

# Fairvale Elementary School

<http://fairvale-elementary.nbed.nb.ca>

11 School Avenue  
Rothesay, NB  
E2E1Z9

847-6206 (T) 847-6267 (F)

Bonnie Hierlihy, Principal

Ashley Dobbin, Vice-Principal



## Handbook 2016-2017

## Table of Contents

Welcome from Administration	page 3
FES School Staff	page 4
School Calendar	page 5
School Mission Statement	page 6
School Improvement Plan	page 6
Typical School Day	page 7
Academic Programs	page 7
Bicycles at School	page 7
Birthday Invitations	page 7
Bus Conveyance Policy	page 8
Bus Discipline	page 8
Bus Safety	page 8
Bus Zone/Drop off	page 9
Child Absences from School/Safe Arrival	page 9
Communication	page 10
Custody Arrangements	page 10
Emergency Evacuation	page 10
Expectations of our Staff	page 10
Fire Drill	page 10
Hats and Footwear	page 11
Home	page 11
Homework	page 11
Hot Lunch/ Milk Orders	page 11-13
Instructional Time	page 14
Library	page 14
Lice	page 14
Lost and Found	page 14
Mascot/ School Colours	page 14
Medications / Communicable Diseases	page 15-16
Newsletters	page 16
Outdoor Play	page 16
Parent School Support Committee	page 17
Progress Reports and Parent Conferences	page 17
Safety	page 17
School Closures/ Inclement Weather	page 17-18
School Expectations	page 18-19
School Fees	page 19
School Leadership	page 19
School Photos	page 20
School Supplies	page 20
Skating	page 20
Telephone Use	page 21
Volunteers	page 21
Weather Policy	page 21

## WELCOME FROM ADMINISTRATION

Fairvale Elementary is an excellent school with a wonderfully connected group of students, parents and staff. Together we all work towards making our school a great place to learn and be involved. We share in the responsibility of creating a welcoming and well-organized school that promotes high academic achievement, respectful behaviour, healthy living, and responsibility for our environment.

Our students show kindness, caring and acceptance of others, and are always eager to take on a leadership role. In developing our students' leadership capacity, we have adopted Steven Covey's 7 Habits of Happy Kids. We feel the skills that we are instilling in them will serve them well throughout their lives. We feel very fortunate to be working with wonderful students who are interested in giving the best of themselves today, and creating a better world for tomorrow.

We trust you will take part in your children's education by inquiring about their time spent at school. Ask about their friends and teachers. Get involved as they complete their homework or seek to help on special projects. We are confident that your children will demonstrate greater motivation as you continue to show interest in their academic and social experiences.

Bonnie Hierlihy

Principal, FES

Ashley Dobbin

Vice Principal, FES



**Fairvale Elementary School Staff  
2016-2017**

**Mrs. Bonnie Hierlihy, Principal**

**Mrs. Ashley Dobbin, Vice-Principal**

**Kindergarten**

- Mrs. Carla Olive
- Mrs. Wendy Romeo
- Mrs. Mary Ellen Veale & Mrs. Christine Reevey

**Grade One**

- Mrs. Judy Kilpatrick
- Ms. Shari McNeill
- Mrs. Elsa Russell

**Grade Two**

- Mrs. Judy Blanchard
- Mrs. Anne O'Brien
- Mrs. Julie Urquhart
- Mrs. Jamie Woods

**Grade Three**

- Mme. Fran Beaulieu (FI)
- Mrs. Sara Branch
- Mme. Francine Martell (FI)

**Grade Three/Four Combined**

- Mrs. Ashley Creamer

**Grade Four**

- Mme. Nadine Martin (FI)
- Mr. Andre Robichaud

**Grade Four/Five Combined**

- Mme. Ashley Holder (FI)

**Grade Five**

- Mme. Laura Batt-Melanson (FI)
- Mrs. Kelly Adams (IF& English)
- Mrs. Katherine Walsh (IF& English)

**Literacy Mentor**

- Mrs. Corinna Lamontagne

**Math Mentor**

- Mrs. Laurie Shillington

**Music**

- Mrs. Jennifer Russell

**Physical Education**

- Mr. Pierre Melanson
- Mrs. Ashley Dobbin

**Resource and Methods**

- Mr. Joe Armstrong
- Mrs. Karen Kelly

**Guidance**

- Mrs. Kerry Casey

**Intervention Worker**

- Mrs. Anna Buckley

**Educational Assistants**

- Mrs. Pamela Bourque
- Ms. Joyce Clowater
- Mrs. Beatrice Dow
- Mrs. Annette Grant
- Mrs. Josie Macauley
- Mrs. Tara Maxfield-McCabe
- Mrs. Christa Roberston
- Mrs. Karen Roscoe
- Mrs. Angela Walton

