



HAVELOCK NEWS

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

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

September 12, 2015

WELCOME BACK!!

Important Dates

October 8-9th – Teacher Professional Learning Days – **no school**
October 12th – Thanksgiving – **no school**

What You Need to Know

The staff at Havelock would like to take the opportunity to welcome you back to a new school year. For those of you returning to Havelock, welcome back. To our new students and their families, welcome to your new school community. We know that you will enjoy your time here as you make new friends and settle into to the Havelock School culture. I would also like to welcome St. Patrick's School students, families and staff as we continue to share the facilities.

Once again, it is a busy time for both students and teachers as we get back into a routine. Should you have any questions or concerns about your child's daily routine at school or issues that may arise, your first contact should be your child's teacher. We can be reached by phoning the school or emailing directly. Every effort will be made to ensure your child has a happy experience and is learning to their potential.

As per last year, St. Patrick's will operate as a separate school, with their own offices, administrative team and bell schedule. The back door entrance, formerly used by the upper floor students, will be where St. Patrick's students and parents will enter the building. Because of the different schedules, some of our upper floor students will continue to use that entrance for entrance and dismissal. Most Havelock students will enter and exit through the kindergarten doors by the gym.

Havelock parents will enter the school by the front door. You are required to come to the office to sign in prior to going anyplace in the school. In order to ensure student safety, this will be

enforced and you will be asked to go back to the office and sign in should you fail to do so. For the 2:00pm dismissal, the parent/guardian/caregiver should wait by the kindergarten door for the classes to be dismissed to make it easy for teachers to find the person responsible for your child.

You will receive information from Havelock so be sure to check your child's book bag on a regular basis. School newsletters are sent every 4-6 weeks. Classroom newsletters are sent home on a monthly basis. Our voice mail 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 to the list.

Should your child be unable to attend due to illness or other reason, please inform the school. The secretary is available at 8:15 to answer phones. The school number is 658-5342. Upon return to school, **a written excuse is needed for our records** (email is also acceptable) even if you have verbally provided a message.

Kindergarten Parents

Reminder to Kindergarten parents to bring or send an updated copy of your child's immunization to the school office. This record should include the 4 year old booster. If you have any questions, please call your local public health office @ 658-2285 (SJ)

Parent Survey

The District is conducting a parent survey on communication. There is also a section that allows you to indicate how you would like to receive information from Havelock School. Please take the time to go onto the website (listed above) and complete the parent survey. Your results will help us to determine the best method to serve your needs.

Attendance Matters

Regular and on-time attendance at school is vital to your child's success. The Province, District and Havelock School would like to support you in developing strong attendance routines. Please let us know if you need support with time management, reluctant eaters, etc. Also, please note the Attendance tab on the school website with information on this initiative. There is also a video that speaks to the importance of being on time.

Havelock School Parent's Association News

The Havelock Parents Association would like to welcome all everyone to a new year here at Havelock School. We, as the parents association, meet one evening a month at the school to discuss events, fundraisers, hot lunch and ways we can volunteer and contribute to our school. We are excited to announce a new **Online** Hot lunch program which will allow the hot lunch program to run more efficiently. This is new to us but together we can make this a smooth transition. We encourage everyone to at least sign up even if you don't plan on getting any hot lunch as this will allow us to send out emails to everyone about other activities going on at the school.

We welcome you to join our Facebook group (*Havelock Elementary School Parents Association*). This is a great place to ask simple school related questions about homework, skating schedules, school schedules etc. Our first Parents Association meeting will be held Wednesday September 23rd. Meeting will take place in the school library at 6:30pm. ***New members and volunteers are always welcome!!*** Looking forward to a fantastic year!!

Volunteers

An active group of volunteers is what makes any organization successful. At Havelock, our volunteers are vital to providing students those activities and events that make school an enriching experience. We are currently in need of library volunteers. If this is something that is of interest to you, please contact Michelle Flanagan through the Parents Association or call the school to leave a contact number that you can be reached at. Volunteers need to provide an updated criminal record check. The paperwork and a letter stating that it is for school volunteering (this means there is no charge) is available in the school office.

