



HAVELOCK NEWS

<http://havelock-elementary.nbed.nb.ca/>

*Providing a positive and productive learning environment
Offre un environnement d'apprentissage positif et productif.*

WELCOME EVERYONE!!

Important Dates

September 20th 6:30-8:30pm - Open House/PSSC elections

October 8th – Thanksgiving – **No school**

October 9th – Teacher Professional Learning Day – **No school**

What You Need to Know

Welcome back to another school year! As usual, the first week of school brings about many forms to fill out. We ask that you complete the forms and return them to your child's teacher **as soon as possible** these forms are important for the safety of your child(ren).

Should your child be unable to attend school due to illness or another reason, please inform the school. The secretary is available at 8:30 to answer phones. The **school number is 658-5342**. Upon return, **a written excuse is needed for our records** (email is also acceptable) even if you have verbally provided a message.

Information is sent home using several different sources. School newsletters are sent every 4 to 6 weeks. Classroom newsletters are sent home on a monthly basis. Many of the teachers, also use email to contact you. "Schoolsconnect", which allows families to receive telephone messages regardless of their service provider, is the system we use in order to send messages. Messages are sent on an as-needed basis so if you do not receive any in the upcoming weeks, please contact the school to make arrangements to be added.

Open House/PSSC Elections

Each September, schools host Open Houses. This is an opportunity to not only meet your child's teacher, but to get information on classroom homework procedures and classroom routines as well as curriculum expectations. It is very important for you to attend this event to understand

what is expected of your child in this grade. This year, Havelock's open house will be on **Thursday, September 20th from 6:30-8:00**. We will meet in the gym to start the event. You will then have the opportunity to meet with your child's teacher. Please mark this important date on your calendar. We are always looking for parents/guardians to participate on the PSSC. Here is a small sampling of the role of a PSSC member:

PSSCs DO:

- Focus on the needs of all students in the school
- Advise the Principal on school policy issues
- Review the annual School Report Card results
- Work with the Principal to develop and monitor the School Improvement Plan
- Promote effective communications with parents using budget money received from the District Education Council

PSSCs DO NOT:

- Get involved in the day-to-day operations of the school
- Raise funds for the school

Student Handbook/Behaviour

Our student Handbook is updated on our school website each year. Please take the time to read through it. Student conduct and behaviour expectations are listed there.

Security Issues

Signing in

In our ongoing efforts to provide a safe, secure environment for your children, we ask your support in following school rules. With the exception of the front door, all doors to the school are kept locked. If you need to come into the school you are required to **come first to the office and sign in** prior to going elsewhere in the building. Until you are recognized by staff you may be questioned as to your reason for being in the building. *Parents are not permitted to enter the building by any door other than the front entrance.*

Parking

Parking is very limited. Designated staff's parking areas are at the front of the school and at the side next to the music room. Parents are requested to park behind the school.

Pick up/Drop off areas

Parents picking up and dropping off students during regular times should use the back parking lot. They should escort their child across the parking lot to the playground. Due to the number of large vehicles, often it is difficult to spot children. Also, please meet your child at the playground entrance so they do not have to cross the parking lot without an adult. If you are not parking your vehicle, you may stop on Havelock Street next to the walkway to drop off children. **Parents should not be pulling into the upper playground (where basketball nets are located) to drop**

children off as this is also the 3-5 playground and children walk through this area. If it is necessary to pick up your child early or drop off late, please bring them to the front of the building as other doors will be locked. Please DO NOT enter the parking area, but park the car at the curb on Young Street and walk your child to the door. Parking in front of the school's main entrance is not permitted as it is designated for buses and emergency vehicles ONLY.

Emergency Plan

Each year we update the school emergency plan and practice evacuating to another site. Our normal evacuation site is Beaconsfield School. More information will be sent home at a later date regarding our Emergency Evacuation practice session.

Health/Allergies

Serious allergies/conditions

It is important to notify the school if your child has a serious medical issue. There are Health forms that give us vital information on what to do in an emergency. Also, if your child takes a medication that must be administered during school time, there is a form that requires the signature of your health provider.



Nut Products

While nut products are not banned from the school, we do ask that you not send any items to the class as a whole (ex. during class parties or events) that may contain nuts. Due to a variety of different allergies through the school, teachers will contact parents with lists of acceptable snacks should a special event be planned. Also, due to District and Provincial Nutrition policies, only healthy snacks that fall within guidelines are permitted to be served in schools. Parents are the decision makers for their own children's lunches and snacks. To protect students with Epi-pen level allergies, food is not eaten in their classroom. Students with allergies and their classmates in these classes will go to another room to eat lunches and no food is permitted in their classrooms.

Scent free policy

The Anglophone South School District has a scent-free policy in response to students and staff who are allergic. Students should avoid wearing scented products (such as Axe and other body sprays) and perfumes. This policy also extends to visitors to the school. We request that if you are coming into the school to meet with teachers or drop off your child that you respect this policy. Please inform others who pick up your child (caregivers, family members etc.) as well.

Sneakers

Gym safety is a priority for us. Students without proper footwear will not be permitted to participate in gym activities. While we do not request a second pair of shoes, we do ask that you try to provide shoes with soles that do not leave marks. Our custodians work hard to keep our school looking nice and request your support. During the colder months when students are wearing boots, they will need a pair of indoor footwear left in the building to wear.



School Times

Duty teachers are on outside duty each morning at 8:05. Students enter the building at 8:20 and get ready for the day. At 8:30 classes begin after O Canada is played. It is important that your student arrives by 8:20 in order to start their day in a relaxed and positive manner (Even adults get off to a bad start when they are running late or rushed at the beginning of their workday thus so do children). They need to be **in their classroom** at 8:30. This also applies to the 1:00 afternoon start time. Students enter the building at 12:50 and classes start promptly at 1:00. Tardiness is recorded and entered into Cumulative Records and is noted on report cards. Students in K-2 are dismissed at 2:00 and 3-5 students at 3:00.



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I have read the information above.

Student Name(s): _____

Grade(s): _____

Teacher(s): _____

Parent/Guardian signature _____