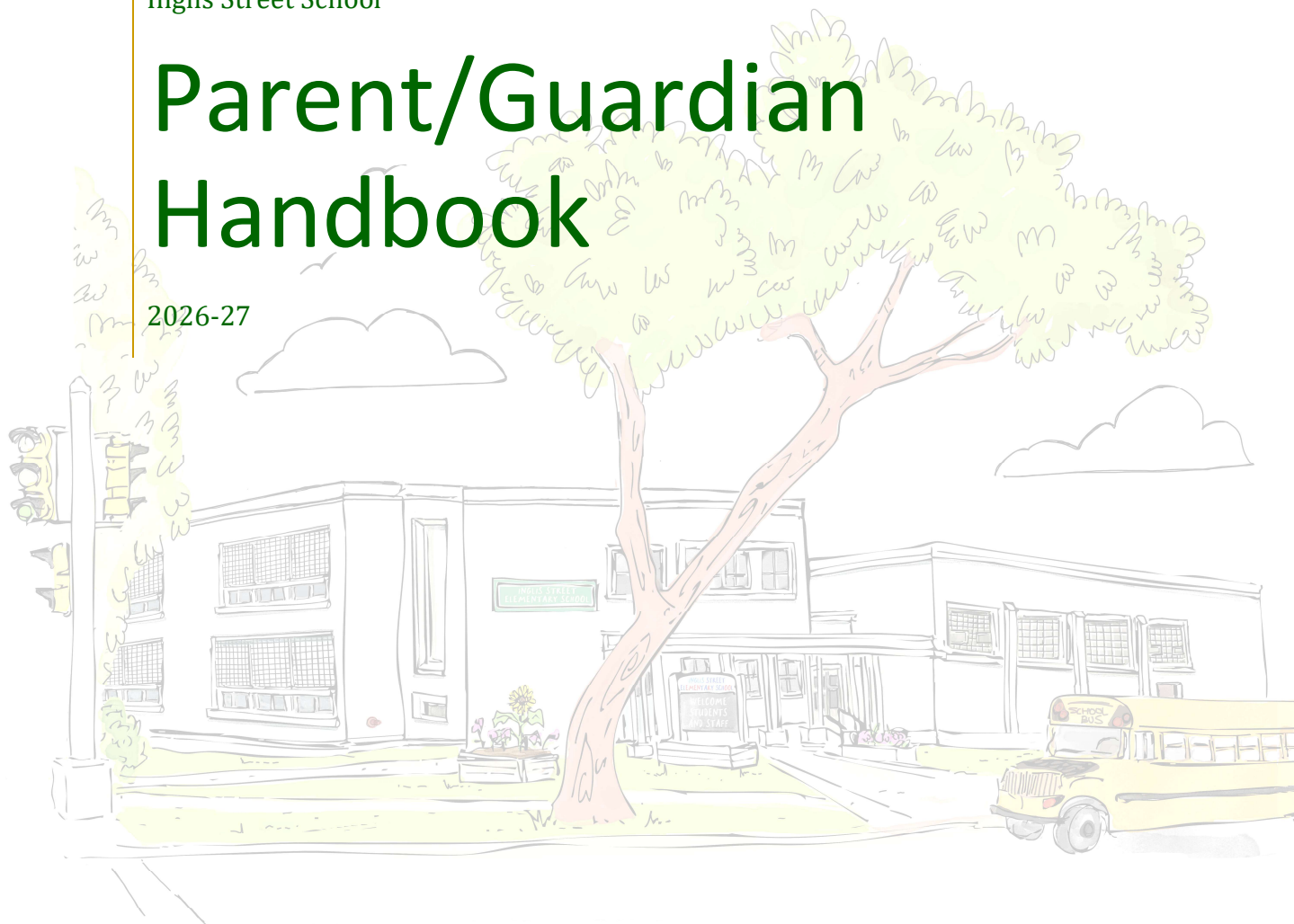


Inglis Street School

Parent/Guardian Handbook

2026-27



Phone : 902421-6767

Email: ises@hrce.ca

Website: <https://ise.hrce.ca/>

Welcome to Inglis Street School!

