



MCADAM ELEMENTARY SCHOOL PARENT / STUDENT HANDBOOK 2017 – 2018

Kelly Smith Lunn, Principal

Visit our Website:

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

IMPORTANT INFORMATION

Please Keep for Future Reference



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WELCOME BACK TO MES!

Another fall has arrived at McAdam Elementary. Welcome back to MES for the 2017-18 school year.

I hope everyone has enjoyed a fun filled and relaxing summer break.

As this year gets underway I wish to encourage all parents to continue to be actively involved in your child's education. Your participation, support and cooperation with the upcoming school events are essential. Parents as partners are the cornerstone for your child's education.

Together we will be able to help your child develop a love of learning that will help them succeed.

Come join the team. Working together we can make a difference.

Please visit our McAdam Elementary School website: <http://mcadames.nbed.nb.ca/>,
Anglophone West School District: <http://asd-w.nbed.nb.ca/>.

STAFF

Mrs. Kelly Smith Lunn	Principal
Mrs. Sherry Johnston	Kindergarten/Grade 1
Mrs. Erica Scott	Grade 1/2
Mrs. Carol LeBlanc	Grade 2/3
Mrs. Julie Glaspay	Grade 3/4 / K-5 Phys. Ed.
Mrs. Staci Howse	Grade 5 IF /Gr 4 PIF
Ms. Joanne Eales	Methods & Resource/Gr. 3/4
Mrs. Bonnie Seale	Administrative Assistant
Ms. Janice McCullough	Custodian
Mrs. Donna Currie	Custodian
Mr. Steven McArthur	Bus Driver
Mrs. Nicole Lloyd	Education Assistant
Mrs. Shirlu Kelly	Education Assistant
Mrs. Barbra Blair	Education Assistant
Mrs. Sandy Flynn	Education Assistant

SCHOOL CALENDAR 2017-2018

<u>AUGUST</u>	28 Full Administration Day 29 NBTA Council Day – District Based 30 NBTA Council Day – School Based 31 Full Administration Day – School Based
<u>SEPTEMBER</u>	1 Professional Learning – Full Day 4 Labour Day 5 First Day for Students 21st School Pictures – 8:30 AM 26 Professional Learning – Early Dismissal for Students – K-2 Dismissal 11:00 AM / 3-5 Dismissal 12:00
<u>OCTOBER</u>	9 Thanksgiving Holiday- Holiday for Teachers and Students 10-13 Registration for Kindergarten Students For 2018-2019 24 Professional Learning – Early Dismissal for Students – K-2 Dismissal 11:00 AM / 3-5 Dismissal 12:00
<u>NOVEMBER</u>	10 Professional Learning – Full Day (K-8 Report Cards ½ & PL ½) 13 Remembrance Day (Day in Lieu of November 11 th) Holiday for Teachers and Students 20 Report Cards Issued 24 Parent/Teacher Interviews Half Day; Professional Learning Half Day
<u>DECEMBER</u>	22 Last Day of Classes 25-29 Christmas Holiday
<u>JANUARY</u>	1-5 Christmas Holidays 8 First Day for Students
<u>FEBRUARY</u>	19 Family Day- Holiday for Teachers and Students 27 Professional Learning – Early Dismissal for Students – K-2 Dismissal 11:00 AM / 3-5 Dismissal 12:00
<u>MARCH</u>	5 -9 March Break 27 Professional Learning – Full Day (K-8 Report Cards 1/2 & PL 1/2) 30 Good Friday -Holiday for Teachers and Students
<u>April</u>	2 Easter Monday - Holiday for Teachers and Students 9 Report Cards Issued 13 Parent/Teacher Interviews Half Day ; Professional Learning Half Day 24 Professional Learning – Early Dismissal for Students – K-2 Dismissal 11:00 AM / 3-5 Dismissal 12:00
<u>MAY</u>	4 Provincial NBTA Council Day (No Classes for Students) 14 NBTA Branch Meeting Day (No Classes for Students) 21 Victoria Day – Holiday for Teachers and Students 29 Professional Learning – Early Dismissal for Students – K-2 Dismissal 11:00 AM / 3-5 Dismissal 12:00
<u>JUNE</u>	22 Last Day for Students 25 Full Administration Day – School Based 26 Full Administration Day – School Based / Last Day for Teachers
<u>IMPORTANT NOTE:</u> Early dismissal for Professional Learning for staff will occur on the following dates: Sept 26 / Oct 24 / Feb 27 / Apr 24 / May 29 Grades K-2 will be dismissed at 11:00 AM AND Grade 3-5 will be dismissed at Noon.	



