



ROTHESAY ELEMENTARY SCHOOL

**PARENT HANDBOOK
2021 - 2022**

MISSION STATEMENT

Rothesay Elementary School is a community which strives to provide a nurturing educational climate - a safe, welcoming environment based on mutual respect that encourages life-long learning.

Welcome to Rothesay Elementary School

Children at Rothesay Elementary School are encouraged to develop as individuals emotionally, socially, physically and intellectually, to their greatest potential. Using child-centred methods, curriculum and philosophies, children will develop a sense of self-worth and pride in their achievements.

We recognize that learning doesn't take place only at school but in the community and home as well. Each of us has a role and a stake in the education and growth of your child. If all groups work together, we stand the greatest chance of positively influencing your child's development. We urge you to participate actively as much as you can. Any skill or talent you can share with us will enrich our school community. If job responsibilities prevent your active presence at school, your encouragement and your vocal support are still very important to us.

It is each person's responsibility to respect the feelings, the possessions, the physical well being and the personal space of self and others. We will strive to develop this in our students in order to make Rothesay Elementary School a safe, caring and positive learning environment.

Education encourages all participants to be risk-takers. Children develop at different rates and learning occurs at different stages. We are challenged to meet the needs of all children regardless of their learning styles, capabilities and talents. The staff at Rothesay Elementary School will challenge every child to achieve his or her personal best.

The purpose of this handbook is to clarify for you, the parents and guardians, the programs and expectations supported by R. E. S. It is hoped that this handbook will also provide basic information required by students and parents. If further information is required, please accept this as an open invitation to visit the school or contact school personnel regarding any areas of concern.

As we partner together, we wish you and your children a productive and enjoyable year.

Staff of Rothesay Elementary School

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GENERAL INFORMATION

Rothesay Elementary School

School Address: 230 Eriskay Dr., Rothesay, N. B. E2E 5G7

School Phone: (506) 847-6203 **Fax:** (506) 847-6257

School Website: <http://rothesay-elementary.nbed.nb.ca/>

Administrative Team Charlene Carroll, April Vincent

Administrative Assistant Laurie Rans

Philosophy - Children are individuals who develop according to their own abilities and to the opportunities offered them. In this context, education is a continuous, ongoing process that is not confined to the immediate school environment and ideally should help the child mature physically, mentally, socially, and spiritually. It should prepare a person to live a creative and sensitive life.

Education is the learning of values and attitudes that are compatible with daily living in the contemporary community. As the modern world is in a change situation of massive dimensions, education needs to prepare its charges for the world of change in which they must live. Education must instil life-skills that will enable children to cope with and adapt to their world, while remaining a stimulating and enjoyable process.

Objectives

a) Learning Skills:

It is the aim of the staff of R.E.S. that our efforts with our students will result in (to varying degrees according to the ability of each child):

- the acquisition of the skills of "how to learn", and the awareness of learning as a lifelong process;
- the acquisition of the vital basic skills of reading, writing, communicating, mathematics, and research;
- the cultivation of good work habits; the desire to do ones best
- the development of the ability to work independently as well as with others
- the development of positive attitudes towards scholastic endeavours
- the stimulation and development of creativity
- the provision of as interesting and diverse a learning environment as practicable
- the development of the ability to apply and transfer the acquired skills and knowledge, the promotion of the necessary steadiness and stability required for task completion
- the development of the specific talents and abilities of the individual.

b) Personal and Social Skills:

With every student, the staff at R.E.S. will strive to:

- promote a positive self-image, with self-acceptance leading to a realistic acceptance of others;
- instil respect for the rights and property of others;
- instil respect for all people, regardless of race, colour, creed or language;
- instil a sense of social responsibility;
- assist in the social and emotional growth of each child in him/herself and in his/her relations with others;
- foster the acceptance of personal responsibility for one's decisions and actions;
- develop self-reliance, self-discipline and self-confidence;
- develop the ability to make choices, along with the maturity to accept the consequences of such decisions.

It is understood that the opportunity for the child's major learning experiences occurs in the home, particularly during the preschool years. It is also recognized that a good working relationship between the school and the home can only be to the benefit of the child. Because of the intense interdependence of the home and the school, the staff at R.E.S. undertakes to maintain a high level of communication and dialogue with the parents / guardians of the children in our charge. This is to take the form of class newsletters, personal meetings and conferences, phone communications, notes, letters, etc.

In affirming the importance of the home's role in the child's education, Rothesay Elementary School maintains its open invitation for parental contact and visits to the school, asking only that such visits be mutually arranged to the convenience of the parties concerned. In a similar vein, the school administration is available for consultation, discussion, or visitation.

The R.E.S. environment is an extension of the home insofar as it is possible for a large institution to be so, and the school looks to the home's help, advice, information, and above all, support, in providing the best possible for each child.

