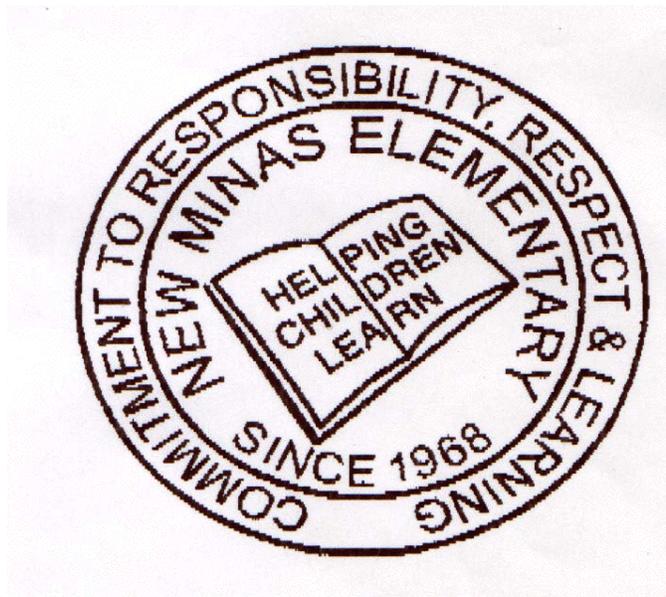


New Minas Elementary School

2018-2019 Parent Handbook



34 Jones Road

New Minas, NS B4N 3N1

Phone: (902) 681-4900

Fax: (902) 681-4904

Email: nmes@avrnsb.ca

Website: newminaselem.ednet.ns.ca

Welcome to New Minas Elementary School!

New Minas Elementary is a Primary to Grade Five School with a population of 300 children.

Our goal is for students, parents/guardians and staff members to experience our school as a warm and caring place. We work together to create a positive atmosphere where mutual support and respect abounds. We believe that unless children feel good about themselves they cannot achieve to the best of their ability. We strive to help children develop a healthy self image by emphasizing the positive and developing a peaceful environment where everyone's differences are recognized and celebrated.

Our school believes in preparing children for the future by establishing a partnership with parents and a link between the school and its community. We need to work together to provide quality opportunities for our children to enable their intellectual, social/emotional, and physical needs to fully develop.

We like to foster a sense of belonging in our students. We invite them to take pride in keeping our premises clean, healthy and environmentally friendly. By encouraging students to respect one another and their belongings we teach them to become responsible citizens.

We strongly believe in the concept of a total school community and encourage open dialogue with all partners in the on-going process of nurturing our students.

Mission Statement:

NMES believes in developing a learning environment that nurtures academic, physical, social and emotional growth.

We believe:

- in decisions made in the best interest of students
- in equitable education that meets the needs of each student
- in developing life-long learners
- students should be involved in a variety of meaningful learning experiences
- in a safe and caring environment for students and staff
- in an environment where students and staff feel respected and valued
- in an educational environment that respects diversity
- in effective, appropriate programs and services for all learners
- in the collaborative engagement of staff
- in student, parent and community involvement and partnerships

2017-2018 NEW MINAS ELEMENTARY SCHOOL STAFF

Administration and Office Staff:

Eric Trahan: Principal
Diana Dunn: Vice Principal
Mary Gammon: Secretary

Janitorial:

Donald Belding
Doug Garland
Kirk Mallott

Classroom Teachers:

Susan Murphy: Grade P
Marie Boudreau: Grade P FI
Rachel Peters: Grade P/1 FI
Trudy Willoughby: Grade P/1
Tabatha Durling: Grade 1 FI
Candace Ferguson: Grade 1/2
Donna Carr: Grade 2 FI
Lynne Fuller: Grade 3/4
Michelle Neilly: Grade 3 FI
Iren Hjelkrem: Grade 4 FI
Fisher Akao: Grade 4/5
Greg Muttart: Grade 4/5
Carrie Surette: Grade 5 FI

Hot lunch:

Sharon Sampson

Specialists:

Diana Dunn: VP/Resource
Pam Stokes: Resource
Tina Melanson: Physical Education
Chelsea McCormond: French Resource, Core French & French Early Literacy Intervention
Jenny Van Schaick: Resource, English Early Literacy & Learning Center
Elizabeth Fajta: Library Tech
Olivia Frampton: Music
Mary Hanneman: Guidance

Educational Assistants/Student Supervisors:

