

# Welcome to Primary at



# Mount Edward Elementary

# INTRODUCTION

The mission of Mount Edward Elementary School, as a caring and supportive community, is to ensure that all students are motivated to reach their individual potential academically, emotionally, socially, and physically in a safe environment, through the combined efforts of teachers, students, parents/guardians, and the greater community.

This handbook outlines important information about our school and will provide you with some helpful suggestions on how to prepare you child for grade primary.

## TABLE OF CONTENTS

|   |     |
|---|-----|
| Welcome Message -----                                     | 1   |
| About Mount Edward Elementary School -----                | 2   |
| Bell Schedule-----  | 3   |
| Morning Entrance and Afternoon Dismissal Procedures ----- | 3   |
| Attendance-----   | 4   |
| Nutrition -----   | 5   |
| School Cancellation -----                                 | 6   |
| Volunteering-----   | 7   |
| Student Safety-----                                       | 8-9 |
| Provincial Code of Conduct -----                          | 10  |
| Communication -----                                       | 11  |
| Preparing for School -----                                | 12  |
| Transition Planning for Students with Special Needs-----  | 13  |
| School Supplies -----                                     | 14  |

## WELCOME MESSAGE

Dear Parents and Guardians,

As your child begins his/her educational journey in grade primary, I would like to take this opportunity on behalf of our entire staff to welcome you to Mount Edward School. This booklet was created by staff to provide you with some important information to assist you and your child with the transition to the daily routines of public school. There are typically many opportunities for parents/guardians to become involved in school life by volunteering at school events, School Advisory Council, Home and School Association and many school-based functions throughout the year.

Communication between home and school is vitally important to your child's education. I encourage you to speak to your child regularly about their school day and contact the teacher with any questions or concerns. Together we can form a strong partnership to ensure your child has a positive school experience filled with academic success.

Lori Bartkiw, Principal  
Mount Edward School



## ABOUT MOUNT EDWARD ELEMENTARY SCHOOL



Mount Edward Elementary School, built in 1962, is a community-based school where most families live within walking distance. It is a member of the Woodlawn High School family of schools and is in Dartmouth, Nova Scotia. Our school serves approximately 170 students in grades pre-primary to 6. Our school staff includes teachers, administration, specialist teachers, resource and learning center teachers, early childhood educators, educational program assistants as well as many other support staff. Students in our school have opportunities to be engaged in various activities and programs. Students have a few occasions to showcase their learning at different events including seasonal concerts, Student Led Conferences, celebrations of diverse cultures and school assemblies. School-wide events focus on curriculum, learning and student achievement. The staff at Mount Edward Elementary School is committed to providing a warm, enriching, educational experience for our students. We encourage and invite parents, guardians, and other members of the school community to become involved in our school.

## BELL SCHEDULE

|       |  |
|-------|--|
| 8:50  | Outside bell - Classes line up to enter building |
| 9:00  | O Canada/Announcements/Classes begin             |
| 10:30 | Recess begins                                    |
| 10:45 | Recess ends                                      |
| 12:00 | Noon dismissal                                   |
| 12:50 | Outside bell - Classes line up                   |
| 12:55 | Classes begin                                    |
| 2:55  | Dismissal - For all students                     |



## MORNING ENTRANCE & AFTERNOON DISMISSAL PROCEDURES

All classes have an assigned door from which they will always enter and exit. Parents/guardians are asked to have their children line up with their class at the door designated for their class when the morning bell rings. If students are arriving to school after the morning bell, they must enter the building through the front doors and get a late slip from the office to give to their classroom teacher. For the safety and security of all students and staff, we ask that all parents/guardians and visitors report to the office upon entering the building. To minimize disruptions to student learning and to promote independence in our students, we ask that parents/guardians do not accompany their child to their classrooms. Students are not to arrive before 8:40 in the morning as there is no supervision before this time. Students are also not to remain on the school playground after dismissal without parent/guardian supervision.

## ATTENDANCE

One of our greatest priorities is ensuring all students arrive to school safely each day. Parents/guardians of students who attend our school now have the option to report their child's absence in advance using a toll-free number, the PowerSchool Parent Portal or the SchoolMessenger app!