**Custodians**

- Mr. Alan Adams
- Mr. Paul McCreedy
- Mr. Filippo Scichilone

**Administrative Assistant**

- Mrs. Tara Cowan

**ANGLOPHONE SOUTH DISTRICT**  
**Hampton Education Centre**  
**School Calendar 2016-2017**

**2016**

<b>August</b>	<b>29</b>	Administration Day for Staff
	<b>30-31</b>	Council Days for Staff
<b>September</b>	<b>1</b>	Administration Day for Staff
	<b>5</b>	Labour Day – No Classes
	<b>6</b>	All Kindergarten children will enter school through a staggered entry process on September 6 and 7 with half of the students attending on the 6 <sup>th</sup> and half on the 7 <sup>th</sup> . All kindergarten children attend on September 8th. Schools will be in touch with parents with their scheduled time. All grades 1-5 students attend on September 6.
<b>October</b>	<b>6-7</b>	Professional Learning Days for Staff – No Classes
	<b>10</b>	Thanksgiving Day – No Classes
<b>November</b>	<b>11</b>	Remembrance Day – No Classes
	<b>25</b>	Parent Teacher Student Conferences K-12 – No Classes
<b>December</b>	<b>23</b>	Last Day of First Term – half day of classes
<b>2017</b>		
<b>January</b>	<b>9</b>	Professional Learning Day for Staff – No Classes
	<b>10</b>	First Day for Students
<b>February</b>	<b>1</b>	Start of Second Semester
	<b>24</b>	Professional Learning Day for Staff – No Classes
<b>March</b>	<b>6-10</b>	March Break – No Classes
	<b>31</b>	Grades K-12 Parent Teacher Student Conferences – No Classes
<b>April</b>	<b>14</b>	Good Friday – No Classes
	<b>17</b>	Easter Monday – No Classes
	<b>28</b>	Professional Learning Day for Staff – No Classes
<b>May</b>	<b>5</b>	Provincial Council Day – No Classes
	<b>19</b>	Hampton Education Centre only - AEFNB & NBTA Meeting - No Classes
	<b>22</b>	Victoria Day – No Classes
<b>June</b>	<b>23</b>	Last Day for Students
	<b>26-27</b>	Administration Days for Staff

## **Vision**

- FES Students we will be passionate life-long learners who contribute as responsible leaders in a global community.
- Les élèves de FES seront des apprenants passionnés à vie qui contribueront comme leaders responsables dans une communauté mondiale.

## **Mission**

- The FES community is dedicated to providing opportunities through best educational practices, for children to develop academically, socially, physically, and emotionally, reaching their fullest potential.
- Les membres de la communauté de FES visent à offrir des occasions à l'aide des meilleures pratiques pédagogiques pour que les enfants puissent se développer académiquement, socialement, physiquement, et émotionnellement tout en atteignant leur plein potentiel.

## **FAIRVALE ELEMENTARY SCHOOL IMPROVEMENT PLAN 2013-2016**

- The action plan, measure of success, time line and responsibility information is with the complete School Improvement Plan on the school web page.

### **Ends Policy #1**

All members of the Fairvale Elementary School community will work to improve school climate and maintain a positive learning environment.

### **Ends Policy #2**

Students at FES will demonstrate continuous improvement in literacy skills, striving to meet or exceed the standards set by the Province of New Brunswick.

### **Ends Policy #3**

Students at FES will demonstrate continuous improvement in numeracy skills, striving to meet or exceed the standards set by the Province of New Brunswick.

### **Ends Policy # 4**

To enhance family engagement and community partnerships.

### **Ends Policy #5**

To provide opportunities for staff to learn about mental health issues in children and to promote school and district wide initiatives that promote mental fitness.

## TYPICAL SCHOOL DAY

<i>Primary K to Grade 2</i>	<i>Upper Elementary Gr. 3 to 5</i>
7:40-8:05 Buses Unload & Outdoor Play	7:40-8:05 Buses Unload & Outdoor Play
8:05 Prepare for day	8:05 Prepare for day
8:10 Announcements	8:10 Announcements
8:15 Instruction begins	8:15 Instruction begins
8:15 - 10:15 Learning Block #1	8:15 - 10:15 Learning Block #1
10:15-10:45 Recess and Snack	10:15-10:45 Recess and Snack
10:45 - 12:15 Learning Block #2	10:45 - 12:15 Learning Block #2
12:15-12:45 Outdoor Play	12:15-12:45 Outdoor Play
12:45-1:00 Lunch	12:45-1:00 Lunch
1:00-1:30 Learning Block #3	1:00-2:30 Learning Block #3
1:35 Dismissal	2:35 Dismissal
1:40 Buses Depart	2:40 Buses Depart

## ACADEMIC PROGRAMS

Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school. If you have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

## BICYCLES AT SCHOOL

A bicycle rack is available at our school. Students bringing bikes are expected to:

- Proceed immediately to the bike rack as soon as they arrive on school property.
- Secure their bicycles with security locks. The school cannot accept responsibility for loss or theft of, or damage to, bicycles.
- Refrain from riding bikes at any time during the school day.
- Upon dismissal, wait at the bicycle rack until all buses have left the school grounds.

