



HAVELOCK NEWS

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

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

September 6, 2013

WELCOME BACK!!

Important Dates

September 19th - 6:30 - 8:00 pm - Open House/PSSC elections
October 10th – Teacher Professional Learning Day – **no school**
October 14th – Thanksgiving – **no school**

What You Need to Know

We hope that you had a great summer and are ready to get back to the routine of the school year. A variety of forms have been sent home and we ask that you complete and return them to your child's teacher as soon as possible as this information is important to generating lists relating to safety issues.

You will receive information from Havelock on a regular basis 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, **a written excuse is needed for our records** (email is also acceptable) even if you have verbally provided a message.

Community hockey will be starting soon. Once again this year, registration forms and money will be collected by the schools and forwarded to the program. We will send out the hockey information as soon as we receive it.

Please note that this year recess will start at 10:00. This change allows us more efficient scheduling opportunities for Literacy and Math.

If you require further information, please refer to the school website <http://havelock-elementary.nbed.nb.ca/> . Please note that we continuously update the site.

Open House/PSSC Elections

Our annual Open House is an opportunity to not only meet your child's teacher, if you have not already done so, but to get information on classroom homework procedures, routines and 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 19th from 6:30-8:00** in the school gym. 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. This year we will be updating the cycle of the school improvement plan, so continuing to have a strong committee is important. If you require further information, there is a handout available on the website or you can pick up a paper copy in the office. 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. If you have any questions or concerns please contact Mrs. King at the office.

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 do not park in front of the door as we have buses that must come into the driveway to drop off students.

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.

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 prior to 8:30 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 3:00.



Library Volunteers

We need your help. Are you interested in volunteering one hour per week in our school library? If so, we would LOVE to have you. Your volunteer activities would include signing books in/out and re-shelving them. We provide all necessary training. Please call the school office at 568-5342 and inform the secretary that you would like to be involved with our library committee. Mrs. Kane will forward your name onto the library coordinator. See you in the library!

AFTER READING THIS NEWSLETTER, PLEASE DETACH THIS PORTION AND SEND IT BACK TO SCHOOL WITH YOUR CHILD. THANK YOU!

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I have read the information above.

Student Name(s): _____

Grade(s): _____

Teacher(s): _____

Parent/Guardian signature _____