



DUNCAN MACMILLAN HIGH SCHOOL NEWS

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September/October 2019

Principal's' Message:

Welcome to the 2019-2020 school year. As we look to this year we are excited to have the students and some staff from the former Lakefront Consolidated with us.

We are asking that any parent(s)/guardian(s) who have time to donate to our school to please contact us as soon as possible. As we look to set students up for a successful school year we are focused on communication. Enclosed within this newsletter is a list of staff and the classroom extensions to enable you to connect with the teachers of your son/daughter. Please ensure that you contact teachers when you have questions regarding the progress of your son/daughter or if you have concerns within the learning environment.

We are excited this year to be unpacking a new lunch monitoring model, at the elementary level, which promotes student leadership and at the same time provides some employment for our students. The students work under the leadership of the head monitor Mrs. Lloyd. At this time the feedback from the elementary students is positive. We will periodically review the model and make changes as needed.

On another note, we need the cooperation and support of parent(s)/guardian(s) of our junior and senior high students with cell phones. We acknowledge that cell phones have a use at the right time and in the right place however, despite our efforts phones continue to interrupt the learning in classrooms and we need your help. This year cellphones are not to be out in the classrooms, if a student persists in having them out teachers will be contacting you for support and we are asking you, in advance, to help us to provide the highest level of learning by removing distractions. We believe this will make a difference in the levels of learning. Students can use cellphones at recess and lunch but not during instructional time. Thank you, in advance, for your support.

We look forward to a positive year working with your son(s)/daughter(s) and you!

Ms. Reynolds

Twitter: @dmhs_duncan

Duncan MacMillan High School is on Twitter! Our Twitter feed is used to share important information about our school, including great stories about special events and the achievement of our students. You can click or view the link below to begin "following" us right away. https://twitter.com/dmhs_duncan

Student Security: We continue to request visitors and volunteers to sign in at the main office and obtain a visitor/volunteer badge.

Drop -Off & Pick Up: We are requesting during drop off (8:20-8:35) and pick up times (2:40) for students that parents and guardians proceed to the school staff- student parking lot side of the building and enter via the front door or to pull up to the bus loop (parallel). Please do not stop in the center of the bus loop or park perpendicular to the loop. .

Morning Drop Off: Parents are reminded that there is no supervision until 8:20 in the morning and are asked not to leave children at the school unattended.

Students Being Picked Up: Students being picked up must be signed out at the office. If someone other than the parent/guardian is picking up a student, the office requires a note from the parent/guardian giving them permission to take the student.

Scent/Peanut/Nut Safe School

Safe Arrival Program: For your child's safety, it is very important that you contact the school if your child will be absent or late for any reason. Please call 902-885-2777 and extension 1 to report an absence. Leaving a message will avoid the school calling home. This line is available 24 hours a day, 7 days a week to receive messages.

We are looking for volunteers to make phone calls home for Safe Arrival. If interested please contact the school. Please see below re: volunteering

Students Arriving Late: We, at times, have students arriving late. Research shows that there is a correlation to academic success and student attendance. We are seeking parent/guardian support in having this improve. Classes begin at 8:40 AM. When students arrive late it is very disruptive to the learning in the classroom as it requires the teacher to stop instruction to record attendance, check homework and agendas while the other students are waiting to re-engage in the lesson. We look forward to this situation improving, with your support.

If a student does arrive late due to an appointment or unforeseen circumstances, they must report to the main office to sign in. If you wish to pick your child up early for an appointment or due to a family emergency you must come into the main office to sign your child out, again, this is to ensure safety.

