



PARENT/GUARDIAN HANDBOOK

2023-2024

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Welcome to LeMarchant-St. Thomas!

Dear Parent/Guardian,

As a parent, you are your child's first and lifelong teacher. Your knowledge of your child, along with your child's teacher's input and understanding will be critical in shaping your child's education during their academic journey. The elementary school years for your child are one of the milestones of his/her life and can set the tone for the formative years ahead. Thus, it is very important that these are happy and productive years. We like to think of ourselves as an extended family of learners, focused on your child and their classmates and peers.

In this handbook we aim to address the majority of questions that you may encounter during the year while you and your family become accustomed to school days.

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

Bienvenue! Welcome!

Moira Cavanaugh , Principal

Gabe Rose, Vice Principal

Your Child's First Day at LMST

School Parking and Drop-Off There will be **no onsite parking** for parents. SJAM Elementary is in session next door and their school day commences at 9:10am. Please plan on parking on side streets in the neighborhood or walk from home.

Morning Entrance Classes commence at 8:55 am. Students are expected to be in their classroom ready to learn at this time. (specific entrance details are listed below)

- The **school will open each day at 8:35 am** and students will be asked to enter the building at their designated door upon arrival.
- There will be staff on duty **INSIDE** the building guiding students to their classroom. Classroom teachers will be in their classroom to receive students.
- Parents are asked to drop students at the assigned door. This will be posted on each door on September 7th.

Class Entry & Exit Locations		
Front Entrance	Side "Watt St." Entrance	Side "Field" Entrance
P DePalma P Lacroix P Zelios P1 Burt P1 Rogers 12 Smith 2 Englehutt 2 Jordan	34 Barkhouse/Foster 4 Beaton 45 Trach 5 Duguay-Myatt 56 Bohaychuk 6 Cunningham 6 Chiasson 6 Hagerman	1 MacLean 1 Morgan 23 Manderville 23 Michelin/Crawley 3 LeDuc 3 Gallivan 34 Moulard 45 Flett

In the Classroom. Students are asked to bring all school supplies over the first week of school unless otherwise indicated by a homeroom teacher. Students will hang their bags and coats in their cubbies each day.

School Grounds Staff will be on duty during school hours to review and teach playground expectations with students. Lunch playtime has been divided into 2 blocks:

11:55-12:25 p.m	3-6 Outside, P-2/3 Inside
12:25-12:50 p.m	P-2/3 Outside, 3-6 Inside

Recess and Lunch Students will be eating in their classroom.

- Parents/guardians need to send child (ren) with a packed lunch each day in an insulated lunch bag as there is no access to microwaves or refrigerators.

- Please be sure to pack utensils, napkins, and easily opened packaging that your child can manage with independence. This may require daily practice for younger students prior to school entry to reduce frustration and wait time.
- It will be beneficial to also teach them how to put items back in their lunch bag when they are finished eating! They can do it!
- Students going home for lunch are expected to return back on school grounds at/before the 12:50pm bell. Please let your child's teacher know if your child will be going home for lunch.
- Parents/guardians with specific dietary/health issues are asked to contact the school directly so special arrangements or planning can be made.
- Cafeteria services will be available to students. More information will be provided shortly.
- Please send your child to school with a pair of indoor shoes. This will keep our new school clean including our gymnasium.

After School Dismissal

- Students will be dismissed from the same door they enter in the morning.

Alphabetized General Information

AGENDAS Most classes receive agendas in September. Parents/guardians are encouraged to check the agenda every night to receive important information from the teacher and school. Agenda and email are often the primary modes of communication between parents/guardians and teachers.

APPOINTMENTS Often children do have appointments during the day. Please email your child's teacher and the main office if your child has an appointment and will be late or need to be picked up early.

ATTENDANCE To ensure the safety of our students, attendance is taken each morning and afternoon. We have launched a new way to report absences through SchoolMessenger. You are able to report future absences using an app, website, or toll-free phone number. If your student is absent and the absence has not been reported in advance, you will receive notifications via email, text, and phone calls from SchoolMessenger. If SchoolMessenger cannot reach you, office staff will follow up.