Parent School Support Committee - A Parent School Support Committee (PSSC) will be established for our school in September. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this important parent group.

Home and School Association - We are fortunate to have a dedicated Home & School Association at our school. It is the responsibility of parents to form a Home and School Association. The Principal and Vice-Principal are responsible for liaising with this association. Important Home & School information will be sent home to all parents early in September and Home & School updates will be included in monthly newsletters.

Academic Programs - Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school or from the Department of Education website <http://www.gnb.ca/0000/anglophone-e.asp#cd>. If you

have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

Instructional Time - With the extensive amount of material to be covered by teachers, it is of utmost importance that instructional time be protected. We will take measures within the school day to maintain maximum instructional time. Parents can help in the following ways:

- If driving your child to school, have your child at the school no earlier than 7:50 AM and no later than 8:10 AM. It is very important that your child is not late.
- Attempt to schedule all of your child's appointments outside of school time. In the rare case where you must pick up your child during instructional time, minimize disturbances in the classroom by asking our administrative assistant to have your child sent to the lobby.
- If you require time to speak with your child's teacher, please write a note to the teacher, phone after 2:45 PM, or schedule an appointment after school.

Thank you for helping to protect precious learning time!

Your cooperation is greatly appreciated!

Communication - It is very important that we have clear communication between school and home. Our monthly school newsletter will inform you of school events. Events are also listed on the Calendar of Events on the school website. Teachers may also send class newsletters, emails or post information on a class website. One effective and well-used method is School Messenger. With School Messenger, voice and email messages will be sent to all phones capable of receiving messages regardless of service provider.

Progress Reports & Parent/Student/Teacher Conferences - Three formal reports will be issued per child each year:

Term One Report Card - released in November

Term Two Report Card - released in March

Term Three Report Card - released on last day of School in June

Student/Parent/Teacher Conferences will be scheduled after Terms One and Two Report Cards. *It is important to note that parents may schedule a meeting with school staff at any time throughout the school year. Please contact your child's teacher and we will be happy to schedule an appointment. **And if we are permitted to have these in person, social distancing measures must be followed.***

Homework - **Homework is an important activity** that allows parents and teachers to work together as partners to support children as learners. Some teachers/grade level teams may choose not to assign homework on weekends. Please refer to the RES Homework Policy brochure at the school website <http://rothesay-elementary.nbed.nb.ca>.

Newsletter - A school newsletter will be sent each month. Items for the newsletter will include such things as upcoming events, guidance news, community school updates, etc. Our newsletter will be posted on our school web site <http://rothesay-elementary.nbed.nb.ca>

and a School Messenger message will be sent to let you know it is ready to be viewed. If you require a paper copy, please let your child's teacher know and a copy will be sent home.

Promoting Safety and Good Health

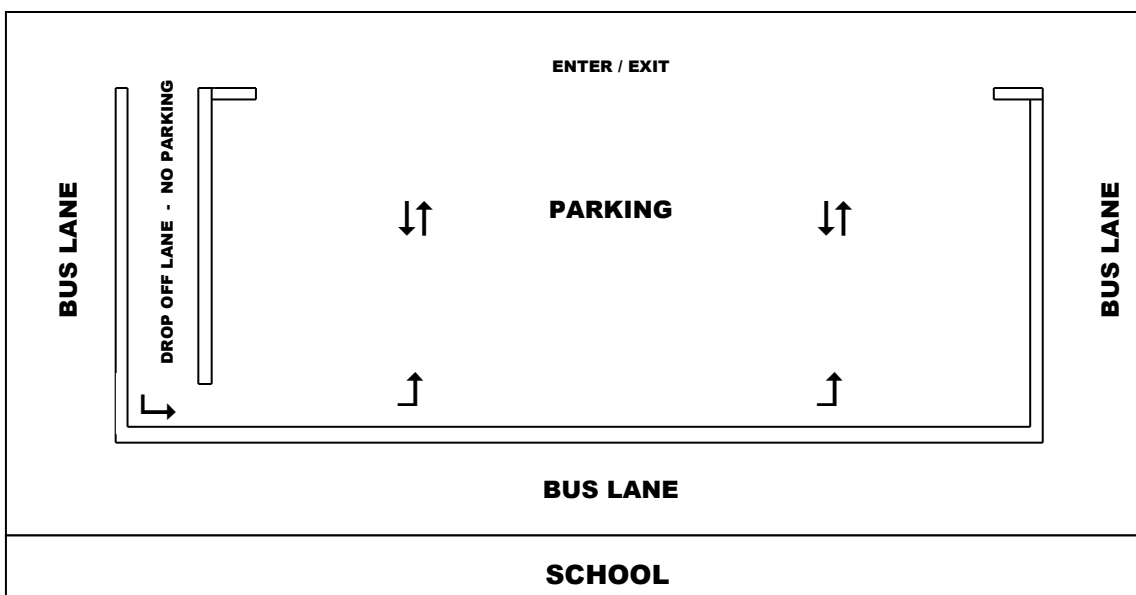
The safety of our children is of paramount importance to the staff of Rothesay Elementary School. Anything that threatens the safety of students at our school must be reported to the administration at once. Appropriate measures will be taken to remedy any safety issue.

