



Family Handbook 2016-2017

Principal's Message

Welcome to Forest Hill Elementary School! It is my distinct pleasure to welcome you and your child to our school family!

On behalf of our students, families, and community, the administration and staff of FHES work tirelessly to create and maintain an atmosphere of respect and safety. We strive daily to ensure that appropriate procedures and strategies are in place to ensure respect for human rights, support diversity, and foster a learning environment that is safe, welcoming, inclusive and affirming for all individuals.

We are committed to working with every family to ensure that the social, emotional, and educational needs of their child are satisfied throughout their time at FHES. It is my hope that every student will have a sense of belonging and connection, that they feel supported by school personnel, and that they have positive relationships with all adults in our school.

Please feel free to contact me should you have questions or concerns. It will be my duty and pleasure to assist you and your child.

Paul Saad
paul.saad@nbed.nb.ca

Regent Mall

1381 Regent Street, Fredericton, NB E3C 1A2
(506) 462-0350

Atlantic Superstore

471 Smythe Street Fredericton E3B 3E3
(506) 459-3544
Open until 12:00 a.m.

Sobey's Uptown

1150 Prospect Street Fredericton E3B 3C2
(506) 459-8891
Open 24 hours

Sobey's Regent

407 Regent Street Fredericton E3B 3X6
(506) 453-7761
Open until 9:00 p.m.

Service New Brunswick (Service Canada Centre)

633 Queen Street, Fredericton E3B 1C3
1-800-622-6232

Fredericton Public Library

12 Carleton Street, Fredericton E3B 5P4
(506) 460-2800

Multicultural Association of Fredericton

28 Saunders Street, Fredericton E3B 1N1
(506) 454-8292

Fredericton Police

311 Queen Street, Fredericton E3B 1B1
(506) 460-2300

Fredericton Fire Department

520 York Street, Fredericton E3B 3R2
(506) 460-2500

800 Kimble Drive Fredericton E3B 9X8
(506) 460-2500

Forest Hill Elementary School is a diverse school community comprised of kindergarten and grade one. Our population is approximately 130 students. We currently have four kindergarten classes and three grade one classes.



Mission

Forest Hill Elementary School is a diverse community working collaboratively to create a positive learning environment that will meet the needs of all learners.

“We work together so everyone can learn and be happy at school” - student friendly version

Vision

Forest Hill Elementary School will work collaboratively to foster caring, responsible, and respectful learners.

Directory of City's Services

School Contact Information

Forest Hill Elementary School
548 Forest Hill Road
Fredericton, NB E3B
4K6

Phone: 506-453-5408
Fax: 506-444-4390
Website: <http://fhes.nbed.nb.ca>

Family members and visitors are asked to ring the bell at the front entrance. Upon entering the building, please proceed to the office.

Teacher Contact Information

Frances Beaudin – frances.beaudin@nbed.nb.ca
Hannah Cusack – hannah.cusack@nbed.nb.ca
Jenna Esligar – jenna.esligar@nbed.nb.ca
Trish Hanscomb – trish.hanscomb@nbed.nb.ca
Patti Holloway - patti.holloway@nbed.nb.ca
Annette Lim – annette.lim@nbed.nb.ca
Lori Myles-Coulombe - lori.myles-coulombe@nbed.nb.ca
Andrew Rogers - andrew.rogers@nbed.nb.ca
Nathalie Ryder - nathalie.ryder@nbed.nb.ca
Rolly Sidik – rolly.sidik@nbed.nb.ca

Fredericton Transit (Bus)

470 St. Mary's Street, Fredericton E3A 8H5
(506) 460-2200

Fredericton Walk-in Clinic

1015 Regent Street, Fredericton E3B 6H5
(506) 458-0200
Monday to Friday, 6 p.m. - full
Weekends and Holidays, 1 p.m. - full

Procedure to obtain a Family Physician:

Call 811 - to have your name added to a list of people seeking a family physician

Fredericton Downtown Community Health Centre

Centennial Building, 670 King Street E3B 1G1
(506) 452-5900
Hours of Operation: Monday to Friday
8:30 a.m. to 4:30 p.m.
With evening hours Tuesday, Wednesday and Thursday

Dr. Everett Chalmers Regional Hospital

700 Priestman Street, Fredericton E3B 5N5
(506) 452-5400

School Closure

School Closure Number: 506-453-5455

Student Withdrawal/Transfers

Please inform your child's teacher and/or our administrative assistant one week prior to a transfer or withdrawal.

