North Hatley Elementary School
STUDENT HANDBOOK

2024-2025



North Hatley Elementary School

110 School Street
North Hatley, Québec J0B 2C0
Tel: (819) 842-2491
Email: mcauleyn@etsb.qc.ca

Message from the Principal

Dear Parents and Guardians,

On behalf of the North Hatley Elementary School Staff, welcome to our school! NHES is a warm and welcoming community with caring and professional staff and wonderfully supportive parents.

I believe that both home and school are partners in the education of your child and we look forward to working with you. Parental participation and involvement in a child's education contribute greatly to a child's success and growth. We thank you for being actively engaged in your child's academic and social development by:

- Reading with your child
- Speaking positively about school with your child
- Praising your child's successes and encouraging their efforts
- Thanking your child's teacher
- Getting involved in school activities and committees

By working together, we help our students achieve their personal best and to be successful learners. In our good hands, we will do everything we can to make sure your child feels happy and safe at school.

Finally, the purpose of this Parent Handbook is to provide you with information about our school and policies and to help your child's NHES experience be enjoyable and run smoothly. Thank you for reading it and discussing it with your child as needed.

Respectfully yours,

Tracey Harding
NHES Principal

North Hatley Elementary School Staff
2024-2025

Office Staff

Ms. Tracey Harding - Principal
Ms. Nathalie McAuley – School Secretary

Teaching Staff

Emily Broadbent– K4 Homeroom & K4/K5 ELA
Ms. Corey-Ann Rosby - K4 Helper
Mme. Catherine Seguin – K5 Homeroom & K4/K5 FSL
Mr. Richard Williams – Grade 1
Ms. Crystal Rattai - Grade 2
Ms. Catherine Barnard – Cycle 2 & Head Teacher
Ms. Marianne Leblond - Grade 5
Ms. Rachel Gauvreau – Grade 6
Mme. Marie-Andrée Racine – FSL Cycle 1 & 2
Mme. Fannie Hodgson– Phys. Ed.

S.E.T/H.S.A.

Ms. Maryse Richard
Ms. Georgia Angelopoulos
Ms. Sherry Drew
Ms. Carol Smith

Daycare

Ms. Georgia Angelopoulos (7:25-8:00, 2:45-5:30)
Mrs. Carol Smith (11:40-12:40 & 2:45-5:30)
Ms. Maryse Richard - Technician

Noon Supervisors

Ms. Carol Smith
Ms. Sherry Drew
Ms. Nathalie McAuley

Caretaker

Mr. Mark Sanderson

DAILY SCHEDULE

7:25-8:00 am daycare
7:55 am accueil
8:00 homeroom
8:05-9:50 classes
9:50-10:10 recess
10:10-11:40 classes
11:40-12:40 pm lunch
12:40-1:25 classes
1:25-1:45 pm recess
1:45-2:45 classes
2:45 departure
2:45-5:30 daycare

***K4/K5 daily schedule differs from above. Please refer to the Homeroom Teacher.

Procedures

Our primary concern is for the safe arrival and departure of the pupils entrusted to our care. While the following procedures involve some paperwork, they are necessary to ensure your children's safety.

School Attendance

The school year consists of 180 days. Be sure to inform the school before 9:00 am if your child is absent. Please try to arrange medical and other appointments on ped days so your child is at school as often as possible.

Illness

If your child is ill, he/she should be kept home. Children who are either sick or getting a cold cannot be kept in the school since we do not have the personnel to supervise them. According to the ETSB Distribution of Medication Policy, "it is the responsibility of the parent to administer medication to his/her child…. School personnel may exceptionally be required to oversee or administer medication to students in 'loco parentis' during school activities. The parents are responsible for "informing the school (in writing) as to needs and conditions of administration." As well, the medication must be sent in the bottle from the pharmacy, including the prescription label. If a child has a letter from a doctor stating that he/she has an illness that allows him/her to attend school but not go out at recess or noon, we will try to make arrangements for special supervision.

Security

Students walking home or being picked up, must wait at the top of the hill until all buses have left, unless an adult comes up the hill to inform the teacher on duty.

