

Hartland Community School



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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____

POSTAL CODE _____ PHONE _____

STUDENT NO. _____ HOMEROOM _____



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Hartland Community School

Motto: From Believing To Achieving Excellence

Vision: Empowering Our Students To Enrich Our World

Mission: Hartland Community School's mission is to create a community of empowered learners in an atmosphere of mutual respect and trust. Every student will be inspired and challenged to accomplish academic, social and vocational goals.

Hartland Community School believes in:

- Maximizing Student Engagement and Learning
- Providing Quality Instruction
- Delivering a Balanced and Relevant Curriculum
- Cultivating an Appreciation for the Arts, Science, and Technology
- Fostering Positive Relationships and Meaningful Connections
- Promoting Safety, Trust and Integrity
- Developing Respectful, Responsible, Contributing Citizens
- Celebrating Academic Success

COMPREHENSIVE STRATEGY STATEMENT FOR HCS

Everyone at school needs the opportunity to feel safe, to be respected and not intimidated or threatened.

Bullying – the act of using words or physical violence to control others – is unacceptable and will result in immediate consequences. Every student and staff member will show respect for themselves and others.

DECLARATION OF STUDENT RESPONSIBILITY

I am responsible for my own actions and
I have the right to learn without feeling intimidated.
Every student deserves the same. I will do my part.

BELL SCHEDULE 2016 - 2017

| Primary K-2 – Bell Schedule | |
|-----------------------------|------------------------|
| 8:00 | Arrival / Classroom |
| 8:15 | O Canada/Announcements |
| 8:20 - 9:50 | Block #1 |
| 9:50 - 10:05 | Break |
| 10:05 - 11:30 | Block #2 |
| 11:30 - 11:50 | Lunch |
| 11:50 - 11:55 | Transition |
| 11:55 - 12:25 | Noon Recess |
| 12:30 - 2:00 | Block #3 |
| 2:00-2:10 | Break |
| 2:10 - 2:35 | Activity Time |
| 2:35-2:45 | Busses/Dismissal |
| | |

| Elementary School 3-5 – Bell Schedule | |
|---------------------------------------|------------------------|
| 8:00 | Arrival / Classroom |
| 8:15 | O Canada/Announcements |
| 8:20 - 9:50 | Block #1 |
| 9:50 - 10:05 | Break |
| 10:05 - 11:35 | Block #2 |
| 11:35 - 11:50 | Lunch |
| 11:55 - 12:25 | Noon Recess |
| 12:30 – 2:00 | Block #3 |
| 2:00 – 2:10 | Break |
| 2:10 – 2:40 | Block #4 |
| 2:40 – 2:45 | Homeroom |
| 2:45 | Busses/Dismissal |
| | |

**HCS SCHOOL CALENDAR
2016 – 2017**

| Date | Event | Date | Event |
|--------------------|--|-----------------|---|
| September 5 | NO SCHOOL – Labour Day | February 1 | High School Semester 2 Begins |
| September 6 | First Day of School for Students | February 9 | Report Cards – Gr. 9 – 12 |
| September 15 | Meet the Teacher (4:30 – 5:30 pm) Back to School BBQ (5:30 – 6:30 pm) PSSC Elections (6:30 pm) | February 9 | Valentine's Day Dance (7:00 – 9:30) |
| | | February 24 | No School - Professional Learning Day #4 |
| | | March 6-10 | March Break |
| September 29 | School Picture Day | April 6 | Report Cards – Gr. K - 12 |
| October 6 | No School -Professional Learning Day #1 | April 10 | NO SCHOOL – AM Professional Learning Parent Teacher K–12 (1:00 – 6:30) |
| October 7 | No School - Professional Learning Day #2 | April 14 | No School – Good Friday |
| October 10 | NO SCHOOL - Thanksgiving Holiday | April 17 | No School – Easter Monday |
| October 12 | Immunization Day: All Gr. 7 and Gr. 9 | April 19 | Immunization Day: Gr 7 Girls only |
| October 11-14 | Kindergarten Registration | April 28 | NO SCHOOL - Professional Learning Day #5 |
| October 27 | Halloween Dance 7:00 -9:30 pm | May 5 | NO SCHOOL – Provincial Council |
| November 10 | Remembrance Day Assembly | May 15 | NO SCHOOL – NBTA Branch Day |
| November 11 | NO SCHOOL – Remembrance Day Holiday | May 18 | Fine Arts Showcase |
| November 14 | Report Cards – Gr. 9 - 12 | May 22 | NO SCHOOL – Victoria Day |
| November 23 | Report Cards – Gr. K-8 | June 1 | HCS Awards Banquet |
| November 24 | Parent Teacher Interviews – Gr. K – 12 | June 7 | Grad Banquet 6:00 pm |
| November 25 | Parent Teacher Interviews AM Professional Learning PM | June 9 | Last Day of Classes Gr. 9-12 |
| December 14 | Gr. K- 5 Christmas Concert 9 am and 1 pm Gr. 6-12 Christmas Concert 7 pm | June 11 | Baccalaureate Service 2 pm |
| December 23 | Last Day of Classes – ½ Day | June 12-16 | High School Exams (Gr. 9 - 12) |
| January 9 | No School - Professional Learning Day #3 | June 15 | Middle School Year End Dance (7:00-9:30) |
| January 10 | First Day for Students | June 19 | Prom |
| January 23-27 | High School Exams (Gr. 9 – 12) | June 20 | K - 8 Family Picnic |
| January 30, 31 | Turn Around Days (No School Gr. 9 – 12) | June 21 | Graduation Ceremony & Safe Grad 6:30 pm |
| | | June 23 | Last Day for Students (Report Cards Gr. K - 12) |