Families,

Whether you're returning to Inglis Street or joining us for the first time, we're excited to welcome you to our school community. The start of a new school year always brings a sense of possibility, and our team is looking forward to the opportunities, growth, and successes that lie ahead for our learners.

At Inglis Street, we believe students do their best learning when they feel safe, valued, and connected. Creating a strong sense of belonging for every child remains at the heart of our work. We are committed to providing a school experience where students are challenged academically, supported socially and emotionally, and encouraged to contribute positively to our community.

One of the things I appreciate most about Inglis Street is the partnership we share with families. The support, trust, and collaboration between home and school play an important role in helping children thrive, and we are grateful for the opportunity to work alongside you throughout the year.

We are fortunate to have an outstanding team of educators and support staff who care deeply about children and are committed to helping every learner succeed. Together, we look forward to another year of **learning, connection, and memorable experiences.**

Thank you for entrusting us with your children each day. We are excited for the year ahead and all that we will accomplish together.

Here's to a fantastic year at Inglis Street!

Gabe Rose, Principal

Katherine Copeland, Vice Principal

INGLIS STREET ELEMENTARY SCHOOL

MISSION STATEMENT

At Inglis Street School, we are **committed** to creating a welcoming and inclusive environment where **every student** feels a sense of belonging.

We **celebrate** the diverse cultures, languages, and experiences in our community and work together to support each child's academic growth, personal well-being, and confidence as learners.

Through **collaboration** with families and community partners, we strive to ensure **all students** have the opportunity to succeed and thrive.

Inglis Street School Team 2026-27

Below is a list of our homeroom teachers for 2026-27. You can expect that you will hear from your child's teacher on September 1st to share important information for this school year.

Primary Desrosiers	Primary/1 Arora	1 Horsman
12 D'Cruz	2 Cormier	3 Graves
4 MacLeod	4 Sahiti	5 Farrell
6 Mosher	6 Rideout	

School Parking & Drop Off

Inglis Street School does not have onsite parking for families. Please plan on parking on side streets in the neighborhood or walking from home.

Should you wish to drop students in the morning, please know that stopping on Robie Street outfront of the school is very dangerous due to high traffic. We ask all families to drop students along Robie Street and students can proceed to the playground and courtyard. We have included a map below to support with this below.



Morning Entrance

Outdoor supervision begins at 8:30 a.m. Students may be dropped off on the playground or in the courtyard at this time. Please note that there is no staff supervision on the field before school.

Staff will be on duty from 8:30–8:45 a.m., with students gathering and lining up in the courtyard for entry.

The entry bell rings at 8:45 a.m., and instruction begins at 8:50 a.m. Students are expected to be in their classrooms and ready to begin learning at that time.

Recess & Lunch

We have made a few changes to our recess and lunch routines for the 2026-27 school year:

- Recess will take place from 10:30–10:45 a.m. each day. Students will enjoy a classroom snack break from 10:20–10:30 a.m. during instructional time.
- Students will eat lunch from 11:50 a.m.–12:20 p.m. and then head outside together for lunch recess.
- Families are asked to send their child(ren) with a packed lunch each day in an insulated lunch bag if they are not participating in the Provincial School Lunch Program.
- Please note that microwaves and cutlery are not available for student use at school.
- We encourage families to pack food items and containers that children can open independently to help make lunchtime a positive and successful experience.

School Technology

Inglis Street follows the NSEED Cell Phone Directive for Nova Scotia released on June 6, 2024. Continuing with our school policy last year, all students are asked to:

- Refrain from bringing technology and smart devices to school
- All smart devices (watches, phones, etc.) are to stay in student backpacks during the school day (8:30 -2:50)

ALPHABATIZED GENERAL INFORMATION

APPOINTMENTS Often, children do have appointments during the day. Please email your child's teacher and the main office if your child has an appointment and will be late or needs to be picked up early.