SchoolMessenger SafeArrival - an absence management system that improves student safety and makes it easy for families to inform their child's school if they will be away - powers all three of these options.

If your child will be absent, please let us know by using one of the following methods:

- **Toll-Free Number**—Call 1-833-582-6940 to report an absence using an automated system.
- **PowerSchool Parent Portal**—Log into <https://sishrsb.ednet.ns.ca/public/> and access the SchoolMessenger website to report an absence.
- **SchoolMessenger App**—Download the SchoolMessenger app for Android and iOS devices and sign up using your PowerSchool username (full email address).

For more information about reporting your child's absence and a list of frequently asked questions, visit: <https://www.hrce.ca/families/general-information/safe-arrival>.



## NUTRITION

In grade primary students are expected to bring a packed lunch and snack. Please keep in mind that students are physically active and engaged in learning activities throughout their day. To maintain optimal mental and physical energy to be successful in school, students need good nutrition. We encourage parents/guardians to “practice” lunch with their children over the summer months so that students will become better prepared with opening their own food containers, selecting appropriate items from their lunch bags for their recess snack and ensuring that they have enough food to last them through the day.



We do offer a grab and go breakfast program for students. Each day at recess, students can come to the breakfast cart and choose from a selection of healthy snacks. We frequently offer yogurt tubes, cheese strings, multi-grain cheerios, granola bars, fresh fruit, and small wrap sandwiches, etc. We also have an assortment of healthy snacks in each classroom.

Lunchtime supervision is available and is free for all students. Please ensure your child's teacher is aware if they will be staying for lunch.

Please keep in mind that we are a **NUT FREE** school.



The Province has announced a new School Lunch Program. More information will be provided at a later date.



# SCHOOL CANCELLATION

## Guidelines for school and/or bus cancellations due to inclement weather

Nova Scotia winter weather can change quickly and can be challenging to predict. This document outlines the steps we take when deciding whether to cancel school and/or bussing.

### A 6:00 am announcement could be:

All schools are closed for the day

OR

Some schools (either individually or by family) are closed for the day

OR

All schools are open, but some or all busses are not operating for the day

OR

All schools are delayed in opening by 2 hours

If weather deteriorates, or is forecast to worsen throughout the morning

### An 11:00 am announcement could be:

Bussed students will be picked up 2 hours earlier than their regular dismissal time

AND

Walking students will be dismissed at their regularly scheduled lunch hour

### Remember:

Parents/guardians always have the right to keep their child home from school if they believe that the travelling conditions are unsuitable.

How does Halifax Regional Centre for Education (HRCE) decide on school and/or bus cancellations?

By 4:30 am, HRCE staff begin to gather information from:

- A contracted weather service that provides radar and satellite imagery, real-time road conditions and weather warnings;
- A meteorologist who provides forecast details, level and type of precipitation and impact on road conditions;
- HRCE's three transportation service providers, who provide updates on road conditions in their area;
- Municipal and provincial transportation staff; and
- Other local weather services, including Environment Canada and the Weather Network.

By 5:30 am, HRCE staff make recommendations to the Regional Executive Director (or designate), who then makes the final decision.

This decision is communicated by 6:00 am.



**Halifax**  
Regional Centre for Education

Where can cancellation information be found?

Website: [www.hrce.ca](http://www.hrce.ca) Twitter: @HRCE\_NS Phone: 902-464-INFO (4636) Local media outlets

Subscribe to email/text notifications at [www.hrce.ca](http://www.hrce.ca)



## VOLUNTEERING

We recognize our responsibility to ensure that all students attending our schools are protected by taking reasonable precautions to screen volunteers who may be working with students without direct supervision of staff. In accordance with HRCE's Student Protection Policy, prior to volunteering with the Halifax Regional Centre for Education, all volunteers will provide:

1. A completed Child Abuse Register - Request for Search Form, which can be found at <https://beta.novascotia.ca/apply-child-abuse-register-search>
2. A certified and true copy of a Criminal Records Check with Vulnerable Sector Check available at <https://www.halifax.ca/fire-police/police/criminal-record-check>, from your local Police or RCMP detachment or through online organizations endorsed by Nova Scotia law enforcement agencies

Please note: the Child Abuse Register Search and Criminal Records Check must be issued in the three months preceding volunteering and updated every three years.

