and a change must be made, please contact the school as soon as possible.

When dropping off your children in the morning, please proceed beyond the first crosswalk. If you must pick up your children after school, please park in the spaces adjacent to the playground.

Passing a school bus when the red lights are flashing is a serious offense and can result in a substantial fine. Please remember the speed limit on School Street is 20 kilometers per hour.

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## Discipline Policy

### Choices

Our school staff uses the following school-wide discipline policy which we call The Choices Program.

H.E.S. operates on the philosophy that all students have the right to learn. To do so, each student must be in a school climate that is safe, satisfying and productive. Disruptive behaviour by a student infringes upon the rights of others to learn. Home and school alike must share the responsibility for acceptable behaviour. The discipline policy at our school is based on the understanding that a certain level of order is necessary if the school is to function and students are to learn. It also recognizes that all students are constantly making choices about whether they will contribute positively or negatively to any given situation. Our discipline policy reflects the belief that students can and will make good choices if they are allowed the opportunity to decide, given the positive support they need, and held accountable for the decisions they make. Our discipline procedures, of which this policy is a part, are all directed toward placing responsibility for student behaviour where it belongs; in their hands. Each person in our school is responsible for controlling their actions and reactions of any situation.

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## Behaviour Expectations

“HANDS OFF / FEET OFF / WORDS OFF”

It is expected that all individuals will treat one another with respect. Bullying behaviour will not be tolerated. Examples of bullying or inappropriate behaviour include:

- 1) Hitting, kicking, physical or mental abuse. (Teasing, putdowns, excluding others)
  - 2) Defiance of authority, refusing to complete work or comply with requests
  - 3) Abusive or inappropriate language or gestures
  - 4) Throwing objects such as rocks, sticks, or snowballs
  - 5) Persistent or continuous disruptive behaviour
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## **Consequences**

The purpose of this is to: teach students to accept logical consequences for their actions; to give the time to evaluate their behaviour; to involve students actively in finding positive alternative to their actions. A teacher may send a child to the supervised classroom for a time out if necessary. When a child is on the step program they are able to earn their way off the program for having shown a positive improvement in making better behaviour choices. Children will be given a specific time goal to permit them to have success in earning their way off the step program. Parents will be made aware of a referral by Talk Mail. A form will be sent home to be signed and returned.

**Step One:** For the first offence, a student will report to the noon supervised classroom where he/she will lose time from their playground break.

**Step Two:** For the second offence, the same procedure is followed as in Step 1, plus the Child's parents are contacted by the school.

**Step Three:** For a third major offense the child will be assigned 1 Full Noon hour session in the Choices Supervised classroom. Parents are informed the next step will be a full day School Suspension.

**Step Four:** For the fourth major offense the child will serve a Suspension of one full day. Parents will be notified by phone. Parents are required to meet, or speak with, concerned parties within three school days of the Step 4 referral.

**Step Five:** For the Fifth major offense, the child may be suspended from school for 1-5 days. After which, the child will be permitted to return to school. Parent(s) must meet the Principal and/or Vice-Principal prior to readmission after an Out of School Suspension.

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## **Bus Safety and Discipline**

The safety of all students who ride on our school buses is a matter of concern to the staff at H.E.S. Safety violation forms from bus drivers are reviewed and parents are asked to also review with their child. Proper, acceptable behaviour on our school buses is essential. Everyone's safety is compromised if the bus driver is distracted by poor behaviour. This is unacceptable.

The Province Of New Brunswick has strict expectations for bus travel. The following procedures are followed when students are reported by a driver for a bus misbehaviour:

-The student(s) and witnesses may/will be interviewed to provide an account of the incident.

-Following an investigation, the student may/will receive one or more of the following consequences: a verbal warning, a warning letter and/or, a letter of bus suspension.

There are two classes of offences for which a driver can file a bus report on students.

Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges.

Examples may include: Noisy behaviour, switching seats, spitting, or other similar offences.

Class Two offences are more serious and usually will result in a one to five day suspension of bus

privileges.

Examples may include: Offensive language, physical aggression or vandalism.

Every bus referral consists of four copies:

1. One copy to be sent home to the parents -to be signed and returned to the school.
2. One copy is sent to the Transportation Department.
3. One is given to the bus driver.
4. One copy remains on file at the school.

A copy of the bus behaviour guidelines may accompany the referral and letter. Students must ensure that behaviour at their bus stop does not result in unsafe conditions. Throwing rocks or snow at the bus stop is not acceptable. Children should be at the stop at least 5 minutes before the bus is scheduled to arrive in the morning. The children are to follow the directions of the driver and look both ways before crossing the road. If students must cross the street they are to cross the road at least 10 feet in front of the bus. To prevent being a safety hazard, backpack straps and clothing toggles should be kept short.

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### **Medical Alerts / Illness**

NOTE : Please ensure that an emergency number is to be provided to the school.

Normally students who are too ill to go to outside for recess, are too ill to be at school. This is particularly true in the case of the flu. If a student becomes ill while at school, we will attempt to make contact with the parent/guardian or with the person listed for emergencies. Only after contact and approval by parents, will a child be sent home. If the parent/guardian cannot be reached, the child will be made as comfortable as possible at the school. If the illness appears serious, the family doctor may be contacted and his/her advice will be followed. First-aid is administered to any child experiencing an injury at school. If the injury or illness is such that we think parents should be made aware, the student's parents are notified by phone.