- **Parents please enter and leave the building through the Main Lobby entrance, only if you have an appointment or have called ahead to drop something off for your child. Due to Covid 19 restrictions the front door of the school will be locked and you can only enter if you have called the school to make an appointment. All other doors will remain locked to the outdoors during school hours. We now have a buzzer system that will be used to allow visitors access.**
- **Anyone proceeding past the main lobby must sign in, state the purpose of the visit and adhere to the Covid 19 guidelines posted in the reception area and on the front door. For children's and staff safety, we must have a record of every visitor.**
- **All children must be supervised at all times. Supervision of students does not begin until 7:50 AM. Therefore, no students are permitted to be dropped off before 7:50 AM.**
- **If you are taking your child out of the building, or having your child picked up anytime other than after school, please sign out your child at the office.**

We also promote healthy living choices at Rothesay Elementary School. We encourage healthy choices for snacks and lunches - **all nut free**. Our school is also **scent free**.

Bus Zone / Drop Off / Pick Up / Parking -

Parents are encouraged to use the bus system provided by the Department of Education. Students traveling by school bus will arrive safely and on time. If you decide to drive your child to/from school, there may be delays due to traffic. The safety of students and staff is of outmost importance and traffic must move slowly. If driving your child, please allow extra time so that you are not rushing to get to your next destination.



- The roadway nearest the school is reserved for buses only. Signs clearly indicate the **bus zone**. In the interest of student safety it is of paramount importance for all parents, staff and public to respect this zone.
- **The Drop Off zone** is the lane to the left of the fence as you drive in. This is a drop off or "stop and continue on" zone for all students. **Drop off is not permitted anywhere in the drop off zone except on the sidewalk side.**
Please note: No parking is permitted on either side of this zone at any time. Parking in this zone causes obstructed views for pedestrians crossing to the school.
- If you are **picking up your child at the end of the day**, you must wait outside in the pickup line by your car until you see your child exit the building. You may then cross the crosswalk, for younger children, to go get your child with your mask on. **These regulations are in place to ensure safety and efficiency. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation!**

Bicycles at School - A bicycle rack is available at our school. Students bringing bikes/scooters are expected to:

- walk their bicycles down the paved walkway.
- proceed immediately to the bike rack as soon as they arrive on school property.
- secure their bicycles with security locks. The school can accept no responsibility for loss or theft of, or damage to, bicycles.
- refrain from riding bikes at any time during the school day.
- upon dismissal are to wait at the front of the school until all buses have left the school grounds. The teacher on bus duty will dismiss bike riders with walkers. Students will walk their bikes up the paved walkway at dismissal.

Skateboards / Rollerblades / Electronics / Other Valuables - Due to safety issues and limited playground space, students are not to bring skateboards, rollerblades or snowboards to school. All valuables, including electronics, must be left at home. At RES, "valuables" are any items that will bring tears if broken, lost or stolen. This includes all

electronics such as ipods,, electronic games, cell phones, cameras, and favourite toys, etc. The school will not be responsible for lost valuables.

IT IS COMPLETELY PROHIBITED FOR CHILDREN TO VIDEO TAPE OR PHOTOGRAPH ANY OTHER CHILDREN IN THE SCHOOL DUE TO PRIVACY RULES in NB.

Medications (Major/Minor) and School Staff - The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- 1) For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. **Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school.** This form is available at the school
- 2) The school is not to be held responsible for long term storage or lost medicine.

Important Note: Medic Alert Forms must be completed for all students with serious health issues as soon as possible. See number 1 above.

Allergen Free Environment - Rothesay Elementary School is a *nut free and scent free environment*. We must have everyone's cooperation by:

- not sending any food product containing nuts. Please check labels carefully. To avoid confusion, we cannot allow peanut butter alternatives (products that look like peanut butter).
- not wearing perfumes, strong deodorants, body sprays and hair sprays.

Please realize the seriousness of allergies. Due to our commitment to providing a safe learning environment for all, these expectations must be strictly enforced.

Indoor Shoes Policy - Only indoor shoes are to be worn throughout the school. By adhering to this policy we should significantly help those students that are prone to allergies and will greatly assist with reducing sand, mud and dust in the building. We ask for everyone's cooperation in this area of school cleanliness and allergen free practices.

→ Please note that sneakers must be worn during Phys. Ed. Classes.

