

HILLSBOROUGH ELEMENTARY SCHOOL



STUDENT HANDBOOK 2024- 2025

Mrs. Christa Martin
Principal

31 School Lane, Hillsborough, NB, E4H 3B8
506.734.3700 (school)

Safe Arrival # 1 833-202-4304
<https://go.schoolmessenger.ca>

Website: [Home | Hillsborough Elementary School \(nbed.ca\)](https://www.nbed.ca)



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(506) 734-3700

Principal's Message

The teachers and support staff of Hillsborough Elementary School welcome you and your family to our professional learning community. We value the time your children spend with us, and their education and safety are our most important priorities. The keys to our success are the bridges we form with our families. We encourage participation by the community in each child's learning in all opportunities possible. With such involvement and strong communication, we will provide a quality education for the students of Hillsborough Elementary School. Students, you are encouraged to use this agenda as a tool to remain organized for a successful school year. The more you value its ability to keep your work in order, the better the results will be. We wish you much success as you strive to reach your full potential this year!

C. Martin

Christa Martin

Principal



Hillsborough Elementary School



Our Vision: Hillsborough Elementary School; preparing for tomorrow's opportunities today.

Our Mission: To develop the potential of all learners to think critically about their own learning and well being in a safe and positive environment.

Our School Statement: **H**appy humans who are **E**mpowered to learn in a **S**afe and supportive environment.

What does it mean to be a TIGER? To be...

T- thoughtful **I-** innovative **G-** go-getter **E-**empathetic **R-**respectful **S-** students who show kindness, are excited and are ready to learn.

Hillsborough Elementary School

ATTENDANCE

All New Brunswick classroom teachers are required to record and track the attendance of their students. The Education Act refers to regular attendance as both a *duty of the pupil* and an *expectation on the part of parents to ensure that attendance takes place*.

If your child is to leave the building, they **MUST HAVE PARENT AND SCHOOL PERMISSION**. Parents must either send a note or **SIGN OUT** the child at the main office. Under the Education Act, Hillsborough Elementary School is responsible for your child and your assistance with this would be greatly appreciated.

GUIDANCE

What can you find at the Guidance Office? A listening ear, a helping hand, a bit of advice, lots of great resources, solutions for your confusion, useful suggestions, answers to your questions.... Do you have concerns about learning? Skills? Behaviours? Feelings? Attitudes? What about topics like self-esteem, bullying, family problems, school problems, setting goals, conflict, anger, relationships, stress...? **This is the place to come!** Your Guidance Counsellor offers all these *PLUS* individual or group counselling, classroom programs and peer helping. Guidance services include consulting with students, parents, and teachers. Now, would you like an appointment? Just ask! (Don't be shy.)

BREAKFAST PROGRAM

ITEMS TO REMAIN AT HOME

Students are not encouraged to bring cell phones or other personal electronic devices to school as they may be damaged or stolen. If a student brings a device to school, it must be stored in a bookbag and turned off during the entire school day (8:15am – 2:45 pm). Cell phones are restricted to after school usage. Students may use the school phone instead.

For safety reasons, the staff of Hillsborough Elementary School requests that the following items remain at home: toys, dolls, trading cards, scooters, skateboards, cell phones, tablets, roller skates/blades and hee-lies.

All schools in ASD-E are nut-free and scent free school. We ask that students refrain from using cologne, or perfume.

LATE ARRIVALS

Students who arrive late disrupt classes and miss organizational/academic information. Students are expected to be on time for school. Parents are requested to register with safe arrival and write a note if their child is unavoidably detained. Students who arrive late are to check-in at the office.

This program is available to all students and is run daily, students also have snacks available to them through out the day.

STUDENT DROP-OFF ZONE

Students who are dropped off and picked up are to use the front door. Parents can park their vehicle in the parking lot. Be sure to pull off to the side of the driveway to allow the buses to drive thru. K-2 students must be accompanied by a parent or guardian. At dismissal students will meet parents at the front door. To ensure the safety of students do not leave with your child without informing their teacher.

