

St. George Elementary School
“A Great Place to Learn”
2017-2018
Student Agenda – Parent Handbook



Strive for
excellence

Goal
driven

Empower
each

Success for
all



SGES –2017-2018
STUDENT-PARENT AGENDA HANDBOOK



STUDENT-PARENT AGENDA HANDBOOK
2017-2018

Paddy Huizinga
Principal

Matthew Kernighan
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District Website: <http://web1.nbed.nb.ca/sites/ASD-S/Pages/default.aspx>

Government of NB: <http://www.gnb.ca/>

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TEACHING STAFF (As of June 2017)

Kindergarten:	Carolyn Healy
Kindergarten:	Betsy Jones
Grade One:	Jennifer Maxwell
Grade One FI:	Francine Charron
Grade Two:	Jennifer Dakai/ Carol Harris (2 nd term)
Grade Two:	Margaret Gunn-Robertson
Grade Three FI:	TBD
Grade 3/4:	Catherine Thomas
Grade 3/4:	Maria Plush
Grade Four FI:	Isabelle Dion
Grade 4/5 FI:	TBD
Grade Five FI:	Margaret Nadeau
Grade Five IF:	Armand Vaillancourt
Resource:	Gaye Colbourne
Vice Principal:	Matthew Kernighan
Literacy:	Debbie Smith
Music	Sara Hill
Principal:	Paddy Huizinga

SUPPORT STAFF

Educational Assistants:	Melanie Anthony	Carrie Anne Newman
	Lorna Harris	JoAnn Hartley
	Charlene Lord	Mandy Barry
	Anna McShane	Monica O'Neil
	Beverly Mitchell	Shelley Moore
	Carol McShane	
	Fran Murray	
SIW:	Jolene Leslie	
Library Assistant:	Barb Boone	
Administrative Assistant:	Marg Dick	
Custodians:	Greg Barry	Robert Thompson
Restaurant:	Olivia Whitier	Mandy Ridgley

Message from the Principal
Paddy Huizinga

Dear SGES Families,

Welcome to our new and returning families to the 2017 – 18 School year. It is a pleasure to be part of such a professional, engaged, and dedicated staff in a supportive and involved community.

As educators it is our job to concern ourselves with the curriculum and teaching the outcomes required at each grade level. This is of utmost importance but that is not the reason anyone ever became a teacher. Our true passion and purpose is to support children to become happy adults who are prepared to work, have friends and hobbies, love, solve problems and contribute to their communities. It is a dedication of the heart and one that can only be achieved together with parents, families and the community at large. It is our desire and pleasure to work together with you to ensure that your children have opportunities to be successful academically, socially and emotionally.

Our current Education Plan “Everyone at their best” indicates that the mission of this ten year plan is “working together, in inclusive learning environments, to support each child and student in reaching their fullest potential.” At SGES we strive to engage students at their level best academically, behaviorally and socially. We want to provide opportunities for students to explore new activities, develop leadership skills, learn to handle stress and regulate their emotions in order to become responsible and kind people. These are worthy goals that can be achieved through our working together with families and volunteers to model, support and communicate with children in our classrooms, homes and play areas. We appreciate the involvement and support of advocates for our children in many ways and would invite parents to join our Parent School Support Committee or our Home and School Committee to formalize your involvement with your child’s education.

Here is looking forward to a terrific 2017-18 school year,

Sincerely,
Paddy Huizinga,
Principal

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SGES focuses on manners:

WELL MANNERED PEOPLE...

- smile when they greet
- step back when they meet someone in a doorway and let that person pass through first
- hold doors open and let people pass through in front of them
- say “excuse me” if they have to interrupt people talking
- say “excuse me” if they have to walk between people talking
- apologize if they accidentally bump into someone and stop to make sure that person is not hurt
- always remember to say “please” and “thank you”
- rarely lose their temper, and when they do, make sure they don’t hurt anyone
- use a quiet voice in conversation
- listen when someone is talking to them

Our school rules of conduct are:

Be Respectful

Be Responsible

Be there, be ready

Follow directions

Hands and feet to self

Students at SGES use their WITS when faced with conflict and bullying:

Walk away

Ignore

Talk it out

Seek Help

THE SCHOOL DAY

Students should arrive at school between 8:00 am and 8:30am. Please **do not** arrive earlier. It’s not that we don’t want to see you! It’s simply that supervision may not be available, and then complicated legal issues arise. If you are dropping off your child, do so at the designated area, (traffic circle, next to the bus lane). On arrival, students socialize outside until they enter at 8:15 am. All students enter the school by the primary entrance up until 8:30 am. Only enter by office if it’s after 8:30 am as **all students** should be here at 8:30.