Visitors are asked to park their cars at the bottom of the hill.

Supervision Times

Students are not to be on the school grounds before 7:55 a.m. or after 2:45 p.m., unless enrolled in daycare, **as there is no supervision at these times**. Our students' safety is of the utmost importance to us, as is it to you.

Telephone Use

Students' use of the telephone is for ***emergencies only***. Students will not be permitted to call home to set up playdates.

Absence Reporting and After School Arrangements

Absences must be reported via email to the school secretary and homeroom teacher by 8:15.

Arrangements for after school activities and home transportation must be established prior to the arrival at school in the morning.

Students must have a signed permission Google form to attend After School Sports by noon the day of (no calls home will be made).

Daycare arrangements or changes should be directed to Georgia or school secretary ASAP

Daycare

Ms. Georgia Angelopoulos will be the morning educator for the daycare (7:25-8:00). She will be accompanied by Ms. Carol Smith in the afternoon from 2:45 until 5:30. If you need more information on registration and daycare please phone the school (819-842-2491). **Please use the main front door for drop-off.**

Early Dismissal

If, in an emergency, it becomes necessary to pick up your child during the school day, please make arrangements with the school office between 8:00 and noon, or with your child's classroom teacher in the afternoon. For their protection, students must have a note from parents/guardians to leave the school grounds at any time, either by themselves or with an adult other than their parent.

Visitors to the School

For the safety of our children no cars are allowed on the hill when students are walking on the hill or when school buses are present. Please park at the bottom of the hill. All visitors should enter the front door and report to the secretary.

Students' Personal Property

The school ***is not*** responsible for loss or damage to students' personal property (e.g. personal devices, hockey cards, toys, etc). ***Valuable items should not be brought to school.*** The trading or selling of personal items amongst students is forbidden unless part of teacher planned activities.

Lost & Found

All personal objects (school bag, clothing, lunch box, running shoes, supplies, etc.) should be identified with the student's name.

School Property & Materials

The students are responsible for properly taking care of and respecting school equipment, materials, and property. If an item (e.g. uniform, textbook, etc.) is lost or damaged, the parents are responsible for the replacement of the item. Parents will be informed of, and asked to sign, the guidelines for loss, theft or damage of a laptop/tablet computer.

School Closing

Occasionally, it may be necessary to cancel school. This is usually done only if extreme weather conditions make transportation unsafe. Normally, when school is canceled, the closure will be announced on the ETSB website www.etsb.qc.ca and CHLT, CJAD, and CBC Quebec before 7:00 in the morning. However, it is possible that road conditions could deteriorate significantly after your child boards the bus. In this case, the driver may simply turn around and return the children to their homes. Another possibility is that the students arrive at the school but the weather forecast indicates that the road conditions will continue to become more dangerous during the day. The children will be returned to their homes, and every effort will be made to contact the homes of the younger children. The welfare and safety of the students are the only factors considered when any of the above decisions are made.

Communication

If you have a concern, please follow these **steps:**

- First, if it concerns your child in class, speak to the teacher(s);
- If it does not concern your child in class, contact the school secretary;
- Second, if you are not satisfied with the first contact, then speak with the principal.

It is only by communicating directly and openly that we can improve a situation, so let's communicate. Your child is worth it!

Transportation

Students on buses are permitted to transport objects of a size that can be held solidly on their lap without bothering or compromising the safety of other passengers. Skates and other such small objects must at all times be carried in a canvas bag or cardboard box. In accordance with the Quebec Highway Code, the Transportation Service can no longer transport skis, ski poles, hockey sticks, hockey equipment bags, sleds or other articles judged dangerous by the bus driver.

ETSB BUS SAFETY

All ETSB rules of conduct apply to students while riding the school bus and during transfers from one bus to another, whether the transfer occurs on ETSB property or not.