ATTENDANCE POLICY

The Education Act of the Department of Education refers to regular school attendance as both a duty of the pupil and an expectation on the part of parents to cause attendance to take place.

Nature of Absences

The Education Act states that a child is not required to attend school if the child:

- Is unable to attend school by reason of the child's sickness or other unavoidable cause, such as a crisis or family emergency
- Is officially excluded from attendance under the Act or the regulations (e.g. suspension)
- Is absent on a day regarded as a holy day by the religious denomination of the child or the parent of the child, or in circumstances considered exceptional by the Minister, is exempted from attendance in writing by the Minister (e.g. home schooling)

Tracking of Attendance and Interventions

- Parent/Guardian must call the school prior to 8:30 a.m. to inform of their child's absence.
- If a phone call is not possible, then a written excuse must be presented to the homeroom teacher signed by a parent or guardian citing the date and reason for the absence.
- Absence from classes for authorized school-sponsored activities is excused at the discretion of the school administration.
- When a pupil is absent from school without an acceptable reason or under questionable circumstances, the teacher will bring the matter to the attention of the home and then to the administration if the matter is not resolved.
- Students who miss class time must complete missed work.

AWARDS PROGRAM

Elementary K – 5: Hartland Community School students who participate in various school supported activities will be eligible to win an award. Students will receive one point for each activity. Those who have accumulated a minimum of 15 points from kindergarten to grade five will receive a varsity Husky paw at the end of their elementary years. Some examples of activities may include:

| | |
|--------------------------------------|--------------------------------------|
| Elementary Choir | Rusky's Math Pack / Principal's List |
| Drama Club | Star Writers |
| Breakfast Program Volunteers | Meduxnekeag Project Participants |
| Nursing Home Volunteers | School Events Volunteers |
| Remembrance Day Contest Participants | Extra-curricular Activities |
| Co-curricular school sporting events | Pack Leaders |
| Newspaper | Student of the Month |

BICYCLES

Bicycles must be placed in the rack and are not to be used on school property during school time. Students are required by law to wear helmets.

BUS NOTES

Requests for changes in bussing arrangements for your child **MUST** be in writing and sent with the student to be given to the home room teacher at the beginning of the day. Only EMERGENCY REQUESTS will be accepted by telephone or in writing by the child's parent for students at the K-6 level.

DISCIPLINE PROCEDURE

In an effort to provide a consistent and effective procedure and to ensure an atmosphere conducive to learning at Hartland Community School, the staff and administration have agreed to use a multi-level approach K to 12: (A more detailed policy is available at the office.)

- (1) Teacher/Team intervention
- (2) Loss of privileges
- (3) Parent contact
- (4) Administration intervention
- (5) Student Services Team intervention
- (6) Administration intervention in the form of:

- (a) Opportunity Room: In-School Suspension
- (b) Out-of-School Suspension – Limited
- (c) Out-of-School Suspension – Extended

DRESS CODE

The Dress Code stands as a component of Hartland Community School's culture which emphasizes academic, social, artistic and athletic excellence. The Dress Code is an important and valuable part of our program. The following describes our policy in specific detail to ensure that everyone fully understands what the expectations are for appropriate dress in our school setting.

Exceptions to the Dress Code for special school events must be approved by the school administration prior to the event.