ATTENDANCE To ensure the safety of our students, attendance is taken each morning and afternoon. We have launched a new way to report absences through SchoolMessenger. You are able to report future absences using an app, website, or toll-free phone number. If your student is absent and the absence has not been reported in advance, you will receive notifications via email, text, and phone calls from SchoolMessenger. If SchoolMessenger cannot reach you, office staff will follow up.

To report your student absent, you can use any of the following methods:

PowerSchool Parent/Student Portal (<https://sishrs.ednet.ns.ca/public/>)

SchoolMessenger App

Toll-Free Number (1-833-582-6940)

AFTER-SCHOOL SUPERVISION At dismissal time (2:50pm), staff are responsible for dismissing students and to ensure that they are received and supervised by either the parent or parent/guardian-designated caregiver. For safety reasons, students cannot remain unsupervised on school grounds. **Please note that students must be promptly picked up at dismissal time. There is no teacher supervision after school.**

ALLERGY ALERT Inglis Street has a Peanut/Allergy Alert policy as some students are highly allergic to these substances. The HRCE Life-Threatening Allergies Policy governs our school actions with regard to students who are allergic to certain, identified, physician-confirmed allergens. Students with severe allergies will be required to fill out information sheets to be maintained in the office and to provide, if necessary, an epi-pen for emergency treatment. Students with epi-pens must have them with them at all times

BEFORE AND AFTER SCHOOL PROGRAMS YMCA is the only external provider for before and after school programs that are provided space in the school. There are programs offered in the vicinity. Below are some contact numbers:

University Children's Centre (902) 494-1754

Peter Green Hall 902 494 1747

COMMUNICATION Inglis Street utilizes various communication methods to get information home from the school.

- **Website:** <http://ise.hrce.ca/>. Please use this as your first place to look.
- **Newsletter:** Classroom teachers also may have their own form of newsletter/memo to keep you up to date with what is going on in your child's classroom.
- **SchoolMessenger:** We send communication to families at times during SchoolMessenger. More information on school messenger can be found at: <https://go.schoolmessenger.com/#/home>
- **Email:** Emails will also be a form of communication.

NOTE: If you do not receive communication from the school by the first week of September, please contact the office to ensure we have your most up to date contact information.

CLOTHING Shoes/footwear must be worn inside the building at all times.

- A pair of indoor sneakers is important to have for use in the classroom and gymnasium, as outdoor shoes have many contaminants on them which end up in the classroom.
- Recess and Lunch will be held outdoors in all conditions. The major consideration besides warmth is to purchase a suit that the child can put on with independence.
- Water resistant mittens are advised. Please send some extra mittens along as a back up.
- Please make sure all clothing is clearly labeled.
- A change of clothes in a plastic bag in your child's backpack is recommended for Primary to Grade 3.

COMMUNICATING STUDENT LEARNING We feel that it is important to communicate clearly and frequently with parents/guardians about their children's progress in school.

- Teachers gather information about what students learn, how they learn, and the growth they have made in a variety of ways.
- Teachers use balanced assessment to give students multiple opportunities to demonstrate their knowledge, skills and attitudes.
- When concerns arise about a student's progress, parents are asked to first discuss the matter with the teachers. If the matter is not resolved, the parent should approach the school administration for further assistance in problem solving.

CURRICULUM All areas of curriculum are issued from the NS Department of Education and Early Childhood Development (EECD), under the Public-School Programs at [Nova Scotia Curriculum](#).

DISMISSAL CHANGES

- An email to the school indicating the time and date of early pick-up will help remind the child. Please indicate when someone other than a parent will be picking up your child.
- It is preferable to have this information given to the teacher in the morning rather than calling the school.
- Please indicate when your child needs alternate dismissal arrangements for the end of the day.
- Last-minute notification is often difficult due to the volume of phone calls and classes in different locations within the school.

