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Welcome From the Principal

Welcome to Harkins Elementary and another school year! Harkins Elementary is an exciting and busy elementary school with many activities and programs that meet the needs of a variety of students. We strive to help children develop their ability to the fullest in a positive learning environment.

I am very proud of our student's accomplishments over the past years as they continue to shine in many areas. We have many incentive programs that encourage students to strive to do their best at Harkins. Students' talent is celebrated weekly through the **Celebrating Student Success** program. The success of this program is measured by the increased number of students who receive recognition for their accomplishments.

I believe that we have a very dedicated, caring and knowledgeable staff that believes that all children can learn. We agree with Friedrich Frobel, *Children are like tiny flowers, they are varied and need care, but each one is beautiful alone and glorious when seen in the community of peers*".

Harkins has been very fortunate in the past to have a number of very dedicated volunteers especially in the Home and School, Parent School Support committee, Playground Committee and the breakfast program. Without these interested groups we would not be able to offer as many programs to the children. We would like to encourage all parents to participate in these groups because together we can make a difference. Information on how to get involved will be supplied the first week of school. It is a proven fact that when parents get involved with their child's education then all children benefit from the experience.

Communication is the key to any successful organization, so I encourage you to get involved with our school community. If we can help you and your child in any way, please feel free to contact the school at 627-4087.

We trust that the information in this booklet will be of benefit to you, and that you will keep it for further reference.

Phyllis Cooling
Principal , Harkins Elementary

Vice Principal's Message

Dear parents and students,

Welcome to Harkins Elementary!! It is my honour and pleasure to be serving you in the capacity of vice-principal. For those of you who are returning to our school, we are happy to have you back, and for those of you who are new, we look forward to getting to know and work with each and every one of you.

Harkins Elementary has an excellent staff, great parents, and **phenomenal** kids. Research shows that students whose parents are involved in their schooling are happier and more successful, so we encourage you to take advantage of the many opportunities to participate on committees such as Home and School and the Parent School Support Committee (PSSC), and/or in the many events that take place at the school from September through June.

Here at Harkins, we strive for continuous school improvement; to that end, several positive changes and innovations have taken place in recent years, including the expansion of our playground and the implementation of an after school program, as well as the designation of our school as one of only four "community schools" in the district. This year marks the 115th anniversary of our school, and we are planning some special activities this fall to recognize the occasion; we invite you to join with us as we celebrate our past and anticipate our future.

In closing, I would like to remind you to please contact the school any time that you have questions, concerns, or suggestions; your input is invaluable in making our school a better place for our students. I leave you with a poem that sums up our philosophy:

Unity

I dreamed I stood in a studio
 And watched two sculptors there,
 The clay they used was a young child's mind
 And they fashioned it with care.
 One was a teacher:
 The tools she used were books and music and art;
 One was a parent
 With a guiding hand and gentle loving heart.
 And when at last their work was done,
 They were proud of what they had wrought.
 For the things they had worked into the child
 Could never be sold or bought!
 And each agreed she would have failed
 If she had worked alone.
 For behind the parent stood the school,
 And behind the teacher stood the home.

By Cleo V. Swarat

Let's work together to make this a terrific year!!

Yours truly,
 Mary Ann Barrieau
 Vice-Principal

A Message from the Parent School Support Committee (PSSC)

A new year and a new beginning at Harkins Elementary will be one of the most exciting times in your child's life. By working together, we as a group will be able to offer your child everything they need to have a wonderful and exciting year. In order to make this an enjoyable experience for your family, I would like to welcome and invite you to join the different groups that our school offers. Home and School and the PSSC are two groups that let you have the opportunity to see into your child's school life and you can meet some great people. Volunteering is a rewarding experience that I have been able to do as a parent and I hope you can take this wonderful opportunity to be a part of the school by doing the same.

The staff at Harkins Elementary is always willing and able to help you with any questions or concerns that you may have, so feel free to ask. You will come to understand when you walk through the door why our school's motto is "HARKINS HAS HEART". Between the staff, students and the many volunteers at our school, the Harkins Family should have quite the memorable year.

Welcome everyone and have a fantastic year at Harkins Elementary.

Christine O'Neill
Chairperson of Harkins Elementary PSSC

From Harkins Elementary Home and School

On behalf of Harkins Elementary Home and School I would like to " WELCOME " you all to another great school year.