Furthermore, **students are expected to**:

· Follow the driver's instruction at all times

· Remain properly seated when the bus is in motion

· Not litter, deface or damage the bus in any way

· Conduct themselves in a socially acceptable manner (swearing, teasing, shouting, fighting, rough play, etc., WILL NOT BE TOLERATED)

· Refrain from any other activities that could distract the driver or endanger the safety of others

Students will lose their bus privileges if their behaviour is unacceptable.

PROCEDURE FOR DISCIPLINE ON THE BUS

(Under transportation responsibility):

1. Bus drivers will fill out incident reports that will be given to students to take home for their parent/guardian signature
2. These forms must be **returned signed the next morning to the bus driver**. If not, the student will not be transported
3. After two incident reports, a **THIRD will result in a three-day bus suspension**.

Any change related to transportation (Staying late/change bus route/leaving with another parent) needs to be made **before 1 pm via email to the school secretary.

Safety Rules

Students, staff, and volunteers at NHES are expected to treat themselves and others with respect, as well as to respect personal belongings and school property.

The following rules are designed for everyone's safety:

1. Use of respectful and appropriate language is expected of everyone, at all times**.**

2. Circulation within the school should be in a calm and orderly manner.

3. During recesses all students will go outside, unless they have a teacher's permission to stay in. ***When the weather is inappropriate for outdoor play, the school will decide to keep all students in. (Please make sure your child is appropriately dressed for the weather).***

4. The students must stay within the playground boundaries at all times. 5. **No one is to throw snowballs, rocks, or any other potentially dangerous object.**

6. If a student must leave the school premises, permission must be emailed to Ms. Nathalie.

7. Individuals riding bicycles to school are to park them upon arrival and walk them up and down the hill.

8. **Appropriate dress is required at all times.** Students wearing revealing clothing or clothes with inappropriate words or images may be asked to change.

9. All students must wear a Phys-ed uniform purchased at school and proper non-marking running shoes for physical education/sports.

10. Boots and outside shoes are to be removed and left in the basement. *Inside shoes are required inside the school.*

11**. Electronic devices are not permitted at school. If a student has to bring a phone to school, it must be kept in their bag AT ALL TIMES. If a student is found using their phone on school property, the following consequences will apply:**

First offence: phone will be confiscated until the end of the day.

Second offence: phone will be confiscated and a parent will be called to come and pick up the phone. If a parent does not come, the phone will be kept until the parent does come and collect the phone.

Note: Good manners (please, thank-yous, removing hat when entering a building, etc..) and courteous actions (opening doors for others, etc.…) are encouraged on a daily basis.

NHES Code of Conduct

Behaviour

- Responsible citizenship is important at NHES. In order for our students to understand what we expect of them, we have designed a "Behaviours NHES Models" (found below).
- We will spend the first days of school discussing these expectations with our students; we ask that parents familiarize themselves with them as well
- In the classroom, we will use the “Behaviour Pyramid” to track inappropriate behaviour (found below).
- The Accountability Room will be used to restore inappropriate behaviour at recess time.
- In the unfortunate event that a student's behaviour requires intervention, a staff member will fill out an "Incident Report". This will enable us to keep track of these incidents and hopefully provide us with insight as to how to remedy the problem (found below).

Student Expectations

We feel that a child's success in life depends upon his/her ability, with guidance and encouragement, to make good choices. Through these experiences, students will develop into responsible, moral and caring individuals.

Students will

1. Be Respectful
2. Be Responsible
3. Be Safe

Intervention Steps

1. Visit - Zones of Regulation (what zone were/are they in…have them name their emotion)
2. Prompt - Discussion about the NHES Behaviour Model
3. Explore - Behaviour Model
4. Reason - Make connection between the student’s behaviour and its impacts 5. Repair - Facilitate student driven repair of harm (this may not be immediate and may take more than one day)

NHES - BEHAVIOR INCIDENT REPORT

Student:_____Date: _____

Referring Staff: _____Time:_____

Location:

☐ Classroom ☐ Going up/down the hill ☐ Locker Area ☐ Playground
☐ Bathroom ☐ Cafeteria
☐ Gym ☐ Hallway ☐ Other _____

Unacceptable Behavior:

☐ Intentional swearing ☐ Destroying property
☐ Weapon(s) ☐ Defiance/Disrespect/Disruptive
☐ Extreme violence ☐ Inappropriate language/Taunting
☐ Fighting (hitting with fists) ☐ Intentionally harmful physical contact
(pushing, kicking, slapping etc.)
☐ Other _____

Trigger, what happened, other(s) involved…

_____

_____

_____

Administrative Decision:

☐ Discussion with the student(s)
☐ Accountability Room
☐ Parent informed/contacted (phone, email, Dojo etc.)

