



**HEBBVILLE ACADEMY  
P-5 BUILDING  
STUDENT HANDBOOK  
2016-2017**

**PHONE 541-8284  
<http://hebbville.ednet.ns.ca>**

\*Please read the information in this booklet carefully. It has been prepared to help you and your child have a successful year at school. **Please keep it as a reference throughout the year.**

Mr. S. Johnson  
Principal

Ms. J. Dornan  
Vice Principal

Mr. J. Sylvester  
Vice Principal

Sarah MacLeod  
Administrative Assistant

Cathy Stewart  
Administrative Assistant

Cathy Ritchie  
Administrative Assistant



September, 2016

Dear Parent/Guardian,

Welcome to the 2016-2017 school year. We are all looking forward to a year full of learning and new experiences.

Attached is a copy of our Hebbville Academy P-5 student's handbook. It is important to review it with your child as it may answer many questions you have about the school. Please pay close attention to our Positive Effective Behaviour Support (PEBS) Code of Conduct Matrix that promotes respect, responsibility and safety for all members of our school community.

If you have any questions, please feel free to call me at 902-541-8283.

Sincerely,  
Janet Dornan  
Vice Principal  
Hebbville Academy

## SCHOOL ROUTINES

### **HOURS**

7:40 am	Busses begin to arrive
7:55 am	Bell to signal the children to go to their rooms
8:00 am	Classes begin
1:45 pm	Dismissal begins

### **RECESS and NOON**

The children are expected to play outside, weather permitting, under the supervision of the duty teacher or supervisor. Please ensure they dress appropriately.

### **DROPPING OFF STUDENTS**

Any parent wishing to drop off their child in the morning may do so after the arrival of the first bus, approximately 7:40 am. We would encourage you to allow your child to come into the building and start the day on their own so they learn to settle in independently. Late arrivals should check in at the office.

### **PICKING UP**

The end of the day can be very stressful for children. To provide a calm atmosphere, with as little disruption as possible in the routine, we ask that you follow these procedures if you are picking up your child:

#### Early pick up

Please write a note to let the teacher know that your child will be picked up early.

#### Pick up at dismissal time

Please write a note to indicate your child is not traveling on the bus and wait outside the building for your child. The note must indicate who is driving your child. Students who get a drive are dismissed first. In the absence of a note, your child will be sent home on the bus.

### **CAFETERIA**

A list of available items and prices will be sent home in September.

We have a monthly milk cycle. A notice will go home to parents to inform them of the cost of milk for the month.

A hot lunch program is available to your child.

**SCHOOL  
FEES**

A student fee will be charged to each student in September. It would be helpful if this fee could be brought in within the first week of school. Fees are as follows:

Primary Fredericks, 1 Scott-Spindler,  
1/2 Ramsay-Eikle, 2/3 Gregorash-White, 3 Brine \$10.00

4 Buffett, 4/5 Simms \$15.00

**SICK  
CHILDREN**

If your child is sick, please keep him/her at home. It is much better for your child, the other children in the room, and the teacher for sick children to stay home.

If a child becomes sick during the day, parents are called and asked to take the child home. If this is not possible, the child remains at school until dismissal time. Please ensure that emergency numbers and phone numbers are updated if changed.

**ACCIDENTS**

If a child is injured, an attempt is made to contact the parent immediately. For this reason, it is very important that we have a telephone number where you may be reached. If you do not have a phone, please let us have the number of someone close to you such as a next door neighbor or relative. If the problem is serious, the child is taken to the doctor or hospital, and the parents notified as soon as possible. A registration form will be sent home at the beginning of September. Please complete it and return it to school **immediately**. Please ensure emergency numbers are updated as required.

**ABSENCES**

Each child must attend school when possible. All student absences from school must be covered by a written note from their parents or guardians. This note should be dated and sent to the school with the child on the day he/she returns. Please give nature of illness or reason for absence.

**SAFE  
ARRIVAL**

We have a "Safe Arrival Program" at our school. If your child is going to be sick or absent from school on any day, we would appreciate that you call the school at 541-8284 between 8:00 and 8:30 am. If we don't receive notice from home that your child will not be in school, we will call home to check with the home that your child is absent and not gone missing.

**INCLEMENT  
WEATHER**

If school is closed due to bad weather, etc., the local radio station will be making announcements starting at approximately 6:00 am. If for some reason school must close early, an announcement will be made on the radio station. School cancellation information will

also be posted on the South Shore Regional School Board website. The address is: <http://ssrsb.ca>. For special instances (i.e. when school closes early because of an emergency situation or there are unforeseen delays), we have organized a “parent telephone” line. We will have this in effect in September. You should plan with your child what to do in case you are not home when he/she arrives.

