

# **Back Bay Elementary**

## **2014-2015**

### *MISSION*

At Back Bay Elementary School we set goals, make good choices and work together as a team.

### **This agenda belongs to:**

Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Home Ph #: \_\_\_\_\_ Other Ph #: \_\_\_\_\_

In case of accident contact: \_\_\_\_\_

Ph #: \_\_\_\_\_ Work: \_\_\_\_\_

### *VISION*

The vision of B.B.E.S. is to be a **collaborative community of learners.**

**B**e a Leader

**B**e a Learner

**E**xplore

**S**ucceed

## **PRINCIPAL'S MESSAGE**

Welcome to a new year at Back Bay Elementary. We look forward to starting a new year. We hope you will take full advantage to be a part of the school, bringing to it all of your energies, talents, and interests.

These custom pages have been prepared so that you may become familiar with our schools policies and procedures.

## **GRADES**

Everyone's day will begin at 8:00 AM with recommendation they are in the building by 7:55 AM. Students are not permitted in the school before first Bus.

The Primary grades include Kindergarten, Grade One, and Two. The primary day has the same basic recess and lunch breaks as the other grades and ends at 1:15 PM when the children are bused home.

Grades 3, 4, and 5 make up the elementary grades. Their day runs until 2:15 PM each day.

As with all our students, concentration is given to improving skills in mathematics, language arts, science and the arts. Reports are issued in late November, March and June with many sending progress reports between report cards.

## **WE BELIEVE...**

1. ... Every child can learn basic skills but that each child is unique and learn in their own way, at their own pace.
2. ... That parents are the most important and influential people in a child's life.

3. ... That parents and teachers must work together to ensure that each child achieves their full potential.
4. ... That our school is inviting to parents and children alike. We invite parents, grandparents or anyone in the community to visit our school.
5. ... That parent volunteers can help us to expand the learning opportunities for all children.
6. ... Dialogue is the route to overcoming problems. When there is a problem, please let us know.

We encourage all of our students to become life long learners and to take responsibility for their own learning. If this book is used consistently, it will help you to become an organized and effective learner.

For parents we hope this book will be a useful tool for you to use to communicate with your child's teacher.

## **EMERGENCY EVACUATION DRILLS AND PROCEDURES**

During the school year students are drilled on proper procedures to evacuate the building in case of a fire or other emergency. From time to time the local Fire Department will assist in this evacuation and use it as a training drill for their firefighters. The following is the usual procedure for school emergency evacuation.

1. Students will be notified to leave the building by using the fire alarm system, public address system, or room-to-room message.
2. Teachers in charge of classes at the time will accompany the students to their

designated area and conduct a roll call to ensure all students are accounted for.

3. If a situation warrants, all students and teachers will move to the locally designated emergency area: Sea View Full Gospel Church Hall (755-3592).
4. If the school cannot be re-occupied that day then the Transportation Officer will be contacted and buses will be requested.
5. Classroom teachers will secure information from parents at the beginning of the school year to ensure that all students will have a place to go if an emergency should close the school.

## **WEATHER CLOSURE**

**In an event of a storm which threatens the safe operation of the buses**, based on the information obtained from bus drivers, the Department of Transportation, and the weather forecast; a decision will be made by the District Transportation Officer to close any or all schools, or to cancel/delay any or all bus runs. Any decision in this regard will be announced

**• the local radio stations prior to 6:30 a.m.**

**•the District website**

**([www.asd-s.nbed.nb.ca](http://www.asd-s.nbed.nb.ca))**

**•follow us on twitter**

**[http://twitter.com/ASD\\_South](http://twitter.com/ASD_South)**

**• the District Information Phone line ( toll free: 1-855-535-7669 [SNOW] ).**

## **In the event a decision is made to delay bus runs for one hour:**

1. School will be open at the regular time.
2. Buses will start one hour later than the normal time.
3. On these days or any other days when roads are hazardous each driver will determine if all or sections of his/her route is safe to travel. **If a section or sections are not safe**, these portions of the route will not be covered. School and District Office shall be notified and radio stations will be informed.

**In the event of a storm which intensifies during the day**; the Transportation Officer, or designate, will obtain information from the Department of Transportation, bus drivers, and weather stations. If early dismissal is necessary, bus drivers, Principals, the Department of Transportation, and radio stations will be informed of the time of dismissal. **When schools are closed during the day, there may be only one bus run to return students home.**

Teachers will exercise caution in sending students home. Phone calls are made home. If there is any doubt that there may not be anyone home, the home or emergency drop off points will be called in an attempt to locate a safe destination.