Communicable Diseases & Exclusion From School - In the best interest of the student body all parents are asked to respect the following Department of Health guidelines regarding communicable diseases:

SCHOOL EXCLUSION GUIDELINES

DISEASE	MINIMUM EXCLUSION PERIOD FOR CASES
Diphtheria	Exclude until medical clearance (written note from MD)
Pertussis (whooping cough)	If high risk individuals are present, exclude until 5 days from the start of treatment OR, if no treatment was given, until 3 weeks elapsed since the onset of characteristic cough or until the end of cough, whichever occurs first.
Group A streptococcal (GAS) infection (pharyngitis/tonsillitis (strep throat), scarlet fever, impetigo)	Exclude until 24 hours after starting antibiotic treatment.
MRSA (Methicillin-resistant Staphylococcus aureus)	Usually not required (unless skin lesions (e.g. boils) cannot be covered). Seek medical advice for contact sport participation.
Mononucleosis (EBV infection)	Not required
Cytomegalovirus infection	Not required.
Measles	Exclude until 4 days from the onset of rash.
Mumps	Exclude until 5 days from the onset of gland swelling, if non-immunized contacts are present.
Rubella (German measles)	Exclude until 7 days from the onset of rash.
Varicella (chickenpox)	Exclude until child feels well enough to return to school.
Shingles (herpes zoster)	Usually not required (unless skin lesions (spots) cannot be covered.
Fifth disease (erythema infectiosum, "slapped cheek" syndrome)	Not required. Once rash appears, a child is no longer contagious.
Roseola infantum (sixth disease, exanthema subitum)	Not required.
Gastroenteritis (diarrhea and/or vomiting)	Exclude students who cannot maintain personal hygiene until diarrhea subsides. For certain causes of gastroenteritis and in outbreak situations, longer periods of exclusion may be needed. Contact Public Health for advice.
Hepatitis A	Exclude for 1 week from the onset of illness/jaundice.
HIV, Hepatitis B, Hepatitis C	Not required.
Conjunctivitis (Pink eye)	If there is a thick white or yellow discharge (with eyelids stuck together or crusted eyelashes), fever, eye pain or eyelid swelling or significant watery discharge exclude until seen by a doctor (at least 24 hours of treatment may be required before returning to school). Children with pink eyes who have no minimal clear or watery discharge without fever, eye pain or eyelid redness do not need to be excluded.
Cold sores (herpes simplex)	Usually not required (unless significant drooling that cannot be controlled).
Hand-foot-and-mouth disease	Usually not required (unless significant drooling that cannot be controlled).
Thrush (candida)	Not required.
Molluscum contagiosum	Not required.
Warts	Not required.
Scabies	Exclude until 24 hours after treatment.
Pediculosis (Head lice)	Not required.
Ringworms	Exclude until treatment started.
Pinworms	Not required.

* Please check your child for head lice on a weekly basis. Please notify the school at the first sign of nits or lice.

COVID 19 or Flu Symptoms- If your child exhibits **one** COVID 19 symptom during school hours your child will need to wear a mask at all times at school. If your child exhibits **two** symptoms during the school day you will be called immediately **and under district and public health guidelines you must pick your child up within an hour of the phone call.**

Inclement Weather - On most days students will be expected to play outside during morning recess and for approximately 25 minutes before or after they have finished their lunch. *Parents are asked to ensure that children are dressed appropriately for going outdoors.* When weather does not permit for outdoor activities due to extreme cold below -20 degrees Celsius or pouring rain, we will have an "inside day" at our school.

Closure of Schools - Schools may be closed due to:

a) Severe weather. *It is extremely important that parents listen to radio stations for any school closure information.* This may happen during the day if weather worsens. Students may be sent home early.

b) Other reasons. This may happen under clear sunny skies, but may be due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early.

➔ **If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child - a place where it is guaranteed that there will be someone home.** For the sake of the safety of your child, please be diligent in completing this section of the information form very carefully. Although we hope this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. *Thank you for helping us keep your child safe!*

Parent Request For Child(ren) To Remain Inside - Fresh air, exercise and opportunities to socialize are all very important to healthy growth. Therefore, we encourage all children to go outside during recess and noon hour breaks. *If ill, we encourage that your child remain home until he/she has recovered.*

Positive Learning Environment Policy

The Positive Learning Environment Policy is a provincial document that was adopted on April 1, 1999. It derives its authority from the Education Act and calls upon all schools in the province of New Brunswick to implement guidelines and practices that will support and promote a safe, positive educational setting.

One of the basic tenets of this policy is the fact that pupils and adults have the right to learn and teach without being disrupted by others. This means that all stakeholders will be afforded the opportunity to learn and work in a safe, orderly, productive, respectful and harassment free environment. Further, they have the responsibility not to disrupt the learning of others.

Discipline Policy

Our school staff approved the following school-wide discipline policy.