Appropriate Dress

- Clothes are clean and in good repair, slogans on all clothing are positive and appropriate for the school setting
- Tops and shirts must come down to cover the top of pants, skirts, or shorts
- Skirts and shorts are worn at a length no shorter than finger tip length with arms extended straight down at the sides.
- Leggings may be worn under skirts, dresses or long shirts
- All items designated as underwear are kept under cover (including when bending down)
- Appropriate non-scuffing indoor footwear is worn at all times.

Inappropriate Dress

Examples of dress considered inappropriate for school:

Clothing with inappropriate or negative language, symbols that condone or promote racism, drugs, alcohol, sexually suggestive or aggressive behaviour or obscene language or phrases

- Blouses or shirts that show the belly button or any other part of the bare stomach or back and low slung pants which allow underwear to show
- Low cut muscle shirts, halter tops & clothing with spaghetti straps or inappropriate cut outs
- Pajamas
- See through clothing
- Outdoor clothing in class, including coats, jackets, hats, gloves
- Inappropriately low cut blouses or shirts
- Inappropriately short skirts or shorts

Any students, who come to school without the proper attire or without proper attention given to personal neatness or hygiene, will be asked to shower or will be sent home to correct their personal appearance.

****The final determination about the appropriateness of student dress lies with the staff of the school**

ELECTRONIC DEVICES

Personal Electronic Devices are **not to be used during instructional time**. In grades K-8, all electronic devices must be kept in book bags/lockers from 8:00 am to 3:00 pm.

On the **first offence** the electronic device will be confiscated by the teacher and placed at the main office for the remainder of the day to be picked up by the student at 3:00 pm. On the **second offence** the electronic device will be confiscated and placed at the main office to be picked up by the parent/guardian. On the **third offence** the electronic device will be confiscated, placed at the main office, picked up by the parent or guardian and will be banned for the remainder of the school year. **Students using cell phones to bully or harass a member of the school community will no longer be allowed to have their cell phone at school.**

Any violation of Policy 311 will result in an immediate third step consequence and may result in additional school and legal action.

Information posted on websites or e-mailed has the potential to be viewed/accessed by any user of the Internet worldwide. Given this, the possibility of receiving unsolicited material or other contact exists. Therefore, students and staff must be aware that pictures or videos taken while at school or during school sponsored activities are not to be shared electronically.

The school will not be responsible for lost or damaged property (i.e. cell phones, cameras, i-pods or electronic games).

EMERGENCY EVACUATION

In order to make certain that we can evacuate the building as quickly as possible, a number of drills will be held each year. **WHEN THE ALARM IS SOUNDED, EVERYONE SHOULD REACT AS IF IT WERE A SIGNAL FOR AN EMERGENCY.**

If the route that you are scheduled to follow is blocked for any reason, the line is to be re-routed to the nearest exit. Students on noon hour will exit the building and go to where their homeroom teacher is located.

Students must be 30 feet away from the building. No parking is allowed around the building to ensure a fire lane is open at all times. During an emergency, students will be sent to the Hartland Arena in cold or inclement weather.

IT IS A CRIMINAL OFFENCE TO PULL A FIRE ALARM OR CALL 911 AS A PRANK. ANYONE FOUND GUILTY MAY BE PROSECUTED IN A COURT OF LAW.

EXPECTATIONS FOR STUDENT PLAYGROUND CONDUCT

The following behaviors are considered unacceptable because of their dangerous or offensive nature to others:

- throwing rocks or snowballs; pushing and shoving other students; grabbing coats; hats or other clothing ;using profane or vulgar language; playing tag games that require excessive pushing or grabbing of other students; playing tag games on equipment; being disrespectful of adult supervisors and/or fellow students; fighting and play fighting
Students are expected to come properly dressed to play outside during their free time (weather conditions permitting).

EXTRA/CO-CURRICULAR ACTIVITIES

1. Hartland Community School participates in both academic and a variety of extra-curricular activities, and sends students on educational trips. Students who are involved in such activities are ambassadors for their school. The reputation of the school is influenced by the behaviour of its students; therefore students are expected to be on their best behaviour while representing their school. Students must also be a student in good standing. See page 5 under athletic participation for the definition of a student in good standing. **In order to be eligible to participate in extra-curricular events, students must be in attendance at school the entire day of the event and the following day, unless special circumstances exist.** Medical appointments must be verified with a note from the doctor. If a student is absent from school due to sickness, he/she will not be able to participate in any extra-curricular activities that day.
2. When school is closed or closes early due to inclement weather or other emergencies, all activities on that day will be cancelled.

