



**CHRIS SAUNDERS MEMORIAL SCHOOL
PARENT HANDBOOK**

2017 - 2018

CHRIS SAUNDERS MEMORIAL ELEMENTARY SCHOOL

187 Pettingill Road, Quispamsis, E2E 3S8 --TELEPHONE 848-5425

M. Wilson, Principal

C. Childs, Vice-Principal

Dear Parents/Guardians:

It is indeed my pleasure to welcome you to Chris Saunders Memorial School. Recognizing that children develop at different rates, CSM is concerned with the intellectual, social, physical and moral development of all of its students. To that end, we are fortunate to have an excellent staff at CSM interested in working with you in the education of your child(ren). It is important to keep the lines of communication open between home and school. In this way, the task of educating your children will be easier for all and will be more successful. I invite all parents/guardians to contact me if there are any matters that you would like to discuss with me. I will be pleased to assist in any way I can.

This booklet has been developed to inform you of the policies and practices that we have at Chris Saunders Memorial Elementary School. All rules and policies are meant to foster student safety and learning.

I appreciate your cooperation in ensuring that your child(ren) have a very rewarding experience at Chris Saunders Memorial Elementary School.

Yours truly,

M. Wilson, Principal

CHRIS SAUNDERS PARENT SCHOOL SUPPORT COMMITTEE

Here are the 2016-17 PSSC members for Chris Saunders Memorial:

Ron McGrath – Chair
Margie Hickey – Teacher Representative
Karen Trecartin
Kendra Gallant
Stephanie O'Reilly
Amanda Sherman

Angela Murphy
Jill Cormier
Tanya Kelley
Amanda DiPaolo
Joanne Romeo
Joanne Chen

If you would like more information on the roles and responsibilities of the PSSC, please contact the school and we will provide you with the necessary documents.

SCHOOL SUPPLIES AND FEES

The Staff and the PSSC have decided that a \$60.00 school supplies fee for each student is appropriate to cover each student's supplies for the year. Payment plans can be arranged with the Principal. School Fees will be \$20.00 per student to a maximum of \$40.00 per family. If you would like more details on the supplies and/or student fees, please contact the school for the school supplies/fees policy.

ELECTRONIC DEVICES AND TOYS

We kindly ask that students do not bring their own electronic devices, including mobile phones, sporting equipment and/or toys to the school unless otherwise expressed permission from a teacher or administration. We are not responsible for any personal items brought to school from home.

CHRIS SAUNDERS MEMORIAL WEBSITE

Please visit our school website for upcoming events, announcements and school news. The web address is: <http://web1.nbed.nb.ca/sites/ASD-S/1948/Pages/default.aspx>.

ADDRESS AND PHONE NUMBER CHANGES

Please call the school at 848-5425, if your address or phone number changes. It is EXTREMELY important that the school has up-to-date information in case of an emergency. Sometimes, parents need to be notified IMMEDIATELY if your child is sick or has had an accident.

CHRIS SAUNDERS' SCHOOL STAFF

KINDERGARTEN –Ms. Reid KINDERGARTEN – Ms. Hickey GRADE 1 – Ms. Waddell GRADE 1FI – Mme. Lamontagne GRADE 2/VICE-PRINCIPAL – Ms. Childs GRADE 2 – Ms. Shuttleworth GRADE 2 – Ms. Redstone/Allen GRADE ¾ - Ms. Patterson GRADE 4 – Ms. Tilley GRADE 5 Intensive French – Mme. Curry GRADE 5 – Ms. Gosson GRADE 3FI – Mme. Cochrane GRADE 4FI – Mme. Hubbard GRADE 4FI – Mme. Bourque-Currie GRADE 5FI –Mme. Losier	PHYSICAL EDUCATION – Ms. Wisdom GUIDANCE – Ms. Calabrese EST-RESOURCE – Ms. Redstone & Ms. Ryan-Myles EST-LITERACY – Ms. Savoie EST-NUMERACY – Ms. Brown MUSIC - Ms. Williams SCHOOL INTERVENTION WORKER – Ms. Williams EDUCATIONAL'S ASSISTANTS: Ms. Ellis, Ms. Thompson, Ms. Adams, Ms. Hachey, Ms. Martin, Ms. Huddleston and Ms. Harkiolakis CUSTODIAN – Mr. Stewart ADMINISTRATIVE ASSISTANT - Ms. MacLeod PRINCIPAL – Mr. Wilson INTERNATIONAL STUDENT MENTOR – Ms. Locke
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REPORT TO THE OFFICE WHEN ENTERING SCHOOL

For the safety of all students at Chris Saunders Memorial Elementary School, parents & guardians must sign in at the office

Hat Policy/Bikers

We ask that student take their hats off once they enter the school. As well, we kindly ask that students disembark from their bikes once they are on school property. Students are responsible for locking their bikes to the bike rack. The school is not responsible for lost or damaged bikes.