R.E.S. operates on the philosophy that all students have the right to learn. To do so each student must be in a school climate that is satisfying and productive, without disruptive behaviour by a student infringing upon the rights of others. Home and school alike must share the responsibility for acceptable behaviour.

The discipline policy at our school is based on the understanding that a certain level of order is necessary if the school is to function and students are to learn. It also recognizes that all students are constantly making choices about whether they will contribute positively or negatively to any given situation. Our discipline policy reflects the belief that students can and will make good choices if they are allowed the opportunity to decide, given the positive support they need, and held accountable for the decisions they make. Our discipline procedures, of which this policy is a part, are all directed toward placing responsibility for student behaviour where it belongs; in their hands. Each person in our school is responsible for controlling their actions and reactions to any situation.

The staff of Rothesay Elementary School diligently and gently teaches children a variety of expected behaviors and routines and skills. It is what we call the "Skills Streaming Philosophy to teaching expected behaviours. We firmly believe that students who do not master these behaviors and routines may need extra practice in order to meet the expectations of school discipline. These behaviors and routines are expected to be mastered by all students before the end of September. The staff asks for your support if and when your child may need to have extra practice in any of the school discipline expectations. The following are just a few of the routines and behaviors that teachers will be reinforcing for the month of September: removal of hats in the building; movement in hallways; morning announcement routine; fire drill exit; how to speak to an adult, and many more.

Behaviour Expectations- Code of Conduct

"HANDS OFF / FEET OFF / WORDS OFF"

It is expected that all individuals will treat one another with respect. Examples of inappropriate behaviour include:

- 1) Hitting, kicking, physical or mental abuse. (Teasing, putdowns, excluding others)
- 2) Defiance of authority, refusing to complete work or comply with requests
- 3) Abusive or inappropriate language or gestures
- 4) Throwing objects such as rocks, sticks, or snowballs
- 5) Persistent or continuous disruptive behaviour

Consequences

. A **Better Choices referral form** will be sent home to be signed and returned in cases of repeated or severe behaviour.

Expectations of Students

Students, parents/guardians and teachers have worked together to determine behavioural goals for our school. Established goals require students to agree with the following statements:

- 1) I will follow the school rules, which are made for my safety and the safety of the other children.
- 2) I will respect the right of all students to a safe and friendly school environment. I will treat other children the way I would like to be treated
- 4) I will be polite and respectful towards all adults and I will not cause damage to the school or school property.

Each incident of misconduct is treated on an individual basis according to the specific needs of the child and severity of the incident. The teacher, School Intervention Worker, Guidance Counsellor and /or Administration will be involved and parents will be notified. We appreciate your support by speaking to your child about the situation. All behaviour incidents are tracked on a provincial data base.

General

- 1) Each and every student shall conduct himself/herself, without fail, in a manner that is socially acceptable. Manners, deportment, general behaviour and interaction with others shall be such that no danger, offence, injury or hurt, physical or mental, may occur to any person or creature. Consideration, tolerance, and respect for all others shall be shown at all times.
- 2) Students are to arrive at school no earlier than 7:50 AM, and will be at school by 8:10 AM.
- 3) Students are not permitted to leave the school grounds during school hours unless a permission note to this effect has been brought. Similarly, a note is required if the student's parents/guardians request him/her to be kept inside during normal recesses. Such notes must state a valid reason.
- 4) During the noon outdoor period and at recess time, all students are outdoors unless covered by a permission note or are working for or with a teacher. Should the need to come inside occur, permission will be obtained from one of the teachers on duty.
- 5) The schoolyard is divided into two areas - the primary and elementary play areas for recess periods.

Specific Rules

- a) Hockey and hardball games are not permitted on the grounds during the school day.
- b) Skateboards, in-line skates, and hee-lies are not permitted on the grounds or buses.
- c) Skis may not be brought on buses.
- d) Skates must have guards or be carried in a stout bag in order to be allowed on the bus or in the school.
- e) All valuables, including electronics (games, MP3s, cameras, cell phones) and favourite toys are to be left home.

f) Students are expected to care about the feelings of all, and not create situations where some students feel left out. (ie: the distribution of birthday invitations to some and not all)

