

# Saint Rose School

700 Manawagonish Road, Saint John, NB E2M 3W5

Tel: (506) 658-5364

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## Family Handbook 2023-24



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Website:

<https://secure1.nbed.nb.ca/sites/district8/saintrose/Pages/default.aspx>

X: [@SaintRoseD8](https://twitter.com/SaintRoseD8) / X (twitter.com)

## OFFICE STAFF

**Acting Principal:** T. McGrath [tanya.mcgrath@nbed.nb.ca](mailto:tanya.mcgrath@nbed.nb.ca)

**Admin. Assistant:** I. Crandlemere [irene.crandlemere@nbed.nb.ca](mailto:irene.crandlemere@nbed.nb.ca)

**Vice Principal:** S.Carey [shari.carey@nbed.nb.ca](mailto:shari.carey@nbed.nb.ca)

## HOMEROOM TEACHERS

**Grade K:** S. Carey, N. Tobin

**Grade K/1:** M. Horrobin

**Grade 1:** M. Carey, J. Paterson

**Grade 2:** J.Elliott, K. Leger

**Grade 3:** M. Duff, M. Hayward

**Grade 4:** K. MacArthur, V. Pollock

**Grade 5:** J. Hatfield, S. Settle

## SPECIALTY TEACHERS

**Academic Support:** M. Gimby, A. Caines

**EST-Guidance:** M. Casey

**EST-Resource:** A.M. Cusack, S. Robertson

**Music:** L. Biggs

**PE:** J. Lajoie

**EDUCATIONAL ASSISTANTS**



- |               |             |
|---------------|-------------|
| D. Armstrong  | L. Bordage  |
| D. Brideau    | K. Fowler   |
| W. Chaku      | J. Grinton  |
| E. Hunter     | C. Legere   |
| D. McKinley   | T. Marr     |
| E. Ramsay     | E. Raymond  |
| D. Richardson | J. Shepherd |
| K. Stone      | S. Storey   |



### **OUR MISSION**

At Saint Rose School, we believe in working together while respecting school, self, and others. We will provide a safe, positive, and challenging learning community where students will reach their full potential.

### **OUR VISION**

Responsible, independent, life-long learners.

### **SCHOOL PLEDGE**

I promise to be a buddy; to treat people the way I like to be treated, to be caring, understanding, and to listen, and to stand up for myself and my friends.

**SCHOOL IMPROVEMENT PLAN**



Our two main goals for the 2023-24 school year are:

1. Make Data Informed Decisions
2. Create a Positive Learning Environment

Our School Improvement Plan (SIP) can be found on our school website.

**DAILY SCHEDULE GRADES K-2**

Time	What's Happening
8:10-8:30 a.m.	Student arrival – directly to class for Soft Start
8:30-9:55 a.m.	Instruction
9:55-10:15 a.m.	Outdoor recess
10:15-10:30 a.m.	Snack
10:30-11:40 a.m.	Instruction
11:40-12:00 p.m.	Outdoor recess
12:00-12:30 p.m.	Lunch
12:30-1:30 p.m.	Instruction
1:30 p.m.	Reflection and transition
1:45 p.m.	Dismissal

Note that the K-2 schedule will be extended by an hour in 2024-25.

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Please ensure students arrive between 8:10-8:30 a.m., as this Soft Start sets them up for a good day! They get to develop social and language skills during this time.

### DAILY SCHEDULE GRADES 3-5

Time	What's Happening
8:10-8:30 a.m.	Student arrival – directly to class for Soft Start
8:30-10:15 a.m.	Instruction
10:15-10:30 a.m.	Outdoor recess
10:30-10:45 a.m.	Snack
10:45-12:00 a.m.	Instruction
12:00-12:30 p.m.	Outdoor recess
12:30-1:00 p.m.	Lunch
1:00-2:30	Instruction
2:30 p.m.	Reflection and transition
2:45 p.m.	Dismissal

### REPORTING PICK-UP CHANGES

If there is a change in pick-up/bus plans for your child, please contact Mrs. Crandlemere at [irene.crandlemere@nbed.nb.ca](mailto:irene.crandlemere@nbed.nb.ca). She will pass along the message to the teacher on your behalf.