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- 8:15 Students enter the building and go to homeroom to prepare for class.
8:30 Attendance will be taken at this time. Students must be in homerooms. Arrival after 8:30am will be counted as late.
8:35 O' Canada SGES TV News
8:40 Classes begin.
10:10-10:25 – Intermediate morning break
10:25-10:40 – Primary morning break

12:00-12:50 – Lunch

1:55 Dismissal of K-2 students
2:55 Dismissal of 3-6 students

Recess breaks are spent outside. All play areas are supervised. Please make sure your child is dressed appropriately for the weather.

Drop off Area: We would ask that you **NOT** park around the drop off area between **8:00-8:30** in the mornings. This includes the “out” side of the oval as this means a child will have to cross two lanes of traffic. This is a very limited space and our system of having students dropped off works well as long as no vehicles are parked around the oval.

Other procedures for drop off:

- A “quick” drop off is appreciated as this permits traffic to flow and prevents vehicles from getting backed up into the street. It also discourages cars from passing other vehicles in an effort to exit the drop off area.
- Please drive **VERY** slowly as you enter and exit the drop off area.
- If possible, have children exit passenger side so they are not in danger of passing traffic. This will permit them to step onto the sidewalk and pass through the gate to the playground area.
- Please be patient as some of our younger students need a few extra seconds to exit the vehicle.
- Please pull in close to the curb so that if a car is going to pass, there will be sufficient room.
- If you need extra time with your child in the morning, please pull in to the visitor parking area as these spots are designated for short term parking.

Dismissals

Students (K-2) will dismiss from the Primary Building by the door closest to the playground with bus students first and then the walkers. Please wait by the playground if you are picking up your child. Do not proceed towards the doors until the buses have left.

The walkers in the Intermediate Building will leave by the bus exit door **after** the buses have gone.

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If your child is going to a different location after school, please send a note indicating this change (it is very important that the **civic address** be included in any notes) and ask your child to give it to their teacher as soon as they enter the classroom in the morning. Otherwise, we will follow the regular routine.

SGES is a closed campus. Students are not permitted to leave school grounds, unless accompanied by an adult.

Students, who live within walking distance, are permitted to go home for lunch. A note is required to request this.

Please have your child make arrangements outside school hours if they will be going to a friend's home after school. The classroom teacher must have a note signed by parents in order to write a bus pass for a student to go on a different bus. The office phone is unavailable for making these arrangements.

DRESS CODE

Our school has implemented a dress code. It is the responsibility of students to come to school neat and tidy in appearance.

- 1) Skirts are to be no shorter than mid-thigh. Fingers should not touch skin, when standing with arms at sides.
- 2) Spandex biking shorts are gym wear.
- 3) Belly shirts, muscle shirts and/or halter-tops are not considered appropriate clothing for school. No underwear apparel should be visible.
- 4) Clothing with offensive language/slogans is not considered appropriate wear. This also includes garments promoting alcohol, illicit drugs and tobacco products.
- 5) Except under special circumstances, jackets and outdoor wear are not to be worn in the classroom.
- 6) Except under special circumstances, hats or headgear are not to be worn in the building.
- 7) Tank tops with wide straps are allowed.

HOME-SCHOOL COMMUNICATION

Messages will be sent home via the Synervoice voicemail service and email. Also, the school calendar will be sent home monthly.

The Home and School Association welcomes all parents, grandparents and special loved ones to participate in various events throughout the school year. We hold monthly meetings to plan events as well as look at our long term goals for the improvement of the school experience for all students. We welcome all levels of involvement from attending all meetings to attending 1 or 2 events as special help. Our first meeting will be held following the start up of school in September and will be advertised on the schools communication phone message system as well as a newsletter sent home

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with your child. The Home and School's guiding principles are those of social service, good citizenship and good will. We look forward to meeting you and your children. If at any time you have any questions or concerns about school, please get in touch straight away so that we can deal with them.

The Parent School Support Committee (PSSC) is a group of 6-12 members, parent and community members who work in an encouraging, advisory and collaborative fashion with the School Principal and staff to ensure the best possible learning opportunities for students of their school. The first meeting will be held following the start up of school in September and will be advertised on the schools communication phone message system as well as a newsletter sent home with your child.

ATTENDANCE

At St. George Elementary we are committed to teaching and learning. To do this effectively, we need to have our students at school, **on time**, everyday. **On time** means in the building at 8:30 a.m., Arrival after this time will be counted as late.

