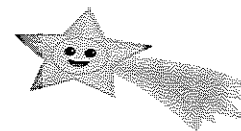


BURTON ELEMENTARY SCHOOL

412 ROUTE 102 HIGHWAY
BURTON, NB E2V 3C7
PHONE: (506) 357-4074
FAX: (506) 357-4040



Where Stars Shine

PRINCIPAL: DENISE WATSON

ADMIN ASSISTANT: BERTHA GAUDON

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

Mission Statement for Burton Elementary School

Burton School envisions a successful future where every student is actively and meaningfully engaged in learning and developing the citizenship skills required to become a contributing member of society. The overall purpose of education is to foster and develop students' potentialities through a variety of instructional strategies. We make a commitment, in partnership with parents, in helping all students accept responsibility in becoming caring and productive members of their community.

Attendance and Safe Arrival Program

The need for regular attendance cannot be stressed too strongly. Irregular attendance interferes with the continuity of the program and makes progress difficult. If, because of illness or other circumstances a child cannot attend school an attempt at getting the child's lessons should be made. After a child has missed time at school the Education Act demands a written excuse from parents/guardians. The excuse should accompany the child on his/her first day back to school. While we advise regular attendance we cannot care for children who are ill and are concerned if a child comes to school sick that it will spread to the other children.

As part of the schools Safe Arrival Program, the secretary will call the homes of all absent children after attendance is taken if the teacher does not know why the child is absent. You should call the school at 357-4074 before 8:30 and leave a message if your child is going to be absent. You will not receive a call from the school if we have your message. Please give the full name of the child and his/her teacher's name. It is vital that the correct contact information is given to the school on the Student Profile forms which were recently sent home with your child.

As all the students are bussed on the same bus, children are to come into the school when they arrive. Any child that is driven to school should not arrive before 8:15, as that is when the teachers are supervising.

Curriculum and Instruction

The Minister, through the Program Development and Implementation Branch of the Department of Education, determines the curriculum that is used in the schools of New Brunswick. Briefing sessions in the form of "Meet the Teacher" nights are held in September each year. At this time teachers invite parents to come to their child's classroom to meet the teacher. Teachers will explain the curriculum they will cover during the year as well as outline expectations with regards to homework, discipline and classroom routines. This is an excellent time for teachers to meet parents and a great way to start the year!

Homework

It is the policy of Burton School to assign homework on a regular basis. As a general guideline students should not have to spend in excess of ten minutes per grade level completing homework (10 minutes for Kindergarten, 20 minutes for Grade 1, and 30 minutes for Grade 2.)

Report Cards and Conferences

As with all schools in New Brunswick, we provide report cards to our families three times per year: November, March and June. The first two of these are accompanied by an opportunity to meet with the teachers to discuss school progress through parent-teacher and/or student led conferences. Parents are encouraged to take advantage of these opportunities but not wait for these specific times in order to meet with teachers. Many times throughout the year teachers and parents meet informally or formally to keep each other informed of school progress and ways to help the child.

Code of Conduct

At Burton School we aim for a consistent standard of discipline throughout the school, where rules are clear and concise and where children, staff and parents work together to achieve an atmosphere of respect both for each other and the school environment.

In an effort to promote positive behavior, our school has adopted the bucket filling program. We encourage children to "fill each other's buckets" on a daily basis.

At Burton we are:

CARING

COURTEOUS

COOPERATIVE

COMMON SENSE

All efforts are made to be proactive in terms of student discipline however, when any student is having difficulty practicing the four C's in a safe and respectful manner disciplinary action will be apportioned according to the seriousness of the offence.

Above all we recognize that parents/guardians have an extremely important role in this area. Our success in maintaining a safe and positive learning environment will depend to a large degree on the support and follow up by parents. Student discipline must truly be a cooperative effort.

Health Issues

Medications

In order to have any medication from the simplest to the most complex given out at school we must have specific forms completed by both parents and physicians. According to policy all prescribed medications must be blister packed by a pharmacist and delivered to the school office by an adult. We ask that the teachers receive a note if children have non-prescription medicine they plan to take on their own.

Allergy Alert

Burton is a peanut and nut free school. Please do not send snacks or lunches that contain peanuts or nuts. With the increased incidences of allergies we have a scent-reduced policy in the school at all times. There is no smoking allowed anywhere on school property at any time.

School Exclusion Periods

Each year we receive a listing of communicable diseases and the exclusion period for each one. The school can give you the exclusion period so we will need to know if your child has a communicable disease. Your family doctor or public health nurse can give you specific information on the disease. Please let the school know immediately if your child is diagnosed with a communicable disease.

Lice

Lice have become a common occurrence in the fall of each school year. If we know of any cases of head lice, we will be checking the heads of all the children (we can use volunteer help with this task as it is very time consuming). If any lice or nits (eggs) are found in your child's hair, we will notify you and ask that you treat your child. Once your child returns to school we will check their head to make sure they are completely clear. Getting rid of lice can be frustrating, especially with girls who have long hair. We must however be diligent to prevent it from spreading.

Communication

Communication between home and school is a crucial part of your child's schooling career and we need your help to ensure that communication is kept positive and respectful and is conducted in a cooperative manner. Parents are always welcome to discuss their concerns with their child's teacher. In an effort to ensure an uninterrupted learning environment for all students, we request you schedule an appointment with your child's teacher in advance.