If you plan on assisting as a volunteer for an upcoming trip or event, we recommend having this done as soon as possible as the process can take up to 10 business days. If you have any questions, please do not hesitate to contact the office.



## STUDENT SAFETY

### VISITORS TO SCHOOL:

For the safety of our students and staff, **all individuals** entering the school **MUST** report to the office and are **NOT** permitted to go directly to any classrooms.

### MEDICATION AND MEDICAL ALERT POLICY:

No medication, including puffers, can be administered at school without proper forms completed by parents/guardians. Also, the school must be alerted if your child has a life-threatening illness or allergy. In accordance with the Halifax Regional Centre for Education's *Administering Medication and Medical Alert* policies, parents/guardians are asked to provide the school with necessary information on their child's health conditions. Parents/guardians can pick up the required forms from the main office.



### SCENT AWARE AND NUT FREE ENVIRONMENT:

Please respect our **scent-awareness** policy. Also, our school is a **NUT-FREE** environment. All individuals entering our school should be wearing scent-free products and not bring food items containing any nuts. These are in place for your child's health and safety.

### PARKING AND VEHICLES ON THE SCHOOL PROPERTY:

Vehicle access is restricted on the school grounds when students are present. Parents/guardians are asked to park on the street when dropping off and picking up students. This applies to participants in the before and after school *Excel* program as well. Please use caution and obey parking signs on Windward Avenue

when driving in the school zone. The school driveway in front of the building must always remain clear. Parents/guardians **must not drive on the school grounds** to drop off or pick up children. Again, these restrictions are in place for all our children's health and safety.

**ANIMALS/PETS ON THE SCHOOL GROUNDS:**

For the safety of our children, dogs and other pets are not permitted on school grounds.

**BICYCLES, SKATEBOARDS AND ROLLERBLADES:**



Students are permitted to bring bicycles to school and lock them to the bike rack with their own lock. Students must wear helmets and walk their bicycles on school property. Rollerblades, skateboards, and scooters are not to be used on school grounds.

**ELECTRONIC DEVICES/CELL PHONES:**



Electronic devices, cellular phones or games and toys are not permitted at school. These items are to be left at home or in the office as they can be a disruption to student learning and the business of the school. Students have use of the office telephone in case of emergencies.

**FOOTWEAR AND CLOTHING:**

To maintain a clean and healthy environment, students are asked to leave a pair of indoor shoes/sneakers at school to be worn inside the school. This prevents mud and other debris from being tracked into the classrooms and other areas of the building. Sneakers for use in the gym must not have black soles. Please label all your child's clothing to alleviate any confusion when items are missing during the school year. Please check the lost and found for any missing items.

## PROVINCIAL CODE OF CONDUCT

The Provincial School Code of Conduct came into effect on September 1, 2015.

To learn more, watch the [video \(http://dvl.ednet.ns.ca/videos/provincial-school-code-conduct\)](http://dvl.ednet.ns.ca/videos/provincial-school-code-conduct).

To read the Provincial Code of Conduct,  
<https://med.hrce.ca/sites/default/files/websites/med.hrsb.ca/basic-page/2016/02/provincialschoolcodeofconduct.pdf>.

# COMMUNICATION

## METHODS OF COMMUNICATING:

A variety of means will be employed to report on student learning and to let you know what is going on at our school. Some of these means include but are not limited to:

- Curriculum Night in September
- School Website
- Email Updates
- Parent/Guardian Teacher Conferences
- Report Cards
- Phone Calls
- Notes Sent in their Message Bags



## REPORT CARD:

The report card provides parents and guardians with outcome-based information about their child. In grade primary students do not receive letter marks for each subject; rather teachers will provide a descriptive commentary providing clear and accurate information on a student's development and level of performance in relation to the expected learning outcomes. There will be three reporting periods each year. Report cards will be sent home in December, April, and June.