## ATTENDANCE

To receive the best quality of education, students must attend school regularly. The New Brunswick School Act states the minimum requirements of attendance. A permanent record is kept of attendance and is monitored by the school/district/province. If excess time is missed, you will receive letters of notification. Upon the third contact for absences, a meeting will be held to plan to have your child attend more consistently.

## REPORTING ABSENCES/SAFE ARRIVAL

Please inform the school when your child is absent through the SchoolMessenger app. You can download this in your phone/browser's online "store" for free.



Alternatively, you may call the school's main number or email the Administrative Assistant, Mrs. Crandlemere at [irene.crandlemere@nbed.nb.ca](mailto:irene.crandlemere@nbed.nb.ca)

Should you forget to inform the school of your child's absence, you will receive a system-generated call and/or email letting you know they are not at school. This Safe Arrival program will continue to contact you until you provide an absence reason.

## ENTERING/EXITING SCHOOL PROPERTY

### Parking



Parent Parking is located at the turn circle by the cenotaph located between Saint Rose and Barnhill Schools. The main entry is closed to traffic between 7:30-9:00 a.m. and 1:30-3:30 p.m.

---The speed limit on school grounds is 10 km/h.---

### Calling Ahead



If you are picking up a student early from school for an appointment, please call the office ahead of time at (506) 658-5352.

### Buzzing In



When you get to the front door, there is a buzzer on the far left. Follow the instructions to enter, as the school is locked at all times.

### Signing In



When you get into the school, we appreciate you signing in and out using the sheet close to the Administrative Assistant's office.



## **NO SMOKING/VAPING**

Students, teachers, and visitors are not allowed to smoke/vape on school grounds. Cigarettes, lighters, or matches should not be brought to school.

## **MONEY MATTERS**

### **School Supplies**

School supplies are purchased by families. Lists of school supplies needed are available by grade level on our school website.

### **Student Fee**

The Student Fee for each child is \$15. This will cover student activities and events throughout the year

\*Should you be unable to cover the fee, please contact the office to see how we can accommodate.

## **MILK AND FOOD PROGRAMS**

### **Free programs**

- Volunteers serve breakfast for those who require it every morning. This is free of charge and includes a choice of toast, fruit, cereal or dairy.
- We have some extra snacks for students who need them. They can be found in Mrs. Crandlemere's office.

### **Fee-based**

- Milk is sold at the school for students for their lunch time. Both white and chocolate milk are available.
- We are part of the Lunch Connection's Bagged Lunch Program, offering a prepared meal Tuesdays, Wednesdays, and Thursdays. For more information on the program go to their website:

<https://icym.ca/programs/lunchconnection/>



When items are available, they will be placed up on School Cash Online (<https://schoolcashionline.com/>) for purchase.

\* We are always looking for donations to our food programs. If you can help, please contact the Principal at [tanya.mcgrath@nbed.nb.ca](mailto:tanya.mcgrath@nbed.nb.ca)

## **EXTRA-CURRICULAR ACTIVITIES**

### **School-Based**

We strive to create a welcoming school and celebrate our students. We have monthly assemblies, intramural sports, drama productions, leadership helpers and much, much more.

## Community-Based



We appreciate of our community. We have a strong group of volunteers and partners that offer events in/outside of school hours. This could include field trips, guest speakers, fairs, dinners, and dances.

## COMMITTEES/VOLUNTEERS

### Parent Involvement Committee

Our Parent Involvement Committee (PIC) is a group of volunteers who fundraise, plan, promote, and carry-through on activities to benefit our students and community. We are always looking for more input and help. We meet monthly at 6:30 p.m. at Saint Rose. Please contact the Vice Principal for more information: [shari.carey@nbed.nb.ca](mailto:shari.carey@nbed.nb.ca).