If your child is going to be absent, please call 755-4020 and leave a message indicating the reason for the absence. If you must take your child from school during the day, please sign them out at the office. Extended absences and habitual late arrivals will result in a phone call to discuss the situation. In case of extended absences please make arrangements to have homework picked up.

HOMEWORK

We do have homework. Our homework policy is to focus on building literacy skills. Homework should be meaningful and authentic.

- We expect that students will practice reading for at least 30 minutes a night.
- Students can reinforce their learning by reviewing and retelling what they learned each day. Students may also be expected to reinforce their learning by completing extra practice activities (i.e.: math facts, exercises).
- Students can enrich their learning experiences by researching answers to questions they may have. Also, students should find opportunities to learn new things beyond the classroom (i.e.: educational TV programs, websites, and extracurricular activities).

STUDENT ASSESSMENT

Students' work will be assessed, and their learning monitored, by a variety of means, including:

- ◆ observation
- ◆ writing portfolios
- ◆ classroom tests
- ◆ district assessments
- ◆ provincial assessments
- ◆ daily classroom work
- ◆ reading records using benchmark books

Report cards are sent home three times during the year; November, March and June.

RESTAURANT SERVICE

Chartwell Foods offers daily restaurant service. Students will receive a weekly menu. The menu includes a daily special as well as alternatives. Of course, students may bring a lunch from home, but for reasons of health and cleanliness we do ask *all* students to eat in the restaurant.

Microwaves are not available at the school for students.

Our commitment to helping one another in our school community means that during the meal we create a relaxed, reasonably peaceful atmosphere and that after the meal we return dishes and clean up around us.

Some students have life threatening allergic reactions to certain types of food, and when this is the case, we ask for your co-operation in making sure things are as safe as possible. Peanut butter is one example of this, and while it is impossible to make the school ‘peanut free’ (or completely free of any substance), we do ask you to make it as free as possible by not sending foods we know to be dangerous. We know this is a nuisance and an inconvenience – but when you set nuisance and inconvenience beside the safety – the life, even – of students, we believe the request is justified.

Allergy Alert

It is very important for all parents to be aware that there are children in our school with severe life-threatening food allergies to peanuts and tree nuts (anaphylaxis). This includes any food that contains peanuts/nuts in it. This is a medical condition that causes a severe reaction to specific foods and can result in death within minutes. All staff have been made aware of these students and have been instructed in the correct procedures regarding anaphylaxis. Prevention, of course, is the best approach. Although this may not affect your child’s class directly, we want to inform you so that you may choose to send foods with your child that are free from peanuts or nut products. In a school setting, cross-contamination is the greatest risk for this type of allergy. Trace (1/100th of a peanut) amounts of peanuts/nuts can be left on gym equipment, computer keyboards, pencils, door handles, etc. We endeavor to make our school a safe environment for all students. Anyone wishing further information about anaphylaxis may contact the school.

A FEW TIPS AND REQUESTS. . .

- ◆ **Mark all your personal property** (sneakers, jackets, lunch boxes, ball gloves, special things...) with your name.
- ◆ **All students should have an indoor pair of shoes.**
- ◆ Don’t leave money or anything valuable in desks or coats.
- ◆ Although we know that emergencies occur, *please try to keep the same routine for your child’s return home or to the babysitter’s at the end of the day.* When the
- ◆ The office is busy, telephone messages run the risk of not being delivered in time for dismissal.
- ◆ In the gym, for safety reasons, there must be a teacher, teacher assistant, or other responsible adult, present during all activities. Food and drink cannot be consumed in the gym or on the stage; and the balcony is off limits.

SECURITY/SAFETY

All doors, except the main door, by the gym are locked throughout the day. All visitors who enter through this door should proceed to the office. Visitors must sign in at the office and receive a visitor's pass before they will be buzzed into the school. Visitors must check out at the office and return their pass when leaving.

Students who are dropped off in the parent parking lot must proceed directly to the playground. Students are not to cross from the parking lot to the main entrance while busses are arriving and departing in the morning.

ARRANGING CLASS VISITS

With the large number of students and adults currently involved in classrooms, great care is taken to ensure there is a minimum of disruption in the learning environment. For this reason, it is not always convenient or appropriate to have visitors in the classroom. However, teachers welcome planned visits from interested parents. As in any professional workplace, it is expected that a parent wishing to visit a class for a short period of time will arrange an appointment with the school administration and the classroom teacher involved. Normally classroom visits would be scheduled with a reasonable time limit for the visit. Parents wishing to visit a classroom should contact the principal and teacher involved.