Hanan Ham Hamdan
Amber Cook
Phyllis Currie
Denise Cornelius
Cecelia Cummings
Jo-Ann Starratt

DAILY TIMETABLE

8:05	Homeroom and Announcements
8:10	Classes begin
8:10 – 8:40	Period 1
8:40 – 9:10	Period 2
9:10 – 9:40	Period 3
9:40 – 10:10	Period 4
10:10 – 10:25	Recess
10:30	Classes resume
10:30 – 11:00	Period 5
11:00 – 11:30	Period 6
11:30 – 12:00	Period 7
12:05-12:25	P-2 students eat lunch/ 3-5 Outside Play
12:25 – 12:45	P-2 outside Play/ 3-5 Students eat lunch
12:50	Classes resume
12:50 – 1:20	Period 8
1:20 – 1:50	Period 9
1:50 – 2:20	Period 10
2:20	Dismissal

Busing:

Board Policy states that the “Board provided transportation is designed to transport eligible students to and from their normal place of residence and their school.” However, students may get off at a different stop or take a different bus to another location providing:

- **a written note of request is sent to the school from the parent or guardian**
- **the note is brought to the office by the student to be signed and stamped with the school stamp**
- **the stamped note is given to the bus driver**

Please note that a bus driver may refuse a student access to the bus if the bus is full. If this should happen, students will be instructed to return to the office so that other arrangements can be made.

Sign-in/Sign-out:

All visitors/parents are required to sign-in/out at the office. They are also required to wear a visitor badge so that they may be easily identified as persons permitted to be on school property. Any student arriving late or leaving early will also be required to be signed-in or out by a parent. This is necessary so that everyone can be accounted for in the event of an emergency. Visitors/parents should remain at the Office to avoid disrupting classes.

Leaving School Property:

Once students arrive at school, either on the bus or with their parent(s), they must remain on the school ground at all times. Students will only be dismissed after their arrival if they are picked up by a parent/guardian or when special arrangements are made with the teacher or at the office. Parents/Guardians are asked to report directly to the office when picking up or dropping off their child(ren).

Drop Off/Pick-up Zone and Parking:

Parents dropping off (am) or picking up (pm) their children by car are asked to use the student drop off/pick-up loop, which is the first entrance driveway heading North on Jones Rd. Parents/visitors must use this area at all times. Long term parking is available at the back.

Please be aware that students who do not travel on the bus are not dismissed before 2:20 p.m. and we recommend that you do not drive into the school to pick-up your children before 2:20 p.m. The second entrance heading North on Jones Rd. is the Bus Loading/Unloading Area only.

Safe Arrival Program:

New Minas Elementary School offers a Safe Arrival Program. The purpose of this program is to ensure that all children who were sent to the school for the day have arrived safely; therefore, it is very important that you call the school (681-4900) if your child will be absent or late for the day.

School Closures:

The Annapolis Valley Regional School Board schools, as well as individual schools, may be subject to closure due to storms, maintenance problems, etc. All unexpected closures are announced on the local radio stations in the morning, as well as through the AVRCE Alert messaging service (via email and text). When inclement weather develops during the day notification will be given by radio as to the expected time of dismissal.

Please do not telephone the school or school staff regarding cancellations as we need the telephone lines open to contact parents. Please make sure your child(ren) knows where to go during instances when they are dismissed unexpectedly and you may not be at home, or are unable to arrive home to meet them. It is very important that you return your “unexpected early dismissal form” along with registration forms to the appropriate teacher(s).

Communication:

If you have any questions or concerns regarding your child’s education, please do not hesitate to contact the school. However, if you wish to meet with your child’s teacher or the administration, please call to make an appointment. An appointment should guarantee that the person you wish to see is here and that they have the time available to fully discuss your concerns.

The office uses an automated system to send out reminders and important information – please remember to keep you email addresses and cell phone numbers up to date with the office.

Change of Address/Telephone Number:

Many students have changes to their initial registration form during the year (address, telephone number, parental employment number, medical concerns, etc.). Any changes should be reported to the office immediately to ensure our records are kept up to date.

School Supply Money:

Each year we collect \$40.00 from each student to purchase school supplies for all students in the school. There are many benefits to having teachers purchase school supplies for everyone, such as bulk purchasing discounts which allow for more educational purchases and uniformity in the classroom.

Lost & Found:

During the year our “Lost & Found” box grows bigger and bigger! We would ask that students and parents regularly check the box for missing items. Please note that all unclaimed items will be donated to a charitable organization several times throughout the year. The lost and found box is located in the sink room by the kitchen.