**Please call 1-855-535-7669 to check the ASD-S site to see if school has been cancelled.**

**POSITIVE LEARNING ENVIRONMENT POLICY**  
**Behaviour Expectations**

	<b>See Respect</b>	<b>See Responsibility</b>	<b>See Safety</b>
<b>All Settings</b>	<ul style="list-style-type: none"> <li>*hands and feet to yourself</li> <li>*follow adult directions</li> <li>*use kind words and actions</li> <li>help keep school orderly</li> </ul>	<ul style="list-style-type: none"> <li>*make good choices</li> <li>*give full effort</li> </ul>	<ul style="list-style-type: none"> <li>*ask permission to leave any setting</li> </ul>
<b>Classroom</b>	<ul style="list-style-type: none"> <li>*listen</li> <li>*raise hands</li> <li>*audience manners</li> </ul>	<ul style="list-style-type: none"> <li>*be there</li> <li>*be ready for class</li> <li>*make good choices</li> </ul>	<ul style="list-style-type: none"> <li>*respect personal space</li> </ul>
<b>Washroom</b>	<ul style="list-style-type: none"> <li>*one person per stall</li> <li>*remember Rosie</li> </ul>	<ul style="list-style-type: none"> <li>*wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>feet on floor</li> <li>keep water in sink</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>*walk quietly</li> </ul>	<ul style="list-style-type: none"> <li>*walk silently</li> <li>*go promptly to class</li> </ul>	<ul style="list-style-type: none"> <li>*walk</li> <li>*right hand on railing</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>*respectful bodies</li> <li>*actively listening</li> </ul>	<ul style="list-style-type: none"> <li>*make a good choice on where to sit</li> <li>* audience manners: listen, hands off, sitting on bottoms, facing the speaker</li> <li>*participate when invited</li> </ul>	<ul style="list-style-type: none"> <li>*orderly enter and exit</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>*quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*treat books properly</li> </ul>	<ul style="list-style-type: none"> <li>*line up quietly coming and going</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>*use equipment for intended purpose</li> <li>*share materials</li> <li>*play fairly</li> <li>*include everyone</li> </ul>	<ul style="list-style-type: none"> <li>*bring in what you take out</li> <li>*find a conflict manager</li> </ul>	<ul style="list-style-type: none"> <li>*stay in approved areas</li> <li>*keep body to self</li> <li>stay on sidewalk</li> </ul>
<b>Arrival and Dismissal</b>	<ul style="list-style-type: none"> <li>arrive with a smile</li> <li>peaceful entry, peaceful exit</li> </ul>	<ul style="list-style-type: none"> <li>arrive on time</li> <li>quickly get prepared</li> </ul>	<ul style="list-style-type: none"> <li>walk in and out of building</li> <li>hands and feet to yourself</li> </ul>
<b>School Bus</b>	<ul style="list-style-type: none"> <li>*quiet voices</li> </ul>	<ul style="list-style-type: none"> <li>*sit until bus stops</li> </ul>	<ul style="list-style-type: none"> <li>*stay in your seat</li> <li>*“seat to seat, back to back”</li> </ul>

# **Back Bay Elementary School Positive Learning Environment Plan**

## **Progression of Consequences**

It is expected that all students at Back Bay Elementary School will display appropriate behaviour in the school, on the grounds and on the bus. The purpose of the positive school behaviour plan is to teach children to be respectful, take responsibility, and stay safe. There are many opportunities for students to discuss, see modeled, and practice appropriate behaviour. There are rewards for students who demonstrate appropriate behaviour. The final piece to developing respect for self and others is learning from the consequences of our mistakes. The following progression of consequences will help students learn these important lessons. Depending on the severity or frequency of the behaviour a student would receive one of the following consequences:

### **Disruptive Misbehaviours:**

1. Verbal Warning
2. Verbal Warning and a short time out (5 min.)
3. “Tutorial to teach” - discuss purpose of the rule, help student to make a plan, explain what consequences will follow further inappropriate behaviour
4. Detentions and parents would be informed
5. Ongoing disruptive behaviours would require a meeting with parents, teachers, resource teachers and/ or counselors to develop an individualized plan

### **Disrespectful Misbehaviours**

1. Verbal Warning and a short time out (5 min.)
2. Recess Detention, parent be informed
3. Recess detentions and child call home
4. Ongoing disrespectful behaviours would require a meeting with parents, teachers, resource teachers and or counselors to develop a plan