For more information please visit:

http://www.nbta.ca/profession/nbta_forms/school_disipline1.pdf

PLAYGROUND SAFETY

- slide feet first, never head first, on the playground equipment
- top of the railings and the top of the crawl tube are off-limits
- rocks remain on the ground
- no play fighting allowed

ON THE BUS...

The Department of Education has these **school bus rules**, which we endorse:

1. Be on time and never stand in the street or highway while waiting for the school bus.
2. Be absolutely quiet while the bus is approaching and crossing a railway.
3. Students will be picked up and dropped off only at approved bus stops.
4. Obey the driver promptly and avoid any unnecessary conversation with him while the bus is in motion.

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5. Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than ten feet and only after looking in both directions.
 6. Occupy seats assigned by the driver.
 7. Obtain approval of the driver to open the emergency door or bus windows. Do not throw anything out of the windows or extend hands, arms or legs through opening.
 8. Help the driver to keep the bus clean; do not throw garbage on the floor.
 9. Eating or drinking is not permitted on a school bus.
 10. The use of tobacco in any form is not permitted on the bus.
 11. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
 12. In case of any road emergency, remain seated in the bus until ordered to vacate.
 13. Willful damage to the bus must be paid for by the offender.
- Any infringement of the above rules may result in disciplinary action by the school, and possible loss of transportation privileges.

- ◆ Always *walk* in the area of the buses, both getting off in the morning and loading at the end of the day.
- ◆ Move well away from the side of the bus when you get off, and move away from the bus loading and unloading area.
- ◆ Students who are to travel on a bus other than their usual one, or to a different destination, ***must have written parental consent. Teachers can only write a bus pass when they have written parental permission. Permission to travel on another bus depends on the availability of seats.***
- ◆ The mannerly and polite behaviour demanded by our school community applies to getting on and off the bus, and to riding on the bus.
- ◆ Two complaints by the driver about misbehaviour means a phone call; three complaints means a suspension from the bus.

**IMPORTANT MESSAGE TO PARENTS REGARDING SCHOOL CLOSURE DUE TO
INCLEMENT WEATHER**

Anglophone School District South is committed to the safe and efficient transportation of students and recognizes that it may be necessary to cancel bus run(s), close school(s), or delay school opening due to poor weather or road conditions.

The following options are considered when deciding what to do during inclement weather conditions:

1. **Schools will remain open as usual:** No radio announcements will be made.
2. **All schools are closed for the day:** An announcement will be relayed to radio stations prior to 6:30 a.m. for broadcast. Parents are urged to listen to the radio stations early in the morning, particularly on days when the weather is inclement. Parents can also call the “SNOW” line 1-855-535-7669 to hear a recorded message.
3. **Some schools in the district are closed:** Appropriate announcements will be made to the radio stations as outlined above.

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4. **Buses are delayed one hour:** All schools in the district will open at their regular time to receive students. Appropriate announcements will be made to radio stations as outlined above.

5. **Schools may be closed early.** This could happen on days when the weather conditions are anticipated to deteriorate significantly during the day. Every effort will be made to notify parents and an announcement will be relayed to radio stations. Parents are urged to ensure that alternate arrangements are in place if schools are dismissed early.

During the winter months, there may be occasions when the condition of a particular road along a driver’s route is considered hazardous. Cancellation or delay of individual bus runs may be required. When possible, this information will be announced on the radio and on the “SNOW” line.

While the loss of valuable instruction time is a concern, the safety of students is always paramount. The decision to close schools is made with this in mind. **Ultimately, parents have the final decision in inclement weather situations.** If you feel that walking/driving conditions in your particular area are hazardous, you may choose not to send your child/children to school. Absences on these days will not be a factor in determining a student’s attendance record.

DISCIPLINE

Policy 703 which is the Department of Education’s Positive Learning Environment Policy became effective in April, 1999. **This policy is based on the belief that pupils and adults in the public school system have the right to work and to learn in a safe, orderly, productive, respectful and harassment free environment.**

We use the following consequence menu when deciding appropriate actions:

LEVEL 1

Behaviors that:

Primarily impact the student

Do not require administrator involvement

Do not significantly interfere with the educational environment

Do not appear chronic

Behaviors may include:	Consequences may include:
Not prepared Not following directions Off task Not doing class work Damaging materials Sleeping Not in designated area	Timeout in room/on wall Note/call home Moving seat Loss of privileges Problem solving discussion Reteach/practice expectation Repairing/cleaning/replacing Clothespin chart

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LEVEL 2

Behaviors that:
Interfere with the educational environment
Put others at risk or harm
May require administrator involvement
Are chronic Level 1 behaviors

