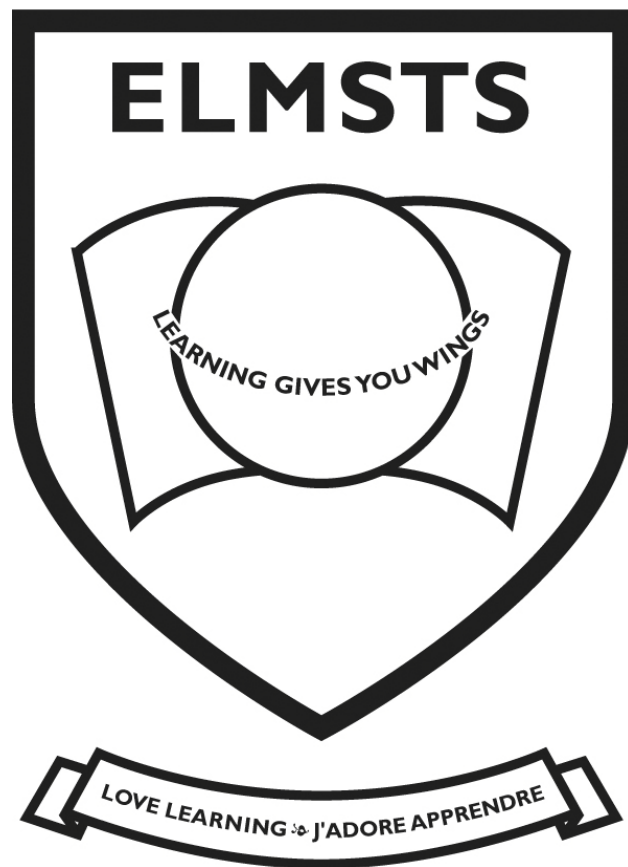


# LeMarchant St. Thomas Handbook 2017-2018



École LeMarchant St. Thomas School

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<http://lemarchant.ednet.ns.ca>

A message from the Principal

**Dear Parent/Guardian,**

The purpose of this handbook is to acquaint parents of **all** children with routines, instructional programs, and ideas, which are of concern to all class levels.

It is hoped that parents will be comfortable with the routines and policies of the school, and will maintain in close contact throughout the years.

The Primary year for your child is one of the milestones of his/her life and can set the tone for the next thirteen years, so it is very important that it is a happy, as well as, a productive year. In this handbook we try to address the majority of issues that you may encounter during the first year while you and your family become accustomed to school days.

Please feel free to ask questions, either in person or by telephone, should anything be of concern to you. **Welcome!**

Principal

## General Information

### Hours of the School day:

8:40	General supervision of students begins (on school yard).
8:50	The bell rings and students enter the building.
9:00	Classes begin.
10:30	P-3 outdoor recess begins
10:45	P-3 outdoor recess ends 4-6 outdoor recess begins
11:00	4-6 outdoor recess ends
12:00	Noon lunch dismissal - if you are picking your child up for lunch this is when you should be at the school. If your child is staying for lunch, there is a split lunch. 12-12:30: Primary - 2 (including 2/3 Jordan) 12:30-12:55: Grades 3-6 Students will be outside on the alternate times.
12:55	Bell rings - teachers and classes assemble on school yard/ enter school building.
1:00	Classes begin.
2:30	Dismissal for Grades P - 2.
3:00	Dismissal for Grades 3 - 6.

- For the safety of all, please do not leave children unattended on the school grounds.
- It is important to be on time. Late arrivals miss important instructional time and disrupt the class and other student's learning.
- It is also important to listen to the weather reports and have your child dress appropriately.

If your child arrives late, please have the child report to the office: Parents who drop children off at the Annex building late, must bring them to the main office first to check in and then walk them to the Annex. The main office must know that they have arrived and the teacher must know that they have been checked in at the office.

If your child will be late, due to a scheduled appointment or absent from school, please e-mail both the child's teacher (an e-mail list will be made available in September) and the school secretary at [lmst@hrsb.ns.ca](mailto:lmst@hrsb.ns.ca). If you do not have computer access, you can call the safe at school line at 421-6769 ext. 1 and leave a message. Even, if you have indicated that your child will be late, he/she must still report to the main office when the student actually arrives.

**HRSB Visitors' Policy:**

The Halifax Regional School Board Visitors' Policy indicates that all visitors to the school, for whatever reason, including parents, must stop at the main office upon entering the school. If you are spending time at the school, you will need to register and obtain a visitor's or volunteer's pass. You must do this at the main building. Parents are asked to see their child off at the door not walk them to the classroom and to wait for their child upon dismissal outside. Thank you for your cooperation!

**Lunch Hour:**

The Department of Education states that all students may stay for lunch at the school free of charge. Lunch time is 1 hour long. Please inform your child's teacher about his/her lunch plans.