Senior High Periods				Junior High Periods				Elementary Periods			
Period 1	8:40-9:40	2 3	60mins	8:40-9:10	Period 1	1 3	30mins	8:40-9:10	Period 1	1	30mins
				9:10-9:40	Period 2	1 4	30mins	9:10-9:40	Period 2	2	30mins
Period 2	9:40-10:40	2 4	60mins	9:40-10:10	Period 3	1 5	30mins	9:40-10:10	Period 3	3	30mins
				10:10-10:40	Period 4	1 6	30mins	10:10-10:25	Recess		15 mins
Recess	10:40-10:55		15mins	10:40-10:55	Recess		15mins	10:25-10:40	Period 4	4	15mins
Period 3	10:55-11:55	2 5	60mins	10:55-11:25	Period 5	1 7	30mins	10:40-11:10	Period 5	5	30mins
				11:25-11:55	Period 6	1 8	30mins	11:10-11:40	Period 6	6	30mins
Lunch	11:55-12:40		45mins	11:55-12:40	Lunch		45mins	11:40-12:40	Lunch		60mins
Period 4	12:40-1:40	2 6	60mins	12:40-1:10	Period 7	1 9	30mins	12:40-1:10	Period 7	7	30mins
				1:10-1:40	Period 8	2 0	30mins	1:10-1:40	Period 8	8	30mins
Period 5	1:40-2:40	2 7	60mins	1:40-2:10	Period 9	2 1	30mins	1:40-2:10	Period 9	9	30mins
				2:10-2:40	Period 10	2 2	30mins	2:10-2:40	Period 10	1 0	30mins
Dismissal	2:40			2:40	Dismissal			2:40	Dismissal		

Parents/Guardians: School busses are on time if they arrive five minutes prior to the start of classes. In our school this would be 8:35 am.

Scent/Peanut/Nut Safe School

Entrance Bell	8:35 am
Classes Begin	8:40 am
Recess	10:10-10:25 am – Elementary & 10:40-10:55 am – Jr/Sr. High
Lunch	11:40-12:40pm – Elementary & 11:55-12:40pm – Jr/Sr. High
Dismissal	2:40 p.m.

Cell Phone Support Requested

Technology in the form of cell phones in the classrooms can be somewhat of a double edge sword – accessible to information to support learning in the classroom but also accessible to parent(s)/guardian(s) who wish to text their child. Texting your child during class/learning time leads to disruption and distraction. We ask our students to refrain from using their cell phones during instructional time, therefore, we are asking parents/guardians to respect the learning/instructional time of your child, and to refrain from texting your child during this time. If you need to communicate a message via text, we ask that this be done during your child’s respective break times. As ,previously communicated, in the case of an emergency, please contact the main office at 902-885-2777 extension 0. Thank you, in advance, for helping us to keep students focused on learning.

Volunteering: To volunteer in Halifax Regional Center for Education (HRCE) schools you must have a specific purpose to be in the school or on the property, as identified by a teacher or administrator. Anyone interested in volunteering at DMHS during the 2019-2020 school year must meet with the current administration. In accordance with HRCE’s Student Protection Policy, prior to volunteering with the HRCE, all volunteers will provide: **1.** a completed Child Abuse Register Search or completed Child Abuse Register Request for Search (Form A) which can be found at: <http://www.gov.ns.ca/coms/families/abuse/ChildAbuseRegister.html> **2.** a certified and true copy of a Criminal Record **3.Vulnerable Sector Search** each available from your local RCMP detachment or through online organizations endorsed by Nova Scotia law enforcement agencies. The Child Abuse Register Search and Criminal Records/Vulnerable Sector Search must be issued in the three months preceding volunteering and updated every three years.

