

# Hampton Elementary School Student Handbook 2019-2020

Sarah Blanchard Principal  
Julie Stewart Vice-Principal

School website:  
<http://hampton-elementary.nbed.nb.ca/>

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## **This agenda belongs to:**

Name:

Address:

Town:

Postal Code:

Homeroom Teacher:

Telephone:

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## **Hampton Elementary School Staff**

Grade 2FI : Mme K. Aubin-Martin, Mme. R. Prosser, Mme. A. Vallis

Grade 3 Prime: Mrs. J. Salgado, Mrs. P. Kennedy, Ms. K. Reay

Grade 3 FI: Mme N. Fougere-LeBlanc

Grade 4 Prime: Mrs. N. Thorne

Grade 4 FI: Mme K. Golding

Grade 4/5 FI: Mme R. Brideau-Power

Grade 5 FI: Mme C. Schofield, Mme P. Melanson

Grade 5 Prime: Mrs. M. Smith, Ms. L. Creamer

Education Support Teacher: (Resource) Mrs. J. Stewart (VP) & Mrs. K. Johnson

Phys. Ed Teacher: Mrs. J. Henry

Music: Mrs. L. Robinson

Guidance: (September-December: TBD) Mrs. C. Veniot (January-June)

Head Custodian: Mrs. C. Chase

Admin. Assistant: TBD

Vice Principal: Ms. J. Stewart

Principal: Mrs. S. Blanchard

Educational Assistants: Mr. T. Love, Mr. B. Hazen, Mrs. J. Whittaker  
Ms. R. Tremblay, Ms. K. Cochrane, Ms. K. Watson  
Mrs. C. O'Toole, Ms. D. Wilson, Ms. B. Daigle, Ms. K. Durning

School Intervention Worker: Mrs. T. Madden



**ANGLOPHONE SOUTH SCHOOL DISTRICT**  
**2019-20 SCHOOL CALENDAR**

<b>August 2019</b>	<b>26</b>	Administration Day for staff – School Based	
	<b>27</b>	NBTA Council Day for staff – Branch Based	
	<b>28</b>	NBTA Council Day for staff – School Based	
	<b>29</b>	Administration Day for staff - School Based	
	<b>30</b>	Professional Learning Day K-12 (Department led)	
<b>September</b>	<b>2</b>	No Classes - Labour Day	
	<b>3</b>	All Kindergarten children will enter school through a staggered entry process on September 3 and 4 with half of the students attending on the 3 <sup>rd</sup> and half on the 4 <sup>th</sup> . All kindergarten children attend on September 5 <sup>th</sup> . Schools will be in touch with parents with their scheduled time. All grades 1-5 students begin school on September 3.	
	<b>5</b>	Classes for all students K-12 in the District	
<b>October</b>	<b>14</b>	No Classes - Thanksgiving Day	
	<b>15-18</b>	Registration of Students Entering Kindergarten in 2020-2021	
<b>November</b>	<b>8</b>	No Classes K-8 – Professional Learning (Report Card Prep ½ day; PL ½ day) No Classes Grades 9-12 - Parent Teacher Student Conferences (½ day); PL (½ day)	
	<b>11</b>	No Classes - Remembrance Day	
	<b>22</b>	No Classes Grades K-8 - Parent Teacher Student Conferences (½ day); PL (½ day) No Classes Grades 9-12 - Professional Learning	
	<b>20</b>	Last Day of First Term	
<b>December</b>	<b>20</b>	Last Day of First Term	
	<b>January 2020</b>	<b>6</b> No Classes K- 12 – Professional Learning – (½ day led by Department)	
	<b>7</b>	First Day for K-12 students	
	<b>20-24</b>	Assessment Week (Grades 9-12)	
	<b>27</b>	No Classes K- 8 - Professional Learning (full day)	
<b>February</b>	<b>27-28</b>	No Classes Grades 9-12 only - Turnaround Days	
	<b>29</b>	Start of Second Term	
	<b>February</b>	<b>17</b> No Classes - Family Day	
	<b>March</b>	<b>2-6</b>	No Classes - March Break
		<b>April</b>	<b>3</b> No Classes K-8 – Professional Learning (Report Card Prep ½ day; PL ½ day led by Department) No Classes Grades 9-12 - Professional Learning
<b>April</b>	<b>10</b>	No Classes - Good Friday	
	<b>13</b>	No Classes - Easter Monday	
	<b>17</b>	No Classes K-12 Parent Teacher Student Conferences (½ day); PL (½ day)	
	<b>May</b>	<b>1</b>	No Classes K-12 - NBTA Provincial Subject Council Day
<b>13</b>		No Classes K-12 - Branch NBTA/AEFNB Meetings	
<b>18</b>		No Classes - Victoria Day	
<b>June</b>	<b>8-12</b>	Assessment Week (Grades 9-12)	
	<b>19</b>	Last Day for Students Final Report Card Day (K-12)	
	<b>22-23</b>	Administration Days for Staff – School Based	