LIBRARY Classes visit the library on a weekly basis. Students are able to borrow books for use in the classroom and at home. Please support your child's teacher in developing good habits in returning books on time.

LOST AND FOUND ITEMS Without a doubt school can be a place where you can always encounter a mystery! "Who owns this" or "I can't find my..." Many of these mysteries could be solved if everything your child brings to school is labeled.

- All clothing, which is not claimed in the classroom, is placed in the Lost and Found bin.
- Several times a year (usually on Parent-Guardian/Teacher Interview days) remaining articles on display for retrieval.
- Remaining articles are then donated.

LUNCH All students may stay for lunch at the school free of charge. Lunch time is 50 minutes long. Please inform your child's teacher about his/her lunch plans.

- Inglis Street is a peanut aware zone and students are not permitted to bring foods with nuts or peanuts. Your classroom teacher may be in touch about further allergies.
- Microwaves are not available.
- Please pack utensils needed in your child's lunch. We do not have plastic utensils.

PRESCRIPTION MEDICATION If a doctor prescribes medication for your child to be taken during the school day, it must be accompanied by completed medical forms (obtained from the school office) that include information from the pharmacist. The medication must be sent to school in the original prescription container.

RECESS An important break: Recess is outdoors in most weather including rain. Recess is fifteen minutes long and there is no indoor supervision during this time. All children will be expected to go outside. Please send appropriate clothing.

SAFETY DRILLS Every school in HRCE practices fire, bus evacuation, lockdowns and hold & secure drills as part of emergency planning/preparedness cycle.

- Staff and students are familiar with these drills, but we wish to increase your knowledge of our procedures, especially for new families to our school.
- We encourage you to discuss school safety with your child and to address any concerns they may have and we welcome any questions you have about this or any other issue related to the safety and security of our school.
- More information will be forthcoming on these drills.

SCHOOL CASH ONLINE All school payments are done electronically through the SchoolCash Online platform. Visit <https://hrce.schoolcashionline.com/> and click Register to get started.

SCHOOL CANCELLATIONS - WINTER Weather in Nova Scotia is unpredictable and can change without notice. To minimize confusion, ensure you've developed a plan and discussed it with your child. Things to consider:

- Do you have a back-up plan for childcare?
- Does your child know where he or she will go if school is cancelled at midday?
- Please note- we will not dismiss your child until contact has been made with the parent/guardian or designate.

We are in the **CITADEL FAMILY OF SCHOOLS**. In the event of a full day school closure (ie. a snow day), an announcement will be made by Halifax Regional Centre for Education, usually by 6:00 a.m. If school is closed mid-day, the HRCE will attempt to make the announcement by 11:00 a.m. for a noon hour pick-up.

Decisions on school closures and/or bus cancellations can be found on:

- HRCE's website at www.hrce.ca (look for the School Cancellations Announcements button on the front page) you can also sign up for TEXT message notifications.
- Instagram (@HRCE_NS)
- recorded on 902 464-INFO (4636)
- all local radio stations. CBC News Storm Centre Nova Scotia webpage is an excellent resource for cancellation and closure information

EARLY CLOSURE PROCEDURES FOR ISE If school is closed mid-day, the HRCE will attempt to make the announcement by 11:00 a.m. and will specify a pick-up time.

- All students will go to their homeroom class. An email will be sent to parents from either the office and/or from the homeroom teacher. In the event of a power outage, phone calls will be made to families. **No child will be sent home until confirmed contact has been made.**
- Parents will be expected to pick up their children at the specified time and location.
- Students will ONLY be released to another parent/guardian with parental consent.
- For Safety reasons, be sure to update your cell, work or home phone numbers and email with your teacher when changes are made.
- If a parent cannot be reached, contact will be made with the designated person on the registration screen.
- A student will remain in the school with supervision until a plan can be established.

