

*North Hatley Elementary School  
Staff 2017-2018*

**Office Staff**

Mme Catherine Zahra - Principal  
Ms. Vicky Loach – School Secretary

**Teaching Staff**

Ms. Sophie BASS – FSL Cycles 1-3, ERC C3 & Science C2  
Ms. Crystal Rattai – Cycle 1 & Resource  
Ms. Catherine Barnard – Cycle 2, Art C2  
Mr. Richard Williams- Cycle 3, Drama  
Mme Catherine Séguin – Multi-age Kindergarten  
Mr. Eric Jolicoeur – Physical Education, ERC C1&2, Art C1&3, Drama C1&2

**Special Education Technician**

Ms. Maryse Richard

**Handicapped Student Attendant**

Mrs. Sophie Godbout-Bradley

**Daycare**

Ms. Georgia Angelopoulos (2:35-5:30 & ped. days)  
Ms. Vicky Loach (7:30-8:05, 12:05-1:05)

**Noon Supervisor**

Mrs. Carol Smith

**Custodian**

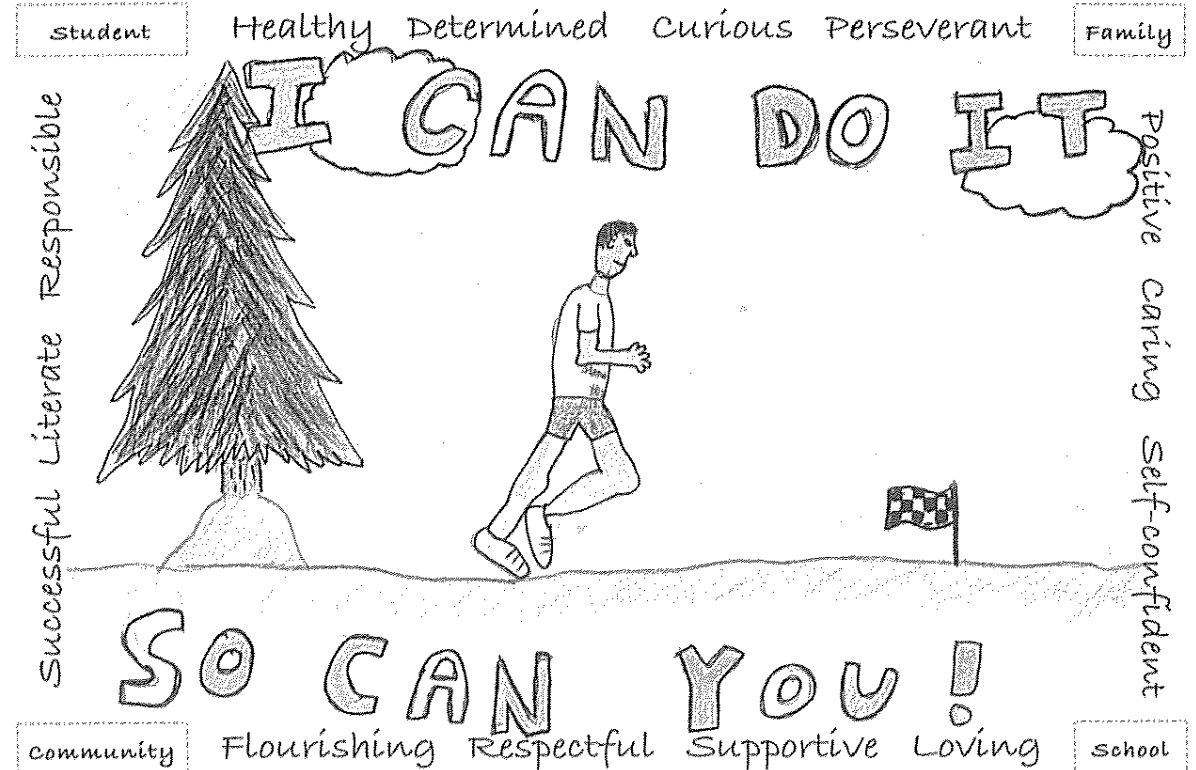
Mr. Michael Whittier

**DAILY SCHEDULE**

7:30-8:05 am daycare	10:35-12:05 classes
8:05 am accueil	12:05-1:05 pm lunch
8:10 homeroom	1:05-2:35 classes
8:15-10:15 classes	2:35 buses
10:15-10:35 recess	2:35-5:30 daycare