Home and School is an organization of parents and teachers/staff working together. We are actively involved in organizing events and activities within the school community. By providing such services as fluoride, treats for special occasions, decorating the halls, recess snacks and volunteer for events. We are a very visible group in your/our children's school.

Each year we have fundraisers to finance these events. Every penny that we raise is put back into our school for our children, in the form of these treats, activities and prizes for special occasions.

We had a great and FUN year last year with the Terry Fox Run and a visit from the Easter Bunny giving out popcorn to our children. Our fundraisers ran very well also, we auctioned off classroom made scarecrows, sold tickets on a lotto-ticket Charlie Brown Christmas Tree and sold Vessey Seeds. All were a huge success and we couldn't have done it without the parents. We have a VERY fun year in the works for this coming year and welcome all suggestions and help.

We will have a membership drive early in the school year, the fee is \$5.00 with \$3.00 going to the provincial federation of Home and Schools for province wide programs, such as School Bus Safety Week (October) and Teacher /Staff Appreciation Week (February). We encourage you all to get involved and benefit from being included in the school community. Our children love to see us there helping out and it is very rewarding. We can only accomplish this with volunteers, like you. In the school newsletter our first meeting time will be noted and what we are doing that month. Please make an effort to attend, as parental support is necessary to run our Home and School.

We look forward to working with YOU to make this school a BIG success.

Darryl McKinnon
Past-President , Harkins Elementary Home and School

Our Staff Members

Administration

Mrs. Phyllis Cooling
Miss Mary Ann Barrieau

Principal
Vice-Principal/Teacher

Teachers

Mrs. Jeannie Butler
Mrs. Karen Newman
Mrs. Anne LaBerge
Miss Jennifer Lawlor
Miss Mary Ann Barrieau
Mrs. Erica Hambrook
Mrs. Nancy Donovan
Mrs. Nancy Hambrook
Mr. Rheel Fournier
Mrs. Suzanne Trevors
Mr. Ryan Flynn
Mr. Scott Sweezey
Mrs. Phyllis Cooling

Kindergarten
Kindergarten
Grade One
Grade One/Two
Grade Two
Grade Three
Grade Four
Grade Five
Grade Five
Music/Grade 2 Math/Grade 4 Pre-Intensive French
Physical Education
Methods & Resource
Reading Recovery Grade 1

Teacher Assistants

Mrs. Donna Belanger
Mrs. Susan Hanley
Mrs. Susan Watling

Librarian Assistant

Mrs. Roma Gallan

Custodians

Yvon Morris
Fred Trevors

Guidance Counselor

Brian Richardson (Wednesday & Friday)

Speech and Language

Cathy Reinsborough

Secretary

Mrs. Linda Hay

Community School

Cathy Carnahan

After School Program

Susan Hare

News, dates and bell schedules:

A school calendar will be sent home monthly with our school newsletter. There will be many important dates outlined in our newsletters. To help you with advance planning, here are some dates to remember:

2009 - 2010 SCHOOL CALENDAR

	<u>Dates</u>	<u>Events</u>
September	8	First Day for Students
October	8	Curriculum Implementation Day
	9	Curriculum Implementation Day
	12	Thanksgiving
November	6	Parent/Teacher Interviews
	11	Remembrance Day
	20	Curriculum Implementation Day
December	18	Last Day before Christmas Break
January	4	Curriculum Implementation Day
	5	Curriculum Implementation Day
	6	First Day for Students
March	1-5	March Break
April	2	Good Friday
	5	Easter Monday
	9	Parent/Teacher Interviews
May	6	NBTA
	7	Provincial Council Day
	24	Victoria Day
June	25	Last day for students

BELL SCHEDULE

SCHOOL YEAR 2009 - 2010

8:30 - 8:40	Opening Exercises
8:40 - 10:10	Classes
10:10 - 10:25	Recess
10:25 - 11:30	Classes
11:30 - 12:30	Lunch (11:30 - Cafeteria; 12:00 - Outside)
12:30 - 2:00	Classes
2:10	Dismissal for K - 2 students
2:00 - 3:00	Classes for 3 - 5 students
3:10	Dismissal 3 - 5 students

Parent volunteers

We are fortunate to have many active parent volunteers at Harkins Elementary. We encourage parents to communicate openly with all staff members. We believe that parental involvement will enhance the educational experiences of our students. Volunteers are required to complete Policy 701, by visiting the website at www.cnbb.nb.ca/701. After completing the course, signed affidavits must be turned into the office. We also encourage all volunteers to sign in and out when they are at the school.