Seeking Volunteers for Breakfast Program

Volunteers are needed to help prepare healthy food for the students in grade P-12. Volunteers will be given training and ongoing support. (Please see above re: volunteering). For more information please contact: Ms. Jacquard at 902-885-2777, ext: 7651214, or by email at Jessica.Jacquard@hrce.ca

IMPORTANT SCHOOL DATES		
SEPTEMBER	OCTOBER	NOVEMBER
	8-10 - Gr. 6 RWM Testing	5th - PTA at 6pm
5 th – First Day of Classes BBQ for all students – No cafeteria service on this day	11 th – Grad Photos	11TH - Remembrance Day - NO CLASSES
6 th – First Day for cafeteria service	14 th – Thanksgiving Day – NO CLASSES	12th - Gr. 7 Immunization
17 th – Family Social from 6-	15 th – Family Math Game Night from 6-7pm	19th - Movie Night from 6-8pm

8pm		
18 th – Picture Day for students in Gr. PP-11	22 nd – SAC @ 6pm	22 nd - Assess & Evaluation Day - NO CLASSES
19 th - Curriculum Night from 6-8pm	24 th - Technology Challenge Gr. 7-12	28 th - (AM) PD Day (PM) Parent-Teacher Interviews from 1-3pm & 6-8pm - NO CLASSES
23 rd - PTA at 3pm	25 th - NSTU Conference Day – NO CLASSES	
27 th – Professional Development Day (PD) – NO CLASSES	29 th – School Dance – Gr. 6-12 from 6-8pm	
	30 th -31 st - Otis Day - Diversity Workshop for students	

Events Calendar: You can find our upcoming events on our website at: <https://dmh.hrce.ca>

Online clothing order: You can purchase school clothing by visiting our website at <https://dmh.hrce.ca>. 15% discount (promo code BTS15) valid until October 1/19.





Chartwells is pleased to be the food service provider at your child's school. We appreciate you taking the time to read this letter to familiarize yourself with Chartwells nutritious food program and meal plan procedures for the 2019/2020 school year.

Within the provincial nutrition policy guidelines we offer favorite meals using **better-for-you products and cooking methods.**

We are excited to launch our new online ordering program. Welcome to Cafzone.ca

- **Pre-purchase Online** – Caf Zone is a convenient online ordering system designed to make your mornings easier by making payments online. No need to send cash or cheques with your child anymore. Now you can choose your child's meal up to two months in advance and pay conveniently online by visiting: www.CafZone.ca
 - Select your meal options at home on a computer, tablet or your phone. Simply create a profile for each child and you can peruse through options at your leisure.
 - In the event that a meal was pre-purchased for a day your child may be absent you can submit a credit request up until 9am on that date to receive a credit to your account. You can submit through the website with our Contact Us/Credit Request section.

Ordering is Easy!

- 1) Create an account on CafZone.ca and add each child's profile with their school & grade
- 2) By selecting this button> you will be able to select your dates and meal choices
- 3) Add orders for one or multiple children and proceed to Check Out
- 4) You will receive a confirmation email of your order

Included with this letter are this month's menu and school year price list.

Thank you for your support and we look forward to serving you.

Head Lice Prevention: Not only can colds and flu bugs be spread at school, so can head lice. Head lice are tiny insects that live on the head. They lay eggs (called nits) close to the scalp. Head lice spread through direct contact among children (head-to-head), or indirectly on items such as hats, combs, hair brushes, headbands, helmets or toques. Head lice do not jump, fly or hop but they crawl very quickly. We encourage you to remind your children not to share anything that could cause a transfer of head lice. Check your child's head regularly for either live lice or nits (eggs); once a week as part of your routine and after every sleepover. Keep long hair tied back or braided. Head lice spread easily, so if one person in the household has lice, others may have it too. Check everyone in the household on the same day.

If your child has contracted head lice, we ask that you contact the school and treat your child with a medicated lice treatment such as Nix. Once your child has been treated, he/she may return to school as long as there are no live lice. It is important to carefully follow the directions on the treatment package so that re-infestation does not occur. All family members should be checked and treated as required. For more information, please click the link below to read the pamphlet "How to Prevent, Find & Treat Head Lice". This pamphlet was written and reviewed by Public Health Services, Nova Scotia Health Authority.