TECHNOLOGY ISE follows the NSEECD Cell Phone Directive for Nova Scotia released on June 6, 2024. Continuing with our school policy last year, all students are asked to:

- Refrain from bringing technology and smart devices to school
- If needed after school, all smart devices (watches, phones, etc.) are to stay in student backpacks during the instructional time (8:35 -2:55)
- Students are encouraged to not use cell phones/smart devices on school property before/after school as well

We encourage families to watch the video and read information on this directive [here](#):

WORKING TOGETHER We encourage parents/guardians to be involved in your child's education and welcome you at the school.

Here is how you can support and be involved:

- Attend School Advisory Committee meetings
- Attend Home & School meetings
- Assist as requested by the teacher
- Assist on field trips
- Help fundraise money or donations for special events
- Organize or volunteer for special events and/or services

VISITORS In accordance with HRCE VISITORS' POLICY, please use the main door when you enter the school, as other doors will be locked. Please ring the bell, and staff in the main office will buzz to open the door for you. The safety and security of our students is a primary concern for all staff at Inglis Street. As students pass through our hallways or play on our playground, it is important to know that the adults with them are known to the school. To achieve this, all visitors entering the school are required to report to the office first to let us know the reason for the visit, sign in, and pick up an identification tag that can be returned upon signing out.

VOLUNTEERS: All volunteers must have an up-to-date Criminal Record Check myBackCheck.com and a Child Abuse Registry Apply for a Child Abuse Register Apply for a child [Abuse Register Search - Government of Nova Scotia](#) completed. Expired or missing documentation will result in not being able to chaperone or volunteer until they are completed.

SCHOOL DAY SCHEDULE

8:30 - 8:45am: Outdoor supervision begins

8:45am: Entry bell

8:50 am: Instruction begins

10:30 - 10:45am: Recess (P-6)

10:45am: Entry bell

10:50am: Instruction begins

11:50pm - 12:45pm: Lunch (P-6)