**Note: PL – Professional Learning**

The Vision of Hampton Elementary School is to...



**H**elp and believe in  
**E**ach student so that they can achieve their highest potential in a  
**S**afe, supportive, inclusive environment.

*Our beliefs that guide our interaction and teaching practices are...*

The Mission of Hampton Elementary is to...

**B**e safe, supportive and inclusive  
**E**ncourage student success  
**L**ead with a “Can Do” attitude  
**I**nvest in school pride  
**E**ngage students in personal challenges  
**V**alue risk taking and confidence  
**E**xpect students to succeed



## Hampton Elementary School Improvement Plan Overview

The complete action plan, measures of success, timeline and responsibility information can be located on our school webpage. This ‘living document’ is regularly updated and discussed with staff as well as our Parent School Support Committee (PSSC) and aligns with the recent release of the 10-year education plan: Everyone at their best (August 2016).

Ends Policy 1. Using a balanced literacy approach to develop and improve instructional practices, assessment and intervention for Literacy striving to meet or exceed the standards set by the Province of New Brunswick. (Focus area: Writing)

Ends Policy 2. To develop and improve instructional practices, assessment and intervention for Numeracy striving to meet or exceed the standards set by the Province of New Brunswick (Focus area: Problem Solving)

Ends Policy 3. Continue regular communication with parents (Monthly, Weekly, and Daily)

Ends Policy 4. Strengthen areas of school climate by concentration on staff and students working, learning and playing in a safe, positive, healthy environment (Policy 703: Positive Working and Learning Environment)

Ends Policy 5. To provide families and staff learning opportunities about mental health and provide students with mental fitness understanding

## **School Hours**

7:50 First Bus/Supervision Begins. All children play on the Hawk's Nest until the first bell rings.

8:15 First Bell, Children enter the school

8:25 Announcements / Classes start

10:30 Recess

10:45 Classes resume

12:20-1:05 Outside play (12:20-12:45) Lunch (12:45-1:05)

1:05 Afternoon classes begin

2:40 End of day/Dismissal

## **School Expectations**

### ***Expectations of Students:***

1. I respect myself, others and the environment (including school property).
2. I am responsible for my belongings and helping to keep our classroom and school clean.
3. I listen to the person talking without interrupting or disrupting.
4. I will raise my hand to contribute to classroom discussions.
5. I will always give my 100%

### ***Expectations of Parents:***

1. Barring illness and legitimate absences, ensure your child attends school regularly, arrives on time, and has the materials required for the day. Inform the staff of any medical concerns and participate in the establishment of a plan to address the student's needs.
2. Ensure your child is dressed to go outdoors at recess and noon. Write your child's name on the label of their clothing.
3. Send a signed note to the teacher explaining all absences.
4. Show an interest in what your child is doing at school. Take time to talk about school daily; encourage a healthy attitude toward learning.
5. When your child's story does not fit with your expectations, or you are concerned about one of our practices, contact the teacher or principal directly to discuss the situation.
6. Provide a home for your children where they feel loved, where they feel safe from abuse or neglect, and where values of honesty and respect are practiced.

## ***Expectations of our Staff:***

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to his/her potential.
2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.
3. Keep parents informed about the progress of their children, both through formal and informal means.
4. Respect children as young people who come from various backgrounds and who bring different abilities to school.
5. Model appropriate attitudes and behaviours for our students.
6. Provide discipline which is based on our training
7. Base decisions on what we believe to be in the best interest of the child.