Anglophone West School District

Our Mission:

Excited. Involved. Prepared.

Our Vision:

All individuals engaged within our system are empowered to assist in building resilient, confident and contributing members of our communities.



McADAM ELEMENTARY SCHOOL

SCHOOL MISSION STATEMENT

To work cooperatively with partners to create an environment to empower students to become life-long learners, effective thinkers, and productive citizens.

SCHOOL VISION

Our vision is to provide a happy safe caring and engaging environment where all students at McAdam elementary will recognize and achieve their fullest potential.

SCHOOL MOTTO

Respect Yourself And Respect Others

CORE VALUES

- ★ Pursuit of Excellence
- ★ Engagement
- ★ Shared Leadership
- ★ Collaborative Relationships
- ★ Support & Recognition
- ★ Trust, Openness, Transparency

STUDENT CODE OF CONDUCT



McAdam Elementary School – Student Code Of Conduct

All students at McAdam Elementary School know and are asked to follow the School Motto of “Respect Yourself, Respect Others”.

Every student will follow and respect the school and classroom rules. At McAdam Elementary School all students know and are asked to follow “Keep your hands and feet to yourself”.

All students are responsible for their own choices and behavior, to the best of their abilities.

All Students will try to resolve their conflicts in a positive manner, using a respectful voice and manner.

All students will treat school property and the property of others with respect.

All students will attend classes, do homework, be prepared and be on time.

All students will not tolerate or participate in bullying of any kind, and will report it to an adult.

As a student at McAdam Elementary School I will respect myself, I will respect others, and I will respect the environment to help foster the positive, safe learning environment we all share.

SCHOOL HOURS

Schedule (school hours) effective Tuesday, September 6^h the school will dismiss at K-2 2:00, 3-5 3:00. Buses will leave the school at approximately 2:05 and 3:05 respectively.

General Responsibilities

Arrival/Departure Time: The Education Act requires students to attend school regularly. Prolonged absence, sporadic attendance or lateness will result in a lack of continuity in learning and may result in Department of Social Development contact.

Supervision begins at 8:10. Please do not drop your children off before this time.

8:10	Teachers begin supervision
8:20	1 st Bell
8:25	2 nd Bell
8:30	Classes Begin
10:00 - 10:15	Recess K-3, 4 & 5 (Tues. Thurs.)
12:00	Kindergarten – Grade 5 Lunch
12:55	Afternoon 1st Bell
1:00	Classes Begin
2:00	Dismissal for Grades K-2 students
3:00	Dismissal for all other students

Children living close to the school are considered walkers (within 0.8 km). Walkers should be going home for lunch whenever possible. We encourage walking as part of our Active Living/Physical Activity program. An active break in the day is very important for academic and physical growth.

We are asking parents to have their children come home for lunch every day that is possible.

To Our Parents:

Parents are the key to a child’s success! At McAdam Elementary School we value the cooperation of parents. We try to partner with you in helping your children grow as much as they can; academically, physically, emotionally and socially. As you are aware, teachers have a demanding provincial curriculum to cover. We know you appreciate the necessity of supporting teachers by sending children to school healthy, rested, with nutritious snacks and lunches (Policy 711) and with homework completed. These are important factors for helping children succeed.

Parents are responsible for the overall positive development of their children and for teaching children the skills and values necessary for success in the world. Parental guidance must prepare children for all the choices they make now and in the future. Parents/Guardians are expected to know and inform their child (ren) about expectations.

The school strives to be consistent in discipline while taking each child’s needs into consideration as well. Administration and teachers try to be fair and consistent with decisions after reasonable investigation.

Students who disobey school rules may be required to make up instructional time at the morning and/ or noon recess.

SUPERVISION, SAFE ARRIVAL & ATTENDANCE



IMPORTANT NOTICE FOR PARENTS

Teachers begin duty at 8:10 so there is no supervision on the playground prior to 8:10. Students will not be supervised until this time and should not come to school before 8:10. At noon time lunch students returning to school are required to be at school by 12:55. Teachers begin duty outside at approximately at 12:25 p.m. Students will not be supervised outside prior to this time. Students are required to leave the school grounds immediately after school and return to their homes.

Once again, McAdam Elementary School will continue to be actively involved in the Nutrition and Active Healthy Living Program adopted by the Province. McAdam Elementary will **continue to encourage** and offer **educational materials on nutrition, healthy snacks and lunches**. As well, we will be **promoting walking to and/or from school**.

For those who live a reasonable distance from school this would be an excellent way to participate in the daily quality physical education component of this program.