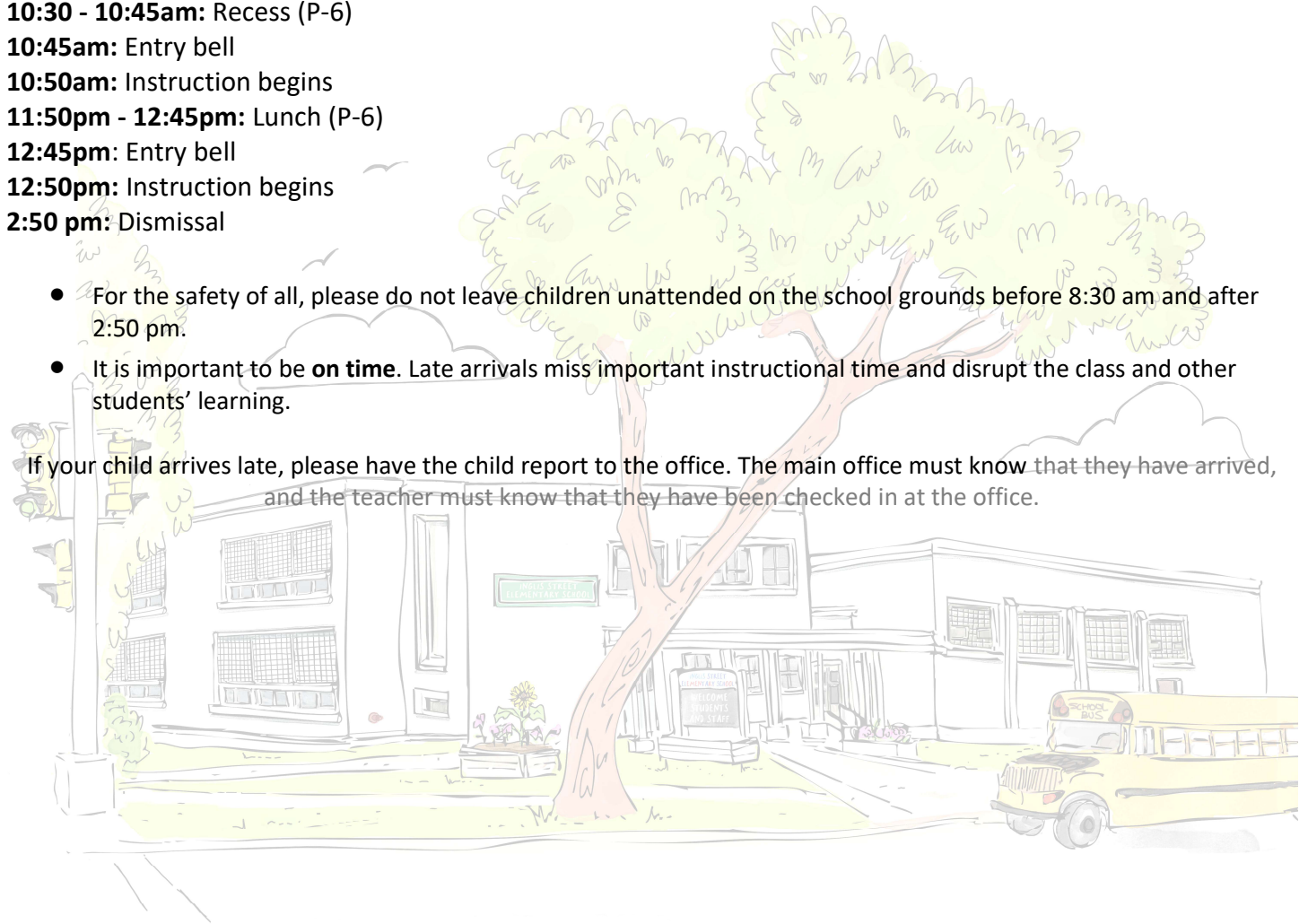
12:45pm: Entry bell

12:50pm: Instruction begins

2:50 pm: Dismissal

- For the safety of all, please do not leave children unattended on the school grounds before 8:30 am and after 2:50 pm.
- It is important to be **on time**. Late arrivals miss important instructional time and disrupt the class and other students' learning.

If your child arrives late, please have the child report to the office. The main office must know that they have arrived, and the teacher must know that they have been checked in at the office.



ISES School Calendar 2026-27

September

September 1	School Organization Day (No Classes)
September 2	Professional Learning Day (no classes) & Curriculum Night (5-6pm)
September 3	First day of classes
September 7	Labor Day (no classes)
September 25	Professional Learning Day (no classes)
September 30	National Day for Truth & Reconciliation (no classes)

October

October 12	Thanksgiving Day (no classes)
October 22	Halloween Event (5-7pm)
October 23	NSTU Provincial Conference Day (no classes)

November

November 11	Remembrance Day (no classes)
November 19	Community Potluck (5-7pm)
November 20	Assessment & Evaluation Day (no classes)

December

December 3	Progress Conferences (5-7pm)
December 4	Professional Learning (am) & Progress Conferences (1-4pm) (no classes)
December 21	Teacher Professional Practice Day (no classes)

January

January 4	First Day Back After Break
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February

February 4	School Concert
February 15	Nova Scotia Heritage Day (no classes)

March

March 5	Assessment & Evaluation Day (no classes)
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March 8-12	Spring Break (no classes)
March 26	Good Friday (no classes)
March 29	Easter Monday (no classes)
April	
April 1	Progress Conferences (5-7pm)
April 2	Professional Learning (am) & Progress Conferences (5-7pm) (no classes)
April 16	Flea Market (8 - 12pm)
April 30	Professional Learning Day (am) & Teacher Professional Practice Day (no classes)
May	
May 24	Victoria Day (no classes)
June	
June 4	Spring Fair (5-7pm)
June 29	Assessment & Evaluation Day (no classes)
June 30	Last day of school