## **Discipline Policy**

Our school staff approved the following school-wide discipline policy:

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 satisfying and productive, without disruptive behaviour by a student infringing upon the rights of others. 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 to any situation.

The staff of Hampton Elementary School diligently and gently teaches children a variety of expected behaviors and routines and skills. It is what we call the “**Skills Streaming Philosophy**” to teaching expected behaviours. We firmly believe that students who do not master these behaviors and routines may need extra practice in order to meet the expectations of school discipline. These behaviors and routines are expected to be mastered by all students before the end of September. The staff asks for your support if and when your child may need to have extra practice in any of the school discipline expectations. The following are just a few of the routines and behaviors that teachers will be reinforcing for the month of September; saying please and thank you; removal of hats in the building;

movement in hallways; morning announcement routine; fire drill exit; how to speak to an adult, and many more. A complete list of these will be available at our open house night, as well as a copy of our skills streaming philosophy.

## **Behaviour Expectations- Code of Conduct**

### ***“Hands Off / Feet Off / Words Off – BE KIND!”***

It is expected that all individuals will treat one another with respect. Examples of 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

## **Consequences**

The purpose of a referral to **The Better Choices Room** is to: teach students to accept logical consequences for their actions; to give the time to evaluate their behaviour; and to involve students actively in finding positive alternatives to their actions. A teacher may send a child to the **Better Choices Room** classroom for a time out if necessary. Parents will be made aware of a referral. A form will be sent home to be signed and returned.

***Step One:*** For the first offence, a student may report to the **Better Choices Classroom** where he/she may lose time from their playground break.

***Step Two:*** For repeat offenses of a serious nature 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 **Better Choices Classroom**. Parents are informed the next step may be a full day School Suspension.

***Step Four:*** For the fourth major offense the child may serve a Suspension of one full day. Parents will be notified by phone. This suspension may be served as an in school suspension, rather than an out of school suspension. Each case is examined on an individual needs basis.

***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.



## **Bus Safety and Discipline**

Safety is paramount. Students have the primary responsibility for their own actions. Every eligible student has the privilege to be conveyed by school bus without harassment or disruption and has the corresponding responsibility not to deny this right to other students.

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 misbehaviour:

- The student(s) and witnesses may be interviewed to provide an account of the incident.
- Following an investigation, the student may 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.

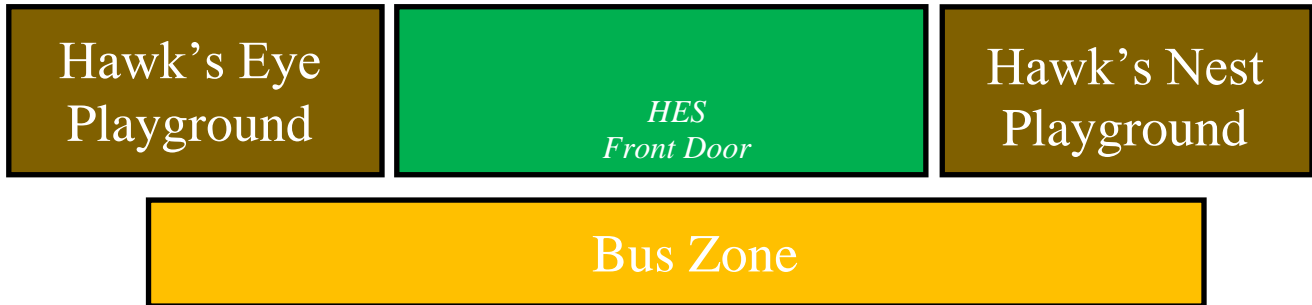
A copy of the bus behaviour guidelines may accompany the referral and letter. Students must ensure that behaviour at their bus stop does not result in unsafe conditions. Throwing rocks or snow at the bus stop is not acceptable. Children should be at the stop at least 5 minutes before the bus is scheduled 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.

**Changes to bus routes are ongoing and are subject to change.**

There must be a parent or guardian waiting at the bus stop for K-2 children. If no one is available, the student will be returned to the school and their parent or guardian will be contacted to pick up the child. School bus routes are established to accommodate pupil transportation within a school zone. No courtesy service stops will be created outside a school's zone.