Please attend the Home and School meetings if you are interested. You are encouraged to sign-up for the many activities and programs offered by the Home and School Committee. Look for the sign-up table on **Meet the Teacher Night** in early September.

Procedures

The following are some procedures that make the school operate efficiently:

- **Attendance:** "Regular attendance is mandatory for all students enrolled in the public school system. Attendance and absenteeism will be monitored and regulated to ensure everyone may be guaranteed the same opportunities for a basic education and productive future, (*copied from the District Attendance Policy, 2002*). There is a new District Policy concerning attendance, please refer to the Appendices at the end of this handbook for further details. If your child has missed more than five days, a phone call will be made to determine the nature of the student's absence. A written excuse is required for each day missed and this will be kept on file. Please inform the school if your child has a communicable disease. Attendance is a vital ingredient for your child's success, so absenteeism should be kept to a minimum.
- **Homework:** It is the responsibility of the student to complete assigned homework. Parents should ensure that their children have completed their work. Homework is also a vital part of achieving success at school. It not only reinforces skills taught at school, but also encourages good study habits.
- **After school routines:** If it is **necessary** for your child to go some place after school which is different from their normal daily routine, we ask that a **written note** accompany the child stating where they will be going. Alternate bussing arrangements may take up to two days to finalize with District Office and they must be **authorized** by the District Office. Please give us notice if alternate bussing is required, and keep in mind that the school does not provide bussing for the purpose of merely visiting friends or attending birthday parties. Parents must make arrangements to have their children transported for such events.
- **All visitors:** must report to the Office. This includes parents who pick up their children during school hours. If someone other than a parent is picking up a student, such as a grandparent, aunt, uncle or friend, a **written note** from a parent should be given to the Office prior to picking the child up.

- **Sign-in & sign-out book:** Tardiness is discouraged because it disrupts the class and your child is not able to receive full classroom instruction. If a student is late for school or has to leave early for an appointment, the student is required to Sign In/Sign Out at the Office.
- **Telephone calls:** It is very important to make arrangements for changes to your child's daily routine **before** they leave for school. **A written note is required to change the daily routine.** If your child has to go some place different, it is better that a written note alerts the teacher and the Office in advance, so the appropriate arrangements can be made. Telephoning during school hours is often not a reliable way of alerting the teacher and the child, as the secretary does not work full time, and the call may be missed. Although messages are regularly checked, your message may not be received prior to bus time.
- **Dropping students off:** Parents are asked to drop their children off in the Knights of Columbus parking lot, located on Newcastle Boulevard. This is the safest area according to the Miramichi Police Force. There is a crosswalk guard there, and a new sidewalk has been installed for student safety.
- **Dismissals/closures:** Anticipated school closures will be published in the monthly newsletters, by voice message, or in memos to parents. Emergency closings or dismissals will be announced on the local radio station. The District Office and not school officials make decisions on school closing due to weather. It is advisable for parents to have a plan in place for when school is dismissed early. We will be requesting this information in the near future. The general rule for early dismissal is that your child will return home on the bus he/she travels to school on in the morning. It is important that you have a plan in place, as it is not feasible for the school to call all parents when an early closure has been deemed necessary.
- **Staying in when sick:** If your child is recovering from an illness and must stay indoors at recess and noon hour, we require a **written note** from home.

School Routines

Arrival/entry into the school

(Early morning, after 1st and 2nd recesses)

- Students arriving in the morning before the bell has rung must line up with their classmates on the playground; students are not to be in their classrooms, with or without parent supervision, before the others have come in from outside.
- Students must go to the breakfast program directly off the bus, backpack and all, eat quickly (limit of 2 of anything), and return outside immediately after.
- At 8:15 A.M., 10:20 A.M., and 12:20 P.M., the duty teacher and teacher assistants will start to move the K-2 students from the upper end of the playground toward their line-ups.
- At 8:20 A.M., 10:25 A.M., and 12:25 P.M., when the bell is rung by the duty teacher on the door, the grades 3-5 students will line up, and the K-2 students will start into the building. (The bell will have previously been placed inside the door, near the pylons, by the duty teacher on the door.)
- Ball caps are not to be worn inside the door of the school; we are hat-free except for winter seasonal gear and designated special occasions.
- Teachers will be in the building in the morning by 8:10 A.M. and at their classrooms to greet children as they enter from the playground at the various times as outlined above.

Entering the classroom

Teachers will greet students in the vicinity of the classroom as they come in from outside.