### **Parent School Support Committee**

The Parent School Support Committee (PSSC) meets virtually once a month at 6:30 p.m. to advise on how to improve our school. This includes giving feedback on school policies, community partnerships, and maintaining a positive working and learning environment. If this sounds like something you would like to take part in, please contact the Principal for more information: [tanya.mcgrath@nbed.nb.ca](mailto:tanya.mcgrath@nbed.nb.ca).

### **Breakfast Program**

We are always looking for volunteers to come in and prepare breakfast baskets for students. Volunteers get here before 8 a.m. and get started for students' arrival at 8:10 a.m. Please contact our Administrative Assistant if this sounds like something you can help with: [irene.crandlemere@nbed.nb.ca](mailto:irene.crandlemere@nbed.nb.ca).



*--The foods offered in our programs fall within Policy 711 Nutrition Policy.--*

## **COMMUNITY PLAYGROUND**

We practice good citizenship when using the playground and students are to take turns and be respectful of others. We go out to the playground twice a day. Grades K-2 and 3-5 have separate playtimes to better ensure supervision and that everyone gets a chance to use the equipment.

Our playground is an important part of our school community and is used by youngsters who live in the area. We think that it is wonderful that these facilities can be used by everyone.

If you are aware of any type of misuse, destruction or abuse of equipment taking place after school hours, please report it to local authorities.



We are updating our playground and you can help! Fundraising is now underway for a much-needed playground revitalization for Saint Rose School and Saint John community use. You can help by donating, volunteering, and spreading the word.

## ITEMS NOT ALLOWED IN SCHOOL

Due to the safety issue and/or distraction the following items pose, they are not permitted at school: skateboards, video pets, electronic hand-held games, and Heelies shoes. Bicycles can be brought to school if they are kept in a safe and secure place outside the building. Toys are encouraged to remain at home. If any of these items are brought to school and become damaged, lost, or stolen, the school is not responsible.

## PARENT MEETINGS WITH TEACHERS/ADMINISTRATION

As a teacher's day is a busy one, we request that appointments be made ahead of time to discuss your child's progress.



This can be done by phoning the school and leaving a message with the Administrative Assistant or emailing a request to the teacher directly.

Appointments with administration, including the Principal or Vice Principal, should also be made in

advance. We regret that drop-in appointments can rarely be accommodated.

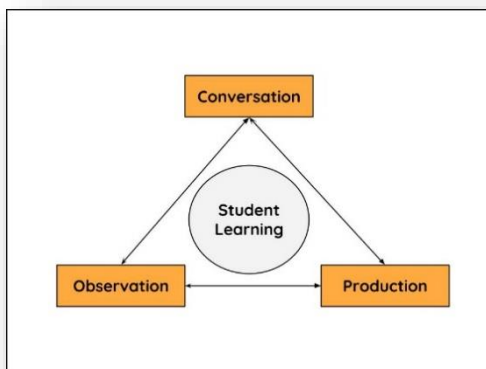
Please note that Teachers and Administrators may not be able to respond during the teaching day. The teacher will provide a call/email back with 48 hours to arrange a mutually convenient meeting time/method. Classes should not be interrupted unless necessary.

Virtual and in-person Parent/Teacher conferences are conducted as per the direction of our school district and specific days are set aside in the calendar.

## STUDENT ASSESSMENT

### Triangulation of Data

We use the Triangulation of Data method to assess student levels of academic achievement. This is looking for multiple examples of student learning through conversation, observation, and production.



## Report Card Levels

We measure student achievement based on a scale from 1-4. This is not like the old A, B, C, D, E system nor does it represent percentages. Here is what each level means:

**Level 1: WORKING BELOW** The student has a limited understanding of the outcomes addressed to date and rarely applies learning. Significant improvement in specific areas is needed for the student to be successful in the next grade/course.

**Level 2: APPROACHING** The student has some understanding of the outcomes addressed to date and with support, applies learning to familiar situations. Work on identified learning gaps is needed to ensure future success of the student.

**Level 3: MEETING** The student has a solid understanding of the outcomes addressed to date and often applies learning to familiar situations. Students maintaining this level will be prepared for work in the next grade/course.