Homework Policy

The collective philosophy of staff at Chris Saunders Memorial in regard to “homework” is that literacy and numeracy skills development take place between a parent and child in a manner that is both positive and enjoyable. Therefore, we do not promote the practice of students taking work sheets home to practice reading, writing and numeracy concepts through simple repetition. Instead, we believe more targeted and meaningful learning will occur if a parent reads a “good fit book” with their child each night for 15 to 30 minutes. In numeracy, we suggest that parents, with their child, play “math games” that support basic, but important math concepts. Teachers will provide parents with a suggested list of math games and activities and/or easy-to-use websites that reinforce numeracy skills. The main purpose of homework is for parents to work closely with their child to develop a better understanding of their child's strengths and weaknesses in both literacy and numeracy. Learning at home should be fun, positive and stress-free.

Student Behaviour

Student Behaviour: Please be aware of the behaviour expectations for our students and the consequences for misbehaviours:

Based on the beliefs that all students can and want to learn in a safe and positive environment, school personnel will intervene when the misbehaviours of individuals disrupt the school environment.

Behaviours which interfere with student learning and the right to a positive educational environment for all students are not acceptable at school or school sponsored events.

When they occur, there will be consequences. Some behaviour may be curbed through the collaborative effort of home, school and community. Significant and ongoing disruptive behaviour may result in removal from school or classroom environment for a period of time. When behaviour poses an immediate threat to the safety of others (posing a physical and/or emotional threat), the student will be removed from the situation at once. Chris Saunders Memorial has created a New Responsibility/Behaviour Code:

Caring, Honest, Respectful, Inclusive & Safe

All staff will be constantly reviewing this code with all students to ensure a safe and positive learning environment. Any student who fails to practice Caring, Honest, Respectful, Inclusive and Safe will be subject to consequences. Some examples of consequences are: detention, loss of privilege, removal from co/extra-curricular events, etc. Repeated behaviours against this code will result in a written warning or possible suspension. After two warnings, the student will be suspended and/or may lose extra-curricular privileges. Severe behaviour for example: fights, threats, weapons, belligerence, extreme defiance or illegal substances will result in immediate suspension without warning.

MEDICATION

It may become necessary for students to take medication during school hours. If this medication is to be administered or supervised by a teacher, the parent/guardian of that student must complete a consent form authorizing the teacher or designate to do so. Forms are available in the office.

CHANGE IN YOUR CHILD'S ROUTINE

It is extremely important that parents/guardians contact the school **IN ADVANCE**, if there is to be a change in your child's after school routine. For example, if your child is being picked up by an adult not familiar to the school, or if your child is walking to a friend's house, or if your child is leaving school early for an appointment. In any of these instances, a note to the teacher or a phone call at least a day in advance is required. This is for safety purposes only.

ALLERGIES

It is important for all parents/guardians of CSM students to be aware of the fact that there are students in our school who suffer from allergies (egg, peanut, shellfish and other). Severity of these allergies may range from watering of the eyes to anaphylactic shock. In extreme cases, loss of consciousness and death could occur without immediate medical assistance. The school has an obligation to establish a safe environment of all students; thus, an emergency plan is required for each of these students. Our plan will include the location where any EPI Pen, Medicine or Puffer will be stored for easy access. Forms are available in office. **NUT PRODUCTS ARE NOT ALLOWED TO ENTER THE SCHOOL DURING THE SCHOOL YEAR AT ANYTIME.**

*****PLEASE INFORM THE SCHOOL IF YOUR CHILD SUFFERS FROM ANY MEDICAL DISORDER (if you have not done so yet).**

EMERGENCY PLAN

All schools in the Province of New Brunswick have an emergency plan, a procedure to follow in the case of a disaster. Depending upon the location of such a catastrophe, CSM students would evacuate to either St. Mark's Church or to Ecole Des Pionniers. Further to this plan, and for security purposes, all outside doors will be locked during the day. For entry into the main lobby, parents will need to be "buzzed" in for entry (except for the morning and dismissal times). I would ask parent/guardians to please use the front doors of the school for entering the building. During the year, we will be practicing fire drills and lock downs to ensure that your child is calm and more aware of safety procedures in case of a real emergency. If an emergency occurs then parents will be notified by radio, district website and/or community-wide correspondence (phone call or e-mail).