## ASD-S Bus Conveyance/ Traffic Notes

Students who require a change in their after school plans, must complete a change of transportation form 24 hours in advance. This form is a “Request for student conveyance to an alternative location”. 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. During inclement weather, or very cold weather, please drop off your children near the front entrance of the school **at the student drop off sign** to allow children to be dropped off by the buses directly in front of the school and to avoid traffic congestion on wet or cold weather mornings.

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

### Academic Programs

Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school. If you have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

### Homework

Homework is an important activity that allows parents and teachers to work together as partners to support children as leaders. This agenda is an excellent tool for communicating between home and school. Please feel free to write notes to your child's teacher in the agenda.

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.

# Literacy

## What is Balanced Literacy?

A Balanced literacy program uses whole language and phonics and aims to include the strongest elements of each. The components of a 'balanced literacy' approach are as follows: The read aloud, guided reading, shared reading, interactive writing, and shared writing, Reading Workshop, Writing Workshop and Word study.

## Reading

The introduction of the “Daily Five” approach to teaching literacy and teaching the following reading comprehension strategies will be used on a daily basis. The students at Hampton Elementary will be familiar with the 5 reading strategies and be expected to use them at home as well.

What is reading comprehension? How do you know when your child has understood what he or she has read? Reading comprehension is about learning, understanding and broadening horizons. Past experiences, knowledge, interests and future endeavors are also brought into perspective and are a part of this process. Reading comprehension is an important part of a child’s literacy development and a skill they will use well into adulthood. In order to achieve and learn these skills, everyone from the student to the parents at home have to be familiar with and use these skills. Please refer to our school website ([hampton-elementary.nbed.nb.ca](http://hampton-elementary.nbed.nb.ca)) for further information.







The 5 Comprehension Strategies (CAFÉ) include:

1. **Predicting**
2. **Questioning**
3. **Summarizing**
4. **Visualizing**
5. **Clarification**

The goal is for students to monitor their understanding of what they read and use one of these strategies if they find themselves unsure of the meaning of the text.

## Writing

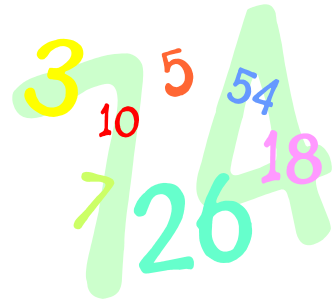
A good piece of writing is developed when consideration is given to 6 Traits or Characteristics which include:

- |                         |   |                            |   |                       |   |
|-------------------------|---|----------------------------|---|-----------------------|---|
| 1. <b>Ideas/Content</b> |  | 2. <b>Organization</b>     |  | 3. <b>Voice</b>       |  |
| 4. <b>Word Choice</b>   |  | 5. <b>Sentence Fluency</b> |  | 6. <b>Conventions</b> |  |

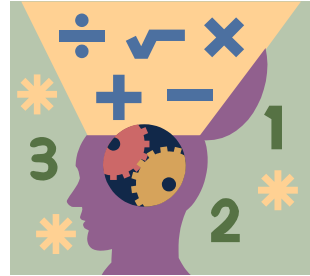
# Math

There are Math Websites and Videos on our school website under Parent Resources.

## Mental Math



In recent years more of a school wide emphasis was placed on students learning Mental Math Strategies. These are “tricks” that help students get the correct answer more easily! Students learn these principles first through hands on activities and working with meaningful materials before being expected to know them automatically. Some of the strategies include:



### 1. Making 10 (100, 1000, etc)

- Students need to know all combinations quickly and automatically
- $75 + 30 + 25 =$  put the 100 together then just add 30

### 2. Adding 10, 100, 1000

- $10 + 3 = 13$  (the 1 means 1 ten)
- $100 + 60 = 160!$  (just put together!)

### 3. Doubles

- Students need to know how to add doubles quickly  
(Ex.  $7+7$ ,  $70+70$ ,  $700 +700$  etc.)