☐ Next Step (if needed):_____ ☐ Principal signature (if needed): _____ ☐ Parent signature (if requested): _____

NHES

Behavior Pyramid 2023-2024 – Minor Offenses

Name:_____ Class:_____

Please note – this tracking system is for minor classroom incidents. All major incidents will be reported to the office. The school administration will determine the consequences.



It's not too late, to get on the right track!

Date:
Offense:
Observer:

Out! Date:

Accountability Room + Half-day in school suspension

Offense:
Observer:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Strike 3! Date:

Accountability Room + Consequence & Letter Home

Offense:
Observer:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Strike 2!

Accountability Room +Consequence

Offense:
Observer:

Date:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Date:
Offense:
Observer:

Strike 1!

Accountability Room

Offense:
Observer:

Date:

Minor offense legend: ***Every minor offense will result in a strike box.***

1. Using vulgar or insulting language
2. Being uncooperative or disruptive
3. Physical aggression
4. Throwing objects
5. Disrespecting any materials
6. Doing something without permission
7. Not being where you are supposed to be
8. Being disrespectful
9. Breaking a school/classroom rule

Behaviours NHES Models

Location	Be Respectful	Be Responsible	Be Safe
Lunchroom 	• Quiet voices • Use good manners • Raise your hand for assistance	• Clean up your space • Listen to supervisors • Wash your hands	• Hands and feet to self • Walk to your seat • Stay seated unless given permission • Eat your own food (No peanut products)
Playground 	• Share/respect equipment • Wait your turn • Be inclusive/use kind language • Listen to staff on duty	• **Dress for the weather** • Pick up and bring in equipment/belongings • Show self regulation/sportsmanship	• Be mindful of your body/actions • Use problem solving strategies to help resolve conflicts • Respect school boundaries • At the bell, line up calmly and quietly
Hallway 	• Stay quiet • Listen/Follow directions • Hands off walls	• Go straight to your destination after given permission • Attentively follow your class/line	• Walk and climb stairs on right side • Eyes forward with appropriate pace
Bathroom 	• Quiet voices • Remember to flush toilet • Give others privacy	• Keep bathroom clean • Return to class promptly • Wait patiently	• Wash hands after using the restroom • Report problems to a staff member
Bus 	• Listen to the driver/directions • Be kind and mindful	• Stay in assigned seat • Know your bus number, stop, and changes to end-of-day schedule	• Keep aisle clear • Quiet voices • Hands and feet to self
Classroom 	• Follow classroom rules/procedures • Be kind, helpful and listen meaningfully	• Have materials with you • Be prepared and ready to learn • Keep toys at home • Turn in assignments	• 4 on floor (chair) • Hands and feet to self • Ask before leaving the classroom • Use materials appropriately
Assembly 	• Listen to presenter • Participate appropriately	• Listen to staff and presenters for directions	• Enter calmly and in a line • Keep hands and feet to self • Stay seated on your bottom
Locker Area 	• Remove your cap when entering the building • Head promptly to your locker	• Keep your locker clean and tidy • Change into appropriate indoor shoes	• Keep hands and feet to self • Quiet voices • Wait patiently in line for your teacher

North Hatley Elementary Daycare
2023-2024
Rules of Operation

Who we are

For the last 9 years, NHES has been able to offer day-care services to its families, something we are very proud of as a small school. We pride ourselves in offering a warm, safe and inviting environment for your children and we look forward to seeing as many as possible this coming school year! Please read the following carefully. Sign and return the daycare contract at the end of this document. Feel free to contact us for more information or clarification.