Student Supervision:

Student supervision commences with the arrival of the first bus. On stormy days, students will be permitted indoors at 7:35 am. The regular entry time is 8:05 am when the first bell rings. Duty supervisors are outside at recess and lunchtime.

Absenteeism and Late Arrival:

Please make all efforts to have your child attend school on time each and everyday. When a child has been absent from school, for any reason, we ask that they bring a written excuse from you stating the reason for their absence. If your child arrives late at school (after the 8:05 bell), he/she is to report to the office for a late slip before going to class.

Appropriate Dress:

Students, staff and visitors are expected to dress in a manner appropriate for a public workplace and practice reasonable hygiene while attending school and/or school functions in order to create a better working environment that is conducive to learning. Except on rainy days and extremely cold days, all of our students go outside at recess and at noon. Therefore, we would ask that you ensure that your child is appropriately dressed for the weather. During the winter we recommend that all the younger children (at least) wear snowsuits as they can get quite damp when they play in the snow. All students should wear boots, mittens and a hat.

Bicycles/ Heely's/ Skateboards:

Parents are asked to remind children that bicycle rules must be strictly adhered to. Failure to obey these rules will result in the loss of their privilege to bring their bike to school. Locks are advised for protection during the day. Students are not to drive their bicycles on school grounds. Heely's and skateboards are not permitted on school property.

Books:

Please encourage your child to be careful with all school books, including library books and bookmobile books, since he/she will be held responsible for any which are lost or badly damaged.

Field Trips:

Various field trip experiences are provided for students throughout the year as a supplement to the school program. Parents will be notified in advance of all field trips requiring students to leave the school property. Permission slips and related fees (if any) are required of each child before he/she can attend such events. This consent form gives your authorization for your child's participation. All field trips will be under the supervision of at least one teacher.

Parents who wish to volunteer/chaperone to drive students on field trips must fill out a "J" form for driving students, which must be completed each year; a Child Abuse Registry form; and a Criminal Record Background Check form. Please note that these forms may require 3-4 weeks to process.

Volunteers:

New Minas Elementary is very fortunate to have the support of many dedicated volunteers who supplement the efforts of our teachers, Educational Assistants, Duty Supervisors and Secretaries by providing assistance to our students in a variety of ways. Our volunteers are identified by name tags (available at the office) so that students and staff may easily identify them. Volunteers are also required to fill out the necessary forms to be a school volunteer (listed above under field trips: "J" form; CAR; CRC). Criminal Records Check & Child Abuse Registry Forms are to be completed every three years.

Breakfast Program:

Our Breakfast Program helps to ensure that every student can have a nutritious start to their day. Breakfast is provided free of charge to students between 7:35 and 8:05 a.m. All students are welcome.

The program is run by volunteers and operates on donations of funds and goods. If you would like to help support the Breakfast Program with time, food or money, please call the office at 681-4900.

Hot Lunch Program:

Our Hot Lunch program offers a daily hot lunch option including a daily special. A variety of snack items for recess are also available. Your child will be given a weekly menu to bring home with a complete listing of the daily specials and other available items, including the prices. We recommend that orders are placed in an envelope with your child's name and the correct payment (cash or cheque). If you are paying by cheque please make it payable to the New Minas Elementary Cafeteria. For safety reasons, students do not have access to microwaves. Please do not send food that requires preheating before consumption.

Peanut Smart School:

We have a number of students in our school with severe peanut allergies (Anaphylaxis). We ask that you help us keep these students safe by not bringing products containing peanuts into the school. Classrooms with children who suffer from anaphylaxis will be closely monitored.

Scent Smart School:

In an effort to be more respectful to people with environmental sensitivities we request that people in our school refrain from wearing any scented perfumes, colognes, etc., and refrain from using heavily scented hair products. Wearing scented products in our school could result in a medical emergency for some students and staff.

Illness and/or Injury Reports:

If a student becomes ill or injured while at school the following procedures will be followed:

- A member of the staff will attempt to make contact with the parent/guardian or with the person listed for emergencies on your child's registration form.
- If the parent/guardian cannot be reached the child will be made as comfortable as possible at school and given appropriate medical attention. If the illness/injury appears serious, the child will be taken to the hospital (by ambulance, if necessary).
- Attempts to contact parent/guardian will continue.

Student Accident Insurance

Student accident insurance is in place for all eligible public school students in Nova Scotia for their school activities...for free.

