Harrietsfield Elementary School

Handbook

2019-2020

Updated August 28, 2019
Contact Information
Office: 902-479-4230
Safe Arrival: 902-479-4233
Email: hes@hrce.ca
Principal: Teri McGinn
Vice Principal: Carolyn LeBlanc
Administrative Assistant: Kathy Reinhardt
Caretaker: Barry Crotty

School Hours for Students
Parents/Guardians: School busses are on time if they arrive five minutes prior to the start of classes. In our school this would be 7:55 am. Supervision begins 7:40 am.

Entrance Bell 7:55 am
Classes Begin 8:00 am
Recess 9:30 - 9:45 am
Lunch 11:30 - 12:20 pm
Classes Begin 12:25 pm
Dismissal (grades P-6) 1:55 pm

✓ For the safety of all, please do not leave children unattended on the school grounds. Morning supervision begins at 7:40.
✓ It is important to be on time. Late arrivals miss important instructional time and disrupt the learning of other students.
✓ If your child arrives late for school, please have him/her report to the office. The main office needs to know that children have arrived and the teacher needs to know they have checked in at the office.
✓ It is important to listen to weather reports and have your child dress for the weather.

Safe Arrival
Student safety is a priority. If your child is going to be absent from school or late arriving, please call the **Safe Arrival number at 902-479-4233.** When calling, leave your child’s name, grade, teacher’s name and reason for absence. If your child is not in school, and we have not received a call from you, the school will telephone to confirm their absence. You can call the Safe Arrival line 24 hours a day.

**Changes to Drop off or Pick up Routines**
If a student is being picked up during the day, please indicate this to the classroom teacher by a note that can be given to the teacher first thing in the morning. The teacher will send the student to the office where you can meet them and sign them out.

If your child is being picked up by a person other than the designated PowerSchool guardians or if there is a change in bus routine, please provide this information by writing a note. Please call the office directly if plans change unexpectantly, as teachers may not see an email sent during the day while students are present.

Remember to let the school know if you change your telephone number, caregiver information or home address at anytime so that your information can be kept up to date for emergency purposes.

**Communication**
If you have any questions or concerns at any time, please don’t hesitate to reach out. We suggest that your first contact for questions about field trips, class activities, classwork, etc. is your child’s teacher. You can call the office and leave a message, send an email or write a note. Please understand that teachers are with students and teaching all day, so allow 24 hours for a response.

If you have an immediate concern or a question about something outside of the classroom, please contact the office and ask for Teri McGinn or Carolyn LeBlanc.

There will be a monthly newsletter and calendar emailed to families and posted on the school website. If you would like a paper copy, please let the office know and we will be sure to print and send it. We will also use our Twitter account (@HarrietsfeldS) to share some of the amazing things happening at Harrietsfield Elementary and provide reminders about important dates.

**Provincial School Code of Conduct Policy**
Students, parents, teachers, support staff, principals, and regional centres for education share responsibility for creating a school-wide approach to maintaining a positive and inclusive school climate where all students are supported to develop healthy relationships, make good choices, and achieve success in their learning. All members of Nova Scotia’s school communities have a role to play in the awareness and prevention of unacceptable behaviour. The Provincial School Code of Conduct Policy applies to all public schools and Regional Centres for Education in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this The Provincial School Code of Conduct Policy, which is governed by the Education Act.

The full policy can be located on the HRCE website under Ministerial Policies or by visiting the office at the school for a paper copy.

**School Supplies**
Parents are asked to provide their child with a school bag and indoor sneakers to be left in school if possible. $40 per student will be collected for the primary, grade 1 and grade 2 students for school supplies and will be purchased for the entire year. A school receipt will be issued to you.

Grades 3 - 6 have been provided with school supply lists and the lists will be posted on the school website. A donation of a box of tissues would be appreciated for class use,

School agendas are available for grades 2 – 6 at a cost of $7 each and will be given on the first day of school.

Please label all supplies and clothing sent to school. This will help ensure items are returned to the student when found. Periodically throughout the year, we have students look through lost and found items collected for anything they are missing before donating items to a local charity. If possible, have a change of clothes packed in your child’s school bag. This makes for a quick change and back to learning time if a student gets wet or dirty.

**Administration of Medication**
If your child is required to take prescribed medication during school hours, forms are available at the office and must be completed in cooperation with the physician then returned to the school. All medications will be kept secure at the
office and given by the principal, vice principal or a designate as per instructions on the medical forms. If your child has a life threatening allergy that requires an epipen, we will provide the required paperwork to be completed and follow all safety procedures. All staff, substitutes, bus drivers and volunteers will be made aware of medical conditions.