## BIRTHDAY INVITATIONS

We celebrate the special moments of our students and enjoy announcing birthdays each day. On their special day all students receive a birthday sticker and pencil from the office. As you are preparing for any birthday parties, please keep in mind that we ask that you send out invitations from home rather than through your child at school. It can be disconcerting to those students in the class who are not invited to the celebration.

## ASD-S BUS CONVEYANCE POLICY

Anglophone South School District follows a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used consistently and it is within the Fairvale Elementary zone. An Alternate Location Request form must be filled out. All students going to afterschool care, other than their own home must fill in this form. This form is available in the school office or downloadable from the district web site under Transportation.

## BUS DISCIPLINE

The safety of all students who ride on our school buses is a matter of concern to the staff at FES. Bus transportation is a privilege that can be revoked for any student whose behaviour is unacceptable.

The following procedures are followed when students are reported for bus misbehaviour:

- The student(s) and witnesses may / will be interviewed by the administration to provide an accurate account of the incident.
- Following an investigation, the student may/ will receive one or more of the following consequences: a verbal warning, a warning letter and / or a letter of bus suspension. **A copy of the letter needs to be placed by the homeroom teacher in the student's cumulative record file.**

There are two classes of offences for which a driver can file a bus report on students.

- Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: noisy behaviour, switching seats, spitting, or other similar offences.
- Class Two offences are more serious and usually will result in a one to five day suspension of bus privileges. Examples may include: offensive language, physical aggression, or vandalism.

## BUS SAFETY

Students must ensure that behaviour at their bus stop does not result in unsafe conditions. Throwing rocks or snow at the bus stop is not acceptable. Children should be at the stop at least 5 minutes before the bus is scheduled to arrive in the morning. The children are to follow the directions of the driver and look both ways before crossing the road. If students must cross the street they are to cross the road at least 3 metres in front of the bus. To prevent being a safety hazard, backpack straps and clothing toggles should be kept short.

Certain items are not permitted on a school bus regular run for safety reasons, limited seating space or time restrictions. Such items are as follows:

- 1) skate boards or scooters
- 2) large musical instruments- violins and ukuleles are permitted
- 3) hockey/game sticks and equipment bags
- 4) portable stereos
- 5) suitcases
- 6) skis and ski poles

Ice skates and roller skates must be in a zippered canvas type bag for transporting on the school bus.



## BUS ZONE/ DROP OFF

We encourage all parents to send their children on their assigned school buses. It reduces the amount of traffic in the mornings and allows us to do our part for the environment. Any parent who chooses to drive his or her child(ren) to school has three options.

*The three options are:*

- 1) Park at the far end of Dreamland and have your child (ren) use the sidewalk and enter through the playground gate.
- 2) Use the drop off lane and have your children enter through the gate at the end of the school opposite the grade five door.
- 3) Use the drop off circle in front of the school closest to the main entrance. Children will then proceed to the playground using the sidewalk parallel to the school. This circle is for drop off only. **No parking permitted in this circle.**

The first twelve parking spots in front of Dream Land will be designated "No Parking" from 7:30-8:30 to eliminate vehicles backing into the flow of traffic. Doing a U Turn in this area will now be permitted to access the drop off zone. Please follow the No Parking signs in this area. This will ensure that our children remain safe. These procedures are in place to ensure safety of all students. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation. Safety of all students is top priority. As part of our parking/ drop off upgrades a new visitor parking area (with six spots) will be created to the left of the drop off circle.

## 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.
- (b) In the case of an ***unplanned absence***, please phone our Safe Arrival Number at 847-2087 **before 8:00 AM** to inform us that your child will not be in school and the reason. This service is available 24 hours a day. ***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 **Safe Arrival Program** takes place at our school. Teachers verify attendance daily and inform the Safe Arrival Parent of absent students. 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. All new families to our school will receive fridge magnets with our Safe Arrival phone number. In the case of an absence for which a reason is not known, a phone call will be made to home, work, or an emergency contact number to determine the whereabouts of the child. Our goal is to ensure all students are safe.