Daycare Staff

Ms Carol Chute - Morning, Noon & Afternoon Daycare Educator
Ms Georgia Angelopoulos - Afternoon Daycare Educator
Ms Maryse Richard - Daycare Technician

Operating Hours

Regular School Day:
Morning: 7:25am - 8:00am
Lunch Hour: 11:40am-12:40pm
After School: 2:45pm-5:30pm

Pedagogical Days
7:30am-5:30pm

Pick up after daycare hours will result in a surplus charge (see Late Fee).

Financial Contributions *

Regular Status: Any student registered for one(1) or more days/week.
Sporadic Status: Any student using the service occasionally

Regular Status: $8.95/day
Sporadic Status: $1.75 for Morning Period, $8.25 for After School Period
Pedagogical Days: $15.30/day + Activity Fee. Activity fees will vary depending on the activities provided. Outings and special guests may require increased activity fees (ex: O-Volt, apple picking, guest speakers, etc.).

Late Fees: A late fee of $8.00/15 minute block will be charged to parents in the event of a late pick up. Out of respect for our daycare staff, we ask that you pick up your child on time.

* Please note that daycare rates and modalities may be subject to change as per government and ministry guidelines.

Invoicing

To the best of our abilities, invoices will be sent out every two weeks via email. Should you require a paper copy, please email your request to: northhatley@etsb.qc.ca. Invoices may be paid in cash, by cheque (to the name of: North Hatley Daycare) or online using your personalized code at the top of your invoice. It is crucial that the payer use their own personal code to ensure they are credited for payments when tax forms are prepared. Please note that at this time, we can only accept online payments from Desjardins and Banque Nationale. For Cash payments, a receipt will be sent home, with your child, once it has been processed. Payments must be given to a daycare educator. If this is not possible and you choose to send money/cheque with your child, please email the daycare so we can collect the payment in a timely manner. Please contact the daycare if you need help with online payment procedures.

Payments must be made by the due date (within 7 days of invoice date).
Payments not made in a timely manner will:

- Receive a written notice after one week
- Receive a second written notice after 2 weeks
- Receive a final written notice and suspension of daycare services until payment is received (after 3 weeks).

  * If any other type of arrangement needs to be made, please do not hesitate to contact us to make arrangements.

Daycare Attendance, changes to registration or daily attendance

Parents will be invoiced according to the contract reservation. You must still pay for services if your child is absent.
Any changes or modifications to your contract reservation, contact information, must be made in writing to the North Hatley Daycare: northhatley@etsb.qc.ca

Any changes to daily attendance (being picked up, taking the bus, leaving early) must be done **in writing to the school secretary and daycare before 1pm**. Otherwise we can not guarantee that the message will be received in time. Ms Nathalie may be reached at mcauleyn@edu.etsb.qc.ca.

Child Illness
In the event that your child is ill during the school day or during daycare, you will be contacted to come pick up your child immediately.

Arrival and Departure

Morning arrivals must sign in using the Daycare entrance door (Door #2) by pressing the daycare key on the intercom. The morning daycare educator will buzz your child in. If there are any important messages, or changes in schedule, please have them ready, in writing, to give to the educator.

At the end of the day (if the children are not outside), we ask that parents ring the daycare intercom (Door #2) to announce their arrival. When coming into the school, please ensure that you close the door tightly behind you and no unauthorized individuals follow you in. Parents may wait indoors at the foot of the stairs. Going back to the locker area or classrooms will not be permitted.

Code of Conduct

Attendending daycare is a privilege. The NHES Student Code of Conduct applies to daycare as well. Respect is the foundation of our school and we expect all children to adhere to these guidelines. Inability to do so will result in the removal from daycare services. A three-strike system will be in place. Parents will be informed in writing after

each incident and will receive an official letter on the 3rd offense from the school principal. The child will be removed from daycare for a week. Return to daycare will require both parent and child to meet with the daycare educator to review acceptable behaviour moving forward.