Throughout the year the year there will be various projects and activities that promote nutrition and daily physical activity. We hope all parents will become part of the active school team from McAdam Elementary.

Safe Arrival:

This is a program we have had for several years to account for each child's absence.

Parents are required to phone the school if a student will be absent or late.

Please phone 784-6808 each day that your child is absence. Safe Arrival calls to the school from parents/guardians would best be made between 8:00 and 8:30 am. The school will also try to contact home as soon as possible.



Attendance:

A written excuse is required upon the student's return to class.

APPROPRIATE DRESS CODE:

Our dress code promotes a safe and respectful environment for teaching and learning. Parents will ensure that students dress in a clean, neat manner with no offensive words, slogans or pictures or anything that promotes alcohol, drugs or tobacco.

Please ensure that children dress properly for weather conditions (i.e. hats, mittens for winter, etc.). Beach wear is not an acceptable form of dress at school. Shirts should meet the shorts/pants in the back. Shorts should meet your fingertips when arms are extended at your sides.

Students are required to have indoor sneakers and outdoor shoes. (No flip flops please) School and fire regulations **require that student's wear footwear at all times.**

Personal Property:



Cell phones, Ipods, PSPs, DSs, Gameboys and other expensive toys are not permitted on the school bus or in the school at any time. The school does not have the resources to investigate misplaced, lost or stolen items that are not permitted on school property.



K-2 Parents are requested to see that their children's clothes, boots, gloves, scarves, running shoes, lunch kits, etc. **are marked with the child's name.** It would make it easier to return these items to the owner.

There is a lost and found box located in the office at the school. Please have your child check this location for any clothing items that are missing.

ILLNESS & MEDICAL FORMS

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 an emergency contact number** in case no one is available at home. It is the *parent's responsibility to ensure that the school has updated telephone numbers on file*. If your home address or phone number changes, please contact the school with updated information immediately.



Medical Forms:

If your child will need medications administered at school you must complete the appropriate forms (Policy 704) available from the school Resource Teacher. This is for prescription medications. Other items like puffers, also require medical authorization for the student. Any medication for your child must be delivered by yourself or a responsible adult. Students are not permitted to transport medication. We appreciate your assistance with this important safety requirement.

OPEN HOUSE



Students and staff at McAdam Elementary School cordially invite all interested persons especially parents, grandparents and pre-schoolers accompanied by a parent to attend our Open House.

Everyone will have the opportunity to visit classrooms, tour our school facility and view textbooks and programmes currently being used. The main goal of our Open House is to inform parents about how the school operates and what programs are offered.

Please remember to sign our guest book.

All classrooms doors will be open for easy access, beginning at 1:30.

Teachers will also be available after 3:00 dismissal as well. As the year has only just begun, it is impossible for teachers to discuss individual student progress.

We look forward to seeing you on **Friday, September 15, 2017 from 1:30 – 2:30**. Put a smile on your child's face - join us for Open House. Parent involvement and support are essential in your child's education.

Please keep in mind our school is governed by the No Scents Policy of ASD-W. Due to health hazards for others we ask no perfumed products be worn at school. Thank you for helping with this.

PSSC INFORMATION

2017-2018 PSSC Elections will be held at McAdam High School on September 18th, 2017 @ 6:00pm

SCHOOL STANDARD OF NEATNESS

Goals:

1. To encourage all students to strive for excellence in their daily work.
2. To help each child develop useful work habits.

Students shall be required to follow the following procedures for written work:

- Subject on the top left hand side of page.
- Student's name immediately below the subject.
- Page number on the top right hand side of page
- Date immediately below the page number
- Skip one line below headings to begin written work.

Scribbles and unnecessary writing will not be acceptable on scribblers, tests or student work assignments.

HOMEWORK POLICY

Homework:

The purpose of homework is to supplement and support in-school experiences through related out of school activities. In general students should read or be read to every night.

Students must develop a sense of responsibility for their own learning. Students are expected to complete all class and homework assignments on time, and to submit work which is original and to the best of their abilities. The purpose of homework is to practice and complement skills learned in school. Effort and determination are key character qualities which contribute to success. Students who fall behind may be asked to stay in at morning or lunch recess. As you can appreciate, those students who do not complete homework can easily fall behind the work of the rest of the students in their class.

The general guideline for homework is approximately 10-15 minutes per night per grade.

Goals:

1. To reinforce daily classroom work.
2. To help students develop work habits needed to progress in their education.

Expectations:

All students are expected to do a reasonable amount of homework each night. "Reasonable amount" would vary between individual students and/or grade level. Students in the primary grades would be expected to have less homework than students in the intermediate grades. Please address any homework concerns you have with your child's teacher.