PARENT VOLUNTEERS

There are many opportunities to volunteer at our school. You can volunteer as little or as much as you like. Volunteers are also required to complete a Criminal Record Check.

WINTER STORMS

Winter will be upon us soon enough. Please dress your children according to the weather. When the weather is inclement and the opening of school is questionable, please listen to the local radio stations for possible school closure announcements. All efforts are made to have the necessary information to the radio stations prior to its 6:30 a.m. broadcast. You may also obtain this information by phoning, 643-SNOW (7669). School closure information can also be found on ASD-S website - <http://www.asd-s.nbed.nb.ca/>. In the event of an early school closure, every effort will be made to contact parents/guardians. Teachers will attempt to contact parents/guardians by phone – following procedure for early closure provided by parent. If a parent cannot be reached, regular dismissal procedures will be followed unless otherwise specified on Student Information Form.

START OF DAY, LUNCH & DISMISSAL TIMES

Please be advised that students are able to be dropped off at school at 7:45 a.m. **Students should not be on school property until 7:45 a.m., when a school staff member is "on-duty"**. There will be NO playtime on the school grounds prior to 7:45 a.m. Announcements will begin at 8:10, so students should be here no later than 8:10. Students who arrive after 8:10 are considered late. Please see "School Routine" on this form for specific details.

LUNCH

Parents/guardians are responsible for packing their child a nutritious lunch. We ask that students return home with any uneaten items. This will help make parents aware of what their child does/does not eat during the school day. Sharing food is **not** permitted due to allergies and parent preferences for what their child consumes each day.

EARLY DISMISSAL & CHANGES TO TRANSPORTATION

If your child is required to leave the school before regular dismissal time, please be sure to send a note or contact the school in advance. This way, teachers will ensure your child is ready in time for pick up. We cannot allow an early release for any student without permission from a parent/guardian. All parents/guardians are required to pick up their child from the office if prior to dismissal time. It is not permitted to wait in the parking lot for your child or pick up your child from the playground.

BUS/WALKING RULES

When your child is waiting for and traveling on a bus, it is expected that they follow the same rules that apply within the school. As principal, I have authority and duty to protect your child(ren) once they leave their home or are dropped off by a parent. Failure to follow school rules to and from school will result in consequences: detention, written warning or possible suspension. After two warnings, the student will be suspended and/or may lose extra-curricular privileges. Severe behaviour for example: fights, threats, weapons, belligerence, extreme defiance or illegal substances will result in immediate suspension without warning.

SCHOOL ROUTINE

7:45 a.m.	Students allowed on school property when they see staff on duty
8:10	Students must be in classroom or considered late
8:10	Announcements begin
8:15	Classes begin
10:15 – 10:30	Recess K – 5 (3-5 Play)
10:30 – 10:45	Recess K – 5 (K-2 Play)
12:15 – 12:40	K-2 Eat/3-5 Play
12:40 – 1:05	3-5 Eats/K-2 Play
1:05	Classes begin for Afternoon
1:35	Dismissal for Gr. K, 1 & 2
2:35	Dismissal for Gr. 3, 4 5

INTRA-DISTRICT TRANSFERS

If your child is attending Chris Saunders Memorial but lives outside the school zone or catchment area, you must come to the school to complete an Intra-District Transfer Application. In order to grant the request for your child to attend a school, other than their home school, the Intra-District Transfer must be approved by the Director of Schools. If the transfer request is granted, the term of the transfer application is only for one school year. The Intra-District Transfer Application must be completed and approved each school year.

LOST & FOUND

Lost articles are kept in the lost and found box for a period of one month at the back of the cafeteria. Any item not claimed is donated to charity. Please see the school administrative assistant for recovering lost articles.

