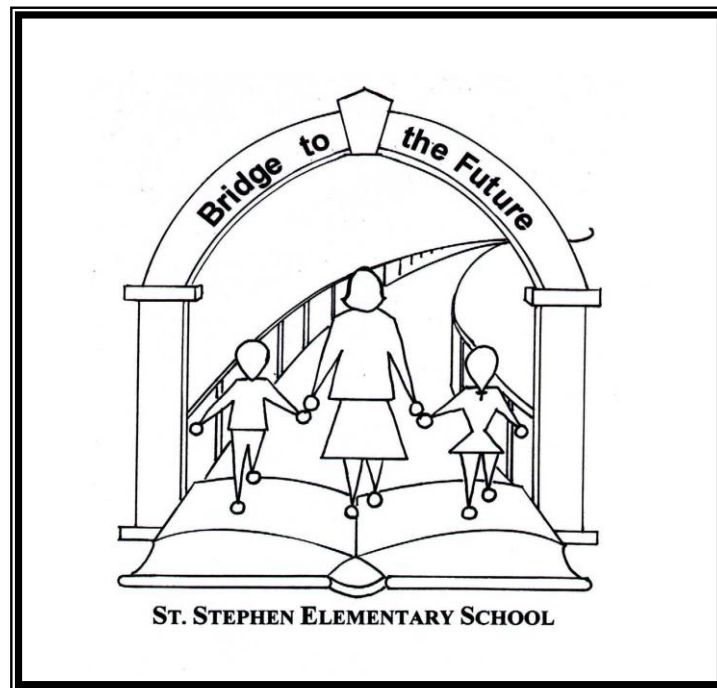


St. Stephen Elementary School

STUDENT HANDBOOK 2012 - 2013



Mrs. Colleen Winchester, Principal
Mrs. Patricia Hamilton, Vice Principal

16 King's Court
St. Stephen, N.B.
E3L 3B2

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<http://sses.nbed.nb.ca>

This Agenda belongs to: _____ Grade: _____

| ST. STEPHEN ELEMENTARY SCHOOL STAFF | | |
|--|-----------------------|--|
| Principal - Mrs. Colleen Winchester | | Vice Principal - Mrs. Patricia Hamilton |
| Mrs. J. Bartlett | Ms. K. Breault | Mrs. C. Parsons |
| Mrs. R. Caldwell | Ms. D. Casey | Mrs. K. Caswell |
| Mme R. Chambers | Mrs. J. Dougherty | Mrs. D. Dunsmore |
| Ms. Alison England Blanchard | Mrs. N. Greenlaw | Ms. W. Griffiths |
| Miss J. Hiland | Ms. Tanya Huntjens | Mrs. D. Jones-Comeau |
| Ms. K. Malloy | Mrs. Lisa McAllen | Mrs. Tammy McCallum |
| Mme L. McFarlane | Mrs. K. Mosher | Mr. C. Nelson |
| Mme C. Noel | Mrs. J. Quartermain | Mrs. M. Richardson |
| Mrs. J. Ste. Marie-McIntyre | Mrs. K. Weeks | Mrs. C. Whittier |
| Mr. C. Williams | Mme J. Williams | Mr. T. Worrell |
| Secretary - Ms. Thora O'Brien | | Secretary - Mrs. Cheryl Breault |
| Custodians | Jamie Bartlett | Loretta Cleghorn |
| Educational Assistants | Mrs. Krista Cook | Mrs. Terry Hovey |
| Mrs. Darlene McLaughlin | Mrs. Melissa McLellan | Ms. Anna McShane-James |
| Mrs. Ann Marie White | Ms Carrie Grover | S.I.W. Ms. Laura Gallant |

SCHOOL HOURS

The school doors are opened at **8:00 a.m.** when supervision begins. Students should arrive at 8:00 a.m. or after. The school day begins at 8:25 a.m.

8:00 - Doors open, school and playground supervision begins.