All students are asked to have a homework book/ message book for recording daily assignments.

TEXTBOOK POLICY & ASSESSMENT & EVALUATION

TEXTBOOK POLICY



Goal:

1. To minimize the loss and damage of textbooks thereby minimizing unnecessary expenses for textbook repairs or replacements.
2. To help students appreciate the need for the proper care of school property.

A reasonable amount of wear is expected throughout the year. However students are required to pay for lost books and in the case of excessive damage, pay to replace the book.

ASSESSMENT AND EVALUATION



Goal:

To ensure a fair and adequate assessment of each child's progress.

Evaluation and assessment of student work may include both formative and summative assessments, such items as oral/written projects, homework assignments, observation-based assessment, portfolio assessment, written tests, conferences, reading/writing folders or daily skill assessments.

LUNCHTIME POLICY

Grades K-5 students have 55 minutes for lunch.

Pupils living a reasonable distance from school should go home for lunch at noon hour whenever possible.

The following policy is for students who must remain at school during lunch time.

1. To be considered as a resident at school over lunch hour a student must live 0.8 km or more from the school, one way.
This refers to actual normal walking distance for the student to the school where the student lives - not necessarily by road.
2. Students who qualify under no. 1 above are to submit a form (provided by the school office) signed by a parent or guardian, to the school principal indicating the student is to remain at lunch through the school year. If for any reason the student is not to remain at school on a particular day the student is required to bring a signed note indicating a change in the regular routine. This ensures the safety of the child and eliminates confusion with regard to lunch time location.

Presently a Hot Lunch Program is unavailable at McAdam Elementary.



I am asking that **no microwave food items be sent to school**. Thermos food items are an alternative to microwaved items. We do ask that children bring their own dishes and eating utensils in their lunch.

Thank you for your assistance and cooperation with this matter.

You may check online for lunch and snack ideas.

SCHOOL DISCIPLINE

School Motto: Respect yourself and respect others.

Goals:

1. To encourage the proper behaviour of all students.
2. To maintain a safe enjoyable learning environment.
3. To maintain consistency throughout the school regarding acceptable behaviour.

SCHOOL RULES

General:

- Respect yourself and respect others.
- Students must use indoor and outdoor shoes.
- When entering the school go directly to your classroom.
- Call teachers by proper names (Mrs., Miss, and Mr.).
- Fighting and using bad words are unacceptable.
- Students may not enter gym without a supervisor.
- Permission is required to use the office phone. A student phone is available.
- Act properly at all times. Making good choices and decisions.
- Practice Virtues Program
- Keep your hands and your feet to yourself

Student Behavior/ Conduct

When learning, working and interacting, we at McAdam Elementary School strive to demonstrate the qualities reflected in our school motto, to work to our fullest potential, respect the rights of others and contribute positively to our school.

At times, behaviors may be exhibited that are unacceptable. We need parental support in keeping McAdam Elementary School a “great place to be” for everyone. We want every school day to be happy and productive for all students and staff.

Inappropriate behaviors will be given a verbal reprimand, a time out, or time in the office depending on the student’s persistence of the misbehavior and the severity of the misbehavior. Other interventions such as walking the square, detention at recess or after school may be put in place to support children’s positive decision making. Chronic or severe inappropriate conduct/behavior will be recorded and parents/guardians will be notified.

Students who cause bodily harm to other students, utter threats, interfere with the learning of others or refuse to complete school work may be issued an in-school or out of school suspension. At times an alternate appropriate measure might be put in place.

Notification of a suspension will be given to the classroom teacher, school office, the student’s parents/guardians and Fredericton Education Center (ASD-W).

PLAYGROUND & LIBRARY RULES

Playground:

- **Please use the crosswalk area when entering the school property. Follow the directions of the crossing guard.**
- Students must have permission to leave the school grounds.
- Generally Grades K, 1 and 2 play at the side lot. Please do not go on the rocks at the back of the school.
- Generally Grades 3, 4 and 5 play in front of the school.
- Use playground equipment properly, and safely.
- Bicycles must be parked in the racks and not driven around the playground.
- After school leave the playground immediately *and go directly home*.
- Students are not permitted on the school grounds after normal school hours, but are allowed on the community **playground area**.



Library:

- **Sign out library books before leaving the library.**
- Library books must stay in the school.
- Students will be required to pay for lost or damaged books.



Anglophone West School District

In accordance with the Public School Bus System Regulations bus riders are required to be present at the bus stop at least 5 minutes prior to scheduled departure time.

