



HRVES STUDENT-PARENT HANDBOOK

2020-2021

We are a Nut and Scent Free Environment.

1759 Route 860
Titusville, NB E5N 3W2
832-6023 (Phone)
832-6059 (Fax)

School Mission Statement

Hammond River Valley Elementary School challenges and supports students to be their best.

School Vision Statement

Hammond River Valley Elementary School will strive to provide all students with an education in a safe and supportive environment while promoting individuality, responsibility, and a motivation for life long learning.

Be Your Best at HRVES!

ABSENCES FROM SCHOOL

If students are absent from school, parents/guardians should make arrangements for schoolwork to be sent home with a neighbour or sibling. **A written excuse is required (Education Act, Regulation 97-150,4 (d)) when your child returns to school. The note needs to indicate the dates the student was absent and signed by the parent or guardian.**

APPROPRIATE DRESS

Students are expected to remove their hats and outside footwear when they enter the school. While in school, inside-gym sneakers that fit properly should be worn. **Sneakers with soles which do not leave black marks on the floor are required.** Indoor sneakers should remain at school until the end of the year. All students are required to wear sneakers that fit appropriately while in the gym. Without appropriate footwear you child will not be able to participate in physical education class.

We believe that children benefit from daily exercise outdoors. Hence, whenever possible, children will go outside at recess and noon. If weather conditions prevent students from going outside, they will be supervised indoors. **Parents are responsible to see that their child is dressed appropriately to go outside at all recesses.**

Clothing with inappropriate logos or short tops that show the midriff are not to be worn at school

LUNCHES.

Due to COVID 19 we are not having Hot Lunch, Milk or Pizza at this time. Students need to bring healthy foods for morning snack time, a full lunch, and a clean water bottle filled with water each day. Students are eating in their classrooms this year.

EARLY SCHOOL CLOSING

Decisions to close school due to unsafe driving conditions are made by the Superintendent of Schools. Announcements regarding school closures and bus delays can be heard on local radio stations before 7 a.m. and on the Anglophone South School District Web Page (asd-s.nbed.nb.ca). If conditions warrant sending children home early from school, then parents will be advised by radio and talk mail during the morning. In the event that school is closed early, the school **must** know what arrangements have been made for their care for the rest of the day. **Please make sure this information is filled in correctly on your child's Student Information Form. Teachers will do their best to reach out to parents before school closes. However, this is difficult due to the number of families we have to call with limited number of phone lines.**

FEES AND SUPPLIES

All students have been provided with school supplies by the school this year due to COVID-19. However, parents will need to pay for these supplies. The fee for Kindergarten to grade 2 is \$40.00 and for grades 3-5 it is \$45.00. These fees are due by September 30. Parents will need to purchase a lunch box, book bag, a pair of indoor shoes that fit properly and do not leave black marks on the gym floor, a water bottle, and two face masks (in case one gets dirty). All items must be labelled with your child's name and water bottles and masks must be cleaned daily.

MEDICATION

Teachers cannot administer **medication** without written consent from parents. If you would like us to administer medication to your child, you must fill out a form (available in the office). Provincial guidelines state that his medication can not be accessible to other children, therefore we ask that an adult bring the medicine to school in a prescription bottle indicating the child's name and dosage.

PLEASE TAKE NOTE:

We will not assume responsibility for loss or damage to toys, or other personal property brought to school. Therefore, these items are to be left at home. Do not call the school to report stolen toys or ask the teachers to look for lost personal items. Cell phones, computer games or any digital device that takes pictures **are not** to be brought to school.

The following items *should not* be brought to school: Dangerous objects such as matches, knives, firecrackers, hardballs, bats, inappropriate reading material or clothing displaying inappropriate logos.

Anglophone South District 2020-2021

September	7	No Classes (Labour Day)
	8-11	Students return through staggered entry
October	12	No Classes (Labour Day)
November	11	No Classes (Remembrance Day)
	20	No Classes (Professional Learning 1/2 day and Report Card Preparation 1/2 day)
December	1	Report Cards Issued
	4	No Classes (Parent Teacher Conferences and PL)
	18	Last Day of Classes before Holidays
January	4	First Day for Students
February	1	No Classes (PL Day)
	15	No Classes (Family Day)
March	1-5	No Classes (March Break)
	19	No Classes (Professional Learning 1/2 day and Report Card Preparation 1/2 day)
	31	Report Cards Issued
April	2	No Classes (Good Friday)
	5	No Classes (Easter Monday)
	14	No Classes (Parent Teacher Conferences and PL)
May	7	No Classes (NBTA Council Day)
	10	No Classes (NBTF Branch Meeting Day)
	24	No Classes (Victoria Day)
June	25	Last Day for Students