To report your student absent, you can use any of the following methods:

PowerSchool Parent/Student Portal (<https://sishrsb.ednet.ns.ca/public/>)

SchoolMessenger App

Toll-Free Number (1-833-582-6940)

AFTER-SCHOOL SUPERVISION At dismissal time (2:55pm), staff are responsible to dismiss students and to ensure that they are received and supervised by either the parent or parent/guardian-designated caregiver. For safety reasons, students cannot remain on schoolground unsupervised. **Please note that students must be promptly picked up at dismissal time. There is no teacher supervision after school.**

ALLERGY ALERT LMST has a Peanut/Allergy Alert policy as there are some students who are highly allergic to these substances. The HRCE 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 Excel is the only external provider for before and after school programs that are provided space in the school. There are programs offered in the vicinity. Below are some contact numbers:

Excel (902) 464-2000 (ext. 2013)

University Children's Centre (902) 494-1754

Peter Green Hall 902 494 1747

BIKES & SCOOTERS Bikes will be stored outdoors on school grounds. Students who ride bicycles/scooters to school should:

- Refrain from driving any bike or scooter on school property during school hours.
- Walk the bicycle/scooter to the designated rack area once on school property.
- Always lock the bicycle / scooter at the rack. There is a limited number of scooter racks inside the side doors (by Watt and by the field)
- Students are responsible for looking after their own helmets.

The school is not responsible for lost or damaged bicycles / scooters.

CAFETERIA We have a cafeteria on site run by MC Food Services. Families will have an opportunity to participate in online lunch orders which is expected to commence the first weeks of school. Information on ordering will be sent to families via email. Please do not send your child to school with money for the cafeteria. All orders are done and paid for in advance.

COMMUNICATION LMST utilizes various communication methods to get information home from the school.

- **Website:** <http://lmt.hrce.ca/>. Please use this as your first place to look.
- **X:** @LeMarchantElem.
- **Agenda:** Each student in Primary to Grade Six has an agenda for listing daily assignments, project work and school messages. Your cooperation in regular checking of the agenda is most appreciated by the staff.
- **Newsletter:** along with a calendar is updated on our school website regularly. Classroom teachers also may have their own form of newsletter/memo to keep you up to date with what is going on in your child's classroom.
- **School Messenger:** We send communication to families at times during SchoolMessenger. More information on school messenger can be found at: <https://go.schoolmessenger.com/#/home>
- **Email:** Emails will also be a form of communication.

NOTE: If you do not receive communication from the school by the first week of September, please contact the office to ensure we have your most up to date contact information.

CLOTHING Shoes/footwear must be worn inside the building at all times.

- A pair of indoor sneakers is important to have for use in the classroom and gymnasium, as outdoor shoes have many contaminants on them which end up in the classroom.
- Recess and Lunch will be held outdoors in all conditions. The major consideration besides warmth is to purchase a suit that the child can put on with independence.
- Scarves, ties, and some zippers are often difficult and help is available from the staff.
- Water resistant mittens are advised. Please send some extra mittens along as a back up.
- Please make sure all clothing is clearly labeled.

- A change of clothes in a plastic bag in your child's backpack is recommended.
- LMST does have an account with Mabel's Labels (https://mabelslabels.ca/en_CA/)

COMMUNICATING STUDENT LEARNING We feel that it is important to communicate clearly and frequently with parents/guardians about their children's progress in school.

- Teachers gather information about what students learn, how they learn, and the growth they have made in a variety of ways.
- Teachers use balanced assessment to give students multiple opportunities to demonstrate their knowledge, skills and attitudes.
- When concerns arise about a student's progress, parents are asked to first discuss the matter with the teachers. If the matter is not resolved, the parent should approach the school administration for further assistance in problem solving.

CURRICULUM

All areas of curriculum are issued from the NS Department of Education and Early Childhood Development (EECD), under the Public-School Programs at [Nova Scotia Curriculum](#) .

DISMISSAL CHANGES

- A note in the agenda or an email to the school indicating the time and date of early pick-up will help remind the child. Please indicate when someone other than a parent will be picking up your child.
- It is preferable to have this information given to the teacher in the morning rather than calling the school.
- Please indicate when your child needs alternate dismissal arrangements for the end of the day.
- Last minute notification is often difficult due to the volume of phone calls and classes in different locations within the school. We request that students not arrange new
- Play dates are to be arranged with parents/guardians outside of school hours.

LIBRARY Classes visit the library on a weekly basis. Students are able to borrow books for use in the classroom and at home. Please support your child's teacher in developing good habits in returning books on time.

LOST AND FOUND ITEMS 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 labeled.

- All clothing, which is not claimed in the classroom, is placed in the Lost and Found bins.
- Several times a year (usually on Parent-Guardian/Teacher Interview days) remaining articles on display for retrieval.
- Remaining articles are then donated.

LUNCH All students may stay for lunch at the school free of charge. Lunch time is 55 minutes long. Please inform your child's teacher about his/her lunch plans.

- LMST has implemented a SMART LUNCH program. Healthy - wasteless lunches are

promoted. In order to cut down on waste, we are asking parents to pack re-usable containers for sandwiches, snacks and drinks.

- Wrappers will be sent home in lunch boxes.
- LMST is a **peanut aware zone** and students are not permitted to bring foods with nuts or peanuts.
- Microwaves are not available.
- Please pack utensils needed in your child's lunch. We do not have plastic utensils.