**Peanut/Treenut and Scent Aware School**

Our school is a nut and scent aware school. Some students and staff have serious allergies and/or sensitivities. Please ensure you send peanut and treenut (i.e. walnuts, cashews, pecans, etc) free snacks for school. We want to ensure that all of our students have a safe school environment.

**Music**

Music education is provided for students twice a week for 30 minutes. Students will be introduced to important concepts such as beat, rhythm, slow, fast, high and low. Musical instruments, movement and dance are also integral to this program.

**Physical Education**

Students in grades P – 3 participate in Physical Education three times a week for 30 minutes and students in grades 4 – 6 participate twice a week for 30 minutes. Sneakers and comfortable clothing are recommended.

**Core French**

The French program is for students in grades 4, 5 and 6. French classes will be held Tuesday and Thursday during week 1 and Monday, Wednesday and Friday during week 2.

**Library**

Students attend library class once each week. They listen to a story read by the librarian and have an opportunity to read and borrow books. Students may need practice with routines and reminders about returning books on their due date.

Sharing, reading and discussing books with your child creates a love of literature and a desire to learn to read. Books are also an excellent means of helping to extend a child’s language and vocabulary.

**Outdoor Play**
Students have outdoor recess and lunch time play. Recess is fifteen minutes and lunch playtime is thirty minutes. If it is raining or extremely cold (as per HRCE Wind Chill Protocol), the principal may decide to keep students indoors. Duty monitors will supervise students in their classrooms. Students will have access to indoor activities when this happens.

**Lunch Supervision Program**
Students are supervised in their classrooms by a paid lunch monitor while they eat their lunch at their desks and while outside on the playground. Students in grades P-2 eat first, then go out for playtime; while students in grades 3-6 play outside first, then eat in their classrooms. Please ensure that your child is dressed for the weather.

If you are interested in becoming a paid lunch monitor, please contact the office to learn more.

**School Safety**
The safety and security of our students and staff is a top priority for Harrietsfield Elementary and the Halifax Regional Centre for Education. We implement a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn. As part of this plan, we practice fire drills (6/year) and other safety drills (i.e. hold and secure, lockdown).

Please be assured that staff spend time discussing and practicing procedures with students prior to running a drill. We will also take time after drills to remind students that it was a practice and there was no danger. If you have any questions about our school’s Emergency Management Plan, please call the office. We practice these drills to ensure our school remains a safe place for teaching and learning.

**Midday School Cancellation**
There may be circumstances when school is cancelled during the day. This decision will be communicated to all schools as close to 11:00 a.m. as possible. In September a form will go home asking parents/guardians to provide written instructions indicating where their child(ren) will go in the event of a mid-day closure. The school will still call every family before a student is dismissed. If the student is picked up at the school, they must be signed out to ensure every student is accounted for.
In the event of an early school closure, school buses will be dispatched to schools two hours earlier than their normal regularly scheduled pick-up for the afternoon dismissal.

**School Closures or Delayed Opening**
Student safety is the first priority of the Halifax Regional Centre for Education (HRCE) when making school cancellation decisions. Our schools will be kept open except under extreme circumstances to provide the option of attendance for all, but the decision to attend school during inclement weather conditions is the responsibility of each family.

For full day closures of all or some schools or delayed openings, the decision will be announced as close to 6:00 am as possible. We are part of the JIIIsley Family of Schools. Announcements will be:

- Posted on the HRCE’s website ([www.hrce.ca](http://www.hrce.ca))
- Posted on the HRCE’s Twitter account (HRCE_NS)
- Recorded on the HRCE’s School Cancellation Information Line 902-464-INFO (4636)
- Shared with subscribers to the region’s email and text notification system
- Communicated to local media outlets.

**Bus Information**
Information on bus schedules can be found by logging into BusPlanner.

Parents/Guardians, if you haven’t already, you can subscribe to BusPlanner at hrce.mybusplanner.ca.

For information on registering for BusPlanner, visit the HRCE website at:


Please remember that stop times are estimates. Times can vary for many reasons, weather, traffic, etc.

**Students are requested to be at the bus stop 5 minutes prior to the listed time.** It is also suggested that parents/guardians who meet their children at the p.m. bus stop be there 5 minutes prior to the listed time.
**Electronic Devices**

We recommend that students leave electronic devices (i.e. smart phones, laptops, iPods, iPads) at home to avoid loss or damage. Should it be necessary to bring such items to school, the student is responsible for the item at all times and must keep it either in their school bag or ask the office to store it for them for the day.

In certain circumstances, electronic devices may be used as a learning tool at the teacher’s discretion. Due to privacy issues and the potential for disruption, making phone calls, texting, taking pictures and videos are not allowed, unless these activities are part of the educational program as directed by the teacher.

The school has electronic devices available for student use at all grade levels as part of their curriculum.