SCHOOL BUS RULES

Anglophone West School District is committed to providing safe and reliable transportation services for all eligible students to and from school. The following changes to policy reflect this commitment:

1. There are two afternoon school bus stop options for students in grades K-5 – one primary and one alternate address of the parent’s/guardian’s choice. The home address may be used as one of these two bus stop options; however, if the home address is not listed as one of these two options, students will not be taken to the home address.
2. On the student data collection form provided in September, parents/guardians indicate which days students will be dropped off at each location. Students go to the same stop location consistently each day of the week, e.g. student goes to one location Monday, Tuesday, Wednesday and to the other location Thursday-Friday each week. Rotational schedules will not be accommodated.
3. School bus stops for primary and alternate addresses other than the home address, if approved, must be on an existing school bus route.
4. When moving residence or making a permanent change for after school childcare, notification of changes to either the primary or alternate bus stop location must be communicated to the school in writing at least 24-hours in advance of the change. Telephone calls and verbal requests will not be accepted.
5. Parents/guardians are to ensure that their child is familiar with their bus stop and has been instructed to stay on the bus until they reach their approved stop.
6. For grades K-2 students, “best practice” is for the parent/guardian/caregiver to be visible at the afternoon bus drop-off location. Students will be returned to the school at the discretion of the bus driver if there is no one to meet the student when typically there would be.
7. Parents/guardians are responsible to have someone meet their child at the scheduled stop or arrange to have their child picked-up at school.
8. For those parents/guardians whose home and alternate bus stops are on the same route, they may present themselves at either bus stop to receive their child.
9. A verbal request by a student for a change in drop-off location while being transported will not be accommodated. Once en route, if a student cannot be dropped off at the scheduled stop, the student will be returned to the school and the parent/guardian/ caregiver will be notified to arrange for pick-up.
10. School administrators have flexibility to deal with emergency situations.

School Bus Guidelines for students:

The school bus is part of your school system and requires the same behavior expected in any classroom. Courtesy is to be given to the driver and fellow passengers.

PROVINCIAL SCHOOL BUS SAFETY GUIDELINES:

Obey the driver promptly.

1. Avoid any unnecessary conversation with the driver while the bus is in motion.
2. Respect the driver and fellow passengers.
3. Arrive on time and stand away from the roadway while waiting for the bus.
4. Wait until the bus comes to a complete stop before moving to get on.
5. When crossing the road, wait for the driver's signal and always cross at least 3 meters in front of the bus. Never cross behind the bus.
6. Always keep a safe distance around the school bus.
7. Go directly to your seat; allow others to sit with you. Remain seated.
8. Sit facing forward, with your belongings on your lap or under the seat. Keep the aisle clear.
9. Obtain approval of the driver to open windows or emergency door. Nothing must hang out to be thrown out of the windows of the bus.
10. Talk quietly. Silence is required when approaching a railway crossing.
11. Eating and drinking are not allowed on the bus. Use of tobacco is forbidden.
12. Neither pets nor large objects are allowed on the bus.
13. Anyone who intentionally damages the bus will be held responsible.
14. Dress according to weather conditions. For safety reason, avoid drawstrings or loose objects on clothing and backpacks.

The priority of all staff in Anglophone School District West (ASD-W) is the safety of all students both on school property and on the school bus. Disruptive behavior represents a threat to the safety of others and will not be permitted. Consequences for disruptive behavior will be prompt and certain. Bus drivers, teachers and district officials expect co-operation from the students and parents to ensure that our concern for safety will guide student behavior every day and on every bus.

“Pupil transportation is a privilege - follow the rules. Violation may result in disciplinary action and possible loss of transportation.” (New Brunswick Department of Education)

Transportation concerns such as routes and discipline should be directed to ASD-W, Fredericton Education Center Transportation Office 444-5551. Bus drivers can and will report incidents as deemed necessary to Principals (Bus Misconduct Forms) and ASD-W.

An information pamphlet on School Bus Safety is available for you and your child's viewing online at: <http://inter.gov.nb.ca/education/docs/bus/frame.htm>.

PROGRAM INFORMATION

As well, McAdam Elementary Grades K-5 will continue to be involved in the prescribed **Provincial Literacy Program** which consists of 90 minutes uninterrupted Language Arts instruction.