8:15 - All Students go to their classroom.



| Primary: Kindergarten, Grades 1 & 2 | |
|--|--------------------------------|
| 8:25 - 8:30 | Opening Exercises & "O Canada" |
| 8:30 - 10:00 | Class Instruction |
| 10:00 - 10:20 | Recess |
| 10:20 - 11:20 | Class Instruction |
| 11:20 - 12:15 | Noon Recess /Lunch |
| 12:15 - 2:00 | Class Instruction |
| 2:00 | Dismissal |
| Intermediate: Grades 3, 4 & 5 | |
| 8:25 - 8:30 | Opening Exercises & "O Canada" |
| 8:30 - 10:30 | Class Instruction |
| 10:30 - 10:50 | Recess |
| 10:50 - 11:50 | Class Instruction |
| 11:50 - 12:40 | Noon Recess /Lunch |
| 12:40 - 3:00 | Class Instruction |
| 3:00 - 3:05 | Dismissal |

For the safety and protection of students and to maximize classroom instruction we require **ALL VISITORS** to report to the office and wear a visitor tag. We ask that visitors not interrupt classes during instructional time.

FIRE DRILLS AND EMERGENCY EVACUATION

Fire drills and emergency evacuations are held regularly to ensure that the school can be evacuated in an orderly and safe manner in case of an emergency. The wearing of indoor shoes is mandatory since fire drills are unannounced and every person must leave the building when the fire alarm sounds. Should we be required to evacuate the school, our School Emergency Plan identifies The Border Arena as our emergency shelter.

POSITIVE LEARNING ENVIRONMENT POLICY

We believe that students, teachers, parents and support staff, are all important in the school community and need to feel connected, capable and that they all contribute to the learning environment.

We believe that all students have individual strengths and can grow academically, physically, socially and emotionally.

We believe that all members of the school community - students, teachers, parents and support staff should be safe, be respectful and be prepared.

Believing these means that we need expectations for behaviour to help make St. Stephen Elementary a safe and positive learning environment. We expect all members of the school community to:



Be SAFE

**BE
RESPECTFUL**

Be PREPARED

These are St. Stephen Elementary School's "THREE BEES".

Students are taught what each of the "THREE BEES" mean throughout our school (classrooms, halls, cafeteria, buses, playground, washrooms, etc.) during the first two weeks of school and these are reinforced throughout the year. As a community of learners we have to learn, practice and model the THREE BEES.

Being **safe**, **respectful** and **prepared** will create a school where everyone feels they belong.



Become the Best You Can...

The following are a few examples of what **BE SAFE**, **BE RESPECTFUL** AND **BE PREPARED** mean at St. Stephen Elementary.

Being safe means . . .

- Walking everywhere we go.
- Keeping our hands and feet to ourselves.
- Using equipment properly.
- Taking turns to speak.
- Raising our hands to speak.
- Smiling when we meet others.
- Saying "please" and "thank you".
- Using quiet voices in conversation.
- Saying "excuse me" when we have to interrupt people talking.

Being respectful means . . .

- Saying "excuse me" when we have to walk in front of people.
- Apologizing when we hurt someone.
- Keeping calm.
- Waiting our turns.
- Keeping our hands and feet to ourselves and our belongings.
- Being quiet in the halls, in our coatrooms and in our classrooms.
- Listening to others when they are speaking.

Being prepared means . . .

- Doing our homework.
- Always giving our best effort.
- Having the materials that we need.

Students are recognized regularly for being **safe**, **respectful** and **prepared**.
Parents are encouraged to work with us in teaching and promoting these qualities.

Behaviour Expectations

Behaviour Expectations have been outlined in I-Charts that clearly state the expected behaviours for all areas of our school. These behaviors will be taught, modeled, discussed, and reviewed periodically throughout the year.

Behaviour Expectations for Bus and Primary Walkers' Line

Urgency:

- Helps maintain a safe environment while in the halls/lines.
- Helps to keep the school quiet for a positive learning and working environment.

| <u>STUDENTS</u> | <u>TEACHER</u> |
|---|--|
| <ul style="list-style-type: none">• Students have book bags fully packed before leaving coatroom.• Students sit silently in single file in bus lines.• Students in Primary Walkers' line sit silently in pairs. | <ul style="list-style-type: none">• Teachers stand silently while monitoring lines.• Teachers move with your line to exit doors.• Bus duty teacher is responsible for loading the buses. |

Behaviour Expectations for Washrooms and Fountains

Urgency:

- To use class time wisely.
- To keep everyone safe.