Parents have the option to increase coverage to include all activities...24/7...through the Gold Plan. Our Group Policy number is 9222680. For upgrade information you may contact www.sip.ca or contact Marsh at 1 902 429 6710 or toll free 1 800 405 6568.

Head Lice:

To help reduce the spread of lice throughout the school, the following procedures will be followed for any student who is found to have head lice or nits:

- **Parents will be contacted by the school when a case of lice or nits has been found.**
- **Parents will have to pick up students found with live lice and will be asked to administer the proper treatment before returning the child to school**
- **When we become aware of the presence of head lice at school we will send home a Head Lice Alert notice to all families who have children with lice in the room.**
- **Upon the student's return to school, he/she will be re-checked.**

Parent Teacher Association:

New Minas Elementary School has a very active Parent Teacher Association with a number of ongoing projects. You are encouraged to get involved in your child's education by attending P.T.A. meetings and supporting special projects.

Fundraising:

Fundraising has become an inevitable part of school life. Fundraising efforts are generally conducted by the P.T.A. but at times are also coordinated through classroom teachers, school librarian, etc. The proceeds from fundraising go toward providing materials for our programs and allow us to offer additional worthwhile educational experiences for our students.

Toys at School:

We request your cooperation in asking that students not bring to school items such as: MP3 Players, electronic games, blasters, etc. Toys such as Power Rangers, guns etc., which may promote aggressive or violent play, are not permitted. The school is not responsible for lost or stolen toys. Teachers or the Administration may ban toys at school at any time if they become a disruption or problem.

Class Placements:

Students are placed in classes each year on the basis of creating balanced, heterogeneous classes. Academic ability, behavioral/emotional needs, student leadership, gender, learning and teaching styles, health and interests are but a few of the things that are discussed and taken into consideration when placing students. All parental requests for student placements must be in writing and directed to the school principal. Please note that a request for a student placement is by no means a guarantee that the child will be placed where a parent has requested.

Student Assessment:

The school assesses students throughout the year to determine which educational objectives have been achieved. Diagnostic evaluations are also used if a particular student is in need of assessment and assistance because of learning difficulties. At the lower grades the evaluation is on an informal basis. Formative assessments include projects, class presentations, and tests. Formal reports, based on the students' achievement of curriculum outcomes and student progress are sent to parents three times throughout the year. Before these formal reporting times there will be scheduled parent-teacher interviews or student led conferences.

Parents are encouraged to make contact with the teachers in order to maintain effective communication between home and school. Our teachers are always willing to meet with parents to discuss concerns.

Student Use of Telephone:

The office telephone is available for students to call home during the day or at the end of the day if illness occurs or if an important message or concern needs to be communicated to a parent. The telephone is not available for students to call home to make arrangements to go to a friend's house or to have a friend over after school. Those plans should be made before coming to school.

Birthday Party Invitations:

The staff attempts to acknowledge the birthdays of all students and wishes them the best during this very special day. However, it can be very awkward for some students when invitations to birthday parties are delivered at school. We ask that you be very discreet about delivering birthday invitations at school and to do so through the classroom teacher. This may help in avoiding hurt feelings amongst students.

Student Behavior:

Students at New Minas Elementary School are expected to demonstrate the qualities of caring, courtesy, cooperation and respect. It is important that we respect our school, our teachers and classmates, our

families, our community, and most importantly ourselves. It is only through support from the home, especially parents and guardians that we are going to reach our goal.

Students behaving inappropriately at school will be disciplined to varying degrees depending on the seriousness of the incident (i.e.: timeout, discussion with teacher, meeting with the Principal or Vice-Principal, phone call to parent, suspension). Please keep in mind that it is our goal to avoid a need for discipline by teaching our students the principles of caring, courtesy and cooperation as well as respect. Also, keep in mind that encouragement of appropriate behaviours by parents is essential. Your support will be greatly appreciated.

New Minas Elementary School is a member of the League of Peaceful Schools. Consequently, our staff works hard to promote peaceful methods of conflict resolution, respect and tolerance for everyone.

New Minas Elementary is also a PEBS (Positive Effective Behavior Support) school. This program enables the staff at New Minas to help children develop and practice positive behavior choices. It is built upon a matrix of respect to help all members of our school family remember to be respectful to ourselves, others, the school environment and learning in all settings of our school. It helps us focus on positive, acceptable behaviour and helps children learn ways to develop such pro-social skills. Children learn to be accountable for their behavior and are recognized for their efforts in helping to create a positive learning atmosphere.