<http://www.novascotia.ca/dhw/publications/public-health-education/07135-head-lice-pamphlet-en.pdf>

STAFF TELEPHONE NUMBERS

Staff Member	Room #	Ext.#	Role	Email Address
Baker B.	212	7651212	Learning Centre	bbaker@hrce.ca
Boutilier, A.			EPA	ABoutilier@hrce.ca
Boutilier, D.			EPA	donna.boutilier@hrce.ca
Boutilier, E.	212	7651212	Learning Centre & Reading Recovery	EBoutilier@hrce.ca
Boutilier, K.	130	7651130	Pre Primary	Kimberly.Boutilier@hrce.ca
Boutilier, L.	118	7651118	Evening Custodian	BoutilierL@hrce.ca
Boutilier, S.	118	7651118	Evening Custodian	SBoutilier@hrce.ca
Cumminger, J.	228	7651228	Sr. High Teacher	jcumminger@hrce.ca
Day, R.	109	7651109	Phys Ed (P-12)	RDay@hrce.ca
Gaudet, A.	101	7651101	Music/Band	Andre.Gaudet@hrce.ca
Gillis, J.	207	7651207	Library	Julie.Gillis@hrce.ca
Glawson, C.	104	7651104	Jr/Sr High	cglawson@hrce.ca
Glawson, K.	145	7651145	Gr. 5-6	kglawson@hrce.ca
Graham, J.	207	7651207	Library	judith.graham@hrce.ca
Hawes, A.	141	7651141	Gr. 2	ahawes@hrce.ca
Hilchie, T.			EPA	Tracey.Hilchie@hrce.ca
Jerrott, I.	134	7651134	Gr. 4	Ian.Jerrott@hrce.ca
Kakembo, R.	233	7651233	02/Coop	Robinah.Kakembo@hrce.ca
Landry, J.	232	7651232	Jr/Sr	Jacquelyn.Landry@hrce.ca
Leslie, S.	120	7651120	P-8 Resource	sleslie@hrce.ca
Levy, D.	125	7651000	Admin Assistant	dlevy@hrce.ca
Lloyd, J.			EPA	Joanne.lloyd@hrce.ca
Logan, W.			EPA	Wendy.Logan@hrce.ca
Lowe, J.			EPA	JLowe@hrce.ca
Lucas, T.	117	7651117	Cafeteria	tara.lucas@compass-canada.com
MacAulay, A.	229	7651229	Sr. High	amacaulay@hrce.ca
Mannette, J.	214	7651214	Jr. High	Jessica.Jacquard@hrce.ca
Miller, L.	227	7651227	Jr. High	Lori.Miller@hrce.ca
Mullen, M.	225	7651225	Aboriginal Student Support Worker	marsha.mullen@hrce.ca
Nebucett, L.	132	7651132	Gr. 1	ANebucett@hrce.ca
Nemalikanti, D.	231	7651231	Sr. High	David.Nemalikanti@hrce.ca
Parnell, K.			EPA	kimberly.parnell@hrce.ca
Power, L.	202	7651202	Gr. 6	iana-marie.power@hrce.ca
Prest, C.	200	7651200	Jr. High	CPrest@hrce.ca
Rasmussen, D.	106	7651106	Youth Health Coordinator	darlene.rasmussen@nshealth.ca
Rasmussen, F.	118	7651118	Caretaker	SRasmussen@hrce.ca
Reynolds, R.	127	7651001	Principal	rreynolds@hrce.ca
Rutledge, M.	139	7651139	Gr. P	mary.rutledge@hrce.ca
Smith, A.	133	7651133	Resource/Curriculum Leader	Amanda.Smith@hrce.ca
Smith, T.	129	7651002	Vice-Principal	tsmith@hrce.ca

Social Worker	219	7651004		TBA
Staffroom	215	7651215		
Stephenson, H.	230	7651230	Sr. High	HStephenson@hrsce.ca
Waite, W.	206	7651206	Jr./Sr High	Alexander.Waite@hrce.ca
Walsh, T.	223	7651003	Guidance/Registrar	twalsh@hrce.ca
Whyte, J.	143	7651143	Gr. 3	Whytej@hrce.ca
Wilson, D.	211	7651211	Jr. High	Doug.Wilson@hrce.ca
Yon, A.	201	7651203	Jr. High	Alice.Yon@hrce.ca