Thank you for your cooperation in this area! LMST is also pleased to offer cafeteria services. More information will be forthcoming.

MONTHLY THEMES

Each month we follow a monthly theme that align well with **Caring Schools Community**. This integrated curriculum program promotes a positive and safe learning environment by teaching respect and dignity for every person and to promote the well-being of every individual within our school.

Our schedule will be as follows:

September- Friendliness

October- Gratitude

November-Respect

December-Generosity

January- Empathy

February- Kindness

March- Perseverance

April- Acceptance

May- Honesty/Integrity

June- Teamwork

PRESCRIPTION MEDICATION If a doctor prescribes medication for your child to be taken during the school day, it must be accompanied by completed medical forms (obtained from the school office) that include information from the pharmacist. The medication must be sent to school in the original prescription container.

RECESS An important break: **Recess is outdoors in most weather including rain.** Recess is fifteen minutes long and there is no indoor supervision during this time. All children will be expected to go outside. Please send appropriate clothing.

SAFETY DRILLS Every school in HRCE practices fire, bus evacuation, lockdowns and hold & secure drills as part of emergency planning/preparedness cycle.

- Staff and students are familiar with these drills, but we wish to increase your knowledge of our procedures, especially for new families to our school.
- We encourage you to discuss school safety with your child and to address any concerns they may have and we welcome any questions you have about this or any other issue related to the safety and security of our school.
- More information will be forthcoming on these drills.

School Cash Online

We're excited to let you know that HRCE has launched a system that will allow you to make payments electronically, with the click of a button, safely, securely and quickly through SchoolCash Online.

Visit <https://hrce.schoolcashionline.com/> and click Register to get started.

SCHOOL CANCELLATIONS - WINTER 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 going to go if school is cancelled midday?
- Please note- we will not dismiss your child until contact has been made with parent/guardian or designate.

We are in the **CITADEL FAMILY OF SCHOOLS**. In the event of a full day school closure (ie. a snow day), an announcement will be made by HRCE, usually by 6:00 a.m. If school is closed mid-day, the school board will attempt to make the announcement by 11:00 a.m. for a noon hour pick-up.

Decisions on school closures and/or bus cancellations can be found on:

- HRCE's website at www.hrce.ca (look for the School Cancellations Announcements button on the front page) you can also sign up for TEXT message notifications.
- X(@HRCE_NS)
- Instagram (@HRCE_NS)
- recorded on 902 464-INFO (4636)
- all local radio stations. CBC News Storm Centre Nova Scotia webpage is an excellent resource for cancellation and closure information

EARLY CLOSURE PROCEDURES FOR LMST If school is closed mid-day, the HRCE will attempt to make the announcement by 11:00 a.m. and will specify a pick-up time.

- All students will go to their homeroom class. An email will be sent to parents from either the office and/or from the homeroom teacher. In the event of a power outage, phone calls will be made to families. **No child will be sent home until confirmed contact has been made.**
- Parents will be expected to pick up their children at the specified time and location.
- Students will ONLY be released to another parent/guardian with parental consent.
- For Safety reasons, be sure to update your cell, work or home phone numbers and email with your teacher when changes are made.
- If a parent cannot be reached, contact will be made with the designated person in the registration form.
- A student will remain in the school with supervision until a plan can be established.

TECHNOLOGY- While at school students are not permitted to use personal technology devices. No cell phones or smart watches are permitted during the school day. Students may have these items in their backpacks but they must be turned off during the school day.

TELEPHONE Students may phone home in case of emergency or illness, with approval from a staff member.

- **No cellphones or smart watches are permitted in school.** Students may have these items in their backpacks but they must be turned off during the school day.
- We ask that all students make after school arrangements before coming to school.

TOYS- Please do not send your child to school with special toys. Trading toys or cards is not permitted at school. Replica toy weapons are strictly prohibited. We cannot be responsible for lost toys.

WORKING TOGETHER We encourage parents/guardians to be involved in your child's education and welcome you at the school.

Here is how you can support and be involved:

- Attend School Advisory Committee meetings
- Attend Home & School meetings
- Assist as requested by the teacher
- Assist on field trips *
- Help fundraise money or donations for special events
- Organize or volunteer for special events and/or services *

VISITORS In accordance with HRCE VISITORS' POLICY, when you enter the school, please use the main door, as other doors will be locked. Please ring the bell and staff in the main office will buzz to open the door for you. Safety and security of our students is a primary concern for all staff at LMST. As students pass through our hallways or play on our playground, it is important to know that the adults with them are known to the school. To achieve this, all visitors entering the school are required to report first to the office to let us know why you are visiting, sign in, and pick up an identification tag that can be returned upon signing out.