It is important that **all students are in attendance by 8:20 a.m. daily** in order to prepare for in classroom instruction. We are asking for the support and co-operation from all our parents to ensure your child arrives at school on time. Parents as homework partners, assisting with your child's literacy program is a necessary link for home-school success. **Please call 784-6808 if your child will be absent or arriving late.** *"There are rich fields of literature for parent and child to wander in, filled with the seeds of wonder, creativity, and excitement that make learning what it is supposed to be – fun and successful".* – Jim Trelease author The Read-Aloud Handbook.

The writing program by Lucy Calkins as well as The Write Traits Program will be continued by the K-5 classes at McAdam Elementary. Literacy/Numeracy and a Positive Learning Environment continues to be a focus in our School Improvement Plan. Parents are encouraged to partner with the school during Literacy and Numeracy events and to continue with home support with your child.

The **Provincial Intensive French Program** will continue at McAdam Elementary for Grade 5. The IF program will run from September to the end of January then switch to the English component. It is important for students to maintain regular attendance as this oral program instruction is delivered during the school day. As well the Grade 3/4 class will participate in the Pre Intensive French Program. Instruction will be 150 minutes per week. Grades K, 1/2, 2/3 will participate in the French Culture & Experience Program.

A **Safe Schools Week** will be held during October 16 – 20th 2017. There will be special events, program delivery with a safety focus, fire drill, lock down drill, school evacuation drill and guest speakers, as available

The personal safety component of the K-5 curriculum may be delivered during this week or throughout the year as directed.

Reminder to Parents: Please allow 15 minutes after expected bus arrival time before calling the school to allow for delays and breakdowns to get communicated and dealt with.



You can call 453-5455 for information about school closures or late bus; however, the local Radio Stations are still considered the primary source to relay this information.

IN-TOWN DISTRICT BUS STOP & SCHEDULE:

	Bus Stops	P.C.	(a.m. to school)	(K-2 p.m.)	(Gr.3-5 p.m.)
1.	1 Partridge Drive St. Croix	E6J 2A5	7:44	2:45	No Stop
2.	20 River Road, St. Croix		7:20	2:44	3:40
3.	1776 Woodstock Rd., St. Croix		7:34	2:38	No Stop
4.	1940 Woodstock Rd., St. Croix		7:35	2:40	No Stop
5.	2050 Woodstock Rd., St. Croix		7:36	2:41	No Stop
6.	Hospital 33 Saunders Rd.	E6J 1K9	No Stop	2:19	3:17
7.	A Street 8		7:49	No Stop	No Stop
8.	9 Poplar Street	E6J 1P7	7:50	2:21	3:18
9.	33 First Ave.	E6J 1S3	7:51	2:17	3:19
10.	87 Saunders Rd.	E6J 1V9	7:52	2:18	3:16
11.	22 Rockland Drive	E6J 2B4	7:53	2:17	3:20
12.	29 Lake Ave. Front of McAdam High School	E6J 1N7	No Stop	2:23	3:23
13.	111 Lake Road	E6J 1P2	7:56	2:24	3:18
14.	High School (by gym)	E6J 1N7	8:02	2:26	3:20
15.	(am)15 Harvey Rd./(pm)11 Harvey –Designated Stop				
16.	<i>McAdam Elementary School</i>	<i>E6J 1Z1</i>	<i>8:10/8:18</i>	<i>2:05</i>	<i>3:05</i>
17.	40 Old Harvey Rd.	E6J 2B8	8:11	2:10	3:10
18.	95 Old Harvey Rd.	E6J 1B7	8:12	2:11	3:11
19.	29 St. Croix St. (by fire hydrant)	E6J 1C3	8:13	2:10	3:12
20.	1 Modsley Court	E6J 1C2	8:14	2:13	3:13
21.	9 Georgia Pacific Drive	E6J 1C7	8:15	2:14	3:14
22.	340 Harvey Road		8:16	2:15	3:15
23.	93 Harvey Road	E6J 1A8	8:17	2:16	3:16
24.	<i>McAdam Elementary School</i>	<i>E6J 1Z1</i>	<i>8:19</i>	<i>1:50</i>	<i>2:50</i>
	Revised September 2017				

MCADAM ELEMENTARY SCHOOL

POSITIVE LEARNING ENVIRONMENT PLAN

As our school mission states we at McAdam Elementary wish to work cooperatively as partners. This too, is true with regard to our Positive Learning Plan, following our school motto Respect Yourself and Respect Others; getting along together as a group.

As well we believe in providing a well-rounded education that keeps students interested in learning. Students at McAdam Elementary enjoy excellent academic training as well as an active extra-curricular program. The Village of McAdam Recreation Department and community residents partner with McAdam Elementary staff in this area. A variety of programs and activities are provided for the youth of this school, soccer, basketball, cross country, reading buddies, Elf reading tutoring program, multi-age activities, Artist in Schools Programs and other co-curricular programs and activities. We rely on volunteers to assist us with many of these programs. Parents are invited to participate in their children's education in this way.