# North Hatley Elementary School STUDENT HANDBOOK

## 2017-2018



By: Thomas Fergusson, grade 6

110 School Street, North Hatley, Québec J0B 2C0

Tel: (819) 842-2491 / Fax: (819) 842-2491

Website: <http://www.etsb.qc.ca/northhatley>

Email: [loachv@etsb.qc.ca](mailto:loachv@etsb.qc.ca)

**Principal:** *Mme Catherine Zahra*

### 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.



### 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.

### Change of Bus

If a child is not going home on his/her regular school bus, the school must be advised in writing with a note signed by the parent or guardian stating where the child should go. These arrangements should be made in advance. The child will then be given a bus slip, and must give this slip to the bus driver. Bus drivers will not transport students to alternate destinations without a slip from the school. If, for an emergency, you must make a change for your child's transportation and you did not send a written note, a telephone call before noon may be acceptable. If you telephone after 1:00pm, the message may not reach your child.



By: Aurora Rediker, grade 4

### Safety Rules and Code of Conduct

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. At noon-hour and recess 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. Students may only leave the school property by pre-arrangement and with written authorization.
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.** Anyone wearing revealing clothing such as short skirts, low cut pants, spaghetti-strapped tops and flip flop sandals or clothes with inappropriate words or images may be asked to change. In addition, staff and parents will continue to consult on other aspects of the dress code as it becomes necessary.
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 at all times in the school.*
11. **Electronic devices are not permitted at school.**

Note: Good manners (please, thank-you's, removing hat when entering building, etc..) and courteous actions (opening doors for others, etc...) are encouraged on a daily basis. Appropriate voice volume for appropriate locations at school. Smoke free campus.

***I will do my best to respect these rules.***

**SUMMARY OF THE PROCEDURE FOR  
THE RECONSIDERATION OF A DECISION  
(Appeal Process)**

If you are concerned about a decision affecting your child, or yourself (if you are an adult student) and wish to have it reviewed, there is a process laid out in the *Education Act* (sections 9 to 12), and every school board must have its own procedure to deal with these requests. To this effect, on October 29, 2002 the Council of Commissioners of the Eastern Townships School Board adopted the *Procedure for the Reconsideration of a Decision*. This procedure may be found on the ETSB website at [www.etsb.qc.ca](http://www.etsb.qc.ca), both in English and French. A copy may also be obtained by contacting your School Principal, Centre Director or the office of the Secretary General.

In the event that a student, or his parents, wishes to appeal a decision, he/she should contact Mr. Éric Campbell, Secretary General, at (819) 868-3100 ext. 55025 or by e-mail at [campbelle@etsb.qc.ca](mailto:campbelle@etsb.qc.ca) to submit their request.

\*\* French Version available upon request

**THE SPECIAL ADVISORY COMMITTEE**

**The Special Education Advisory Committee Wants You!**

The Special Education Advisory Committee (SEAC) of the ETSB is made up of people from the entire school community. However, parents of students with special needs must be in the majority. The primary role of this committee is to advise the school board on the policy for services given to special needs students and on the allocation of financial resources used to provide services to these students.

There may be up to 25 parents on the committee which allows for at least one parent per school. Other members of the committee include representation from among the teachers, administrators, professionals and outside agencies.

The committee allows you as a parent to meet and talk with others who have the interest of special needs children at heart. Meetings are held monthly at the Eastern Townships School Board office in Magog between 7:00 and 9:00 p.m. (mileage is compensated for)

Please ask your school principal for an application brochure or call the Director of Complementary Educational Services, Gail Kelso at (819) 868-3100 ext. 55035 to give your name or to ask for clarification. Forms should be returned to your school principal and forwarded to Gail Kelso by October 3rd 2014.