VOLUNTEERS: All volunteers **must** have an up to date Criminal Record Check myBackCheck.com and a Child Abuse Registry [Apply for a Child Abuse Register search - Government of Nova Scotia](#) completed. Expired or missing documentation will result in not being able to chaperone or volunteer until they are completed.

POLICIES OF INTEREST

- **Homework Policy** Please see [Provincial Homework Policy \(Grades P-12\)](#) for

- information on the Provincial Homework policy
- **Code of Conduct** Please visit <https://lmt.hrce.ca/sites/default/files/websites/lmt.hrsb.ca/our-school-file/2017/10/provincialschoolcodeofconduct.pdf> for information on the Provincial Code of Conduct
 - **Assessment Policy** Teachers use a variety of strategies to assess student learning on a continuous basis. Teachers collect information for two main purposes:
 - **Assessment for learning** – to provide feedback that will help students improve in their learning. This can also be helpful for teachers when planning upcoming instruction.
 - **Assessment of learning** – formal evaluations that measure a students achievement as well as their work habits.
 - More information on Assessment Policies can be found on our school website using the direct link [HERE](#)

REPORT CARDS

Please visit [Report Card information for parents and guardians with children in grades Primary to 6](#) for more information pertaining to the P-3 reports from the province.

School Day Schedule

8:35 am Supervision starts (all students permitted to enter the building)
8:55 am Classes begin
10:25 am First recess (Primary- grade 2-3)
10:40 am Second recess (Grades 3-6)
11:55 am Lunch
12:50 pm Bell rings to end lunch
12:55 pm Classes begin
2:55 pm Dismissal

- For the safety of all, please do not leave children unattended on the school grounds before 8:35 am and after 2:55 pm.
- It is important to be **on time**. Late arrivals miss important instructional time and disrupt the class and other student's learning.

•If your child arrives late, please have the child report to the office. The main office must know that they have arrived and the teacher must know that they have been checked in at the office.



Welcome to our school! We look forward to a new and exciting year!

Beinvenue!

LMST SCHOOL CALENDAR

2023-24 School Calendar LeMarchant -St. Thomas	
September 5 & 6	Professional Learning Day (No Classes)
September 7	First Day of School for Students
September 13-15	School Photos
September 14	Ice Cream Social/Curriculum Night 6-7 pm
September 19	School Advisory Council meeting 4:30 pm Home and School Meeting 6pm
October 2	Truth and Reconciliation Day (No Classes)
October 9	Thanksgiving Day (No Classes)
October 17	School Advisory Council meeting 4:30 pm Home and School Meeting 6 pm
October 27	Professional Learning Day (No Classes)
October 25-31	LMST walk/dance-a-thon
November 13	Remembrance Day Observed (No Classes)
November 17	Assessment and Evaluation Day (No Classes)
November 21	School Advisory Council meeting 4:30 pm Home and School Meeting 6 pm
November 22	Report Cards Released

November 23	AM: Professional Learning Day (No Classes) PM: Parent/Guardian Teacher Conferences 1-4pm and 5:30-7:30 pm
December 4	Professional Learning Day (No Classes)
December 6	P-3 Holiday Concert 6pm
December 7	4-6 Holiday Concert 6pm
December 8	Snow Date- Holiday Concert
December 18-19	Shopping Under the Stars
December 20	Last Day of Classes Before Holiday Break
January 2	School Reopens
January 16	School Advisory Council meeting 4:30 pm Home & School Meeting 6pm
January 25	Primary French Immersion information session 6 pm
February 19	Heritage Day (No Classes)
February 20	School Advisory Council meeting 4:30 pm Home and School Meeting 6pm
February 29	School Musical
March 1	Snow Date - School Musical
March 11-15	March Break (No Classes)
March 18	Assessment and Evaluation day (No Classes)
March 21	Home & School Bingo 6 pm
March 28	Report Cards Released
April 3	Book Fair

	Parent/Guardian-Teacher Interviews 5:30-7:30pm
April 4	AM: Professional Learning Day (No Classes) PM: Parent/Guardian-Teacher Interviews 1pm-4pm & Book fair
April 16	School Advisory Council meeting 4:30 pm Home & School Meeting 6 pm
April 22-26	Grades 4-6 Heritage Fair
May 16	Primary (2024) parent/guardian information session 6 pm
May 17	Primary (2024) orientation 1:30 pm
May 20	Victoria Day (No Classes)
May 21	School Advisory Council meeting 4:30 pm Home & School Meeting 6 pm
May 25	Spring Fair (10am-1pm)
June 10	Music Concert for students in grades 4-6 choir, band, strings 6pm
June 18	School Advisory Council meeting 4:30 pm Home & School Meeting 6 pm
June 20	Ice cream/popsicle social 6-7pm
June 26	Grade 6 Closing Ceremony 1:30pm
June 27	Assessment and Evaluation Day (No Classes)
June 28	Last Day of School

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