FAIR NOTICE

The safety of our children is a top priority for us all. We, as a school district, have been involved in intensive safety training with our community partners - the police, Public Safety and Family and Community Services. Together we have developed a plan for responding to all situations in which students may be posing a threat to themselves or others.

This letter is to inform you that we, as a school district, have a policy that requires principals to complete a "threat assessment" in all cases of students making significant threats to harm themselves or others. The purpose of the assessment is to determine how best to support high risks students so that their behaviour does not become hurtful or destructive. If your child comes home to tell you that a student has behaved in a threatening way at school, please be assured that your principal will be taking measures to deal with the situation in a positive and proactive manner. If your principal invites you to a meeting to discuss safety concerns about your own child, please be assured that policy is being followed and that the goal is safety, not punishment

This is intended to serve you with fair notice that we, as a school community, will not accept “no response” to a serious threat. Our goal is to respond to all threats in a professional manner that provides for a healthy and caring learning environment.

We are proud to be able to provide this level of support to our school communities and are most fortunate to have our community partners at our side.

FOOD & DRINK

There is to be no food or drink (exception of water) consumed in the hallways during non-instructional or instructional time. There is to be no food or drink (exception of water) consumed in classes during instructional time.

HOMEWORK POLICY

Homework is essential to successful learning. To assist students in being responsible in this aspect of their education, these guidelines will be followed:

Teachers will:

- be conscious of the overall student workload and time required to complete an assignment
- make homework meaningful and reasonable
- check homework books periodically, monitor and contact the home when failure to complete homework becomes chronic.

Parents will:

- encourage the student to complete assigned homework in an environment conducive to learning
- provide opportunities for the student to receive support beyond the hours of instruction
- contact the teacher for clarification of assignments when necessary

Students will:

- complete assigned homework respecting guidelines and due dates
- write homework down in their agenda books daily
- report for detention if homework is incomplete.

LIBRARY

All reference books, newspapers, dictionaries and yearbooks are to be used only in the library. Books are loaned for a two-week period. Lost or damaged books must be paid for or replaced by the student. Food or drinks are not allowed in the library. Students using the library must do so in a quiet manner.

SCENT REDUCED ENVIRONMENT

Hartland Community School encourages visitors, students and staff to be aware of the health issues surrounding the use of scented supplies and hygienic products that may affect the health and learning of the individuals in our school. We appreciate your cooperation in promoting Hartland Community as a scent-reduced environment.

Simple Steps to Reduce Scents:

- Choose not to bring scented supplies, such as markers or stickers to school.
- Whenever possible, use unscented hair products, deodorants, shaving cream, soaps, body spray and other personal hygiene items.
- Body sprays are not permitted in HCS or on school buses.

SCHOOL GROUNDS

- Skateboards and roller blades are not to be used on the school grounds.
- **Students who are age appropriate K to 10 are not allowed to leave school property unless accompanied by a parent or guardian.**
- Students are not to be in the building before **7:50 AM** or after **3:15 PM** unless under the supervision of a teacher or coach. Students are expected to have arranged for rides to pick them up when school activities end.

STANDARDS OF CONDUCT FOR STUDENTS

A high standard of conduct will be expected of all students at Hartland Community School.

- Students are expected to be courteous at all times.

- Offensive/abusive language will not be tolerated.
- Homerooms will be open for students at 8:00 AM. Students who arrive after 8:15 AM must sign in at the office.
- Students who leave during the school day must sign out with written or verbal parental permission.
- No smoking is permitted on school property.
- Open affection for one another is not tolerated at school.
- Outside jackets and hats must be kept in the locker. **No hats or hoods will be worn in the building. If a student persists in wearing their hat after being asked to remove it, he/she will be required to give it to the staff member. Confiscated hats will be returned at the end of the school day. Any student in defiance will be referred to administration.**
- No liquid White-Out is permitted on school property.

TECHNOLOGY USE

Students are responsible for acceptable behavior as they use the computer network system at Hartland Community School. In the event individuals violate the school policy for technology, disciplinary action will be enforced

VISITORS

As a safety procedure for students and staff, visitors are expected to report to the office. **During instructional time (8:00 am – 3:00 pm) all visitors must sign in and out at the main office.** If an emergency exists, the student(s) will be called to the office immediately. Otherwise, students will be called to the office at the end of the period so as not to disrupt instructional time.

VOLUNTEERS

Volunteers at Hartland Community School are always welcome. In order to work in a classroom, attend a field trip or assist with any school events, volunteers are required to have a criminal record check and complete Policy 701 training (<http://701.nbed.nb.ca>). Both copies need to be on file at the school.