**Visitors to the School**

Visitors and parents must report to the office during office hours (8:00-1:00) to sign in and get a visitors ID card. 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.

**Students' Personal Property**

The school *is not* responsible for loss or damage to students' personal property (e.g. ipods, 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.

**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.

**Lost & Found**

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

**Communication**

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

First, if it concerns your child in class, speak to the teacher(s).

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!

**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](http://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.

*We are a peanut free school*



## **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 the children's safety.

## **School Attendance**

The school year consists of 180 days. Be sure to inform the school before 8:00am if your child is absent. Please try to arrange medical appointments and others on ped days so your child is at school as often as possible.

## **Illness**

If a 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 and parents of pre-k students are asked to park their cars at the bottom of the hill.

## **Leaving the School Grounds**

In order to ensure their safety, students wishing to leave the school grounds at noon **MUST** have a note signed by the parent or guardian.

## **Supervision Times**

Students are not to be on the school grounds before 8:05 a.m. or after 2:35 p.m. **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.**

## **After School Activity Arrangements**

Arrangements for after school activities must be made prior to the arrival at school.

## **Daycare**

Ms. Vicky Loach will be the morning educator for the daycare (7:30-8:05) and do the accounting. Ms. Georgia Angelopoulos will be the afternoon educator from 2:35 until 5:30. If you need more information on registration and daycare please phone the school (819-842-2491).

## **Educational Project**

### **Priorities**

#### ***To challenge every child to achieve his/her highest potential.***

At North Hatley Elementary School, students will acquire competence in basic subjects using a cross-curricular approach in order to prepare them for a secondary program. Furthermore, our goal is to encourage students to excel in their individual strengths and to develop a love for learning.

#### ***To support computer literacy***

Teachers are comfortable using technology in the classroom on a daily basis, in order to meet the standards of our school curriculum and facilitate student learning.

#### ***To improve NHES facilities/equipment***

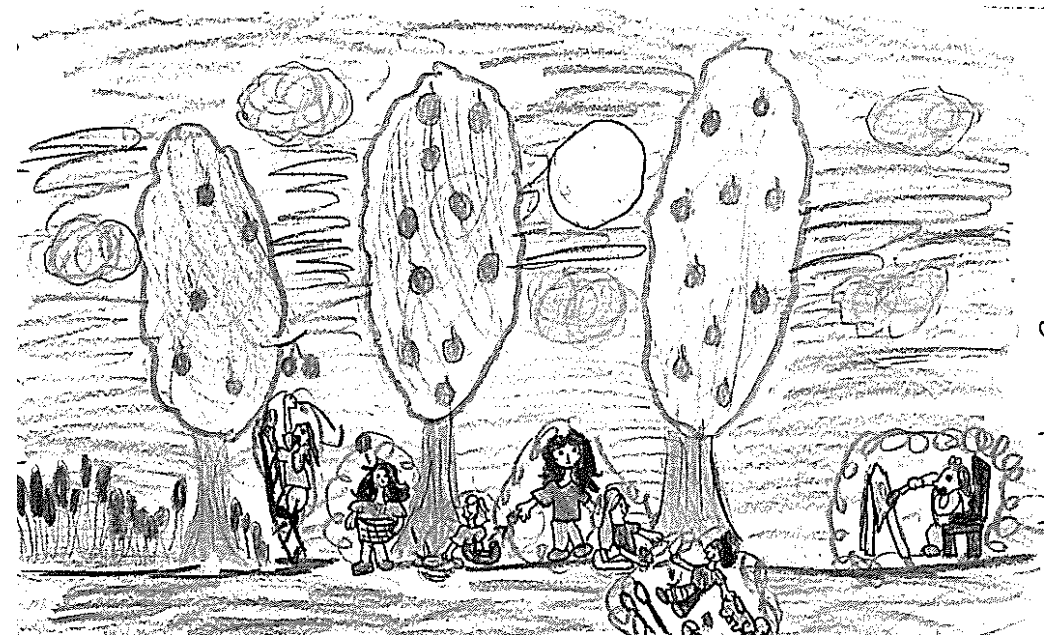
North Hatley Elementary School's pleasant, healthy, and welcoming environment is to be evaluated on a regular basis. It is important to identify and prioritize facilities and/or equipment that need improvement to enhance the educational experience of our students.