### **Unsafe Misbehaviours**

1. Visit with Principal to determine an appropriate consequence, parents will be informed
2. Repeated unsafe behaviours would require a meeting with parents, teachers, resource teachers and or counselors to develop a plan

## **We at Back Bay Elementary School value:**

<b>Three B's</b>	Education	Student Learning	Positive Attitudes
Be Safe	Work Ethic	Student Opinion	School Appearance
Be Respectful	Time on Task	Sense of Community	High Expectations
Be Responsible	Best Effort	Positive Outlook	The Future

### **DAILY TIMETABLE:**

**7:45** SUPERVISION OF SCHOOL BEGINS and STUDENTS GO TO THEIR CLASSROOMS  
(No Students in building before the first bus)

**7:55** ALL STUDENTS IN BUILDING

**8:00 – 9:40** INSTRUCTIONAL TIME BEGINS (LANGUAGE ARTS)

**9:40-9:55** RECESS (OUTSIDE, WEATHER PERMITTING)

**9:55 -11:55** INSTRUCTIONAL TIME (MATH, PHYS ED, MUSIC)

**11:55-12:10** PLAY TIME (OUTSIDE WEATHER PERMITTING)

**12:10-12:30** LUNCH BREAK

**12:30 – 2:15** INSTRUCTIONAL TIME (SOCIAL STUDIES, SCIENCE, PHYS ED,  
MUSIC, YOU AND YOUR WORLD, ART, GUIDANCE)

**1:15** PRIMARY GRADES DISMISSAL (K-1-2)

**2:15** INTERMEDIATE GRADES 3, 4, AND 5 DISMISSAL

## SCHOOL CALENDAR 2014-2015

Sept	02	First Student Day (Full Day)
Oct.	9&10 13	Professional Learning Day – No Classes Thanksgiving
Nov.	10 11 14	Report Cards Remembrance Day Parent Teacher / School Based PD Day – No Classes
Dec.	19	Last Day before Christmas Holidays
Jan.	05 06	Professional Learning Day – No Classes First Day of School for New Year
Feb	13	Professional Learning Day – No Classes
Mar.	02-06 23 27	March Break Report Cards Parent Teacher / Professional Development Day – No Classes
April	03 06 20	Good Friday – No Classes Easter Monday – No Classes Professional Learning Day – No Classes
May	01 04 18	Provincial Council Day – No Classes NBTA Union / PD – No Classes Victoria Day – No Classes
June	19	Last Day of School for Students

Back Bay Elementary School  
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Back Bay, NB E5C 1Y1

Phone: (506) 755-4028  
Fax: (506) 755-4015

**TEACHING STAFF 2014 - 2015**

Principal: Mrs. Aldena Higgins Harris

Kindergarten/ One Teacher: Mrs. Stephanie Borthwick

Grade One / Two: Mr. Stephen Swim

Grade Two/ Three: Mrs. Jennifer Wright

Grade Four/ Five: Mrs. Fiona Connelly

Resource & Methods: Mrs. Jill McMullin / Mr. Daniel O’Leary

Literacy Support: Tracy McCluskey

Music: Mrs. Laura Biggs

Itinerant Guidance: Mrs. Tammy Surette

**SUPPORT STAFF 2014 - 2015**

3 Teacher Assistants: Mrs. Judy Barrio-Ketchum / Mrs. Nicole Thompson /  
Ms. Maria Leavitt

Secretary / Librarian: Mrs. Louise McGrattan

Custodian: Mrs. Rosemary Thorne

# Front Cover:

Back Bay Elementary School  
Year: 2014 – 2015



## Back Cover

### *Back Bay Mission Song*

We are the Harbour Seals, we are the Harbour Seals.  
From Back Bay School, from Back Bay School.  
We are here to tell you, we are here to tell you,  
Our golden rule, our golden rule.

The mission of our school, the mission of our school,  
Is always do your best, always do your best.  
Work hard for your teacher, work hard for your teacher.  
And listen while in class, and listen while in class.

Think about your future, think about your future,  
And what you want to be, what you want to be,  
Set goals and make good choices, set goals and make good choices  
For your community, for your community.

We are the Harbour Seals, we are the Harbour Seals,  
We collaborate, we collaborate,  
Working with our classmates, working with our classmates  
As a team to motivate, a team to motivate.

Now you know our golden rule, now you know our golden rule,  
And so it has begun, so it has begun,  
We will work our hardest, we will work our hardest,  
For everyone, for everyone.

**Song sung to the tune of: Frère Jacques, Frère Jacques, Dormez vous?**