## COMMUNICATION

It is very important that we have clear communication between school and home. Our newsletter will inform you of curriculum updates. As well, we send a weekly Synrevoice message called the F.E.S. Family Connections; this is our primary means of communicating with families and will inform you of all school events as well as other important information. Our system allows messages to go to all homes. The message will be delivered via email if correct addresses have been provided to the school.

## CUSTODY ARRANGEMENTS

The school administration and classroom teacher need to be aware of any custody arrangements and, in particular, if there are court orders prohibiting a parent from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases, parents who have children under joint custody request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

## EMERGENCY EVACUATIONS

In case of an emergency, students may need to be sent home early, or evacuated to the Rothesay Baptist Church at 30 Vincent Road. Please review with your child (ren) what your plans involve if school closes early. Teachers and staff must contact the child's parent or guardian or emergency contact to inform them of the situation. In most cases, it is not critical to immediately leave the building. The buses are not sent until plans are confirmed for all students.

## EXPECTATIONS OF OUR STAFF

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to his/her potential.
2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.
3. Keep parents informed about the progress of their children, both through formal and informal means.
4. Respect children as young persons who come from various backgrounds and who bring different abilities to school.
5. Model appropriate attitudes and behaviours for our students.
6. Provide discipline, which is based on our training.<sup>1</sup>
7. Base decisions on what we believe to be in the best interest of the child.

\*If parents need to discuss an **educational concern**, they will contact the teacher set up an **appointment**. If parents are not satisfied with the outcome of the meeting, they may contact the administration.

## FIRE DRILL

When the fire alarm is sounded, everyone must exit the building. Teachers must take their class list and take attendance when the children have gathered at the meeting place outside the school. Guidelines for behaviour include walking on the right side of the hall and remaining calm and quiet while exiting the building. When the drill is completed, the bell will be sounded and the classes may proceed back into the school.

## HATS AND FOOTWEAR

Students are expected to remove their hats when they enter the school. (Winter hats are an exception to the guideline.) While in the school, inside shoes / gym sneakers are to be worn. Please avoid sneakers that have soles that leave black scuffmarks on the floor. Velcro sneakers are best for the younger children. Students with laces need to know how to tie them and should practise to increase skill and speed. By adhering to this policy we should significantly help those students who 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.

## HOME

It is understood that the opportunity for a 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 F.E.S. undertakes to maintain a high level of communication and dialogue with the parents / guardians of the children in our charge. Communication may take the form of personal meetings and conferences, phone communications, notes, letters, and monthly newsletters.

## HOMEWORK

Homework is an important activity that allows parents and teachers to work together as partners to support children as learners. As a general guideline homework is assigned 10 minutes per grade level. The following is a guideline:

Kindergarten	10 minutes daily
Grades 1	10 minutes daily
Grade 2	20 minutes daily
Grade 3	30 minutes daily
Grade 4	40 minutes daily
Grade 5	50 minutes daily

Note: Many of our teachers do not assign homework on weekends.

## HOT LUNCH/ MILK ORDERS and 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. An information bulletin will be sent home to all parents early in September looking for volunteers.

One of the programs that the Home and School at FES operates is the Healthy Lunch program. This program is run with a few needs in mind. First and foremost, the hot and cold meal options that we offer during the week meet the Nutrition Guidelines put forth by the Provincial Government.

Another aspect of the program is to provide a convenience for families. We are pleased to give your family the choice to participate in our program by ordering as many of the items as is convenient for you. Along with the meal items, the FES Home and School group operates the milk program in conjunction with the food items. Baxter's milk (white or chocolate, 250ml size) is delivered to students each day of the week. The first food period is 2 weeks long, and the remaining 7 food periods will each be 5 weeks long. We know that there are many costs associated with the beginning of school, so we kept the first food period short to help ease with the expenses while allowing the children to try the menu.