#### ***To involve the community***

North Hatley Elementary School welcomes a partnership between community and school members, where one benefits and complements the other. With this growing involvement, we hope both partners will develop supportive attitudes for one another and an open line of communication.

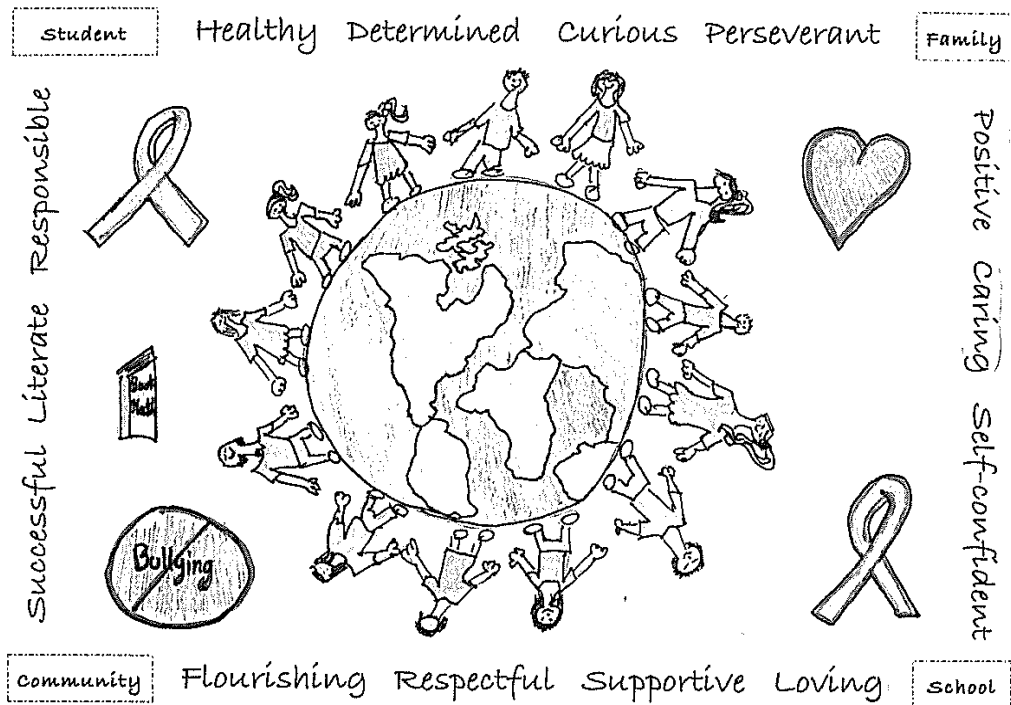
#### ***To promote NHES, the "Hidden" School***

North Hatley Elementary School is a jewel! We advertise its programs/services to both the English and French populations, our potential clientele. The goal is to have NHES become known and "place it on the map," by publicizing our unique features. The attractive traits of this school are well-kept secrets, and as a result, we need to define our "niche" through specialties.