McAdam Elementary is a community of learners and people in a community have to learn to get along with one another. We believe good manners and the following motto **Respect Yourself and Respect Others** will enable us to accomplish this.

Students are encouraged and rewarded for using manners, positive comments and actions. Parents are invited to join us in teaching and promoting good manners. Our Virtues Program is one way we promote our positive learning environment at MES.

Despite our good manners, problems can and do arise in school. We will try to teach your child to solve their problem in a positive way. To encourage our students to learn problem-solving skills, rather than rely on others to solve their problems, we have a "Help Yourself Plan" called the 3 STEP PLAN.

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

We regularly review and encourage students to use the 3 Step Plan fairly regularly.

One of the areas we are addressing is bullying. Children need to stand up to bullying. We have been using positive approaches to this issue by following strategies from recognized programs and resource materials. This has not been a big problem in the past and we want McAdam Elementary to continue to be a safe and happy place for all of our students. The Pink Shirt Program – Bullying Stops Here continues at MES. Again, all students are taught and encouraged to use the 3 STEP PLAN to use to help resolve issues on their own first if possible.

Students are taught and help formulate rules to help make our school safe (classroom, halls, lunchroom, bus, playground, fire drills, school evacuations, etc.). These rules are posted in classrooms and in each rooms. In general, we have one overall rule that applies in all places at all times: Respect Yourself and Respect Others.

When students make a mistake in following the rules, they are told what their mistake was and asked to correct it. If they continue to break the rules after they have been corrected, then there are consequences. The consequences could include:

- Time-out; within the classroom, outside the classroom, on the playground.
- Time-out in the office.
- Child/Teacher conference.
- Parent notification/conference
- Restitution (making it better).
- Recess or after school detention.
- Loss of privileges.
- Conference with School Intervention Worker, Guidance Teacher, Principal
- Behavior Improvement Writing Package.
- Work/Behavior Checklist.
- In school or out-of-school suspensions
- Development of Behavior Plans. (Accommodations and Individual)
- Reflection of Behavior / Think Sheets Plans)

*Please note: some behaviors are unacceptable (e.g. hitting, name-calling) and will result in **immediate consequences**.

KEEPING OUR SCHOOL SAFE

Parents should be aware of the following rules for keeping our school safe:

- Teachers cannot administer medication without written consent from parents. Physician documentation is required. If you require us to administer medication regularly to your child, you must fill in a form (available in the office) Policy 704. This will remain on file. Provincial guidelines state that this medication should not be accessible to other children, therefore, we ask that the medication be in a prescription bottle indicating the child's name and dosage and be stored in the locked cabinet in the office.



Please call the safe arrival number (784-6808) in the morning if your child will be absent. *

If your child is arriving late please accompany your child to the door to ensure they can gain access as the building is locked. Report to the office to sign your child in please

- **Students must have a note from their parents when:**
 - o Returning to school following an absence (even if you have called Safe Arrival).
 - o Making different arrangements after school.
 - o Requesting leave from school or school grounds during school hours.\
- **All parents and visitors will need to use the outdoor call button to gain entry to the building and are asked to report to the office and sign the visitor's book upon arrival at McAdam Elementary.**
- **School Drop Off Zone is next to the sidewalk on Rose Street.** Students then proceed across the crosswalk.
- ***Please do not drive onto the playground area.***
- Vehicle parking is designated to the lower end of the front lot up to the posts. Please do not drive beyond the posts as this is the playground area for students.
- The school will not assume responsibility for loss or damage to toys, bicycles or other personal property brought to school. **Electronics and toys should be kept at home.**
- The following items should not be brought to school: Dangerous objects such as matches, knives, firecrackers, hardballs, bats, inappropriate reading material or clothing displaying inappropriate logos (alcohol, tobacco, inappropriate graphics)
- Playground supervision begins at 8:10 a.m. Please do not send your child to school earlier as we cannot ensure their safety before that time.
- Students may be disciplined by the school for their behavior on school grounds, while going to or from school, and while going to, from or during a school sponsored activity.
- Parent/Student handbooks providing information on our school is distributed to all families each school year.
- McAdam Elementary participates in Safe School Week Events in October.
- Students and parents participate in the Perception Data Survey – Tell Them From Me.