## Sample Menu - will change during the year.

Monday - Friday	\$0.55 per milk/per day	Baxter Milk - white or chocolate, 250 ml size	<i>Baxter Dairy</i>	\$13.75 for the 5 weeks (25 days) in the period.
Monday	\$1.50 per order	Cheese Pizza- one slice	<i>Supplied by the Papa John's</i>	\$7.50 for the 5 Mondays. <u>Many students like to order 2 slices of pizza. You can still do this. The price would be \$15 for the period of 5 Mondays</u>
Tuesday	\$2.50 per wrap	DQ Grilled Chicken Wrap- Grilled chicken, lettuce, cheddar cheese	<i>Supplied by Dairy Queen</i>	\$12.50 for the 5 Tuesdays.
	AND/OR  \$3 per chicken poppers	AND/OR  5 Chicken Poppers with a Bread Stick- 5 lightly battered and baked chicken breast pieces with 1 garlic parmesan breadstick	<i>Supplied by Papa John's</i>	AND/OR  \$15 for the 5 Tuesdays.
Wednesday	\$3.75 per salad	Caesar Salad with grilled chicken, served with bacon bits, croutons, skim parmesan cheese(all wrapped individually)	<i>Supplied by Jungle Jims</i>	\$18.75 for the 5 Thursdays.
	AND/OR  \$2.50 per burger	AND/OR  Lean Ground Beef hamburger served on a whole wheat bun with ketchup.		AND/OR  \$12.50 for the 5 Thursdays.
Thursday	\$1.50 per slice	Cheese Pizza - one slice.	<i>Supplied by Angelo's Pizza</i>	\$7.50. <u>Many students like to order 2 slices of pizza. You can still do this. The price would be \$12 for the period. 4 Thursdays</u>
Friday	\$2.50 per meal	Baked Chicken Taquito	<i>Supplied by Jungle Jim's</i>	\$12.50 for the 5 Fridays.
	AND/OR  \$3 per meal	AND/OR  Lasagna with marinara sauce	<i>Supplied by Angelos</i>	AND/OR  \$15 for the 5 Fridays.

Another important function of the Healthy Lunch Program is to raise money. This money funds many projects at FES. Last year we supported the purchase of Brain Bikes, iPads, fidget kits for the classroom and tools for the sensory room. As well we have sponsored the purchase of class sets of laptops, done renovations to the school music room, purchased instruments, gymnasium equipment, Christmas float materials and playground maintenance materials. The Home and School at FES also provides a lunch and milk for any students who are in need.

We are going to have 8 order periods throughout the year. We now have an online ordering and payment system for FES families. The website [www.fairvalehands.ca/healthylunch](http://www.fairvalehands.ca/healthylunch) is where all families place their orders. The website will open on the Friday prior to the payment being due. Reminders are included on the weekly F.E.S. Family Connections. Please see the chart below for all Food Period dates. Families can choose to pay using their PayPal account or they can opt to send the cash/cheque into the school on the Thursday listed below. The food delivery will begin the following Monday. The first food period will be two weeks long and the other 7 food periods will be 5 weeks long. The order periods will run as follows:

Healthy Lunch Information	Food Period #1 (FP#1)	FP #2	FP #3	FP#4	FP #5	FP # 6	FP# 7	FP#8
			<a href="http://www.fairvalehands.ca/healthylunch">www.fairvalehands.ca/healthylunch</a>					
Website opens (Friday)	Sept. 2 <sup>nd</sup>	Sept. 16 <sup>th</sup>	Oct. 21 <sup>st</sup>	Nov. 25 <sup>th</sup>	Jan. 13 <sup>th</sup>	Feb. 17 <sup>th</sup>	March 31 <sup>st</sup>	May 5 <sup>th</sup>
Payment Due (Friday by 10am)	Sept. 9 <sup>th</sup>	Sept. 23 <sup>rd</sup>	Oct. 28 <sup>th</sup>	Dec. 2 <sup>th</sup>	Jan. 20 <sup>th</sup>	Feb.24 <sup>th</sup>	Apr. 7 <sup>th</sup>	May 12 <sup>th</sup>
Dates	Sept. 12 <sup>th</sup> - Sept. 23 <sup>rd</sup>	Sept. 26 <sup>th</sup> Oct. 28 <sup>th</sup>	Oct 31 <sup>st</sup> - Dec. 2 <sup>nd</sup>	Dec. 5 <sup>th</sup> -Jan 20 <sup>nd</sup>	Jan. 23 <sup>rd</sup> - Feb. 24 <sup>th</sup>	Feb 27 <sup>th</sup> -April 7 <sup>th</sup>	April 10 <sup>th</sup> - May 12 <sup>th</sup>	May 1 <sup>th</sup> - June 16 <sup>th</sup>
Duration	2 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks	5 weeks

\*\*\*If you should need to take your child out of school for an extended period of time, please contact the Home and School group at [fairvaehealthylunch@gmail.com](mailto:fairvaehealthylunch@gmail.com) and we can discuss the situation. For sick days, as it has worked in the past, the milk and meal item will be given to another student in your child's class unless otherwise requested (give to a sibling or friend). **In case of a snow day, we will not be carrying forward the food items to another week or reimbursing families for that day.** The Home and School group will use the money from the missed snow day to provide FES students with hot chocolate and a healthy snack on the morning of the Winter Carnival.\*\*\*

*Allergy alerts - Please contact us regarding any allergy concerns you may have for your child. We have always and will continue to do our very best to accommodate your needs.*

Yours truly,

Tricia Wilson & Krystal Ridgeway  
 Healthy Lunch Program Coordinator  
[fairvaehealthylunch@gmail.com](mailto:fairvaehealthylunch@gmail.com)

## 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:

- 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 are picking up your child after school, meet him or her at the gate to the playground. - 1:35 PM for Kindergarten to Grade 2 children and 2:35 PM for Grades 3 to 5 students.
- If you require time to speak with your child's teacher, please write a note to the teacher, phone after 2:40 PM, or schedule an appointment after school.