Homework Period

Although very little homework is given at NHES, children will be given the opportunity to have a 30 minute homework session at the beginning of each after school daycare period. They may use this session to do homework, read or catch up on class work. Please note that this session is not for individual tutoring or one-on-one assistance. We offer a quiet space for the children to do their work independently. The educator in place will be supervising ALL students and is not responsible for completion of homework. We ask that you still check in with your child that all homework is completed and done correctly.

Pedagogical Days (Ped Days)

Ped Days at NHES are special. Each Ped Day has its own theme and activities that go with it, a great opportunity for kids to have fun with their peers. The daycare is open from 7:30am to 5:30pm and activities are held throughout the day. Children will have 2 recesses as well as a lunch break (bring your own lunch). These days are accessible to all NHES students; we ask that you simply register your child beforehand in order for us to plan accordingly. An invitation will be sent by email and posted on our school Facebook page prior to each Ped Day. Parents may register their child(ren) by filling out the registration form and returning it by email to: northhatley@etsb.qc.ca or to the school office. It is important to respect the registration deadline; no late registrations will be accepted. Once registered, you will be responsible for paying the registration fee, regardless of attendance.

Please note that we need a minimum of 15 students to be able to open the daycare on these days. This year, if we are unable to have the numbers, we may be able to combine services with Ayer's Cliff Elementary. Please contact us if you want more details on the logistics of these combined days. We have already planned the themes and activities and hope that your children will want to attend. The cost of attending daycare is $15.30 plus activity fees. In some cases, these fees may be covered or partially covered by the school. The activity fees proposed below will be the maximum cost for each activity. Please see the available dates below:

Schedule For Ped Days

Date	**Theme Activity + Activity Fee**
August 28th, 2023	**CLOSED FOR TRAINING** NA
September 22nd, 2023	Apple Festival Apple crafts + 5$

October 13th, 2023	Halloween Pumpkin picking + 10$
November 16th, 2023	At ACES Gear up for Robot day

November 17th, 2023	At ACES Stomping Dinosaurs Wanted
November 20th, 2023	National Odd Socks Day Odd Sock day + 5$ (acceptance)
November 21st, 2023	Christmas in November Christmas Photo Booth + 15$
January 8th, 2024	New Years Eve 2.0 Dance Party, DJ + 10$
February 9th, 2024	Valentines Door Decorating + 5$
March 11th, 2024	Pen Pals (connecting with Mailing Activity + 5$ students from another school)
March 28th, 2024 *	Growing your own Garden Planting + 5$
April 2nd, 2024 * April 29th, 2024 May 17th, 2024	Easter Ovolt + 15$ Circus Clufy + 15$ Day at the Farm Farm Visit + 10$
June 7th, 2024 *	Summer Fun Outdoor or indoor centers + 10$

*** Pedagogical days which may be converted to a school day.**

Daycare Closures

In the event of school closures due to inclement weather or any other incidents, the daycare will be closed.

School and daycare closures will be posted on the Eastern Townships School Board website and Facebook page, as well as be announced on the NHES School Facebook Page. The following media outlets (radio/tv) will be sent the information: CBC 88.5 (MTL), CBC 91.7 (Estrie), Rouge FM 102.7, Energie FM 106.1, FM 107.7 (Estrie), Rythme 105.7/ 93.7, The Beat 92.5 (MTL), CJAD AM 800, TVA Salut Bonjour. In the event of any discrepancies, please rely on the ETSB website.

Contact Information

Daycare email: northhatley@etsb.qc.ca
Daycare number: 819-842-2491 ext: 11279
Secretary Office: 819-842-2491

Acknowledgement of receipt

The information contained on this form and registration form are confidential.

I acknowledge that I have received, read and understand the information included in this document. I have informed my child(ren) of the expectations and code of conduct for daycare and we agree to the conditions mentioned in this document.

I agree to communicate directly with the daycare technician (Maryse Richard) for all administrative questions.

Signature of Parent: _____ Date: _____

Please return to the daycare technician by: <u>September 30th, 2023</u>

Name of child(ren) and Grade: _____ _____
_____ _____
_____ _____