### 4. Compensation

- Students look for ways to add on or take off an amount so that whatever is left is “easy” to work with (i.e. a 10’s number or a combination they know from above)
- Doubles plus or minus 1
- $9 + 3 = (10 +3) - 1 = 12$
- $99 - 50$  it is easier to do  $100 - 50$  then subtract the extra 1

### 5. Order Strategy

- Changing the order of the numbers when adding or multiplying does not change the answer

### 6. Multiplying by 10 or 100

- same number of zeros!

### 7. Front End Addition / Subtraction

- Add the hundred, then the tens and then the ones

- Ex.  $346 + 123 =$

$$\begin{array}{r} \uparrow \quad \uparrow \\ 300 + 100 = 400 \\ 40 + 20 = 60 \\ 6 + 3 = 9 \end{array}$$

## **Instructional Time Guidelines**

With the extensive amount of material to be covered by teachers, it is of utmost importance that instructional time be protected. We will take measures within the school day to maximize instructional time. Families can help in the following ways:

- Attempt to schedule all of your child's appointments outside of school time. In the rare case where you must pick up your child during instructional time, minimize disturbances in the classroom by asking our administrative assistant to have your child sent to the lobby
- If you are picking up your child after school, meet him or her in the lobby (a note sent in to inform the teacher of the change in after school plan)
- If you require time to speak with your child's teacher, please write a note in the agenda, phone after 2:40PM, or schedule an appointment after school.

## **Medical Alerts / Illness / School Exclusion Guidelines**

The Dept. of Education requires formal medical information forms for children with a severe medical condition (e.g. severe allergies, diabetes, severe asthma etc., or parents with children who require medication at 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. This Health Support and Care form is available at the school office.

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. Following a student's absence, parents are required by to send a written note to the homeroom teacher.

## **Nut Free / Scent Free Area**

We do have students who have allergies to peanuts and nut products; therefore we ask that parents not send any nut products to school. Please check labels carefully.

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.

**Please realize the seriousness of allergies. Due to our commitment in providing a safe learning environment for all, these expectations must be strictly enforced.**

# Communicable Diseases and Exclusion from School

In the best interest of the student body, all parents are asked to respect the following Department of Health regarding communicable diseases:



## School Exclusion Guidelines

Disease	Minimum exclusion period for cases
Diphtheria	Exclude until medical clearance (written note from MD)
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Group A streptococcal (GAS) infection (pharyngitis/ tonsillitis [strep throat], scarlet fever, impetigo)	Exclude until 24 hours after starting antibiotic treatment.
MRSA (Methicillin-resistant Staphylococcus aureus)	Usually not required (unless skin lesions (e.g. boils) cannot be covered). Seek medical advice for contact sport participation.
Mononucleosis (EBV infection)	Not required.
Cytomegalovirus infection	Not required.
Measles	Exclude until 4 days from the onset of rash.
Mumps	Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.
Rubella (German measles)	Exclude until 7 days from the onset of rash.
Varicella (chickenpox)	Exclude until child feels well enough to return to school.
Shingles (herpes zoster)	Usually not required (unless skin lesions (spots) cannot be covered)
Fifth disease (erythema infectiosum, "slapped cheek" syndrome)	Not required. Once rash appears, a child is no longer contagious.
Roseola infantum (sixth disease, exanthema subitum)	Not required.
Gastroenteritis (diarrhea and/or vomiting)	Exclude students who cannot maintain personal hygiene until diarrhea subsides. For certain causes of gastroenteritis and in outbreak situations, longer periods of exclusion may be needed. Contact Public Health for advice.
Hepatitis A	Exclude until 1 week from the onset of illness/jaundice.
HIV, Hepatitis B, Hepatitis C	Not required.
Conjunctivitis (Pink eye)	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no or minimal clear or watery discharge without fever, eye pain, or eyelid redness do not need to be excluded.
Cold sores (herpes simplex)	Usually not required (unless significant drooling that cannot be controlled)
Hand-foot-and-mouth disease	Usually not required (unless significant drooling that cannot be controlled)
Thrush (candida)	Not required.
Molluscum contagiosum	Not required.
Warts	Not required.
Scabies	Exclude until 24 hours after treatment.
Pediculosis (Head lice)	Not required.
Ringworms	Exclude until treatment started.
Pinworms	Not required.