- Lunchcans and water bottles will be kept in the classroom in a designated area. (Recess snacks and lunch money should be kept inside the lunchcan.)
- Students will be in their classrooms with all necessary items within 5 minutes of entering the building; they will be permitted to use the washroom and have drinks after getting settled.
- Each teacher will have well-established routines which students will engage in as soon as they enter the classroom.
- **Students are considered late if they arrive after 8:40 A.M.**; they must then sign in at the office. The office will be made aware if tardiness is habitual.
- **Students will be considered absent for the morning** if they arrive after 10:10 A.M., **and absent for the afternoon** if they leave before 1:15 P.M. (K-2), or 1:45 P.M. (3-5).

Getting ready for recess

- Students will eat their snacks at 10:00 A.M. while they continue working (or right after recess, while working, if they have phys. ed. or music before recess). All garbage will be put away when the homeroom or duty teacher indicates to students that it is clean-up time. **No food is to be brought outside.**
- All water bottles are to be kept in a designated area away from students' desks. They are to be filled at home, not at school.

Indoor recess

- Each teacher will develop and post a plan for indoor recess, listing which activities children are permitted to engage in.
- The duty teacher will indicate that it is time to begin cleaning up by 10:20 A.M. and by 12:20 P.M.
- Students needing to use the washroom must line up at the classroom door and wait to ask the duty teacher for permission to go.

Going to cafeteria

- One duty teacher is assigned to take the students from each floor to the cafeteria.
- Students will line up on their respective floors, younger students first (K-2; 3-5).
- The duty teacher will stop periodically along the way, (on the stairs, entrance of tunnel, doorways, and whenever need be).
- If students are excessively noisy or out of line, the duty teacher will stop the line.
- No peanuts, nuts, or nut products are allowed in the cafeteria.
- Students will sit according to grade level in the middle section, and will fill in all seats; any overflow will be seated on the corridor side.
- **Students are permitted to go through the cafeteria line only once.**
- Students will be allowed to get a drink only if they have none, and only when they're finished eating and with the permission of the duty teacher.

Returning from cafeteria

- The duty teacher will forewarn students when there are only 5 minutes of eating time remaining. Clean-up will take place when the duty teacher announces it.
- The same travelling procedures will be followed on the way back as on the way over.

Going to Phys. Ed., Music, etc.

- Lines should be single file and travel quietly through the halls. Students will go up on the Campbell St. side of the building and down on the playground side, except during fire drills and exiting from assemblies.
- No water bottles, etc. are to be brought to other classrooms.

Conduct at assemblies

- Students will be seated from youngest to oldest, front to back, and on their bottoms.
- Students must keep their hands to themselves and show respect for the speaker, performer, etc.
- Only polite applause is acceptable.

Dismissal

- K-2 students will dress for home in the hallway, line up for busses in the hallway, and wait for their bus to be called. Homeroom teachers will supervise them.
- 3-5 students will pack their bookbags and dress in their classrooms, but footwear will be changed in the hallway. Students are to wait in their seats until their buses are called, at which time they will put up their chairs and walk down the stairs.
- If students do not have a note stating otherwise, they are to go home on their regular bus.
- Students attending the After School program will be picked up by the program teachers and taken downstairs at 2:00 (K-2) and 3:00 (3-5).
- Students in grades 3-5 who are have a note saying they are being picked up will proceed downstairs and wait at the playground entrance with the bus duty teacher until such time as their parents arrive. 3-5 walkers will be dismissed by the bus duty teacher out the playground door and will walk around the back of the school. The Campbell St. door will be locked until 3:30 P.M.

Other important information

- Lunches are to be left at the office, not delivered by parents to the classroom.

For basketball/other games in the gym, student players will leave all belongings outside their classrooms until after the game is over.

The following is a Code of Conduct established by the teachers of Harkins Elementary:

Student's Code of Conduct

We ask that all students follow this code.

All students should:

- Respect themselves
- Respect others
- Respect school property

They should always:

- Have a positive attitude.
- Be proud.
- Try to do their best.

Dress Code at Harkins Elementary:

- All students should come to school clean in their appearance.
- Students should refrain from wearing logos of beverage companies.
- Students should refrain from wearing hats in the school.
- Clothing should be loose and comfortable.
- Shorts should be of a reasonable length, when standing at attention with hands at your side hemline of shorts should be below finger tips.
- Shirts should be long enough to cover the waist and no spaghetti straps.