Staff for 2020-2021

Principal	Ms. Graham
Vice Principal.....	Mrs. Saunders
Administrative Assistant.....	Mrs. Hope
Kindergarten	Mrs. Tayes
Kindergarten.....	Mrs. Nelson
Grade K/1	Mrs. Mawhinney
Grade 1	Mrs. Travis
Grade 2.....	Mrs. Saunders
Grade 2.....	Ms. Curnew
Grade 3.....	Ms. Martin
Grade 3/4.....	Mr. Salgado
Grade 4.....	Mr. Snow
Grade 5	Mrs. Hooper
ESS-Resource.....	Mrs. Richardson
ESS -Guidance/Music/	Mrs. Clark-Erb
Phys. Ed.	Mrs. Graham/Mrs. Laird/Mrs. Clark Erb
School Intervention	Mrs. Head
Teacher Assistants	Mrs. Arseneault, Ms. S. Kilpatrick, Mrs. Marchbank, Mrs. Smith, , Ms. MacDonald, Mrs. Hayward, Mrs. Campbell, Miss K. Kilpatrick, Miss J. Henderson, Mrs. Dykeman, Mrs. Long
Custodians.....	Mrs. Pugh, Mrs. Dort, Mr. Hardy

**Staffing and classes may change due to enrollment.

HOMEWORK

While most class assignments are designed to be completed at school, there are times when unfinished work needs to be completed at home. Each child in grades 1-5 has a homework book which provides an easy means of direct communication between home and school. As a general rule, homework should not exceed 20-30 minutes per night. **If parents find their child is taking longer, or a problem occurs, they should advise their child's teacher as soon as possible.**

Parents can help their child with homework by:

- * Provide quiet, regular place to work.
- * Be an "audience" for reading practice.
- * Treat homework seriously by not allowing others to interrupt.
- * Provide information and materials for project work.
- * Allowing the child to complete their homework themselves.

SCHOOL DAY FOR 2020-2021 at HRVES

7:45	Supervision begins for bus students. Parents should not drop their child/ren off before 7:55.
8:15	Instruction begins
9:45-10:05	Recess for K-2
10:20-10:40	Recess for Grades 3-5
10:05-11:30	Instruction for K-2
10:40-12:15	Instruction for Grades 3-5
12:00-1:00	Lunch and Recess for K-2
12:15-1:10	Lunch and Recess for Grades 3-5
1:00-2:30	Instruction for K-2
1:10-2:30	Instruction for Grades 3-5
2:30	Dismissal

SAFETY AND UNINTERRUPTED LEARNING TIME

For security, safety, and for the protection of instructional time, the following procedures have been put in place at HRVES:

- If you are driving your child to school, he/she **should not** be dropped off anytime before 7:55 a.m. In order to be ready for the beginning of the day, he/she must be at the school no later than 8:10 a.m. After 8:20 your child is marked tardy.
- After the first week, teachers request that you refrain from accompanying your child to the classroom in the morning. This is to foster independence.
- If you need to speak to your child's teacher, please send a note or call after classes have ended at 2:30.
- If you come to the school to drop your child off/pick them up or to leave items for you child you will need to ring the doorbell and a staff member will come to the door to meet you.
- Anyone picking up a child may be asked to show identification.
- If you enter the school you will need to sanitize your hands at the door, sign in at the office, and then the administrative assistant will take you where you need to go.
- All visitors must enter and exit through the front entrance. All other doors are emergency exits only.
- Due to staff and student allergies, pets are not permitted in the school, on the playground or at any school function.
- Busses are meant to be a means of transportation for students to and from school. The Provincial Guidelines do not permit children to take another bus to visit friends and go to parties. All bus changes must be made online through the district. We are no longer able to accept notes or phone calls for bus changes.

Thank you for helping us keep your child safe!

BUS SAFETY AND DISCIPLINE

Proper behaviour on the school buses is essential. Students must be aware that unruly or un-cooperative behaviour on the bus will not be tolerated. Misbehaviour while on the bus can endanger all passengers. The bus driver cannot concentrate fully on safely driving the bus if their attention is diverted because of improper behaviour by a few of the students they are transporting.

The following are the procedures at HRVES we follow when a student is reported by a driver for misbehaving on the bus:

- First report - The student is given a verbal warning. The student will be told that continued unacceptable behaviour will lead to a suspension of school bus privileges. Phone contact will be made to the parent.
- Second report - A formal written warning is issued and a copy is sent to the Hampton Education Centre Transportation Officer.
- Third report - Student will be suspended from riding on the bus (not from school) for one, three, five days or more depending on the severity of the infraction.

More serious offences will result in immediate suspension of bus privileges.

These procedures will be strictly followed due to our concern for the safety of all passengers on the bus. Please discuss bus safety and behaviour at home.

PROVINCE OF NEW BRUNSWICK SCHOOL BUS RULES:

1. Be on time and never stand on the street or highway while waiting for the school bus.
2. Be absolutely quiet while the bus is approaching and crossing a railway.
3. Pupils shall be picked up and discharged only at bus stops approved by the School District.
4. Obey the driver promptly and avoid any unnecessary conversation with him/her while the bus is in motion.
5. Do not cross the road behind the bus. Crossings are to be in front of the bus—not nearer than 3 metres and only after looking in both directions.
6. Occupy seats assigned by the driver or other school officials.
7. Obtain approval of the driver to open the Emergency Door or bus windows. Do not throw anything out of the windows or extend hands, arms, or legs through openings.
8. Do not throw garbage on the floor of the bus. Help the driver to keep the bus sanitary.
9. Eating and drinking is not permitted on a school bus.
10. The use of tobacco in any form is not permitted on the bus.
11. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
12. In case of any road emergency, remain seated in the bus until ordered to vacate.
13. Wilful damage to the bus must be paid for by the offender.
14. Students delivered to the school by bus must remain on school property.