Voice Mail

The main school number is 357-4074. If no one is available to answer the phone, voicemail is available on this line. Messages are checked regularly until 3:30 pm when our administrative assistant leaves for the day.

Drop Off and Pick Up Areas

When students are driven to school they can be dropped off at the side of the building. However, they must enter the school through the front door. We ask that drivers do not leave their vehicles running in the schoolyard at any time. Do not, for any reason, use the bus drop off zone in front of the main doors for parking.

Parent Volunteers and Programs

PSSC

The Parent School Support Committee is composed of parents and community members who work in an advisory capacity with the principal and staff. The purpose of the PSSC is for all members to work with the principal to enhance student learning by increasing family and community involvement. Elections for positions on the PSSC are held in September of each new school year.

Parent Volunteer Group/Home & School Association

At Burton School we believe parental support is essential to the smooth operation and effective operation of our programs. We are always looking for interested parents who have the time and interest to help out at the school. More information on these two very important groups can be found in our first newsletter.

Please note that all school volunteers who assist in the classroom, school or on field trips must have a Criminal Record Check completed and on file in the school office as well as a completed and signed Policy 701 Questionnaire. This questionnaire can be found on website <http://701.nbed.nb.ca>.

*Families and the school community working together
ensure success for our students.*

BURTON ELEMENTARY SCHOOL HOURS

Student Arrival	8:30 am
Morning classes begin	8:30 am
Recess	10:45 am – 11:00 am
Lunch	12:00 – 12:45 pm
Afternoon classes begin	12:45 pm
Dismissal	2:25 pm
Friday dismissal for all grades	11:45 am

BURTON ELEMENTARY SCHOOL

PLAYGROUND RULES

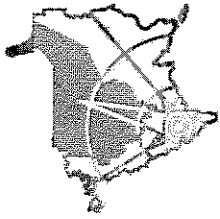
In an effort to keep our playground safe, the following rules have been put into place.

- ❖ Treat all people with respect (no hands on behavior, use kind words and actions with each other, show good sportsmanship, etc.)
- ❖ Please tell the duty teacher where you are going if you are leaving the playground boundaries. (washroom, to get something from school, parent is taking you to an appointment, etc.)
- ❖ Make safe choices (no inappropriate climbing or jumping, no snowballs or throwing of rocks.)
- ❖ Use the playground area to have fun (our boundaries are inside the fenced in area and this side of the ditch and trees.)

BASIC BUS SAFETY RULES

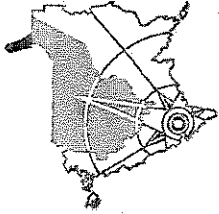
As most of our students travel by bus daily, it is important to be aware of the five basic bus safety rules for all busses in New Brunswick. Students are expected to follow these rules at all times. Consequences will be assigned to students who choose to not follow these rules.

- ❖ **Obey the driver**
- ❖ **Respect others**
- ❖ **Remain seated**
- ❖ **Keep aisle clear**
- ❖ **Talk quietly**



**ANGLOPHONE WEST SCHOOL DISTRICT
SCHOOL CALENDAR
2015-2016**

<u>Month</u>	<u>Dates</u>	<u>Events</u>	<u>Number of Days for Students</u>	<u>Number of Days for Teachers</u>
August	26, 27 31	Principals/Vice-Principals-District Opening Meetings Full Administration Day – School Based	0	1
September	1 2 3 7 8	NBTA Council Day – District Based NBTA Council Day – School Based Full Administration Day – School Based Labour Day First Day for Students	17	20
October	8 9 12	Professional Learning Day #1 Professional Learning Day #2 Thanksgiving Day	19	21
November	9-13 11 20 19-30	High School Report Card Time Remembrance Day Parent-Teacher Interview Day/ Half-day Professional Learning K-8 Reporting Time	19	20
December	18	Last Day Prior to Christmas Holidays	14	14
January	4 5	Professional Learning Day #3 First Day for Students – Anglophone Sector	19	20
February	3 8-12	High School Semester-2 Begins High School Semester-1 Report Card Week	21	21
March	7-11 21-24 25 28	March Break K-8 Reporting Time Good Friday Easter Monday	16	16
April	6-15 8	High School Report Card Time Parent-Teacher Interview Day / Half Day Professional Learning	20	21
May	6 16 20 23	NBTA Council Day – Provincially Based NBTA/AEFNB Branch Meeting Day <i>(all ASD-W except for St Mary's Academy in Edmundston)</i> NBTA Branch Meeting Day- <i>St Mary's Academy ONLY, in Edmundston</i> Victoria Day	19	21
June	24 28	Last Day for Students – Final Report Card Day (K-12) Last Day for Teachers	18	20
Total Number of Days for Students			182	
Total Number of Days for Teachers				195
STATUS OF 2 PROFESSIONAL LEARNING DAYS STILL TO BE DETERMINED				



ANGLOPHONE WEST SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

1135 Prospect Street • Fredericton, New Brunswick E3B 3B9 • www.asd-w.nbed.nb.ca

September 2015

Dear Parent/Guardian:

Anglophone West School District has developed 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, guidance counsellors, resource teachers and district staff.

The protocol requires trained school staff to complete a "Violence Threat Risk Assessment" 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 high-risk, threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and to ensure a climate of safety in schools and the community. Please be assured that the school team will be taking measures to deal with all known threats/high-risk behaviours 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. To help keep our school communities safe, parents, students, and community members who have knowledge of a threat or high-risk behaviour are to 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.

Sincerely,

David McTimoney
Superintendent