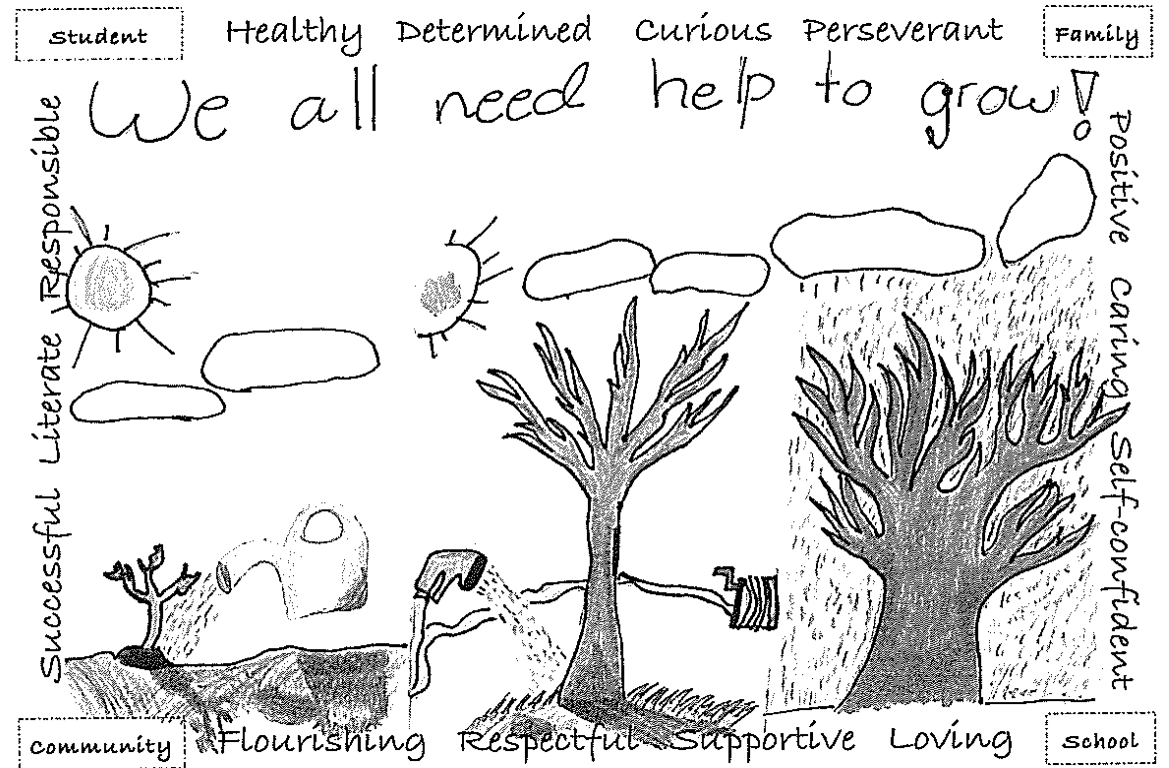


By: Evelyn Meyers, grade 2

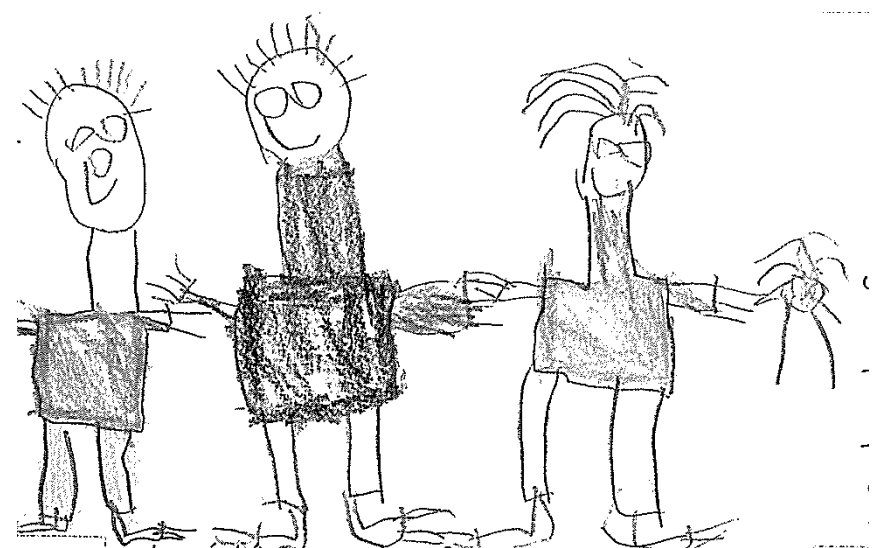
Our mission is to foster the growth of well-rounded students that contribute positively and effectively to society.