| <u>STUDENTS</u> | <u>TEACHER</u> |
|--|---|
| <ul style="list-style-type: none">• Use the washroom and get a drink when you arrive in the morning, before classes start and before going out for recess (at other times only when necessary and with teacher's permission).• Wash and dry your hands before leaving the washroom.• Keep washroom tidy.• Wait patiently in line at the fountains.• Count to 5 in your head for your turn while getting a drink. | <ul style="list-style-type: none">• Teacher will monitor washroom / fountain area before / around recess times. |

Behaviour Expectations for Cafeteria

Urgency:

- Helps maintain a safe environment while eating lunch.
- Helps to keep the school quiet for a positive learning environment.

| <u>STUDENTS</u> | <u>TEACHER</u> |
|--|---|
| <ul style="list-style-type: none">• Students walk silently to the cafetorium with a line leader at the front and the teacher at the back.• Students sit with their class at an assigned table.• Students remain seated.• Students may talk quietly.• Students eat their own lunch and do not share.• Students raise their hands for spoons, straws, drinks, etc.• Food is not heated for students.• Toys are not used during lunch.• Students will clean all lunch mess at their tables.• Only stand in lunch line once.• Students may go to the front of the lunch line if they are only buying milk and/or cookie. | <ul style="list-style-type: none">• Teacher will walk with class to assigned table.• Teachers dismiss their homeroom class when students have cleaned up their lunch mess.• Teachers will walk with students with a line leader back to their classrooms. |

Behaviour Expectations for Playground

Urgency:

- Helps maintain a safe environment on the playground.
- Helps maintain a safe environment when entering and leaving the school.

| <u>STUDENTS</u> | <u>TEACHERS</u> |
|---|--|
| <ul style="list-style-type: none">• Students are NOT to pick up sticks or climb trees.• Snow, wood chips and rocks are NOT to be thrown.• Slides – climb the ladder and slide down feet first on your bottom. | <ul style="list-style-type: none">• One duty teacher is to arrive first and will lead the students outside.• When coming in the building one teacher will open the doors and lead the lines in silently to teachers waiting in the hallways. That |

- Use equipment properly and safely (hand – over – hand on monkey bars, no climbing on top of equipment.)
- Soccer – Primary plays against the wall (not soccer field). Intermediate plays in the field and against the wall only during designated times. There will be a rotating schedule for when the intermediate students are able to play against the wall. A soccer field schedule will also be made for grade levels and only for second recess.
- Only 2 soccer balls will be passed out by a supervising teacher.
- One duty teacher will supervise the playground equipment while the other supervises the games at the wall area.
- Students play within the boundaries (these will be marked with signs along the field, tree line, and edge of school) No students are to be in the woods or past the fence line of the ball field.
- Walk around puddles.
- Share all equipment fairly.
- Toys are to be used at recess only and are the sole responsibility of the student.
- Count to 20 SSES when on equipment.
- NO play fighting
- Use appropriate language.
- Use hands and feet in a positive, respectful manner.
- Play away from classroom windows.
- Go directly to line up when the bell rings. Line up at the painted line forming two single file lines.
- Students will be responsible for returning any equipment to the storage bins.

teacher will then return to the playground to monitor the line. The other supervising teacher remains on the playground to monitor students still waiting in the lines.

- The 8 a.m. teachers will follow the same routine except one will monitor the primary students as they walk to their entrance.
- After recess, one teacher in close proximity to the washrooms will monitor washrooms to ensure students have permission from their teacher to be in the washroom.
- An Administrator will be present at each entrance from the playground to the hallway (unless extenuating circumstances).

In spite of our intentions, problems can and do occur. It is our duty to maintain a Positive Learning and Working Environment, and so we deal with these problems in a positive way, whenever possible. We will teach children to solve their problems and we will encourage students to be responsible for their behaviour. Students are taught to:

1. Try to solve the problem independently; help yourself first.
2. Ask a peer for help.
3. Ask an adult for help.

When it comes to bullying, we **DO NOT** tolerate it. We teach students to stand up to bullying and ask for adult help. We recognize that bullying-type behaviours require an adult to intervene. We are committed to making St. Stephen Elementary a safe and happy place for all students.