In the interest of continuation of education of the child, please contact Public Health for advice if the exclusion period for any illness exceeds 1 week.

## School Closures in Inclement Weather-Snow line:

1-855-535-7669 or [www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca) or Follow on twitter [http://twitter.com/ASD\\_South](http://twitter.com/ASD_South)

The Anglophone School District will consider one of the following options when making decisions regarding school closures during inclement weather situations:

1. Schools will remain open as usual. Therefore, no announcements will be made.
2. All schools will be closed for the day (decision made prior to 6:30 a.m.).
3. Some schools will be closed (by geographic region).
4. Buses are delayed one/two hour(s), with all schools in the district opening at their regular time to receive students.
5. Schools may be closed early when the weather conditions are anticipated to deteriorate significantly during the day. Every effort will be made to notify elementary parents (social media, voice mail and email). If the weather is deteriorating, you may want to check your home phone for a message, or our District snow line or website. **It is important to ensure that alternate arrangements are in place for your child/children if schools are dismissed early.**

Ultimately, parents have the final decision in inclement weather situations. If you feel that walking/driving conditions in your particular area are hazardous, you may choose not to send your child/children to school. Absences on these days will not be a factor in determining a student's attendance record. Please let us know if your child has stayed home for this reason so that the attendance is recorded correctly. You are urged to listen to the radio early in the morning during inclement weather conditions so that you can be informed of any school closings.

## Weather Policy

If the temperature is below -20C (wind chill), it would warrant staying inside. Please note that supervision of recess and lunch hour will be provided indoors only on days of inclement weather. Otherwise, students are expected to be dressed appropriately for the weather.

## Other School Closures (Power Outages, Water interruptions etc.)

Closures may happen under clear sunny skies due to a problem with power, water, or something more severe. If the problem occurs through the night, the school may be closed for the day and an announcement will be made through local radio stations. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early. **If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child – a place where it is guaranteed that there will be someone home.** For the sake of the safety of your child, please be diligent in completing this section of the information forms very carefully.

Although we trust this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there.

## **Telephones/After School Plans**

Use of the school phone by students for emergencies, such as an illness 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.

## **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 bag.

## **Mobile Phones, Toys & Electronic Games**

- Most students will not require a mobile phone at school. Older students may have one if they walk to and from school on their own. If they do have a phone at school it must be turned off when they arrive and remain stored in their backpack.
- Toys (stuffed animals, dolls, marbles etc.) and trading cards (hockey, Pokemon etc.) should be left at home, as the trading of cards often results in conflicts and disputes between the children. Toys and cards that go missing at school are very difficult to locate.
- Held video games, iPads, iPods, expensive belongings and digital cameras are not allowed at school. Such items are most attractive to others and may be lost or stolen. These items may be confiscated by the teacher and will be sent home with the student at the end of the day or will be held and returned directly to the parent.

## **Lost and Found**

Items are stored in the area near our boys and girls changing rooms outside the gym. There are bins, as well as a hanging unit for outerwear and sweaters. Parents and students are reminded to check the lost and found area. Three times a year any unclaimed items are donated to charity. In an effort to keep our Lost and Found items to a minimum, families are asked to place their child's name on all items being brought from home (sneakers, shoes, jackets, snow pants, and sweatshirts)

## **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. Students also sort/deliver items including newsletters to classes, make announcements, and act as junior secretaries if needed. Students count and organize milk and lunches for fellow students. These students also help with recycling including the collection and sorting of paper, cardboard, plastics, metals and milk.



## 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.

## Hats and Footwear (School Shoes and Running Shoes)

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. We request that each child bring a pair of running shoes for indoor use and to be worn in the gym. Indoor shoes are kept at school, so we recommend that students have an outdoor pair of shoes or runners as well. Outdoor shoes are removed indoors to maintain a clean school. Indoor running shoes should have proper support for gym activities, a non-marking sole, and properly tied laces. Sandals, backless shoes, platform shoes and dress shoes are not to be worn in the gym for safety reasons.