HOURS OF OPERATION

8:15am	Bus arrival
(students report to	their classroom) Student
drop-off	begins
8:25	Students report to
homerooms.	Oh Canada, attendance,
	and
	announcements
8:25	Classes begin.
10:00-10:30	Recess all grades
12:00-12:20	Lunch eating time.
12:20-12:45	Lunch recess
2:40	Walkers/pick-ups
2:42	Load busses
2:45	Bus Departures

SCHOOL CANCELLATIONS

If you are unsure as to whether or not school may be cancelled for the day you may listen to the radio for details or call 506 856-SNOW(7669). [Twitter](#) (# ASDEALERTS), email subscription, and the district website (www.asdeast.nbed.ca).

You can sign up for alerts and cancellations by email. You will receive these updates, specific to your child's school and bus route, on any device such as your laptop or phone.

1. Click on "Cancellations" in the middle of the Anglophone East Website page
2. Next click on the "Subscriptions" icon to the right
3. Enter your email in the New Subscribers box, and click "I'm not a robot" (follow the instructions in the popup window)
4. After submit you will receive an email with a confirmation link
5. Click confirm, and choose a password
6. Sign in using your email and password
7. To add a subscription; click on the type, Bus (route), School Closure (individual school), or General Notices (district closures) follow the instructions to search for a school name or bus route.
8. Click off all the routes applicable to you. You can add or remove subscriptions at any time.

Report Card Assessment information and 2024-25 Reporting Periods

Students are assessed using Products, Conversations and Observations. The four-point scale below is used for assessing learning.

Scale	Provincial Academic Achievement Expectations
4+	Student learning and work show: Strong and/or Excellent Achievement 4+ Indicates, In addition to excelling, the student demonstrates learning that surpasses grade level expectations.
4 Excelling	The student has a thorough understanding of outcomes addressed to date and consistently applies learning to new situations. Work surpasses the descriptors in the “Meeting” category but is within the expectations specified for the grade/course.
3+	Student learning and work show: Appropriate and/or Proficient Achievement 3+ Indicates the student demonstrates consistent proficiency with meeting learning expectations. The student independently applies learning to familiar situations and demonstrates aspects of excelling in some learning expectations.
3 Meeting	The student has a solid understanding of the outcomes addressed to date and often applies learning to familiar situations. Students maintaining this level will be prepared for work in the next grade/course.
2 Approaching	Student learning and work show: A combination of Appropriate and Below Appropriate Achievement The student has some understanding of the outcomes addressed to date and with support applies learning to familiar situations. Work on identified learning gaps is needed to ensure future success.
1 Working below	Student learning and work show: Below Appropriate Achievement The student has limited understanding of the outcomes addressed to date and rarely applies learning. Significant improvement in specific areas is needed for the student to be successful in the next grade/course


Term 1: Report Cards are issued on December 6th, 2024.

Term 2: Report Cards are issued on April 11th, 2025.

Term 3: Report Cards are issued on June 20th, 2025. (Last day of school for students)

As part of our Graduation Goal in our School Improvement Plan, we are looking at attendance for all students as a data measure. With each reporting period, if your child has missed 10 or more days, you will receive a letter documenting these absences. We understand that there are many reasons why children miss school—sickness, family emergencies, sports, etc. It is our duty to ensure our students are having every opportunity to learn at school. If there are other mitigating circumstances as to why your child is missing school, please reach out to me or your child’s classroom teacher so we can do everything we can to support you and your family. 😊

HES Behaviour Matrix (formerly referred to as the Code of Conduct)