*Thank you for helping to protect precious learning time! Your cooperation is greatly appreciated!*

## LIBRARY

The library is open to classes four days a week. Students must return books when they are due. Students with overdue books are not permitted to take out books from the library. If a book is lost or damaged, a notice will be sent home with the replacement value of the book listed. Voices must be kept quiet during the library time.

## LICE

In order to contain the spread of lice at school, students whose hair has adult lice or eggs (nits) will have their parent or guardian called to come and take the student home. We recognize that having lice is not a sign of uncleanliness and act in a gentle manner always keeping the child's feelings in mind. We regret having to take this action, but lice is highly communicable as well as costly and time consuming to get rid of. Therefore the school must ask the parent or guardian to keep the child home until all adult lice and nits have been removed. It is necessary to remove ALL nits or eggs as not all nits are killed by the lice shampoo treatment. If nits are found the student will remain in the classroom until taken home; however, if live lice are observed, the child will be removed from the classroom. Whenever nits or lice are found at school or when a parent informs the school that his or her child has lice, a letter will be sent home to parents of all children in the same class.

## LOST AND FOUND

Items are stored in the area directly behind the library. There are bins, as well as a hanging unit for outerwear and sweaters. Parents are reminded, via Synrevoice, to check the lost and found area. Three times a year any unclaimed items are donated to charity. 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.***

## MASCOT/ SCHOOL COLOURS

Our school mascot is Flash the falcon. Our school colours are blue and grey.

# MEDICATIONS, ALLERGEN FREE ENVIRONMENT, COMMUNICABLE DISEASES/EXCLUSION FROM SCHOOL

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.
- 3) Medicine must be kept in the original container from the drug store.

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

## **Allergen Free Environment**

Fairvale Elementary School is a ***nut free and scent free environment.*** We **must** have everyone's cooperation by:

- o **not sending any food product containing nuts**

Please check labels carefully. To avoid confusion, we discourage peanut butter alternatives (products that look like peanut butter).

- o **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.

## ***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:

<b><u>DISEASE:</u></b>	<b><u>MINIMUM EXCLUSION PERIOD FROM SCHOOL:</u></b>
Vaccine Preventable Diseases:	
<b><i>Diphtheria (case)</i></b>	<b><i>Two weeks after completion of antibiotics provided that two negative cultures are obtained. Medical certificate required.</i></b>
<b><i>Diphtheria (carrier)</i></b>	<b><i>After completion of antibiotics provided that two negative cultures are obtained. Medical certificate required.</i></b>
<b><i>Measles</i></b>	<b><i>Four days from appearance of rash</i></b>
<b><i>Mumps</i></b>	<b><i>Nine days from appearance of swelling</i></b>
<b><i>Rubella</i></b>	<b><i>Seven days after onset of rash</i></b>

<b>Whooping cough (pertussis)</b>	<b>Five days after starting antibiotic treatment or three weeks after onset of cough (untreated)</b>
<b>Chickenpox (varicella)</b>	<b>Until the lesions have dried and crusted over</b>
<b>Hepatitis A</b>	<b>One week after onset of jaundice</b>

Other Viral Infections:

<b>Fifth Disease (Erythema Infectiosum)</b>	<b>None</b>
<b>Mononucleosis</b>	<b>None</b>

Other Bacterial Infections:

<b>Strep Throat (with/without skin rash)</b>	<b>24 hours after starting antibiotic treatment</b>
<b>Scarlet Fever</b>	<b>24 hours after starting antibiotic treatment</b>
<b>Impetigo</b>	<b>24 hours after starting antibiotic treatment</b>

Other Conditions:

<b>Scabies</b>	<b>24 hours after treatment</b>
<b>Pediculosis (Head Lice)*</b>	<b>Until first treatment is complete and no evidence of live lice</b>
<b>Pink Eye</b>	<b>24 hours after starting treatment</b>
<b>Ringworm</b>	<b>None</b>

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

Each day many parents are faced with a decision: should I keep my sick child at home or send him or her off to school? Often the way a child looks and acts can make the decision an obvious one. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. *Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a 'sick room'.* Fresh air, exercise and opportunities to socialize are all very important to healthy growth, therefore, all children are encouraged to go outside during scheduled breaks.