When students do make mistakes in these expectations, they are told what their mistake was and asked to correct it. When the behaviour continues, a consequence is put in place. Examples of these consequences could be:

- Time-out on a chair in the class, just outside the classroom door, by the wall during recess, or at the Alternate Table in the Cafeteria.
- Time-out in the Detention Room.
- Office Referral
- Student / Teacher Conference
- Parent notification / conference
- Restitution (making it better)
- Recess or after-school detention
- Loss of privileges (i.e. School groups / activities)
- Conference with the Teacher, School Intervention Worker, Guidance Counselor, Vice Principal or Principal
- Individual Behaviour Plan Development
- Alternate Educational Setting
- In-school or home suspension

Parents / Guardians are an important part of making our school a safe learning environment and need to be aware of practices that keep our school safe.

Teachers have created a leveled approach to student misbehavior specifically for the playground during any given recess:

- 1st misbehavior: student will receive a verbal reminder of the behaviour expectation and have a 5 minute "think time" for time-out
- 2nd misbehavior: student will receive a verbal reminder of the expected behaviour and the student would spend the rest of the recess in a "think time" for time-out
- 3rd misbehavior: student will be sent inside to the Detention Room
- Continued assignments to the Detention Room may result in an appropriate Consequence, as listed above.

| | |
|--|---|
| DROPPING OFF STUDENTS & PARKING (PASSENGER AND BUS ZONES) | Students being dropped off or picked up use the entrance nearest the Arena. <u>For the safety of students, please DO NOT PARK in the KISS and DROP- simply pull over, kiss, and drop.</u> Students must use the sidewalk and avoid walking between cars. Parking is available along the road adjacent to the Staff Parking Area. The Staff Parking Area is for Staff during school hours. DO NOT PARK AT THE ENTRANCE TO THE SCHOOL. If you need to come into the school, please park in the spaces available in the school parking area or at The Border Arena. Students walking to school use the patrolled crosswalk to cross King Street, with the assistance of our Crossing Guard, Dot Larsen, <i>Thank you for your understanding and cooperation regarding our parking and safety procedures.</i> |
| TELEPHONE | Students are not permitted to use the telephone at school unless it is an emergency. Student use of personal cell phones at school is prohibited. |
| MESSAGES FOR STUDENTS | To avoid disruption of classroom instruction, students should know their after-school plans before coming to school. In the event of an emergency or when plans must change, please call the school prior to 12:30 p.m. Our secretaries organize the messages for classrooms and these messages are sent down to teachers at 1:00 p.m. A NOTE FOR THE TEACHER IS REQUIRED WHEN A STUDENT HAS DIFFERENT AFTER SCHOOL PLANS THAN USUAL. |
| STUDENT MEDICATIONS | Please send a note if your child needs to be given medicine. Students who need medication regularly must complete a form (available from the Resource Teachers). Provincial policy states that medication cannot be accessible to other children therefore an adult must bring the medication to school in a prescription bottle identifying the child's name and dosage. This medication will be kept in a locked cabinet in the Resource Room and distributed as directed. |
| ABSENCES | The New Brunswick Schools Act requires parents to send their children to school regularly. Prolonged absence or sporadic attendance makes it difficult for students to do their best. When a student returns to school after being absent, a written note explaining the absence is required. |

STUDENT ILLNESS We do not have facilities at school to accommodate children who are ill. Whenever a child becomes ill, we will telephone home to request that someone pick him/her up. We, therefore, require at least one emergency contact number in case no one is available at home.

PERSONAL BELONGINGS Parents are requested to see that their children's clothes, boots, gloves, scarves, sneakers, lunch kits, book bags etc. are marked with the child's name. Clothing does get misplaced and many children have identical or similar clothing. Parents are encouraged to come to the school and look for lost items. Every year many excellent articles of clothing are left behind. Several times a year unclaimed items are collected and sent to charitable organizations.

Toys, video games, cell telephones, iPods, and other electronics are not the responsibility of the school and are to be left at home.

Students are not permitted to use these electronics at school.

BICYCLES, SKATEBOARDS - Students are expected to walk their bicycles and skateboards when on school property. Bicycles must be locked and stored in the racks provided. Other items are to be left in the coatrooms. The school does NOT assume responsibility for these if they are lost or stolen.

PROHIBITED ITEMS Dangerous objects such as matches, knives, firecrackers, hardballs and bats are not to be brought to school. Inappropriate reading material and clothing displaying inappropriate logos (i.e. alcohol, tobacco, and drugs) are also prohibited.