Personal information

It is important to notify your child's teacher or the administrative assistant of any change of address, phone number, after school plans (24 hours in advance) or other personal information.

Please direct all inquiries to your child's teacher. Should you require additional support, they will direct you to the appropriate individual.

Lost and Found

Labeling clothing and personal items is highly recommended. The lost and found (tote) is located outside the staff room in the kindergarten wing. Please notify our administrative assistant prior to proceeding to the lost and found.

In the event of a school closure, the District Transportation Manager will communicate the decision to local radio stations and the information will be posted on the Anglophone West School District website. You may also call the school closure number above. Fredericton schools are within zone 6.

At the beginning of the year, an Emergency School Closure information form will be sent home for you to complete in case school is dismissed before the usual dismissal time.

Parent/Family Organizations

Home and School Committee

All parents are encouraged to become involved in the Home and School committee at Forest Hill Elementary School. Meetings are held the last Monday of each month at 5:30 p.m. The Home and School Committee is a tremendous support in all facets of the daily operations of our school.

Parent School Support Committee (PSSC)

A Parent Support Committee has been established in every public school in New Brunswick. Members of this committee are elected and serve as voting members. All parents are welcome to attend meetings which are held the last Monday of each month at 6:30 p.m. The role of the PSSC is to advise the principal on matters that directly impact the students of our school as well as facilitate communication with families.

PBIS

Positive Behaviour Interventions and Supports (PBIS) is a proactive approach to establishing the behavioural supports and social culture needed for all students to achieve social, emotional and academic success.

The PBIS expectations for Forest Hill Elementary School are:

1. Be safe
2. Be responsible
3. Be respectful

Safe Arrival Program

Forest Hill Elementary School has a Safe Arrival Program. Please notify the school before 8:30 a.m. when your child is absent. For the safety of your child, we will contact you if we have not been previously notified.

WITS

The WITS Primary Program teaches children in Kindergarten to Grade 3 to make safe and positive choices when faced with peer conflict. The WITS acronym - **W**alk away, **I**gnore, **T**alk it out, and **S**eek help - provides a common language that children and the adults in their environments can use to talk about and respond to conflict.

Homework

Students work very hard during school hours and homework at this level should not exceed 10-15 minutes. Students will have individualized reading to do each evening. Outcome-based math activities to develop problem solving and critical thinking skills may be sent home on occasion.

Student Health

Immunization

Children entering New Brunswick schools are required to provide proof of immunization. Alternatively, proof of Immunization Exemption form must be completed by a child's physician and can be obtained from the school office.

Head Lice

Head lice must be treated with a specific shampoo which may be purchased at a pharmacy. Eggs (nits) must be picked out of the hair. Please note that the shampoo only treats the live lice, and does not penetrate the eggs. Students may return to school following the initial treatment and live lice are eliminated.