Sports Program

All students have Physical Education as part of their instruction. All students have a total of 90 minutes per week of Physical Education. The emphasis will be on the Department of Education Curriculum document for Physical Education.

Intramurals will be held during lunch hour.

Extra-curricular Soccer and Basketball could be a reality if we have a volunteer coach. Please call the office if you are interested in coaching either of these sports.

Clubs

Computer Club is open to students who show an interest in computer skills. They will meet at lunch hour to work on special projects.

Peer Helpers will help out on the playground and at various activities around the school.

Newspaper Club: Students will publish a school newspaper throughout the year.

Music

Students are invited to participate in the choir and various other musical groups. They participate in special events such as the Christmas Concert the Music Festival.

School programs

We have the following programs at Harkins Elementary. They are designed to help a variety of children.

Breakfast Program: This operates 5 days a week. Parent volunteers are invited to help serve breakfast to the students. If you can assist, please call and leave your name and number at the school office 627-4087.

Healthy Snacks: This program is designed to provide nutrition to students at recess and noon hour if they forget their healthy snack on a particular day. It is not intended to feed all children on a daily basis.

Guidance Counselor: Guidance is an integral part of our school. It is an avenue to address the needs of the whole child. The guidance program consists of individual, group and class programs which have as it goals:

- To make children feel good about themselves.
- To bring comfort.
- To generate warmth and understanding.
- To develop life skills.
- To teach important lessons about life.

Speech and Language Development: Cathy Reinsborough, a Speech Pathologist visits the school once a week to help children overcome language problems. The classroom teacher refers children to this program.

Big Brothers and Big Sisters: Several mentors from this organization visit the school regularly. Referrals come from the organization directly.

SCHOLASTIC PROGRAMS

Methods and Resource: This program at Harkins Elementary serves students who need special help in certain areas. The teacher and the administration, in consultation with the parents make referrals.

Reading Recovery: This is a specialized program designed for grade one students who are experiencing difficulty with reading. Mrs. Cooling and Miss Barrieau teach this program on a one-to-one basis. This program is a short intervention (20 weeks) designed to target specific problems that a student may have.

Kindergarten Intervention (Kinder Club): This program is designed to help students at this age to develop the necessary skills for reading. This is usually a six-week program and involves a small group.

Literacy Links: This program helps grade one students reach the desired reading levels. It usually runs for 4 - 5 weeks and is taught by a Literacy Mentor.

Empowering Readers: This program is intended to help grade two students who need extra time to develop skills in the reading process. This program usually runs six weeks and the classroom teacher make s referrals.

Computer Programs: We offer three specialized reading computer programs for certain students. The programs are FAST FORWARD, ACCELERATED READER and READING UP-GRADE. Students are selected for this program through the Methods and Resource Programs.

Enrichment Opportunities: Students who excel in writing and leadership qualities will have an opportunity to develop their skills further.

Gallery of Talent: This program is designed to expand student interest and pride in their work. Displays of student work will be set up in a common area in the school. Displays will be changed periodically as curriculum based activities are presented in the classrooms.

Celebrating Student Success: This program recognizes student accomplishments on a weekly basis. Students are recognized by their teachers for a variety of successes. Their work will be displayed.

DISTRICT REGULATION 302
SUBJECT: Attendance (K-12)
EFFECTIVE: March 4, 2002

PURPOSE:

Regular attendance is mandatory for all students enrolled in public schools. Attendance and absenteeism will be monitored, and regulated to ensure everyone may be guaranteed the same opportunities for a basic education and a productive future.

REGULATION:

- On the occasion of each absence, it is the responsibility of the student to present in writing, a dated excuse from his/her parent or guardian. It is the responsibility of the homeroom teacher to insist that students comply with this regulation, to keep these excuses on file, and to regularly communicate with the parents/guardians if some irregularity is suspected.
- When a student has missed five (5) days in any subject, the subject teacher must contact the home to determine the nature of the student's absence. The principal or his/her designate will determine whether a case conference needs to be held to establish expectations for improvement. All case conferences arranged for this purpose will involve the student's parent/guardian and the principal or his/her appointed representative.
- When a student exceeds twelve (12) days, a case conference will be held, with the student and his/her parent/guardian present, to prepare the terms of contract for improvement. All parties to the development of contract must sign it acknowledging their understanding of the expectations. A student's non-compliance with the conditions of his/her agreement, will be considered a breach of discipline, and will be subject to the appropriate consequences.