STUDENT DRESS Student dress is expected to be in good taste, especially when it comes to T-shirts and 'summer' wear. Students are required to have indoor and outdoor shoes. School and fire regulations require students to wear shoes at all times. Hats and hoods are not to be worn inside the school.

SUPERVISION Supervision begins at 8:00 a.m. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL OR DROP HIM / HER OFF EARLIER.** We cannot ensure their safety before that time. Students may be disciplined by the school for their behaviour on school grounds, while going to or from school, and while going to, from, or during a school sponsored activity.

The staff at St. Stephen Elementary is committed to working with our students and their parents to ensure a safe and positive learning environment is created for all members of the school community. If you have any questions or concerns about this policy, please contact us.

LOCAL MEDIA

Local newspapers often visit our school to take photographs of students during special events and sometimes we send pictures of students to the newspapers. If you do not wish for your child's photograph to appear in local newspapers, please indicate this on the form that comes home for your completion.

SCHOOL FEES

Payment of school fees can be made by cheque (payable to St. Stephen Elementary School) or cash to your child's homeroom teacher. The \$15.00 fee is used to purchase Student Agendas, project books and supplies. It helps to support presentations for the students, such as Theatre New Brunswick, and for extra-curricular activities. Notices will be sent home for any activity that requires an additional fee.

LOST AND FOUND

We often have misplaced or unclaimed student belongings. We have a Lost and Found bucket tote in each coatroom area, as well as a tote in the cafetorium, to collect these items. During the last week of each month, the unclaimed items will be displayed in our main hallway. We encourage you to check the table for your child's belongings. At the end of the month, all the items left behind will be donated.

REMEMBER THAT MARKING YOUR CHILD'S BELONGINGS WITH THEIR NAME WOULD BE VERY HELPFUL!

BREAKFAST PROGRAM

Breakfast Program is offered to students each day. If, for any reason, your child does not eat breakfast at home, they should attend Breakfast in our cafetorium. Research shows that children learn best when they start their day with breakfast!

ALLERGY ALERTS

We have several students and staff with nut, scent, and pet allergies. This is a life-threatening situation for some of these people. For that reason we have created a Nut-Free, Scent Free, and Pet Free Zone at our school. Thank you for helping us to maintain a safe environment for these people!

SCHOOL BUSES - SAFETY URGED ON NEW BRUNSWICK SCHOOL BUSES

*****THE STUDENT'S RESPONSIBILITY:***

It is critical for the students to comply with the bus rules and comply with the Bus Driver's requests.

The bus driver has to give most of his attention to driving the bus and any distractions may be the cause of an accident. Safe conveyance requires everyone's help - "Be a part of the safety team".

AT ALL TIMES: *Exercise care, caution, good manners, and consideration for others.*

IMPORTANT: *Obey promptly the directions and instructions of the school bus driver. Your first responsibility is to him / her.*



Anglophone South - District 10 Education Center SCHOOL CALENDAR FOR 2012-13



| Month | Date | Event |
|-------------|------|---|
| 2012 | | |
| August | 29 | Welcome to School Barbecue (5:00 - 6:30 p.m.) |
| September | 3 | Labour Day Holiday |
| | 4 | Professional Learning Day - No School for Students |
| | 5 | First Student Day / First Bus Day (Full Day) |
| October | 8 | Thanksgiving Holiday |
| | 9 | Professional Learning Day - No School for Students |
| November | 12 | Remembrance Day |
| | 23 | Report Card Day for Term One |
| | 30 | Parent-Teacher Conferences / School-based PD Day |
| December | 21 | Last Day of School before Christmas |
| 2013 | | |
| January | 7-8 | Professional Learning Days - No School for Students |
| | 9 | First Day of School 2013 for Students |
| February | | |
| March | 4-8 | March Break |
| | 22 | Report Cards for Term Two |
| | 28 | Parent Teacher Conferences/School-based PD Day |
| | 29 | Good Friday Holiday |
| April | 1 | Easter Monday Holiday |
| | 19 | Professional Learning Day - No School for Students |
| May | 3 | Subject Council Day - No School for Students. |
| | 6 | NBTA/PD Day - No School for Students. |
| | 20 | Victoria Day Holiday |
| June | 21 | Last Day of the School Year for Students/Report Cards |

