

# INGLIS STREET ELEMENTARY SCHOOL

## PARENT HANDBOOK 2019-2020



[www.ises.ednet.ns.ca](http://www.ises.ednet.ns.ca)

Main office: 902-421-6767

## **School Hours**

8:45 Duty bell rings  
8:50 Entry bell rings  
10:30 – 10:45 Recess  
12:00 Lunch bell rings  
12:55 Entry bell rings  
1:00 Afternoon instruction begins  
3:00 Dismissal for all students

## **Safe Arrival**

If your child will be absent from or late for school, please call our Safe Arrival number – **902-421-7646 *before 9:00 AM***. This will ensure all children are accounted for each morning and afternoon.

## **Late Arrivals**

While we expect students to arrive on time, there are occasionally circumstances that necessitate late arrival. Students arriving late must check in with the main office secretary before proceeding to their classrooms.

## **Lunch Time**

Students dismiss at 12:00 for lunch. Some students are part of the YPHD Program. Students must provide the office with a signed and dated note if they leave the school property at lunchtime for any reason.

## **Nutrition**

There is a “grap & go” breakfast program. Students have the option of purchasing lunches such as pasta and pizza. Forms are sent home throughout the year for milk and lunch orders.



## **Homework Guidelines:**

Homework assigned in grades primary–6 will:

- Enhance student learning of foundational skills in reading and math (e.g., reading for pleasure, educational games)
- Gradually introduce time to practice or apply learning in other subject areas
- Promote healthy growth and development (e.g., practicing physical skills, interviewing family members)

## **Cancellation of School**

There are at least three circumstances that may require the cancellation of school:

1. Weather
2. Major mechanical problems (furnace, water, etc.)
3. Unforeseen EMERGENCY

In the case of a storm, parents are to listen to the radio early in the morning for the official announcement. Please check the HRCE web site ([www.hrce.ca](http://www.hrce.ca)) or follow HRCE on Twitter for a list of schools that may be cancelled. We are in the Citadel High family of schools.

On rare occasions, school is closed after the children have arrived. Again, any early dismissal due to weather will be announced on the radio; however, parents are responsible to make arrangements for their children in case of such an event. Please be sure you discuss and confirm with your child where he or she is to go if school should be cancelled during the day. To help with these arrangements, watch for the Student Information Sheet that will be sent home in September. On this will be an area for you to designate where your child will go in case of closure or another emergency.

Should we ever find ourselves in the position of having to evacuate the building and not returning to it, (e.g. civil emergency) our students will be taken to Gorsebrook Junior High School. Parents would meet their children there.

**Student Dismissal** - Parents / guardians are asked to pick up their children at the back doors closest to Gorsebrook Junior High each day. All students are released through these the back doors. It is important that students are picked up on-time as there is no supervision after dismissal.



### **Playground**

Students are to remain within designated play areas. Students are not permitted to leave the school grounds without the permission of a teacher or the principal/vice-principal.

Bicycles, roller blades, skateboards, hockey sticks and so on are not allowed on school grounds for safety reasons. Also, there is no throwing of rocks, sticks, snowballs, ice, etc., permitted on the school grounds. Children who play ball must do so responsibly and in consideration of others who are outside.

### **Respect and Responsibility**

According to our Provincial Code of Conduct Policy, students, parents, teachers, support staff, principals, and school boards 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 school boards in the Province of Nova Scotia. All students and school members in Nova Scotia are required to follow this provincial school code of conduct policy, which is governed by the Education Act. For more details about the Provincial Code of Conduct Policy, please visit the Department of Education and Early Childhood Education website.

### **Curriculum Night**

During the month of September we will have an evening for parents and guardians to meet with your child's/children's teachers. During this event, you will find out about grade level curriculum, general school and classroom rules, homework policy, and how you, as parents and guardians, can assist in and support the education of your child.



### **Medication Policy**

In an effort to inform parents, guardians, and students of the Halifax Regional Centre for Education (HRCE) policy on medication, we are highlighting some important parts of the policy. If your child is directly affected by this policy, please feel free to contact the principal or vice-principal for more information.

All drugs administered at school require the HRCE form to be completed by a parent/guardian and returned to school.

Some points to remember:

- ✓ Forms may be obtained from the school principal.
- ✓ The form must be updated twice a year, and whenever there is a change in medication or dosage. Medication must be brought to school by parents or guardians.
- ✓ Students are not to carry medication.
- ✓ All containers must be clearly labelled and must be the original container from the pharmacy accompanied by any instructions or pamphlets given by the pharmacist.
- ✓ It is the responsibility of the parent/guardian to have a contact available at all times in case of an emergency.



### **Allergies / Sensitivities**

Inglis Street School is a nut and scent-aware school. We monitor cleaning supplies, are smoke free, and encourage staff and visitors to refrain from using products that could cause allergic reactions in students. We thank you for your support in this matter.