	All Classrooms and Learning Environments	Playgrounds	Lunch	Before and After School	Hallways/Stairways	Washrooms
T Be Thoughtful & Responsible	I can use the classroom and the supplies properly.	I can play safely and keep the playground clean.	I can recycle and throw away garbage.	I can arrive to school on time and leave in a safe manner.	I can keep my hands and feet to myself.	I can flush the toilet, wash my hands, and leave quickly.
I Be Innovative and Cooperative	I can work well with others.	I can play fairly and show sportsmanship.	I can follow directions from adults.	I can use assigned door for entrance/exits.	I can walk safely on the right-hand side of the halls and stairways.	I can wait my turn at sinks and toilets.
G Be Go-getters and Do-gooders	I can be helpful by keeping my learning space tidy.	I can be friendly and be helpful with my peers.	I can eat my lunch quietly.	I can get ready for class and/or leave for home in a timely manner.	I can ensure that I am walking with my hands by my side and with my eyes looking straight ahead.	I will wait my turn in class when asking to use the washroom.
E Be Empathetic	I can make choices that are thoughtful of others.	I can include everyone and help others when they are hurt.	I can clean up after myself and others.	I can greet others politely and kindly.	I can walk silently during class time.	I can let emergencies go first.
R Be Respectful	I can be considerate of classroom space.	I can keep my hands to myself and use kind words.	I can eat quietly and politely at my seat.	I can follow the instructions of the adults at my school.	I can walk with a whisper voice in the hall.	I can give others privacy.
S Show Kindness	I can say nice things to my teachers and classmates.	I can include everyone.	I can help clean the classroom (even if it is not my garbage).	I can enter and exit the school without pushing others.	I can turn my body, smile, and greet others by saying, "Hello"!	I can help keep the washrooms clean and graffiti free.

TIGERS—We are Thoughtful, Innovative, Go-getting, Empathetic and Respectful Students who show kindness, are excited, and are ready to learn! 🐾

HES Behaviour Tracking Form for Power School

HES Behaviour Tracking Form 2024-25

Name of Student: _____ Name of referring staff member: _____

Antecedent	Behaviour	Consequence
<p>Date: _____</p> <p>Time: _____</p> <p>What happened first?</p> <p>_____ Asked to do something.</p> <p>_____ Redirection</p> <p>_____ Waiting</p> <p>_____ Did not get desired item.</p> <p>_____ Change in location/activity</p> <p>_____ Denial of request</p> <p>_____ Comment by adult/peer</p> <p>_____ Physical aggression by another peer</p> <p>_____ Other (please explain)</p>	<p>What did he/she do?</p> <p>_____ Refusal to do work</p> <p>_____ Unsafe behaviours</p> <p>_____ Ran away</p> <p>_____ Threw objects</p> <p>_____ Physical Aggression</p> <p>_____ Destruction of property</p> <p>_____ Other (please explain)</p> <p>Where did the behavior occur?</p> <p>With whom?</p>	<p>How long did the episode last?</p> <p>_____ minutes</p> <p>What occurred as a result?</p> <p>_____ Took a break for _____ mins</p> <p>_____ Removed from learning space and sent to the <u>TLC</u></p> <p>_____ Mindful Lunch reflection in the TLC</p> <p>_____ Reflection with the Principal</p> <p>_____ Removed from class or outside and sent to the office for reflection with the <u>Principal</u></p> <p>_____ Phone call/ wrote in agenda/email home (circle one or more if applicable)</p> <p>_____ Other (please explain):</p> <p>_____ Debriefing time to be set with ESS Team:</p> <p>_____</p>

School Bus Safety Guidelines



1. **Obey the driver** promptly.
2. Avoid any unnecessary conversation with the driver while the bus is in motion.
3. **Respect the driver and fellow passengers.**
4. Arrive on time and stand away from the roadway while waiting for the school bus.
5. Wait until the bus comes to a complete stop before moving to get on.
6. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. **NEVER CROSS BEHIND THE BUS.**
7. Always keep a safe distance around the school bus.
8. Go directly to your seat; allow others to sit with you. **Remain seated.**
9. Sit facing forward, with your belongings on your lap or under the seat. **Keep the aisle clear.**
10. Obtain approval of the driver to open windows or emergency door. Nothing must hang out or be thrown out of the windows of the bus.
11. **Talk quietly.** Silence is required when approaching a railway crossing.
12. Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.
13. Neither pets nor large objects are allowed on the bus.
14. Anyone who intentionally damages the bus will be held responsible.
15. Dress according to weather conditions. For safety reasons, avoid drawstrings or loose objects on clothing and backpacks.

Pupil Transportation is a privilege - follow the rules.

Violation may result in disciplinary action and possible loss of transportation.

Department of Education