We have some students who have allergies to nut products, therefore we recommend that parents not sent peanut butter to school. Parents who have children with severe health alerts or allergies should contact the child's teacher to ensure emergency plans are in place and up to date. Following a student's absence, parents are required by the Education Act to send a written note to the homeroom teacher.

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### **School Closures in Inclement Weather**

#### **Snow line: 848-7669**

The options are as follows:

1. Schools are open as usual in which case no announcement will be made.
2. Schools are closed for the day with the appropriate announcements being relayed to the radio stations by 6:00 AM – 6:30 AM.
3. Some schools in the area are closed, in which case the announcements will be made via the radio station as outlined above.
4. Buses are delayed one hour with all schools in District 6 opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive. Schools may be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and parents will be informed via the media. This option will be exercised very rarely since often roads conditions are better at the end of the school day when transportation crews are expecting students to be dismissed.

You are urged to listen to the radio early in the morning during inclement weather conditions so that you can be informed of the school closings. Also you are reminded to check the walking conditions in your area before children are permitted to walk to school. Ultimately, parents have the final decision whether or not to send children to school, either on foot or by bus.

Decisions to close schools due to inclement weather are made with the best interest of safety for children in the district in mind, and with consideration for weather conditions over the entire district. Parents who wish to comment on closures are invited to put their comments in writing and forward them to District 6 officials. We request that parents refrain from calling the district office at the time of the closure to leave the switchboard free to deal calls that might be of an emergency nature. Your cooperation in this regard will be greatly appreciated. In addition, school bus drivers are encouraged to exercise caution and their own discretion when encountering unfavourable road conditions in their area.

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### **Telephones/After School Plans**

Use of the school phone by students for emergencies is permitted. The child's homeroom teacher must provide a phone pass or note. If students are planning on changing their after school plans, a written note must be received by the homeroom teacher from the parent/caregiver. All bus drivers require a change of transportation letter to inform them of any changes for children's after school plans. The address of where the child is to be dropped off is necessary on this note as well.

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### **Bicycles, Skateboards & Other Valuable items**

\*All bicycles must be locked individually in the bicycle rack. They are to remain there during regular school hours.

\* Skateboards and hockey sticks are not permitted at school or on the school bus.

\* Skates that are being transported on the bus, must be safely stored in a gym bag.

\*Students are not to bring expensive toys, such as electronic games, to school.

Trading cards should be left at home, as the trading of cards often results in conflicts and disputes between the children. Cards that go missing at school are very difficult to locate. \*CD players, IPODS and stereo blaster should be left at home.

\* PLEASE PLACE YOUR CHILD'S NAME ON ITEMS THAT ARE COMING TO SCHOOL. (SNEAKERS / SHOES / JACKETS / SKI PANTS / SWEATSHIRTS)

\* At the end of each month all lost and found items will be sent to a local charity.

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### **Home & School Association**

We have an active and supportive Home & School which meets once a month. We will establish a specific evening and time for the meetings. All parents are encouraged to attend and participate in the Home & School Association. The children in our school benefit from the fund raising projects that the Home & School complete. Please try to take time to attend the Home & School meetings. The annual Big Fair Day held on a Saturday in June is a wonderful community event that helps raise funds for our school.

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### **Parent School Support Committee PSSC (Formerly SPAC)**

Each September the school will hold an information evening and elections, if necessary, to fill the positions on the school committee. This committee works to provide advice on school improvement and other governance issues. Please contact the school if you wish to have more information on the roles and responsibility of this committee.

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### **Student Leadership**

A large number of our grade five students organize, plan and participate in a variety of intramural, playground, and other school activities. Our school has been fortunate to have these students help to guide and provide strong role models for the younger children on the playground.

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### **Scent Free Area**

A number of students and staff are allergic to scented products, therefore all district schools are posted as being scent free. We ask for your cooperation by not wearing scented colognes or perfumes when you are visiting the school.

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### **Visitor Sign In**

As a means of tracking visitors to our school, we ask that volunteers or visitors please sign in at the office and take a visitor badge. Please return your visitor badge and sign out when you have completed your visit. In order to avoid congestion when children are preparing to be dismissed, we require parents to please wait in the school lobby or outside by doors to be picked up. If children are leaving during the school day or arriving they should sign out or sign in at the office.

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### **Hats and Footwear**

Students are expected to remove their hats and outside footwear when they enter the school. While in the school, inside shoes/gym sneakers should be worn. Please avoid sneakers that have soles that leave black scuff marks on the floor.

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### **Mascot**

Our school mascot is a marsh hawk whose nickname is Hawk Eye Sharp. Keep an eye out for students who receive "Hawk Awards" for their contributions to our school.

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### **School Fees**

We will be collecting student fees during the month of September. One fee will eliminate the need to send in money several times throughout the school year. We won't be asking for money when special performances come to the school. Fees help cover the cost of skating, performances, and guest appearances. In the case of French Immersion and Intensive French there are district cultural event costs

The chart below outlines the proposed fee structure:

- English Grades 3 & 4 - \$20.00 (Skating, agenda, performances)
- French Immersion Grades 3 - 5 Grade 5 Intensive - \$32.00( 12.00 for French Culture Presentations, performances, skating, agenda)