Dress Code

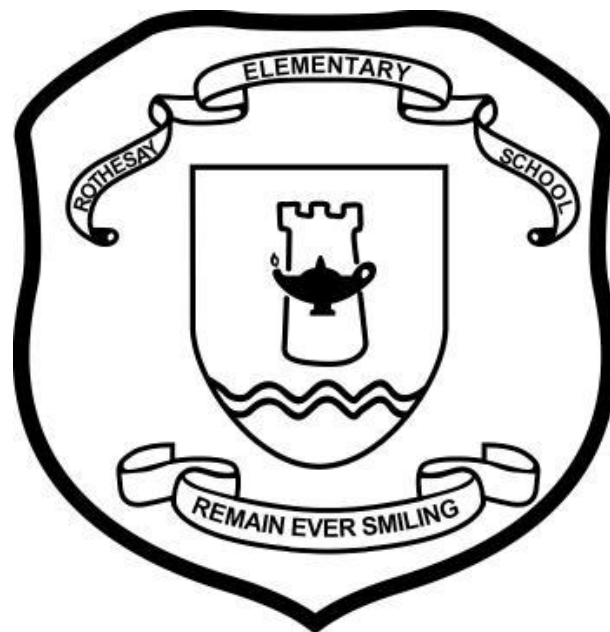
- 1) Students will be clean and neat in person and dress.
- 2) T-shirts or other clothing bearing slogans or pictures that are not compatible with community values may not be worn.
- 3) Outdoor footwear is not to be worn into classroom areas.

RES Code of Conduct

RESPECT ALL PEOPLE AND PROPERTY AT OUR SCHOOL.

EVERYONE HAS THE RIGHT TO LEARN IN A SAFE AND FUN ENVIRONMENT.

SUCCESS IS WHAT YOU MAKE OF IT. BE A GOOD ROLE MODEL. PARTICIPATE. HAVE FUN!



Believe It! See It! Celebrate It!

Bus Procedures & Expected Behaviour

Bus travel is a service provided the students. *It is a privilege, which may be withdrawn because of failure to comply with the regulations.*

- 1) Children are to be reasonably quiet while on board.
- 2) Children must remain seated in one place.
- 3) Children are to refrain from throwing things while on the bus.
- 4) Children are not to allow any portion of their bodies to project from the bus.
- 5) Nothing is to be thrown from the windows.
- 6) The driver is to be treated at all times with respect and obedience.
- 7) Bad language, violence, fighting, will not be tolerated.
- 8) Children will board the bus in an orderly manner, having formed lines to do so. They will get off the bus in an orderly manner, taking heed of the driver's instructions for crossing the road.
- 9) Bus lines will be orderly and well off the road while waiting. Bullying or rough play is too dangerous to be tolerated. Private property is to be respected - no littering.
- 10) Smoking will NOT be permitted, nor will matches, water pistols, or any other potentially dangerous materials, be allowed on board.
- 11) Skates must have guards if they are to be carried on the bus. Skis, skiing equipment, and skateboards are not permitted on the bus during normal runs.
- 12) The bus, as public property, is to be treated as such. Vandalism will not be tolerated.
- 13) Children should be at the stop at least five minutes before the bus is scheduled to arrive in the morning.
- 14) If students must cross the street from their waiting point in order to board the bus, they are to wait until bus arrives, displays flashing lights, and driver signals them to cross.
- 15) If necessary, after leaving bus, students are to cross the road at least ten feet in front of the bus - NEVER FROM BEHIND - in addition they are to follow directions of the driver and ALWAYS look both ways before crossing road.

Should a child consistently disrupt the driver or passengers, or be guilty of a serious and/or dangerous breach of regulations, the following procedure will be followed:

- 1) The driver will report the misconduct to the Principal who will issue a warning to the child and may have a letter sent to the parents/guardians informing them of this problem.
- 2) Recurrence of this misconduct will occasion either a letter warning that further occasions will result in suspension from bus travel, or immediate suspension from all buses.
- 3) On the third instance the child will be suspended from bus travel for a period of up to five days and a letter sent to the parents/guardians to this effect.
- 4) If this does not curtail the misconduct, the matter will be referred to the District Office for possible complete suspension.
- 5) In instances of gross misconduct the Principal or, in his absence, the Vice-Principal may similarly suspend the student from bus travel for up to five days and communicate this to the parents/guardians without prior notice.

Bus Conveyance Policy

The School District has a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered if there is room on the bus. This is a location which is used consistently, and it is within the Rothesay Elementary School zone. An Alternate Location Request form must be filled out. This form is available at the school or from the School District web site under Transportation.

Please check the Anglophone South School District for further bus information: <http://asd-s.nbed.nb.ca>.

Professional Conduct of Teachers - All teachers are professionals and as such, are expected to act in a manner that is consistent with their titles. Establishing positive relationships with pupils and assisting children to learn, communicating/working with parents and assessing student progress are but a few of the responsibilities of which teachers are entrusted.

Parents, who have concerns about their child's learning, or the individual conduct of a teacher, are asked to bring the matter to the attention of the teacher. If concerns persist then parents are asked to discuss the matter with administration.

Expectations of Parents - Section 13 of *The Education Act* states:

In support of the learning success of his or her child and the learning environment at the school, a parent is expected to

- (a) encourage his or her child to attend to assigned homework,
- (b) communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child,
- (c) cause his or her child to attend school as required by this Act,
- (d) ensure the basic needs of his or her child are met, and
- (e) have due care for the conduct of his or her child at school and while on the way to and from school.