Bus Changes: Parent(s)/guardian(s) are reminded not to leave voice messages regarding bus changes (as per the bus planner – see below under Frequently Asked Questions) or any changes to the dismissal of students. With the speed of the school day there is no guarantee that the phone messages will be checked prior to dismissal. If you are requesting a change in your child’s dismissal procedure you must provide a note placed in the pouch of your child’s agenda, speak with Mrs. Levy or your child’s teacher directly (a telephone directory is inserted in this newsletter for easy access to school staff).



BusPlanner will provide everything you need to know about student transportation including eligibility, stop times and stop locations. Once you register and subscribe, you may also receive email notifications on changes to routes, bus delays or cancellations.

How do you sign up for BusPlanner?

Go to *BusPlanner* at hrce.mybusplanner.ca and click on Parent Portal. Follow the instructions to create an account. If you need further assistance, please watch this [introductory video](#). **Note:** You will need a valid email address to create an account.

To obtain specific bussing information for your child, you must know their 10-digit Student ID Number. This number can be found on their report card or in PowerSchool. For assistance on how to access your child's transportation information, [click here](#).

For more information, including a full list of Frequently Asked Questions (FAQs), visit www.hrsb.ca/about-our-schools/student-transportation.

The first day of school is Wednesday, September 5, 2018. We look forward to a successful school year ahead!

Transportation Frequently Asked Questions

Q: How do I register my child for student transportation?

A: When you register your child for school, they will automatically be registered for student transportation, if they are eligible.

Q: How do I find my child's bus schedule information?

A: parents/guardians can find the information online by logging into [BusPlanner](#)'s Parent Portal.

Q: How do I subscribe to notifications about my child's bus?

A: Go to [BusPlanner](#), click on the *Parent Portal* and follow the instructions to create an account. You will need a valid email address and most importantly, your child's Provincial Student Number.

Q: Where do I find my child's Provincial Student Number?

A: The 10-digit Provincial Student Number appears on your child's report card, is available in PowerSchool or can be obtained by calling the school during the school year. After June 28, please call us at 902-464-2000 or visit our HRCE offices at 33 Spectacle Lake Drive.

Q: How far do I have to live from the school to be eligible for school bus transportation?

A: Student transportation is provided for those students living at least 2.4 kilometers from their school (for students in Grades Primary to 6) or at least 3.6 kilometers from their school (for students in Grades 7 to 12).

Students are assigned to routes based on their address information in PowerSchool. Eligibility is determined from the student's address to the school property line (BusPlanner measures the "curb to curb" distance along public roads and walkways).

Q: How do I know if my child is eligible for busing?

A: Eligibility for busing can be verified through [BusPlanner](#).

Q: BusPlanner says my child isn't eligible, I disagree. Who do I contact?

A: Please contact our Transportation Team at 902-464-2000, ext. 2871, or by email at transportation@hrce.ca.

Q: Are unassigned seats (formerly courtesy bus seats) available this year?

A: HRCE has allowed unassigned seats on buses to be used by students who are not eligible for student transportation. We won't know how many unassigned seats are available until routing is complete and late registrations have been accounted for.

As we confirm any unassigned seats that may be available we will notify families. Opportunities to use unassigned seats will be shared with families in email, on our website (www.hrce.ca) and on Twitter ([@HRCE_NS](https://twitter.com/HRCE_NS)) once we have determined availability.

Note: seats go first to eligible bus students and unassigned seats are extremely limited.

Q: If I was approved for an unassigned seat (formerly courtesy bus seat) last year do I need to reapply this year?

A: If you were approved for 2018-2019 by HRCE and nothing has changed (moved or changed schools), you do not need to re-apply. You will be provided with transportation for 2019-2020.