September 2017

FAIR NOTICE THREAT ASSESSMENT

Dear Parent/Guardian:

Anglophone West School District has a protocol outlining our commitment to creating and maintaining an environment in schools where students, staff, and others feel safe. In order to enhance safety and security, the District has been involved in intensive threat assessment training of school administrators, education services support teachers and district staff. Further to this, partners such as police, officials from Social Development and officials from Mental Health have also had an opportunity to be trained in this multi-disciplinary approach.

The protocol requires trained school staff, as a team, to complete a “Violence Threat Risk Assessment” (VTRA) in all cases where students make significant threats to harm themselves or others. The purpose of the threat assessment process is to use the best knowledge, skill, and experience available to assess level of concern so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. As noted above, a multi-disciplinary approach is used. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviors in a positive and proactive manner. If the school team invites you to a meeting to discuss safety concerns about your own child, please be assured that our protocol is being followed and that the goal is safety.

Anglophone West School District will respond to all serious threats. If there is a need, a school may initiate a state of “lock down” or “hold and secure” within the facility. A principal has the authority to declare either condition and will often do so through collaboration with district office officials and/or emergency responders. Please note...a “hold and secure” allows those who are in the building to continue with their normal routines, but calls for increased monitoring of entrances and for nobody to enter or leave the building. A “lock down” requires all who are within the building to immediately stop what they are doing and assume a quiet, hiding position within their current space. Staff and students practice this as a drill each year. In either case, it is important for parents/guardians to know that they will not be able to retrieve their child(ren) until the “all clear” is given. The school and district will do their best to provide communication throughout the situation, although the priority will always be to ensure the safety of individuals first.

To help keep our school communities safe, there is an expectation that parents, students, and community members who have knowledge of a threat or high-risk behavior will report this information to the principal. It would be helpful if you would discuss this protocol with your child(ren). Our goal is to respond to all threats in a professional manner that provides for a safe, healthy and caring learning environment.

We appreciate your support in helping ensure our schools are safe environments for all children and staff.

Sincerely,
Catherine Blaney

Catherine Blaney
Interim Superintendent

EMERGENCY RESPONSE PLAN AND CRISIS RESPONSE PLAN



McADAM ELEMENTARY SCHOOL

29 Rose Street, McAdam, N.B., E6J 1Z1

Phone: 784-6808

Fax: 784-6822

Dear Parents:

In accordance with Anglophone West Emergency Preparedness Plan, we would like you to be aware that every possible precaution is being taken to ensure the safety of your children. We are cooperating with local authorities and the Emergency Measures Organization in this activity. We also have a Comprehensive School Safety Team and Occupational Health Safety Team in place at our school. These include an Emergency Response Plan and Crisis Response Plan.

Our school has prepared and implemented an emergency response plan which is designed to safeguard your children against emergencies and disasters. The program includes an emergency plan which provides for dispersal of pupils to their homes when circumstances dictate, or for their retention at school, or evacuation to an alternate shelter (McAdam Lions Club, 784-3400) when the situation warrants such action. In the event there is a blockage to the McAdam Lions Club the Voice of Pentecost Church, 784-3506 would be the backup site.

If emergency warning time is sufficient, children will be sent home. Otherwise, they will be retained at school until conditions indicate that it would be safe to return to their homes.

It is our sincere hope that a disaster will never occur, however, the implementation of the emergency response plan will ensure the health and safety of your children under all anticipated emergency conditions.

Sincerely,

Kelly Smith Lunn

Kelly Smith Lunn,
McAdam Elementary School
Principal

KSL/bbs



McADAM ELEMENTARY SCHOOL

29 Rose Street, McAdam, N.B., E6J 1Z1

Phone: 784-6808

Fax: 784-6822

ALLERGY ALERT

We have students and staff enrolled at our school who have food allergies.

We are asking parents to talk with their child concerning this issue. Please advise your child not to share food products with other children as they may be allergic to the food stuff.



Peanut butter, nuts, coconut, chocolate, rice are some examples of such foods causing problems for students. We want to provide a safe environment for all the children.

Please send alternate foods instead of peanut butter, and nuts.

If your child has a medical issue a Policy 704 form must be completed and returned to the office to be put on file.

Thank you for caring and assisting with this important matter.

Kelly Smith Lunn

Kelly Smith Lunn,
McAdam Elementary School
Principal

KSL/bbs

No Scents is Good Sense!



Scented products contain chemicals which can cause serious problems for many people, especially those with asthmas, allergies and environmental illness.

Please be sensitive to others' health problems. We have students and staff at MES who have asthma and or/allergies that scented products cause issues for.

Please wear **unscented** personal products. As well as no perfumes, or scented sprays. **Thank you.**