**Smart Lunches:**

LMST has implemented a SMART LUNCH program. Healthy lunches are promoted, as well as "wasteless" lunches. In order to cut down on our waste and friendly little critters, we are promoting re-usable containers for sandwiches, snacks and drinks. We realize that some snacks will have wrappings, however, in order to facilitate this, the children will be taking their "waste" (wrappings and juice cartons) home with them in their lunch boxes. LMST is a peanut aware zone and students are not permitted to bring foods with nuts or peanuts. There is no microwave available for students to heat lunches. Hot lunches should be brought in a thermos. Thank you for your cooperation in this area!

**Allergy Alert:**

LMST has a Peanut/Allergy Alert policy as there are some students who are highly allergic to these substances. The HRSB Life Threatening Allergies Policy governs our school actions with regard to students who are allergic to certain, identified, physician confirmed allergens. Students with severe allergies will be required to fill out information sheets to be maintained in the office and to provide, if necessary, an epi-pen for emergency treatment. Students with epi-pens must have them with them at all times.

**Before and After School Programs:**

LMST has two external providers for before and after school programs that are provided space in the school, Excel and the YMCA. As well, there are programs offered in the vicinity. Below are some contact numbers:

Excel 464-2000 (ext. 2013)

University Children's Centre 494-1754

YMCA Childcare 457-7531 (ext.222) St. Joseph's Early Childhood Education Centre 422-8441

**School Supplies:**

In September, teachers of students in Grades Primary - 6 including any combined will be collecting \$50.00 per student to cover the cost of school supplies for the year. This is a considerable savings for the parents and allows all the children to have the same supplies throughout the year. This amount also includes an LMST Agenda. The classroom teacher will buy the supplies. A form will be sent home with your son/daughter to fill out and return to the school with payment in September.

**Curriculum:**

All areas of curriculum are issued from the NS Department of Education, under the Public School Programs at [www.ednet.ns.ca](http://www.ednet.ns.ca)

## A School Day at LeMarchant St. Thomas

### **Communication**

LMST uses a number of communication methods to get information from the school to home. You can check our website at <http://lemarchant.ednet.ns.ca> The most current info can be found on our website. Please use this as your first place to look for answers.

We also send e-mails so it is very important that we have your current e-mail address. Please do not use a Hotmail account if possible, there have been some issues with our e-mails not going through to Hotmail addresses. If you do not receive an e-mail from the school by October, please contact the office and check to make sure there wasn't a typo made in entering your e-mail address on the computer. During the first month or so, paper copies of notices will go home with your child, so keep an eye on their agendas and backpack for items of interest. We also regularly create and distribute Newsletters full of useful information. Each child in Primary to Grade Six has an Agenda for listing daily assignments, project work and school messages. It is the student's responsibility to complete and to carry the Agenda to and from school/home daily. It will be readily available for you and us, providing an important means of communication between home and school. Your cooperation in regular checking of the agenda is most appreciated by the staff

### **On the first day. . .**

#### **On the playground before school**

A parent/adult should accompany the child the first day, if possible. A grandparent, or another adult close to the child, would make a good substitute if you can't be here. Arrive at 8:40 so your child will have time to socialize with their peers.

#### **When the bell rings**

The Primary class will line up near the side door at the main part of the school yard. However, on the first day, the children and their parents will enter together. Please escort your child into the room, help him/her find a desk, and put personal belongings in it.

#### **You are welcome to stay \* (Parents of Primary students)**

You may stay with your child as long as you/your child need to. Primary teachers welcome parents the first day of school and morning recess can be a good transition time to say goodbye. From our experience, it is usually a more traumatic day for the parent than the child, so do relax and the children will become accustomed quickly. We'll take good care of them!

#### **Recess Snack**

A healthy recess snack goes a long way to satisfy our students and keep them going.

#### **Lunch dismissal**

At 12:00, the children will exit through the doors same doors they enter in the morning. Please wait outside for your child and not in the hall outside the classroom. (There isn't enough room!)

## **In all kinds of weather. . .**

### **Footwear**

Shoes/footwear must be worn inside the building at all times. A pair of indoor sneakers is required for use in the classroom, as outdoor shoes have many contaminants on them which end up in the classroom. Indoor sneakers are required for Physical Education which can be used as their indoor footwear. Students in the Annex are asked to have a second pair of indoor shoes, if possible, that can remain in the main building for gym and music.

### **Winter Clothing**

Winter can be a lot of fun if the children are dressed properly. Snowsuits - the major consideration besides warmth is to purchase a suit that the child can put on reasonably well, alone. The Primary teacher will never allow any Primary child to go outside not dressed properly, but time is a factor, and it is most helpful if every child can at least get into the snowsuits. Scarves, ties, and some zippers, are often difficult and help is available from the teacher. Mittens - become wet easily and do not have time to dry during the day at school. Please send some extra mittens along so that your child will not have to wear wet ones outside. Please make sure all clothing is clearly labelled. It is also important to keep a spare outfit in a plastic bag in your child's backpack in case of accidents.