Q: When will I know my child's route and bus stop?

A: Routing for the following year is done between May & July each year. Routing can be confirmed through BusPlanner's Parent Portal. We will communicate via email, our website (www.hrce.ca) and on Twitter ([@HRCE_NS](https://twitter.com/HRCE_NS)) when routing is complete.

Note: Late Registration occurs in late August each year, which could impact routing. Please confirm your child's route information before school starts even if you have reviewed earlier in the summer.

Q: My child is starting Grade Primary. What do I need to know?

A: A parent or guardian must accompany Primary students to the bus stop and remain with the child until they are safely boarded on the bus. A parent or guardian must also be at the home stop to greet the student at the end of the day. Please arrive at least five minutes before pick up and drop off.

If a parent or guardian is not at the bus stop to meet the Primary student at the end of the day, the student will not be permitted to get off the bus. The driver will work to ensure that the child's family is contacted. Once the run is complete, the student will be returned to the school for pick up by a parent or guardian.

Q: How do I arrange transportation for my child with special needs?

A: There is process to determine transportation requirements for a child with special needs. To initiate this process, please contact your child's school. The principal will work with HRCE's Student Services team to assess the student's need and requirements for transportation. If approved, busing will be provided to your child, regardless of the distance you live from the school. A member of our transportation team will reach out in August with busing details for your child, once routing is finalized.

Please note: if you are registering your child with special needs for school during July or August, a member of our transportation team will connect with you in late August to make sure you are ready for the 2019-20 school year.

Q: How do I arrange transportation for my child if we are a dual-custody family?

A: If you are a dual-custody family and your child has more than one custodial residence, please contact us. To ensure accurate information for busing, we need to speak with you directly. Please call 902-464-2000, ext. 2871.

Q: Is there school bus transportation for children attending the Pre-Primary Program?

A: Not for the 2019-20 school year. Parents/Guardians are responsible for getting children to the Pre-Primary Program.

Q: Why isn't the HRCE included in school bus transportation this year for Pre-Primary busing?

A: The HRCE is currently working through a Request for Proposal (RFP) process to choose a new service provider. **Busing eligible pre-primary children for HRCE will begin in 2020** and will be part of that contract.

Q: I have chosen to send my child to a school as an out-of-area student. Are they eligible for student transportation?

A: Students attending a school that is out-of-area do not qualify for student transportation. It is the parent/guardian's responsibility to transport their child to school if they are attending a different school under the out-of-area process.

Q: How far will my child have to walk to get the bus?

A: In general, HRCE plans bus stops to ensure students have to walk no more than 500 meters to their nearest bus stop. However, in some areas this distance may be longer if the bus is unable to safely access a closer stop.

Q: I have other children at home and cannot accompany my child to the bus. Can the bus make an extra stop at my house?

A: It is the responsibility of parents and guardians to get students safely to designated stops. These stops are chosen for a variety of safety and efficiency reasons. Extra stops cannot be added to accommodate individual families.

Q: What if my child needs to go to a sitter/daycare/after school program?

A: Students are eligible for student transportation based on their civic address; however, the HRCE recognizes that childcare arrangements may require students to travel on alternate buses.

During registration, parents and guardians can identify an alternate transportation address for either AM pick, PM drop off, or both, provided:

- the change is consistent 5 days a week,
- the requested stop is already established on an existing route serviced by that school, and
- there is sufficient space on the bus.

Q: My child wants to go to a friend's house after school. Can they take a bus that is not their assigned bus?

A: No, this is a safety issue. We are responsible for your child during the school day, and we take that responsibility seriously. We need to know where all students are at all times.

Q: How will I be notified if there is a change to my child's bus route?

A: If you have subscribed to notifications through [BusPlanner](#)'s Parent Portal you will automatically be notified by email. Schools will also be notified.

If you have any questions for concerns please contact HRCE Transportation Team at (902) 431-4723 or email transportation@hrce.ca.