

2023-2014 Important Dates

Sept 6	First day for students
Sept 22	Celtic & Nova Schools PD - no classes for students
Oct 3-18	NS Assessment: Reading, Writing and Mathematics in Grade 6
Oct 27	PD Day - No classes for students
Nov 10	Assessment & Evaluation Day - no classes for students (Elementary only)
Nov 20-23	Report Cards Distributed
Nov 24	PD and Parent-teacher meetings - no classes for students
Dec 21- Jan 1	Holiday Break - Classes resume Jan 3
Jan 2	PD Day - No classes for students
Mar 8	Assessment & Evaluation - no classes for students (Elementary only)
Mar 11-15	Spring Break
Mar 25-27	Report cards distributed
Mar 28	PD & Parent teacher meetings - no classes for students (Elementary only)
May 13-28	NS Assessment: Literacy and Mathematics in Grade 3
Jun 27	Assessment & Evaluation - no classes for students
Jun 28	Report cards distributed

A complete list of Hilden Elementary's 2023-2024 Calendar of Events is available online. Other events will be posted on Hilden Elementary's webpage and in newsletters. Notices will be posted on the webpage, sent via email, as well as posted on social media.

Clear communication is vital for parents, students, and the school community to work together for academic success for all Hilden Elementary students. With this in mind please keep a copy of our communication plan along with the communication plans sent home by individual teachers. This document provides you an overview of how we will stay in contact with you, and you with us. Please feel free to call, write or drop by anytime if you have a concern.

Principal:

Alison Read

reada@gnspes.ca

Administrative Assistant:

Jennifer White

whitejl@gnspes.ca

School Advisory Council

The SAC will meet bi-monthly. Notices will be sent home and posted on the website announcing meeting times. The public is welcome to attend.



Hilden Elementary School

**1737 Truro Road
Hilden, NS
BON 1C0**

**2023-2024
Communication Plan**

**Telephone: (902) 896-5750
Website: <https://he.ccrce.ca/>**

**Instructional Time:
8:20am-2:10pm**

Assessment and Evaluation

Teachers plan, assess and evaluate student learning against Department of Education and Early Childhood Development expected learning outcomes. Expected learning outcomes are statements describing what students are to know, show and do in each subject/course.

Teachers maintain regular communication with students and parents regarding students' learning, progress and well-being.

Parental/Guardian Concerns

If you have questions regarding student progress (including a review of student assessment results) and /or well-being, we have established guidelines for having your questions addressed at the school level. The following is a list of recommended steps for you to follow to ensure your child's needs are met:

1. Talk to your child.
2. Contact your child's teacher.
3. Contact the school principal.
4. If the concern cannot be adequately addressed in steps 1 to 3, the school may arrange a meeting with the parent, teacher(s) and administration.

A process has been put in place to ensure parents/ guardians receive prompt response to questions or concerns that cannot be resolved at the school level. If you feel an issue has not been resolved, the [CCRCE Parental Concern Referral Form](#) is available through the main office or on the [Parent Concern Process page](#) of the CCRCE website.

School Procedures

Communication with Students/Families

School wide communication is shared through our school website, monthly newsletters, parent email, and social media sites.

Periodically Hilden Elementary will contact parents with key pieces of information via the School Messenger System. This will phone, text or email parents, depending on their preference selected on the student registration form.

Individual student information is shared through student agendas, emails, phone calls, meetings, and the PS Student-Parent Portal.

Expectations for Student Success at School

Students are responsible for participating in their learning. Students are encouraged to discuss with their teacher what they have learned and what they have yet to learn. Discussion may also include due dates, negotiate extensions and re-submitting work. The process for incomplete assessments will follow the ***EECD Process for Classroom Assessment Due Dates and Extensions***.

Attendance and Reporting a Student Absence

Regular attendance is necessary for students to have success in school. As part of the Education Act, it is the responsibility of both students and parents to ensure that students attend school regularly. Attendance is closely monitored and parents will be contacted if we have concerns with a student's attendance. Steps will then be put in place to address the concerns. We thank

you for your cooperation in ensuring your child attends school daily.

We want to see our students succeed and we know that student success is linked to regular attendance in school.

NS EECD Homework Policy.

The purpose of homework is to practice and reinforce what has been taught in school. Students are encouraged to complete homework as assigned. If you have questions or concerns, please reach out to the classroom teacher.

School Cancellation and Early Dismissal

School cancellations will be communicated by the region via the website (www.ccrce.ca), as well as social media and local radio. In the rare instance of early dismissal, parents will be contacted by the school. Please ensure your early dismissal plan and emergency contact information is up to date at the school.

School Wide Support for Students

All teaching staff will work together to provide the necessary support for students by providing opportunities for increased student success. At Hilden Elementary School, we will provide students with the following supports:

- Learning Support Teachers
- Social Emotional Learning Teacher
- Learning Center
- Schools Plus

Individual students identified as needing extra support will have a Student Planning Team made up of school staff, families, and any outside agencies deemed appropriate. This team works together to best support the student's well being.