Our school has joined the growing number of schools who have children with allergic reactions to nuts. We ask that you consider the health of these students by not sending nut or peanut butter snacks / lunches to school. Please do not send baked goods, which contain peanut butter / nuts / nut traces. Let us know immediately if your child has severe allergic reactions to anything.

### **Communicable Diseases**

Please inform the school if your child contracts a communicable disease (Examples: Fifth's Disease, Head Lice, Whooping Cough, Measles, Pink Eye.) Communicable diseases are common with elementary school-aged children, and we can help to minimize the spread of these diseases, as long as we have the necessary information.

### **School Supports**

The school is able to provide limited additional resources to students and their families. The school staff includes a resource teachers, learning center teachers, Reading Recovery Teacher™ and guidance counsellor. We also have access to a social worker, a school psychologist, and a speech language pathologist. We provide English as an additional language service to students. The delivery of these services is usually determined through the School Planning Team.

### **Physical Education**

All students are involved in a scheduled physical education program. This is an important part of the curriculum and we ask that students be properly dressed for gym (sneakers, comfortable clothing) as defined by the Physical Education teacher.

### **School Facilities**

If you wish to make a request to use any of the school facilities after regular school hours, please contact the HRM school bookings office at 902-490-4594 or call HRCE, 902-464-2000.



### **Lost and Found**

A box will be set up in the school for lost and found items. Please label your child's clothing and other personal items to help avoid lost items. The lost and found box will be emptied from time to time and any goods will be given to charity. Please be sure your child checks this box if he or she is missing something.

## **School Telephone**

Messages only will be accepted at the office for students. There is no guarantee that staff or students will receive messages before the end of the school day. Children will only be permitted to use the school phone with staff permission.

## **Library**

The library is open Monday and Tuesday from 1:00-3:30 pm and Wednesday and Thursday from 9:00-noon.

## **Bikes at School**

We are always happy to see active students and are pleased to have a bike rack near the Gorsebrook side doors for students to park their bikes. We do not want to keep bikes inside the building. If students bike to school they are requested to park and lock their bicycles at the rack. As well this is not a play area and so please remind students they are not to climb the racks or touch the bicycles that are parked there.

## **Parking**

**Parents cannot park in our lot to drop off students between 8:30 am and 9:30 am.** The parking lot adjacent to our school is for staff only. However, there is a significant amount of space available in and around our school. Robie Street has parking almost to Gorsebrook School on both sides, and there are several side streets off of Robie that have street parking. Please be mindful of spacing vehicles to avoid large gaps between cars so there's room for everyone. As well, to help alleviate traffic congestion, we recommend that you:

- encourage your child to walk to and from school whenever possible and/or arrange car-pooling
- take the extra time needed to drop off or pick up students safely

## **Volunteers**

Volunteers are a vital part of any learning community, and we deeply appreciate the work of volunteers at Inglis Street School. We need volunteers, not just for the wonderful work they do, but also for the positive environment that they help bring to our school. When both school and community work together for the good of children, the benefits are far reaching.

If you are able to donate your time and talents, please give us a call. All volunteers (including chaperones for field trips) are required to have a police and Child Abuse Registry check completed. Parents / guardians can get a police check done through the Halifax Regional Police Department or through our <https://www.mybackcheck.com/Public/Login.aspx> account. If you wish to have a police check done through myBackCheck, please contact the school and we will send you an invitation by email. Volunteers are also required to complete a Child Abuse Registry search. These are free and the form can be picked up at the main office.

Individuals must also check in at the office upon arrival for volunteering. Please consider becoming a volunteer at Inglis Street School!

### **Visitors**

For the safety of all children, visitors must check with the office and sign in. We must know who is in the building and the purpose of their visit.

### **School Advisory Council (SAC)**

The School Advisory Council is an advisory group that meets once a month. The membership consists of school staff, parents and community members who work together in an advisory capacity to increase the quality of education being provided by the school. The purpose of the School Advisory Council is to ensure that all students receive the best possible learning opportunities by engaging all partners in an ongoing process of problem solving and shared decision making. If anyone is interested in volunteering on this committee please let administration know. All school community members are encouraged to attend SAC meetings. Please watch for more information during the school year.

### **Parent-Teacher Association**

The PTA is a volunteer organization composed of parents/guardians and teaching staff at Inglis Street School. The association is involved in social, educational and fundraising activities to support the school community. Some of these activities include: Halloween Event, Multicultural dinner, and the ever-popular Spring Fair.

If you are interested in more interaction with any or all aspects of school, plan to attend PTA meetings. New ideas and initiatives are always welcome. For more information on PTA events and activities, visit the school website and follow the link to the PTA.

### **Student Success Planning**

Each year, we use data collected at our school and in our community to update our Student Success Plan. The current plan is available at the HRSB web site ([www.hrce.ca](http://www.hrce.ca) - School Finder – Inglis Street – Improvement Plan). Early in the year, you will also be receiving our School Communication Plan, which outlines the process by which teachers will communicate student progress in relation to the curriculum throughout the school year. It also includes a calendar for communication.