**Level 4: EXCELLING** The student has a thorough understanding of outcomes addressed to date and consistently applies learning to new situations. Work surpasses the descriptors in the "Meeting" category but is within the expectations specified for the grade/course.



## **Personalized Learning Plans**

Some students require a more detailed learning plan, called a Personalized Learning Plan (PLP). There are a few kinds of PLP:

**Accommodated** - Provides tools for learning without changing the curriculum. For example, some children use assistive technology to help them communicate. Some get extra time with appropriate justifications: a person with a learning disability may get double the amount of time. Some students who are hearing impaired are ensured that classrooms have FM systems/interpreters.

**Adjusted** - This is often done in Grade 3 and above with exceptions. It modifies the curriculum 50% or more so that a student can successfully meet outcomes. Again, there is justification needed to have this type of PLP.

**Individualized** - Targets specific personalized goals that are not a part of the prescribed curriculum that promote independence. There is a Skills for Independence Document that we use as a guide to create goals.

**Individualized Behaviour Support Plan** - The PLP-IBSP is a tier 3 intervention, which means it is developed when a learner has not responded to tier 1 (positive behavioural expectations) and tier 2 (targeted teaching) supports.



A PLP-IBSP is developed when a learner exhibits chronic, persistent, or intense behaviour. Each PLP-IBSP is developed to meet the learner's needs and takes into

consideration factors such as age, cognitive and developmental level, mental health, trauma history, socio-cultural context, strengths, talents, and interests.

### **HOMEWORK/HOME SUPPORT**

Homework is designed to reinforce skills taught at school. When practice is distributed in this way, it strengthens learning. Homework should never become a struggle between parents and child. If this occurs, please stop, and send an explanatory note to the teacher.

It is always helpful if distractions are eliminated at homework time. Turn off the TV and the electronic games. Some families have found it successful to reserve a portion of Monday to Thursday evenings with no television. This helps alleviate the battle between TV time and homework. Physical activity, family time, and reading for enjoyment are highly recommended on school nights.

## CUSTODY INFORMATION

By law, schools are required to provide, on request from non-custodial parents, information about a student's education – except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to the child, the responsibility rests with the custodial guardian to provide the school with a copy of this document.

## DISCIPLINE POLICY



Saint Rose maintains a positive learning environment where staff, students and parents co-operate in a safe caring environment. All students have the right to feel safe in school, on school property, and on their way to and from school. Students also have the responsibility to always give their

best effort and behave in an acceptable manner. All students are made aware of classroom and school-ground rules and behaviour expectations early in the year.

Serious offences such as fighting, physical aggression, swearing and extreme disrespect will result in a visit to the office and contact home.

## INCLEMENT WEATHER

### School Closures

If school is closed due to inclement weather, it will be announced on major local radio stations, via Messenger, on the ASD-S X (formerly Twitter) site, as well as on their website before 7:00 a.m.



On snow days, there is no expectation for teachers to provide work for students. Families are certainly welcome to review concepts or just to enjoy the day.

### School Bus Delays

Occasionally, school busses will be delayed one hour or more for snow removal. Teachers attempt to be at school at the usual opening time. Children who arrive at the regular time will be supervised and assigned schoolwork.

### Snowy Days When School is Open

If schools remain open and you determine that conditions in your area are not conducive to your child going to school, then, ultimately, you have the final decision as to whether to send your child to school.

## **Dressing for the Weather**

Children are outside for two recesses per day. We ask that they are dressed appropriately. In severe weather of -20 Celsius we will remain inside as per District policy. We also will stay indoors when it rains.

## **EARLY SCHOOL CLOSURE**

Early School Closure sometimes happens due to weather or other unforeseeable challenges.

In case of early school closure, announcements will be made on the radio. As well, you will get a voicemail and email. You will have to confirm/make arrangements as to where your child should go.

## **FIRE DRILLS AND LOCK DOWN PRACTICES**



Fire Drills and Emergency Lock Down Practices are held regularly as per provincial protocol. Students are to use the exit as outlined by their teachers. Instructions for exiting the building are

posted in all classrooms. In case of an evacuation, Saint Rose students and staff will proceed to Barnhill School, St. Mark's Church, or Branch #69 Legion. Parents are asked to listen to radio and television for news and updates in a real emergency.