Medication

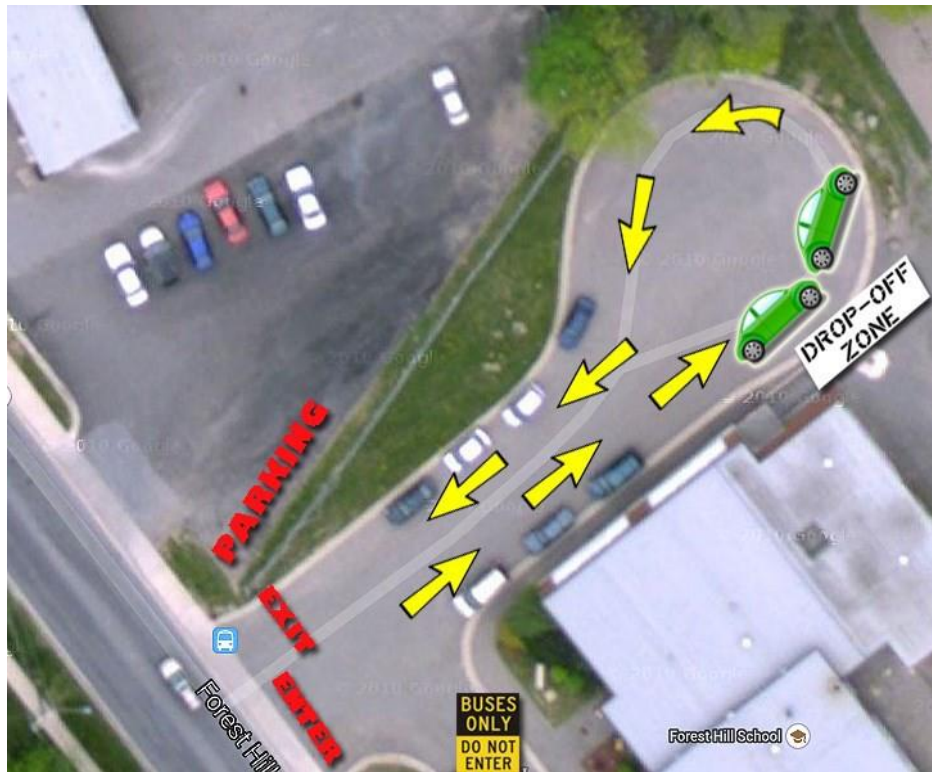
If a child requires medication during the school hours, parents must provide a signed request and specific instructions.

Kiss and Drop

When driving your child to school, please use the Kiss and Drop circle adjacent to the gymnasium. Please refrain from parking in the Kiss and Drop and remain in your vehicle. Once you've reached the designated drop-off spots (bottom of circle), a staff member will assist your child out of the car.

Should you wish to walk your child to the playground, please park on the other side of the fence in the store/motel parking lot.

The lane in front of the school is **strictly for school buses**.



Progressive Discipline

The Progressive Discipline Plan is a whole school approach to actively promote and foster appropriate and positive student behaviour. This will ensure that Forest Hill School is a safe, inclusive, and accepting school that acknowledges diversity among our students and staff.

A positive school climate will exist, and healthy relationships between teachers and students will be encouraged through the implementation of two prevention programs, PBIS and WITS (Conflict resolution program). With respectful interactions occurring and being modeled, prevention will be happening at all times.

Inappropriate behaviour will result in the re-teaching of the expected behaviour. Positive reinforcement strategies will be employed to encourage students to make better choices. At this level of inappropriate behaviour, the teacher involved will provide the required interventions.

If inappropriate behaviours continue and are not resolved with teacher involvement, the student will meet with Guidance or Administration for further support and interventions, and parent contact will be made.

In the case of serious student misconduct, as outlined in the department of Education and Early Childhood Development Policy 703 (Positive Learning and Working Environment), students will be referred to the administration.

Behaviour Tracking Forms will be completed and submitted to the office, when inappropriate behaviours occur, and this will be the responsibility of the teacher, or Educational Assistant involved with the incident. This information will be entered into Power School.

Diversity

Forest Hill Elementary School is a global learning community. We work tirelessly to celebrate diversity and maintain a safe, inclusive and welcoming environment.

Please keep the following practices in mind as you transition into New Brunswick schools:

- Students may remain seated when the teacher enters the room
- Bowing is not necessary when the teacher enters the room
- Please raise your hand when you wish to speak
- Questions may be asked and answered while seated
- It is not a sign of disrespect to look at an adult in the eyes

We encourage all families to educate our school family about culturally specific days and events that your family celebrates during the year.