Our school will continue to promote and practice an Open Door Policy towards parents. We expect you to get involved in the life of our school. We encourage parents to get to know their child's teacher(s), the staff and the school curriculum. We welcome you to come in to the classrooms to volunteer and help your son/daughter learn, assist other children and help to build and strengthen our school community. Each teacher is responsible for coordinating parent volunteers in their classroom. Parents will be notified when assistance is required in classrooms and school wide events. *The Department of Education requires that all adults working, assisting or volunteering in the public school system have training on Policy 701 - Student Protection.* Policy 701 training may be obtained through the website <http://701.nbed.nb.ca> or through a link on the school website.

Child Absences from School / Safe Arrival

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- (a) In the case of a **planned absence**, send a note to your child's teacher beforehand informing him/her of the upcoming absence and call the School Messenger safe arrival line to report the absence,
- (b) In the case of an **unplanned absence**, please phone the School Messenger Safe Arrival line **before 8:15 AM** to inform us that your child will not be in school and the reason. When your child returns to school, please follow this with a written note to your child's teacher explaining the reason for the absence. A verbal explanation from your child is not sufficient. We do require a written note.

A **Safe Arrival Program** will be taking place at our school. Teachers always inform the school office of absentees by 8:30 AM each morning. Every day, it is very important that we are aware of the reason for each child's absence to ensure that each of our students is accounted for each morning. **Please call the School Messenger number at 1-833-219-9065 and leave a message on the Safe Arrival line by 8:15 AM if your child will not be in school that day.** Any absences for which a reason is not known will result in an automated phone call from the Messenger system to your home or work to tell you your child is absent.

Cashless Schools

All schools in ASD-S use a system for payment for all fees, (milk orders, skating, field trips etc.) called School Cash Online. If you have not done so please register at <https://ASD-S.schoolcashionline.com/> and click on "Get Started today". We do not accept cash payment for any items at Rothesay Elementary.

Structure of School Day

7:50 AM	Early supervision begins
8:05 AM	Bus supervision ends
8:15 AM	O Canada, Announcements *
8:20 AM	Classes begin
9:55 AM	Indoor snack recess begins
10:10 AM	Recess ends; Classes resume
11:45 AM	Lunch Outside Recess for Kindergarten- Gr, 2
12:15 PM	K-2 Lunch and Gr.3-5 Lunch recess outside
12:40 PM	End of Lunch Recess for Gr.3-5;. Lunch begins
1:35 PM	K to 2 End of Instruction: Students prepare for Dismissal and load buses
1:4 PM	K to 2 Dismissal
2:35 PM	Grades 3 to 5 End of Instruction: Students prepare for Dismissal and load buses
2:40 PM	Grades 3 to 5 Dismissal

* If you are in our school during the opening of our day, **please model appropriate respect by standing still for the playing of O Canada and listening to announcements quietly.** Thank you for modeling what we expect of our students.

Attendance Policy Guidelines

We cannot stress too greatly the importance of your child being in school every day, on time, if he/she is to achieve the greatest success in his/her work. Regular attendance is expected of all students. It is impossible to completely make up everything that is missed. A typical school day is filled with learning that is not limited to books, i.e. group projects, discussions, presentations etc. Paperwork can be made up, but the valuable learning opportunities cannot. However, when children are sick, they should stay home from school. If your child will be absent or tardy, please call the Safe Arrival at the school by 8:15A.M. Please make every attempt to have your child at school on time. The bell rings at 8:20 AM to begin our school day. This means your child should be in his or her classroom before that time--not just entering the building. Our day is very scheduled and structured and when a child is late, something is missed. Also when children arrive late it interrupts the learning environment for everyone; the late child, the other students in the class, and the teacher.

According to the ASD-S attendance policy the following attendance guidelines will be enforced at Rothesay Elementary.

1. **After 2 days in a row** of being absent your child's teacher will contact you to find out why child has missed school. If the parent has called Safe Arrival, or the teacher and has been told ahead of time why the child is absent, then contact does not need to be made by the teacher at this time.
2. **After 5 days of cumulative absences or consistent tardiness** a phone call or e-mail will be made by the teacher asking about missed school and if there is anything the teacher or school can do to help with your child's attendance (**exception** - if a child has a known medical condition that requires them to be home or absent a phone call will not necessarily need to be made).
3. **After ten days absent and/or ten instances of tardiness**, parents may receive a letter from the school administrator indicating the total days absent and the total number of tardiness recorded. There may be individual cases in which a letter is **NOT** sent as the school is aware of the contributing factors of a serious medical concern and feels a letter is not appropriate.

4. **At 15 days absent and/or 15 instances of tardiness**, parents will receive a second letter or telephone call from a school administrator. The letter will request that the parents call the school to set up a meeting to discuss the child's regular attendance. The parent and/or guardian must attend this meeting in order for the family and school to work together to have improved student school attendance.