## 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 the positive learning our school!



## School and Supplies Fees--\$60 in Total

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. Fees help cover the cost of skating (8-10), performances (3), and guest appearances as well as a copy of the student agenda. The school fee is \$20.00 for each student. A school supplies fee will also be charged for all consumable supplies including notebooks, pencils, paper, etc. The supplies fee is \$40.00 for each student. You will need to provide a backpack, 2 boxes of tissue, lunch box, and indoor sneakers as well as an inexpensive set of headphones. School fees are due by the end of September. Please contact Sarah Blanchard at [sarah.blanchard@nbed.nb.ca](mailto:sarah.blanchard@nbed.nb.ca) or at 832-6021 if you need to pay in installments.

## Communication & Social Media

Our school uses School Messenger, our website and e-mail to keep families informed of upcoming school and community events. Please provide the school with an e-mail address to send notices (weekly) and newsletters (monthly) in order to help save the amount of paper we send to your home. Our weekly communication is called the "Hawk Squawk" and is sent home on Friday afternoons or early evening. Newsletters are sent by e-mail and posted on our school website at

the first of each month. In addition there is a wealth of information for parents as well many pictures of the variety of activities that go on each year and samples of some student work.

We hope that your child’s time at Hampton Elementary school is happy and productive. We are available to discuss matters with parents, to ensure that every child achieves his or her full potential. If, at any time, you have any concerns about your child at school, then please do not hesitate to contact the school and, if necessary, make an appointment to see relevant staff members to discuss any issue. It is important that parents and caregivers support the school in its constant drive to raise standards and we would much rather discuss any grievance with you than it being discussed in other forums. Therefore, we would recommend that any concerns or issues are not discussed on social media sites as this could be potentially damaging for the school and pupils.

## WITS

WITS (Walk away, Ignore, Talk it out, Seek Help) is a program used at the elementary level to create responsive environments that help children deal with bullying and peer conflict.

*I promise to use my WITS, to walk away, ignore, talk it out and seek help when I’m dealing with teasing and bullying.*


*I promise to also help other kids use their WITS to keep my school and my community a safe and fun place to be and learn.*

## Zones of Regulation

We are implementing the Zones of Regulation program to support students in developing increased self-regulation skills. When students are dis-regulated they are not in a state conducive to learning.

The program is designed to help students identify what "zone" they are in, and to develop strategies to "Get Back to Green".

**The ZONES of Regulation®**

			
<b>BLUE ZONE</b> Sad Sick Tired Bored Moving Slowly	<b>GREEN ZONE</b> Happy Calm Feeling Okay Focused Ready to Learn	<b>YELLOW ZONE</b> Frustrated Worried Silly/Wiggly Excited Loss of Some Control	<b>RED ZONE</b> Mad/Angry Mean Terrified Yelling/Hitting Out of Control

## **VOLUNTEERS!**

Volunteers provide an opportunity for community members to participate in the life of a school. At HES volunteers are always needed in our library, to support our hot lunch program, to deliver fluoride to classrooms, and other worthwhile initiatives. In addition, teachers may plan special activities that require extra hands to help or extra supervisors.

### **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 fundraising projects that the Home & School complete.

**Hot Lunch** –The Home and School is our driving force of the HES Healthy Lunch Program. A group of volunteers annual review our lunch providers and determine how to proceed keeping in mind school policy for nutrition (Policy 711: Healthier School Food Environment).

### **Parent School Support Committee-PSSC**

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.

### **Volunteer Opportunities...**

All volunteers must complete a volunteer registration form. Parent volunteers should be under direct teacher supervision whenever assisting in the classroom. There is an Anglophone South policy governing the involvement of volunteers in our schools. All volunteers need to complete the “Volunteer Screening Declaration Form”. Those who may have unsupervised access to students are screened and trained in Policy 701 (Protection of Pupils in the Public School System from Misconduct by Adults) and must provide a criminal record check. Criminal record checks are completed at the local RCMP detachment.

1. Volunteer in our classrooms
2. Become a member of Parent School Support Committee -If you are interested in being a member of the PSSC please contact Mrs. Blanchard
3. Become a member of the Home and School –If you are interested in being a member of the H&S, please contact [hes.homeandschool@gmail.com](mailto:hes.homeandschool@gmail.com)

**I have read pages 5-19 and will refer to it over the school year as necessary:**

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

Parent/Guardian signature: \_\_\_\_\_