## HOMEWORK:

The Province of Nova Scotia has implemented a Provincial Homework Policy which establishes the expectation for educators to assign developmentally appropriate homework at each grade level to enhance student learning. This policy applies to all public schools in the province of Nova Scotia. To review the policy, follow this link: <https://www.ednet.ns.ca/docs/homeworkpolicy.pdf>

## PREPARING FOR SCHOOL

- 1) Have your child practice writing his/her name using a variety of tools such as, crayons, pencils, and markers. Check that your child is gripping the writing utensil correctly. Be sure that your child uses a capital letter only at the beginning and lowercase letters for the rest of their name.
- 2) Practice saying and writing the alphabet (upper and lower case).
- 3) Practice counting and writing the numbers 0 to 10.
- 4) Read and enjoy books together every day!
- 5) Practice colouring and drawing.
- 6) Practice recognizing colours and shapes.
- 7) Practice cutting with scissors. Cutting play dough with scissors helps children develop their fine motor skills.
- 8) Practice getting dressed and undressed. Make sure your child knows how to fasten zippers and buttons.
- 9) Practice having lunch. Ensure that your child can open and close containers.
- 10) Practice using public washrooms. Make sure your child knows how to open and close stall doors. Introduce your male child to a urinal. Practice flushing and washing hands.
- 11) Ensure that your child has a backpack that is an appropriate size.
- 12) Label all your child's personal belongings. **Do not** label the school supplies (see list at the back).
- 13) Encourage your child to be independent and responsible for them self.



## TRANSITION PLANNING FOR STUDENTS WITH SPECIAL NEEDS

Although transition planning occurs for all students during their years in school, it is essential that individualized and collaborative transition plans be developed for those students requiring additional supports to achieve their potential. Transition planning for students with special needs is a process that involves the co-operation, collaboration and participation of parent(s)/guardian(s), educators, and other professionals.

If your child is identified with a special need, we strongly encourage you to decide to meet with us. We would greatly appreciate any information that you would be willing to share about your child that could assist us in planning for their individual needs as they are entering into grade primary.





**SCHOOL SUPPLIES**  
**PRIMARY - MOUNT EDWARD SCHOOL**  
**SUPPLIES 2024-25**

| <b>QUANTITY</b> | <b>ITEM</b> |
|-----------------|-------------|
|-----------------|-------------|

Please do not label these supplies with your child's name:

- |   |   |
|---|---|
| 8 | Regular pencils (sharpened)   |
| 2 | Boxes of 24 crayons   |
| 2 | Boxes of washable broad line markers, 8 or 10 count (non-scented)                                   |
| 1 | Box washable fine tip markers, 12 count (non-scented)   |
| 4 | Whiteboard markers black/blue (for student use)   |
| 1 | Pair of scissors for kids   |
| 2 | Large glue sticks   |
| 1 | Small bottle of liquid white glue   |
| 2 | White erasers   |
| 2 | Plastic 2-pocket folders (blue, red, yellow, green, or orange. No designs or duotang hinges please) |
| 2 | Duotangs (1 each of blue & yellow)  |
| 1 | Half lines/half blank yellow scribbler  |
| 2 | Small containers of play doh (blue, red, yellow, green, or orange)                                  |

Please put names on the following:

- |   |   |
|---|---|
| 1 | Hard plastic pencil case/box (the 20cm kind)  |
| 1 | Large zippered vinyl bag (not mesh) for home message bag. They have a plastic label holder on the front (can be found at Dollarama) |
| 1 | Pair of indoor sneakers to be left at school. Please only send laced sneakers if your child can quickly tie independently.          |
| 1 | Spare change of clothes including socks and underwear in a labelled plastic bag to be kept in school bag.                           |
| 1 | Refillable water bottle, which will go home each day for cleaning.  |

**A DONATION OF FACIAL TISSUES, BABY WIPES (UNSCENTED), AND/OR LARGE BAGGIES FOR THE CLASSROOM WOULD BE APPRECIATED.**

It would be extremely beneficial if you purchased **no themed supplies**. Fancy erasers and pencils tend to be a distraction and usually of lower quality when compared to standard supplies.