InterSchool Transfers

Each year parents make requests to have their children attend schools outside their zones. These are approved, or not approved based on a variety of factors – most often, available space. Parents sign a form and agree to a number of conditions. Space can change from year to year, or even month to month. This is a reminder to be aware that with tight numbers, a child who does not belong in the zone can be moved at any time during the course of the year if they are taking the spot of a child who should be attending in the zone. This can happen even if the child has been in attendance at the school for several years. We do our best to notify parents if it looks like there is a possibility their child could be moved, but it can also happen fairly quickly.



Health/Allergies

Anglophone South School District is a Scent Free and Peanut/Nut free zone. This is a district policy and further to policy 704 <http://www.gnb.ca/0000/pol/e/704a.pdf>, students **will not be permitted to bring peanut butter or nut products to school.** Should you require assistance to find alternate lunch and snack choices for your child, the Healthy Learner Nurses, located at ASD-S offices will be happy to provide you with further information.

Serious allergies/medical conditions

It is important to notify the school if your child has a serious medical issue. There are Health forms under Policy 704 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 information that will need to be completed prior to sending the medication.

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, there will be an allergy table in the classroom where the child will be able to eat.

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.

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. If you have any questions or concerns please contact Mrs. King at the office. Because of changes to policy, we will update the website copy.

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.

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 (please keep in mind that this area also serves as the parking for St. Patrick's teachers). Please do not park in front of the playground opening.

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.

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.

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 (it is a suggestion only to leave a pair at school for ease), 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 8:30am classes begin after *O Canada* is played. It is important that your student arrives prior to 8:30am 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 – 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 3:00pm.

In an effort to accommodate all students attending this building, we will be making a change to our noon hour. From 12:00-12:25 Havelock students will go outside to play. At 12:25 they will come back inside to eat lunch. Classes will resume at 1:00pm.

PSSC

We are always looking for parents/guardians to participate on the PSSC. Along with the monitoring of the school improvement plan, there will be expectations regarding the new west side school in the planning. Please contact the office if you are interested in participating as a member. 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



ANGLOPHONE SOUTH SCHOOL DISTRICT
2015-16 SCHOOL CALENDAR

- **August** **31** Administration Day for Staff
- **September** **1-2** Council Days for Staff
- 3** Administration Day for Staff
- 7** Labour Day – No Classes
- 8** All Kindergarten children will enter school through a staggered entry process on September 8 and 9 with half of the students attending on the 8th and half on the 9th. All kindergarten children attend on September 10. Schools will be in touch with parents with their scheduled time.
 - All grades 1-5 students attend on September 8.
 - For all middle and high school students there will be a “transition day” with grades 6 and 9 only attending on Sept. 8.
 - Grades K-8 schools will not have a Grade 6 transition day. Grades 6-12 schools will not have a Grade 9 transition day and Grades K-12 schools will have neither Grades 6 or 9 transition days as these days are intended for students who will be starting middle or high school in a different building.
- 9** All students grades 1 – 12 attend with the exception of Saint John Education Centre high schools where only grades 10 – 12 attend and grade 9’s do not attend
- 10** Classes for all students K-12 in the District
- **October** **8-9** Professional Learning Days for Staff – No Classes
- 12** Thanksgiving Day – No Classes
- **November** **11** Remembrance Day – No Classes
- 27** Parent Teacher Student Conferences K-12 – No Classes
- **December** **18** Last Day of First Term – full day

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- **January** **4** Professional Learning Day for Staff – No Classes
 5 First Day for Students
 25-29 High School Exam Week (Grades 9-12)

- **February** **1-2** Turnaround Days (Grades 9-12 Only – No Classes)
 3 Start of Second Semester

- **March** **7-11** March Break – No Classes
 25 Good Friday – No classes
 28 Easter Monday – No Classes

- **April** **1** Grades K-12 Parent Teacher Student Conferences – No Classes

- **May** **5** Saint John Education Centre only – AEFNB & NBTA Meeting - No Classes
 6 Provincial Council Day – No Classes
 9 St. Stephen Education Centre only – NBTA Meeting - No Classes
 20 Hampton Education Centre only - AEFNB & NBTA Meeting - No Classes
 23 Victoria Day – No Classes

- **June** **13-17** High School Exam Week (Grades 9-12)
 24 Last Day for Students
 27-28 Administration Days for Staff

- **NOTE: Two Professional Learning Days to be determined.**

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I have read the information above.

Student Name(s): _____

Grade(s): _____

Teacher(s): _____

Parent/Guardian signature _____