Behaviors may include:	Consequences may include:
Disrespect to adults or peers (talking back, gestures, etc) Leaving assigned area without permission Talking Inappropriate language/noises Throwing things Cheating Lying Vandalism/Destruction/Minor theft Not keeping hands, feet, and other objects to yourself	Parent Contacted Problem solving discussion Send discipline note home Lunch detention/time after school Loss of privileges Apologize (must be sincere-know child)/letter Time out in another teacher’s room Restitution Reteach/practice expectation Possible guidance referral

LEVEL 3

Behaviors that:
Are Chronic Level 2 Behaviors
Require administrative involvement

Behaviors may include:	Consequences may include:
Actions that cause physical harm Having or using Weapons Having or using prohibited substances Major theft/Major vandalism Bullying Inappropriate abusive or discriminatory language Leaving the building without permission Verbal/nonverbal intimidation Harassment Spitting Other behaviors that may be deemed unsafe/illegal	Parent contacted & discipline note home Parent/student/principal conference ISS (In school suspension) OSS (Out of school suspension – last resort) Parents come sit by child in class Time-out in another room Loss of privilege Loss of field trip Possible referral to ISD Restitution/letter of apology Report filed with police Dept. Report to police community officer

Appeals

Accumulated suspensions of more than 5 days may be appealed.

Recording and Sharing Student Conduct Information

Accurate records must be kept which record the incident, interventions, and consequences.

School administration must be kept informed.

Information must be shared with all who are involved with the student.

Records must be reviewed on an annual basis at the end of each school year and prior to transfer to another school. Information that has not been relevant for two years shall be destroyed.

SGES Personal Electronic Devices (PED) Policy

The purpose of this policy is to ensure appropriate care and use of electronic devices such as cell phones, cameras, I-pods, I-phones, computers and DS games. This list is not exhaustive and will apply to any PED.

Responsibilities of the Parents:

- Parents should be aware and decide with their child if carrying a PED for use on the bus is a good personal decision.
- Parents will make arrangements to pick up any PEDs that are taken from students for unauthorized use during school hours.

Responsibilities of the Students:

- Students may carry electronic devices in their book bags but they are to remain there at all times during school hours.
- Students should not tell other students about having PEDs in their backpacks.
- Students must follow the rules of each bus driver, including supply drivers. Each bus driver has the right to enforce rules that create the safest environment for them to drive.
- Students will not use personal electronic devices at school or on school property during school hours.

Responsibilities of the School:

- The school accepts no responsibility for any loss or damage of PED's that students bring to school.
- The principal may grant special permission for specific students to use PEDs for specific purposes.
- Any personal electronic device that is being used without permission during school time will be confiscated from the child and will be held in the office until a parent is able to pick it up.

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ANGLOPHONE SOUTH SCHOOL DISTRICT
2017-18 SCHOOL CALENDAR

August 2017	28	Administration Day for staff
	29-30	Council Days for staff
	31	Administration Day for staff
September	1	Professional Learning Day for Staff
	4	Labour Day – No Classes
	5	All Kindergarten children will enter school through a staggered entry process on September 5 and 6 with half of the students attending on the 5 th and half on the 6 th . All kindergarten children attend on September 7 th . Schools will be in touch with parents with their scheduled time. All grades 1-5 students attend on September 5.
	7	Classes for all students K-12 in the District
	20	Half day for students K-12 - morning only. (Professional Learning for staff)
October	9	Thanksgiving Day – No Classes
	25	Half day for students K-12 – morning only. (Professional Learning for staff)
November	8	No Classes for K- 8 students (Professional Learning and Report Card Preparation)
	13	Remembrance Day – No Classes
	24	Grades K-12 Parent Teacher Student Conferences – No Classes
December	6	Half day for students K-12 – morning only. (Professional Learning for staff)
	22	Last Day of First Term – morning only
January 2018	8	First Day for Students
	17	Half day for students K-12 – morning only. (Professional Learning for staff)
February	19	Family Day – No Classes
March	5-9	March Break – No Classes
	14	No Classes for K- 8 students (Professional Learning and Report Card Preparation)
	29	Grades K-12 Parent Teacher Student Conferences – No Classes
	30	Good Friday – No Classes
April	2	Easter Monday – No Classes
	25	Half day for students K-12 – morning only. (Professional Learning for staff)
May	4	Provincial Council Day – No Classes
	7	Branch NBTA/AEFNB Meetings – No Classes
	21	Victoria Day – No Classes
June	22	Last Day for Students
	25-26	Administration Days for Staff