SCENT FREE ENVIRONMENT

As of January 1st 2000, a scent-free policy has been implemented in all schools in ASD-S. The policy applies to students, staff, volunteers and visitors. If any scent becomes strong enough that other people in the vicinity experience discomfort or an allergic reaction, the student or adult emitting the odor will be asked to leave the school and may return when the odor is removed.

HOT LUNCH and MILK PROGRAM

Chartwell's is the operator of our 'hot lunch' and milk program. Parents will be able to order hot lunch and milk through Chartwells own on-line program. Any issues that may arise with hot lunch orders will need to be addressed by Chartwells. Contact information will be forwarded in the near future. The menu provided is subject to Provincial Nutritional Guidelines. Here is the website: <http://www.schoollunchorder.ca/>. If you have any questions in regard to Chartwell's operation, food choices and website, please email Stephanie Urquhart at Stephanie.urquhart@compass-canada.com

LICE

If a live louse or lice are found in your child(ren)'s hair, they will be removed from the classroom and will be required to return home. Students cannot return until all live lice are removed. Parents will receive a form to sign and return to school indicating that lice have been removed and hair treated by a pharmacist recommended treatment. Parents are also expected to remove nits from their child's hair to ensure your child can remain in school. The school is not responsible for student head-checks and removal of lice and nits, this is the responsibility of the parents/guardians.

RECYCLING

As a school, we try to do our part to maintain a clean and healthy environment. To that end, we have in place containers to recycle juice boxes and bottles. We also recycle all of our paper.

MORNING ARRIVAL

Please ensure your child does not arrive at the schoolyard before 7:45 a.m. as staff are not on duty on the playground, (unless they are attending a special school program). At 8:00 a.m. students will be allowed to come into the building and go directly to their classrooms, but not before this time. Students are not considered tardy until 8:10 a.m.

ATTENDANCE/TARDINESS

Given the importance of a good education, it is expected that each student will attend school and arrive on-time regularly. Following an absence/tardiness and upon the return to school, the student will present to the teacher a handwritten excuse signed by the parent/guardian outlining the reason(s) for his/her absence/tardiness.

It is expected that parents/guardians will inform the school if the absence may be long term (several weeks). This will allow the school to pursue any programs that may benefit the child. It is the responsibility of the student to acquire and carry out work assignments that he/she has missed because of the absence. **Teachers are not required to provide homework for a student who will be absent for a long period without a valid reason, i.e. child leaves school to go on vacation.**

Teachers will make contact with the family at 5 day cumulative absences; at 10 days a letter will be sent home; at 15 days the a student will be referred to our Educational Student Services Team to review the student's educational plan. Also at 15 days, another letter will be sent home. At 20 days or greater, the administration will request a meeting with the parent(s)/guardian(s). Letters will not be sent home in certain circumstances whereby the family has been in contact with the school and the situation is valid and unavoidable, e.g. prolonged illness. In extreme cases a referral may be made to Social Development.

MEETING WITH TEACHERS & STAFF

While staff at CSM are very willing to meet parents/guardians, please understand that administration and teachers are very busy. Therefore, please call the school in order to make a mutually convenient time in order to meet with teachers and administration. We ask that you do not interrupt teachers during instructional time. Always ask the administration or the administrative assistant to call your child to the office if an emergency arises. Due to the time restraints and the amount of after school work that teachers are required to perform, daily updates on your child's academic and/or behavioural progress will be limited to weekly conversations (unless otherwise agreed upon by the teacher).

TRANSPORTATION & WALKING STUDENTS

Students are expected to follow the bus rules as outlined by the bus driver. Using the bus is a privilege and a student may be removed from bus service if he/she does not follow the rules. If your child(ren) is a walking student, please review their walking route with them so they become familiar and comfortable; this includes the walking path. When coming to school, students should veer right once they walk past QMS portables, going counter clock-wise around the 'authorized vehicle' pass to the sidewalk at the side of the school. Parents who meet their child(ren) at the school for dismissal are asked to wait at the fence on the left side, facing the school. If your child(ren) will be picked-up or dropped-off at a different bus stop as determined by your home address, then an 'Alternate Conveyance Form' is required.

EVALUATION

Evaluation of student progress is an ongoing occurrence in the elementary grades. It may come about in the form of classwork, tests, projects, conversations or general observation. A formal report card assessing student progress is sent home with the students three times a year; the first being sent in November, the second in March and the third in June (Approximate Time Frame). Parent-Teacher interviews accompany the November and March reports.