Daily Schedule

8:15 - First Bell
8:25 - Classes Begin
10:00 - Start of 1st Recess
10:20 - End of Recess
11:50 - Eat lunch
12:10 - Start of 2nd Recess
12:35 - End of Recess
1:50 - Dismissal

Dismissal

Monday, Tuesday, Thursday and Friday dismissal is 1:50 p.m.

Wednesday dismissal is 12:05 p.m.

Please wait at the main entrance until your child is dismissed.

Morning Supervision

Playground supervision will begin at 7:55 a.m. Students may not be left unattended before this time.



Milk Program

FHES offers a milk program. White or chocolate milk may be ordered in three month installments. Please make cheques payable to Forest Hill Elementary School.

School Supplies

Students are required to have the following: backpack (medium size), lunch box, indoor footwear (non-marking and if possible, without laces).



Your child's teacher will also collect \$45. This will be used to purchase the necessary classroom supplies for the duration of the school year. Please make cheques payable to Forest Hill Elementary School.

Outdoors

Please ensure that your child is dressed for the weather. Unless the temperature is below minus 20, the children will have an outdoor recess. They will require the following to remain warm: coat, snow pants, hat, mittens, boots and scarf. We also recommend a pair of mittens and socks in your child's backpack in the event they are needed.

Safe Schools Week

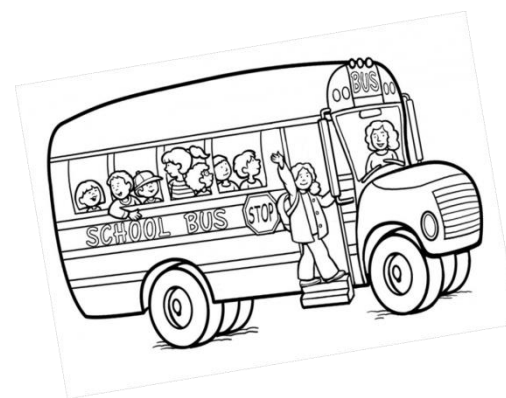
Safe Schools Week normally takes place during the first week of October. A number of safety procedures are explained to the students and then practiced. These include:

School Bus Safety

The bus driver will instruct the students the proper way to enter and exit the school bus. The expectations while riding on the bus are taught. Students will also learn how to exit the bus through the back door of the bus in the event of an emergency.

Fire Drill

Several times during the year, we will conduct fire drills. When the fire bell is rung, the students and staff will exit the building and meet at a predetermined location on the school property. Once all students are accounted for, they will be instructed to re-enter the building.



Breakfast, Snack and Lunch

Lockdown

Lockdown drills will also be conducted. A lockdown drill will begin with the following announcement: "This is a lockdown, please secure the building." Each classroom teacher will inform the students where they will go within the classroom to sit quietly until an announcement is made to return to normal activities.

School Evacuation

In the event that we must leave our school and go to a safe location, we practice this procedure each year and walk to our Safe Location, which is located in the Saint Thomas University Conference Center. With supervision from the staff, the students will walk to this location.

Playground Safety

A playground safety presentation is shared several times with students throughout the year. The same presentation is shared with families at kindergarten orientation and meet the teacher night. We would encourage you to visit the playground with your child and practice using the equipment safely.



Due to severe allergies, Forest Hill Elementary School is a nut-free and peanut-free school.



Breakfast Program

FHES, in partnership with Breakfast for Learning and the Boys and Girls Club, offers a breakfast program to all students.

Snack

Prior to, or immediately following our morning recess, students will have an opportunity to have a snack.

Lunch

As FHES does not have a cafeteria, students bring their lunch from home and eat in their classrooms. Please note that microwaves are not available. As an alternative, families may choose to pack warm foods in a thermos.

Once a week, the Home and School Association offers a Hot Lunch Program to our students. Please make cheques payable to Forest Hill Home and School Association.

Policy 711—Healthier Foods and Nutrition in Public Schools

In an effort to provide students with the skills, social support and environmental reinforcement they need to adopt lifelong healthy eating habits, we respectfully request that all foods sent to school meet the minimum requirements of Policy 711 found at www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/711A.pdf.