5. **Serious attendance cases extending beyond 20 days absent or tardy**, will be addressed at the school level with Educational Support Services and in some cases it may be necessary to contact ISD and Social Development.

Food Services

A Hot Lunch program will be available. Our Home & School will send information home on how to order on line. All students eat lunch in their own classrooms. The Hot Lunch program is entirely run by volunteers and deadlines will be strictly enforced. If sending lunch from home, please note: **For safety reasons, there is no opportunity for students to heat lunches**. Please be sure to send all your child will need, including spoons or forks.

Food Sent to School

New Department of Health regulations limit home prepared food that we can serve to children other than your own. (This does not apply to anything you send for your own child's lunch.) Please note the text below from the Dept. Of Health policy for schools: *"With regard to bake sales or special occasions/events (not on a day-to-day occurrence) where parents or staff would prepare food at home to bring to school and be shared with others, the Department of Health recommends that the following foods not be served: Any food that is capable of supporting the growth of pathogenic microorganisms or the production of toxins. Examples of such foods include: those containing meat, poultry and fish; salads; sliced vegetables or fruits; sandwiches; custards and cream-filled pastries/pies; cheesecakes; unpasteurized milk and juices; homemade eggnog, etc."*

Sliced vegetables or fruits that are purchased directly from a grocery store already sliced are acceptable.

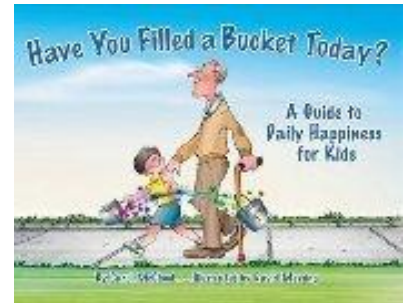
Lost & Found

In an effort to keep our Lost & Found items to a minimum, *parents are asked to place their child's name on all items being brought from home, including sweaters, jackets and sneakers*. Unclaimed Lost & Found items will be gathered and sent to a local charity at the end of each month. **Please remind your child to know where all of his/her possessions are, and to take home any items not being used.**

Fill A Bucket

RES uses the book *"Have You Filled A Bucket Today?"* to teach and reinforce how we need to treat others. This book written by Carol McCloud says that every person carries an imaginary bucket that holds our feelings. Our responsibility is to fill others' buckets with good feelings by doing good things for others. We should never be "bucket dippers" by making someone feel bad.

Your child will likely talk about "filling buckets" or being a "bucket filler". Thanks for reinforcing this at home.



WITS

The WITS Programs bring together schools, families and communities to create responsive environments that help elementary school children deal with bullying and peer victimization. Students at RES learn to use their WITS to make safe and positive choices when faced with peer conflict. The WITS acronym:

Walk away,

Ignore,

Talk it out, and

Seek help -

provides a common language that children and the adults in their environments can use to talk about and respond to peer victimization. All students at RES are taught this acronym by their teacher, guidance teacher and peer helpers.



**ANGLOPHONE SOUTH SCHOOL DISTRICT
SCHOOL CALENDAR – 2021-2022
June 15, 2021**

<u>MONTH</u>	<u>DATES</u>	<u>EVENTS</u>
September	6	Labour Day
	7 – 9	Students return through a staggered entry process scheduled by the school. Families will receive communication from the school.
	10	All students in school
October	11	Thanksgiving Day
	12-15	Registration for Students Entering Kindergarten in 2022-2023
November	11	Remembrance Day
	12	Report Cards Issued Grades 9-12
	19	No classes for students K-8 – Professional Learning Day
	19	No classes for students 9-12 – Parent/Teacher Interviews
	29	Report Cards Issued K-8
December	3	No classes for students K-8 – Parent/Teacher Interviews No classes for students 9-12 - Professional Learning Day
	23	Last Day of Classes (FULL DAY)
	24-31	Holidays
January	3-6	Holidays
	7	No classes for students K-12 - School Improvement Planning
	10	First Day for Students
	24-28	Assessment/Demonstration of Learning Week - High School Only
	31	No classes for high school students - Turnaround Day
February	1	No classes for high school students - Turnaround Day
	2	Semester 2 Begins - High School Only
	21	Family Day
March	7-11	March Break
	25	No classes for students K-8 – Professional Learning
April	11	Report Cards Issued K-12
	14	No classes for students K-12 – Parent/Teacher Interviews
	15	Good Friday
	18	Easter Monday
May	6	No classes for students - NBTA Council Day – Provincial
	9	No classes for students - NBTA Branch Meeting Day
	23	Victoria Day
June	13-17	Assessment/Demonstration of Learning Week - High School Only
	20-24	Learning Outcomes Course Recovery Week - High School Only
	24	Last Day for Students – Final Report Card Day (K-12)