### **Winter Weather**

Weather in Nova Scotia is unpredictable and can change without notice. To minimize confusion, make sure you've developed a plan, and discussed it with your child.

Things to consider:

- Do you have a back-up plan for childcare? • Does your child know where he or she is to go if school is cancelled midday?
- Is your child dressed properly for the weather conditions, regardless of whether he or she travels by bus or walks to school?

Snowstorms are a very real part of our weather and certainly are a concern when one is contemplating sending small children out in them. If a storm is in progress, you should listen to the radio or check the HRSB website for school cancellation notices. (LMSTS is part of the Citadel High Family of Schools.) The Halifax Regional School Board does have an alert that can be sent to your cell phone or e-mail. You can register to receive this alert on their website [www.hrsb.ca](http://www.hrsb.ca). Please remember: as a parent or guardian you always have the choice of whether or not to send your child to school. If schools are cancelled partway through the day and the power in the building is still on, we will send an e-mail to all parents first. Then we will phone families to let them know that school is being closed. Again, this message may be announced over the radio before you get a phone call.

### **Recess - an important break. . .**

Unless there is rain, a serious snowstorm or bitter cold, the children have recess outdoors.

Recess is fifteen minutes long and there is no indoor supervision so all children will be expected to go outside.

### **Safe at School: 421-6769 ext 1**

SAS was established to locate students who are not present. Please call this line to let us know if your child will not be present at school or will be late for class. Our secretary monitors a telephone answering system to compare teachers' attendance lists with the call-ins. If a child cannot be located, the parent or guardian will be notified as quickly as possible and further action will be determined.

### **After-school Supervision**

When children from primary to grade 2 are dismissed at 2:30pm some children are instructed by parents to wait for a sibling or friend in an older grade which does not dismiss until 3:00 pm. These younger students are not supervised after their dismissal while they are waiting. We request that parents make arrangements for supervision of their children following dismissal.

### **Parent Request for Early Dismissal**

If you wish your child to leave early, please come into the school at the time indicated on a note sent to school. It is not safe to have a child standing alone, outside waiting to be picked up. When someone other than a parent will be picking up your child be sure to indicate this on the note. It is preferable to have this information given to the teacher on the morning rather than calling the school.

### **Disappearing Acts**

Without a doubt school can be a place where you can always encounter a mystery! "Who owns this" or "I can't find my...". Many of these mysteries could be solved if everything your child brings to school is labelled. It is amazing that the same clothing item which is worn in the morning is not recognized in the afternoon! Your assistance with this is most appreciated. All clothing which is not claimed in the classrooms is placed in the Lost and Found bin. You might want to check it on a regular basis. Several times a year (usually on Parent /Teacher Interview days) remaining articles are displayed in the gym and all students are taken to look for and retrieve their items and then parents have a chance to check them out. Remaining articles are then donated to charity.

Please do not hesitate to contact your child's teacher or the office should you have any questions or concerns. We hope you enjoy your experience at LeMarchant St. Thomas School!

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## **Frequently asked Questions**

1. Do I have to buy school supplies for my child?  
No, not directly. Teachers of Grade levels P-6 will collect \$50 at the beginning of the year to cover the cost of school supplies. Cash or a cheque made out to LeMarchant St. Thomas can be provided to your classroom teacher on the first day of school.
2. Does LeMarchant have a before/after school program?  
Yes, LeMarchant has two before/after school programs on site - one operated by Excel (<http://www.hrrsb.ns.ca/content/id/228.html> ) and one operated by the YMCA (<http://www.ymcahrm.ns.ca/Locations/YPHD.aspx> ).
3. How do I find out important school dates?  
You can find school dates on the HRSB calendar located at [www.hrrsb.ns.ca](http://www.hrrsb.ns.ca) (choose calendars from the "Quick Links" drop down on the left hand side of your screen) or on the LeMarchant St. Thomas website at <http://lemarchant.ednet.ns.ca>

4. What is a Bus Cluster PD day?  
These are regular PD days but only observed by certain families of schools. We are bus cluster #2 as we are in the Citadel High family of schools. The Bus Clusters are defined on the third page of the HRSB calendar referenced above.
5. What is "book buddies"?  
Younger students are paired with older students who read with them and sometimes do literacy activities sometimes.
6. What is a class helper?  
Each year classroom teachers look for one or two adults to act as "class helpers". The class helper often helps coordinate parent/guardian volunteering in the classroom, gathers email addresses from parents to create a class directory (your information is only included with your permission) and sends out notices and reminders to parents about upcoming events, deadlines, etc.
7. What is the SAC?  
The SAC is the Student Advisory Council and at LMSTS we work collaboratively with the school administration to continuously improve our school and represent the best interests of parents and students. We do this by:
  - Providing feedback on the Continuous School Improvement process
  - Forming the Discipline Committee
  - Voicing our school's needs, wants and concerns including improved communication with parents

Our meetings are open and all are welcome, however, only those on the committee may vote. Please visit the school website for more information.