## NEWSLETTERS

A school newsletter will be issued the first Friday of each month. Topics covered include upcoming events, literacy and numeracy tips, updates from the Guidance Department, and other valuable information. Our monthly newsletters will be posted on our website, sent by Synrevoice and emailed as an attachment.

## OUTDOOR PLAY

On most days, students will be expected to play outside upon arrival (times vary depending on bus arrival times), during morning recess (15 minutes) and 30 minutes at noon. *Parents are asked to ensure that children are dressed appropriately for going outdoors.* When weather does not permit outdoor activities due to extreme cold or rain, we will have an "inside day" at our school. The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision (as well as two others) will supervise the designated in-school areas when the decision has been made to stay in.



## PARENT SCHOOL SUPPORT COMMITTEE

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held to fill the membership requirements. 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 group.

## PROGRESS REPORTS/ PARENT TEACHER CONFERENCES

Three formal reports will be issued per child each year; formal Parent/Student/Teacher Conferences will be scheduled after Terms One and Term 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.

## SAFETY

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

- **Parents are asked to enter and leave the building through the Main Lobby Entrance.** All other doors will remain locked to the outdoors during school hours.
- **Anyone proceeding past the main lobby must sign in.** For the safety of all children, we must have a record of every visitor.
- All children must be supervised at all times. *Supervision of students does not commence until 7:40 AM* so please do not drop off your son or daughter prior to that time.
- If you are taking your child out of the building, or having your child picked up anytime other than after school, we ask that **your child be signed out at the office.**

## SCHOOL CLOSURES / INCLEMENT WEATHER

### Snow line - 1-855-535-7669 [SNOW]

The options are as follows:

1. Schools are open as usual and no announcement will be made.
2. Schools are closed for the day with the appropriate announcement being relayed to the radio stations by 6:00 AM - 6:30 AM.
3. Some schools in the area are closed and the announcement will be made via the radio station as outlined above.
4. Buses are delayed one hour with all schools in ASD-S opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive.
5. Schools *may* be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and parents will be informed via the media. This option will be exercised very rarely since road conditions are often better at the end of the school day when transportation crews are expecting students to be dismissed.

You are urged to listen to the radio early in the morning during inclement weather conditions so that you can be informed of the school closings. Also you are reminded to check the walking conditions in your area before your

child(ren) is/are going to school, then you ultimately have the final decision as to whether or not to send your child(ren) to school, either walking or on the bus. Additionally, school bus drivers are encouraged to exercise caution and their own discretion when encountering unfavourable road conditions in their area.

### **School can also be closed for other reasons**

Closures may happen under clear sunny skies 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 trust 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!*

## **SCHOOL EXPECTATIONS**

Fairvale Elementary School is a caring community in which all students are taught our School Code of Conduct so all children can participate in a positive learning environment while reaching their full social and academic potential.

### ***F.E.S. Student Code of Conduct***

By living the 7 Habits we, as students, of F.E.S. will be:

#### **Respectful**

At FES, we are respectful to ourselves, others and our environment. We are respectful of the ideas and feelings of others.

#### **Responsible**

At FES, we are responsible for our actions, choices and words.

#### **Safe**

At FES, we always work and play in a safe way so that no one in our school community is hurt.

#### **Ready to Learn**

At FES, we are prepared to work and learn to the best of our ability.

### ***Ron Morrish's Approach To Discipline***

Our school staff approved a school-wide discipline policy that is based on Ron Morrish's approach to teaching behaviour expectations. The discipline policy at our school is based on the understanding that 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 taught the type of expected

behaviours to use when at school. Many children require additional positive support to help them contribute to our school community. In some serious cases students may need time in the practice room to complete discipline forms that will be sent home for their parents to sign and return. Staff will work to educate all children and have children practice appropriate behaviour. Each person in our school is responsible for controlling his /her actions and reactions to any situation.