By: Samantha Pigeon, grade 5



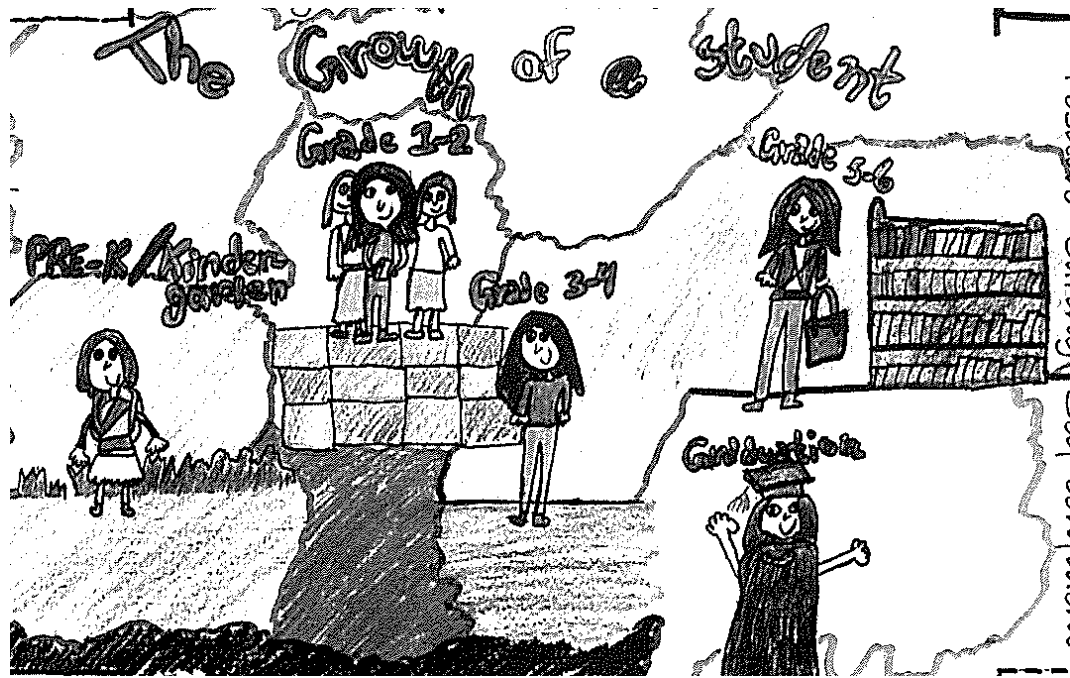
By: Elliot Côté, grade 6



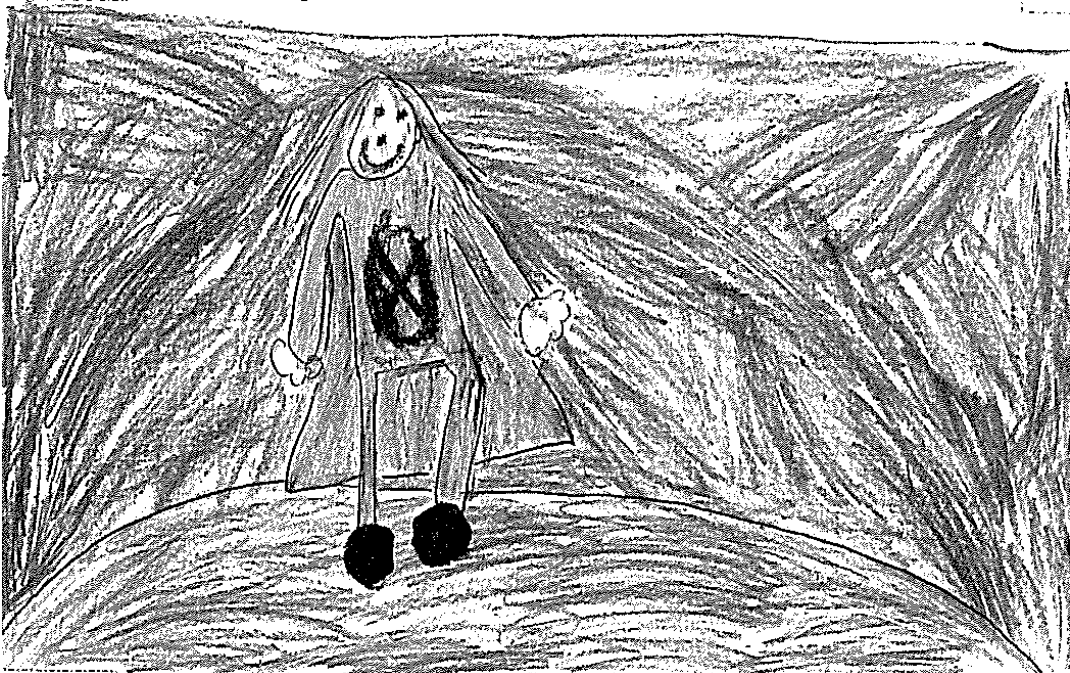
By: Logan McIntyre, Kindergarten

\*\*\*\*The drawings shown throughout this handbook were designed by the students of North Hatley Elementary School in 2015-2016 to symbolize our new mission statement. Congratulations to all students for their inspiring, creative illustrations.





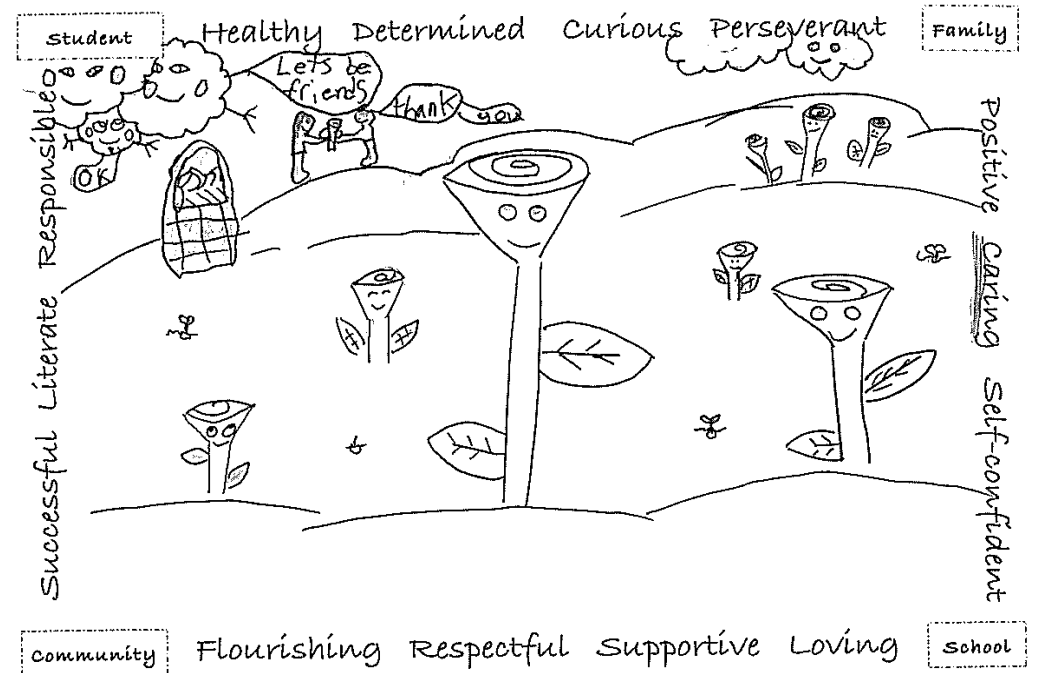
By: Madison Bradley, grade 6



By: Mackenzie Fergusson, grade 1

## Governing Board

The Governing Board is a decision making body which is responsible for; the budget, the Educational Project, the use of the school premises, the implementation of the prescribed curriculum and the rules of supervision and discipline. The North Hatley Governing Board consists of parents, staff members and one community member. The Governing Board elections for parent members will be held during the General Assembly at our Open House.



By: Amilya Besette, grade 3

## Home & School Association

The North Hatley Home and School Association is a committee of volunteer parents that meet on a monthly basis to discuss future projects and activities for the school. They organize different fundraising activities in order to support school trips, hot lunches and purchase supplies for the school which are not covered by the school budget.