## **BUS REQUESTS**

If for any reason your child must travel on a bus other than his/her usual one, a request containing the following written information **must** be sent to the child’s teacher:

Date: (day that the student is to travel on a different bus)

Student: (student’s name)

Bus Route #: (the number of the bus on which the student will be traveling)

Bus Stop: (this must be a regular stop where the child will be getting off the bus. The exact address needs to be on the note.)

Signature of parent/guardian

**NOTE:** The bus driver is not permitted to let a child off or on at another stop without a note.

## **REPORT CARDS**

Report cards go home three times a year. The Parent Response Forms are signed by the parent/guardian and returned to the school where they are filed. You are encouraged to make comments in the space provided and return promptly.

## **PARENT/ TEACHER DAY**

These meetings will be scheduled during the year. The teachers are available at this time to meet with you, the parents. Should a problem arise at any time, do not hesitate to telephone the school and make an appointment to see the teacher.

## **ADMINISTERING MEDICATION AT SCHOOL**

A parent/guardian must complete an Administration of Medication Form and provide a copy of the doctor’s prescription and medical fact sheet prior to medication being dispensed at school.

## **VOLUNTEERS**

Volunteers are needed at the P-5 building at various times during the year. If you would like further information, please send a note with your child or call the school at 541-8284 and leave your name. You will need to complete a RCMP check form and a Child Abuse Registry form (forms available in both offices). This takes some time, so please indicate early in the year if you would like to volunteer or participate in class trips.

## **SAFETY AND TECNOLOGY ISSUES**

The well-being and safety of all students and staff is of utmost importance. Students who commit deed which needlessly endanger or disrupt normal school operations will be dealt with swiftly and with serious consequences. Tampering with safety equipment will involve suspension and possible legal action.

**Fire Related Equipment** – tampering with fire extinguishers, sprinklers, strobe lights and fire alarms results in a suspension and fire department recommendations.

**False Fire Alarms** – suspension and fire department recommendations.

**Dialing 911** – suspension and police recommendation.

There are many devices within the school of a technical nature that cannot be tampered with by unauthorized persons. Disruption or serious malfunctions cannot be tolerated.

**Unauthorized Use of Computers** – loss of computer privileges, detentions and suspensions if unauthorized use continues.

**Unauthorized Use of Internet** – loss of computer privileges, detentions and suspension if unauthorized use continues.

**Vandalism** – will not be tolerated and will result in consequences determined by the administration.

**Dangerous Items** – Students are not to have lighters, knives, rifle ammunition, laser pointers, or any dangerous materials in their possession while traveling the school bus or at school. School Board policies will be followed.

**Snowball and Related Activities** – Throwing snowballs, rocks, or other items on the school property is not permitted. The consequences for throwing these items may include a one day suspension from school.

## **DETENTION/PEACE ROOM**

Teachers may assign detentions to be served in their rooms. The school administration may also assign detentions. P-5 students may be assigned to the peace Room.

## **VISITORS**

Parents are welcome to visit our school. However, any visitor is asked to enter through the main doors and check in at the Office. If you wish to see one of our administrative or teaching staff, please phone ahead to avoid disappointment as other commitments may prevent an unscheduled meeting. For the safety of our students, not visitors (other than parents) are permitted during school hours except by administrative invitation.

**BUS REGULATIONS**  
**INSTRUCTIONS FOR STUDENTS**

1. The driver is in full charge of the bus. Obey his/her instructions.
2. Do not talk to the driver unless necessary.
3. Keep the seat assigned to you by the driver.
4. Do not put hands, arms, or head out of the bus window.
5. When leaving the bus at a scheduled stop on or near a highway, go to the shoulder of the road **WELL AHEAD** of the bus and in **FULL VIEW OF THE DRIVER**.
6. When necessary to cross the road after leaving, cross at least **TEN FEET** in front of the stopped school bus when it is safe to do so.
7. Always look carefully in both directions before crossing the road.
8. Walk well over on the left side of the road when coming to meet the bus.
9. Never stand or play on the road while waiting for the bus.
10. Be on time: THE BUS CANNOT WAIT.
11. Keep the aisle of the bus clear at all times.
12. Littering, writing on or damaging the bus in any way will not be permitted.
13. Personal carry-on equipment will be limited to that which can be safely held on your lap suitably stored to the bus drivers' satisfaction.
14. Items brought to school for special functions i.e.; skates, must be properly stored in a sealed "equipment type" bag. Please check with individual bus drivers before transporting such items.

**ALWAYS BE CAREFUL!**