## School Fees 2016-2017

Grade	Amount	Explanation
Kindergarten - Grade 5	\$50	Parents provided feedback through a school wide survey that they would like an all-inclusive student fee and school supply fee. The 1 time fee of \$50 per child covers the cost of all school supplies that your child will use throughout the year, three school performances, four skating sessions at the qplex and an agenda or handbook. Families are only required to bring the following: <ul style="list-style-type: none"> <li>• 1 package or large resealable bags</li> <li>• 1 box of Kleenex</li> <li>• 1 set of inexpensive ear buds/ ear phones</li> <li>• Indoor sneakers</li> <li>• 1 Backpack</li> <li>• 1 lunch bag</li> </ul>

- Each class takes at least one field trip throughout the school year which may result in an additional fee. A specific amount to cover this expense is not incorporated into our student fee because the fees vary depending on the nature of the field trip. For example a field trip to Meenan's Cove Park and to Brunswick Nurseries is free whereas a trip to Cherry Brook Zoo and NB Museum would incur a cost.
- Student fees are due by Friday, September 23<sup>rd</sup>. Please contact Bonnie Hierlihy at [Bonnie.Hierlihy@nbed.nb.ca](mailto:Bonnie.Hierlihy@nbed.nb.ca) or at 847-6306 if you need to pay in installments.
- As a school community, we support charities four times throughout the school year. Last year we supported the Terry Fox Foundation in late September, the KV Food Basket and Rothesay Regional Fire Department in December, the IWK in late February, and Juvenile Diabetes in June and Free the Children in June. No more than a toonie is suggested per event and all charitable fund raisers are optional for families.

### SCHOOL LEADERSHIP

Many of our Grade 5 students help to organize, plan and participate in a variety of Students led clubs, intramurals, playground, and other school activities. Their activities include providing assistance to other students on the primary playground area, sorting and delivering pamphlets and newsletters to all classes, making announcements, and acting as junior secretaries if needed. Students count and organize milk and lunches for fellow students.

## SCHOOL PHOTOS

School photographs will be taken on Monday, **September 12<sup>th</sup>** by Photography Flewelling. Students will bring home four proofs on the day photographs are taken. Re-takes will take place on **Thursday September 29<sup>th</sup>**

## SCHOOL SUPPLIES

Parents provided feedback through a school wide survey that they would like an all-inclusive student fee and school supply fee. The 1 time fee of \$50 per child covers the cost of all school supplies that your child will use throughout the year, three school performances, four skating sessions at the qplex and an agenda or handbook. Families are only required to bring the following:

- 1 package or large resealable bags
- 1 box of Kleenex
- 1 set of inexpensive ear buds/ ear phones
- Indoor sneakers
- 1 Backpack
- 1 lunch bag

## SKATING

Students have a five week skating session at the QPlex on Thursdays between October and March. Primary children (K-2) skate for 30 minutes and upper elementary students skate for 45 minutes. Children are transported by bus. Depending on class size, either two or three classes (of similar grade) skate at the same time.

### *Notes for parents regarding skating*

- The teachers view skating as part of our physical education program and we encourage all children to participate.
- We ask for your co-operation in ensuring your child has a **helmet**, (a bike helmet is satisfactory), **skates**, warm **gloves or mittens**, **snow pants**, and a **hat**.

### **Skating safety**

- Skating is viewed as recreational and, at this level, we are not permitted to allow the children to play hockey or games resembling hockey. Students are asked to skate at a safe speed that allows everyone to enjoy this activity.
- Each group that goes to the rink is to arrange for part of the ice surface to be available for beginners.
- Students are not allowed on the ice surface until the teacher / supervisor is **on** the ice.
- When bringing skates on the school bus, children **must** put their skates in a gym bag; a plastic bag is not strong enough to prevent accidents with sharp skates.

Families and grandparents are welcome to come to help with skates and to skate with the classes. Please include this information on the permission form. We want to emphasize with students the importance of an active lifestyle.

## TELEPHONE USE

Use of the office phone for **emergencies, such as an illness** is permitted. If students are planning on changing their after school plans, a written note must be received by the homeroom teacher. All bus drivers require a signed "*alternate conveyance form*" to inform them of any changes for children's after school plans. These forms are required to be completed at least one day in advance.

## VOLUNTEERS

All volunteers must complete a volunteer registration form. Parent volunteers should be under direct teacher supervision whenever assisting in the classroom. If parents take children out of the classroom to read with them or to provide academic support, a criminal record check must be done. School District 6 will cover the cost of such checks. Criminal record checks are completed at the Rothesay Regional Police Station.

## WEATHER POLICY

- ❖ **If the temperature is between  $-15^{\circ}\text{C}$  and  $-20^{\circ}\text{C}$ , the children will go outside for recess and for a shortened time at noon.**
- ❖ **If it is colder than  $-20^{\circ}\text{C}$ , the children will come directly in off the bus in the morning and will not go outside during recess and lunch.**

The temperature used to make the decision is all inclusive, meaning it will take into account the wind chill factor. Please note that supervision of recess and lunch hour will be provided indoors only on days of inclement weather. We expect all students to be dressed appropriately for the weather.