## **Violent Behaviour**

As part of the emergency procedures in place in our schools, any student who engages in violent behaviour that can cause injury to self or others may be physically restrained by school staff in accordance with provincial policy.

This could occur along with other emergency actions such as calling the police in the event of significant violations of the law including assaults, on students and staff. As soon as possible after any such incident the parents or guardians will be informed when any of these actions of occurred.

## **DRESS CODE**

Students are expected to dress in appropriate school clothing. Beach-type items are among clothing that is inappropriate. Clothing with inappropriate logos and/or writing such as references to alcohol and drugs are prohibited.

During the winter months, parents are reminded that students are outside for 40 minutes per day. Please ensure students are dressed in appropriate winter clothing.



## DISCIPLINE POLICY

At Saint Rose, we have an expectation that all students will be good citizens of our school community. This includes being respectful, making good choices, and trying our best.

Unfortunately, some incidents do occur and effect the positive working and learning environment within the school. When these incidents occur, they are dealt with, firstly, by the Homeroom or Duty Teachers. The school Administrative Team will step in if the incident warrants this in terms of seriousness.

We deal with serious incidents by following district/provincial procedures.

## MEDICAL

### Medication Information

Supervision and care shall be provided for students who have medical conditions/concerns. Administration of prescription drugs is the responsibility of the child's guardians. If possible, medication schedules should be arranged so students take their dosage at home. If no other alternative exists, school staff may be requested to aid in accordance with District procedures.



### **Policy 704**

Please note – should your child require medication, puffers, and Epi-pen or have any illness or allergy that the school should be made aware of, a Policy 704 must be completed. This may require a follow-up meeting with the school's Support Services Team (Resource, Guidance) and Homeroom Teacher.

### **Allergies**

All allergies must be reported to the main office, as well as the child's Teacher. If an Epi-Pen/Allerjet is required, one must be sent into the school with the child's name on it. The Provincial Education Act calls for each child to always carry their Epi-pen. Should an alternate procedure be required for your child, please contact us. Please make sure that all medications are up-to-date and in the original prescriptive packaging.

### **First Aid/Medical Attention**

We have regular bangs and bruises each day at school and children are attended to quickly by staff. Occasionally, a more serious injury occurs. Should an injury happen, we will look after your child within the limits of our training.

We will call you and seek professional medical help if required. Please make sure that a copy of your child's Medicare Card is on file.



If we are unable to reach you, we will act “in loco parentis,” and seeks the appropriate help. In very serious cases, we will seeks medical help as a priority.

### **Scent-Reduced School**

At Saint Rose we are, as are all schools in New Brunswick, scent-reduced. Families are asked to refrain from using overly scented products, such as sunscreen or hairsprays. No perfume.

There are many students and staff with severe asthma and allergies who may be affected by scented products. This policy also applies to visitors who are coming into the school.

### **Nut-free/Shrimp-free School**

Due to severe nut and shrimp allergies, please DO NOT BRING NUTS OR SHRIMP INTO THE SCHOOL. Nut products include peanut butter sandwiches, cookies, granola bars, etc.





### **Illness**

If a child becomes ill during school hours, they will have to ask permission to call home. The emergency numbers provided will be called if there is no response. Our school does not have a sick room in which to put children who become ill. Therefore, it is important that children are picked up immediately when ill.

### **Handwashing**

Handwashing is extremely important in our attempt to stop the spread of viruses. This simple act is the first, and often the most important, step in personal hygiene and overall health. We encourage students to wash and sanitize their hands frequently.

### **School Exclusion**

We are concerned about the health of all the children in our school. It is important that if your child is unwell, they remain at home until they feel better. When children are sent to school with colds, flu, COVID, headlice, measles, or chicken pocks it spreads quickly and disrupts learning. Upon school re-entry, you may consider having your mask.

Please follow the Government of New Brunswick School Exclusion Guidelines on the [gnb.ca](http://gnb.ca) website regarding the when/how long to stay at home.