

2013-14 Parent/Student Handbook

This **Student Handbook** should be kept at home for future reference. We would suggest that parents take the time to check this book on a regular basis.

PRINCIPAL'S MESSAGE

Welcome to St. Andrews Elementary! We are very proud of our school and the accomplishments of our students. Students are reminded that their language and actions reflect not only on them as individuals but on their school as well. If any student's actions or language is expressed in a negative way they will be held liable for their choices. Therefore, we encourage all students to be polite, friendly, to keep their school neat and in good condition and most of all, to do their best work at all times.

There are many activities for you to participate in at our school:

- We have a strong music program involving a choir as well as special music events.
- We have a tech. team who is responsible for recording the special events that take place.
- We have a wide selection of intramural and interscholastic sports that include: cross country, basketball, soccer, floor hockey, etc.
- We have several enrichment activities that may involve computers, wood work, scrap booking, photography, etc.

Rules of conduct are limited at this school. We ask that every student follow a simple rule of thumb, ***"Treat everyone with the respect with which you wish to be treated"***.

OUR MOTTO

SHAPING YOUNG MINDS FOR THE FUTURE

OUR MISSION

St. Andrews Elementary is committed to achieving success for every student through a safe, structured, caring and cooperative environment, which builds self-esteem through encouragement techniques and positive classroom strategies.

OUR PHILOSOPHY

St. Andrews Elementary school's program is dedicated to establishing a pattern for the development of successful and responsible life-long learners. In order to achieve this goal, the staff recognizes individual differences and provides learning experiences which seek to develop each student's intellectual, emotional, physical, social and moral potential.

SCHOOL HOURS

K, 1, 2 8:15 A.M. – 2:00 P.M.

3, 4, 5 8:15 A.M. – 3:00 P.M.

K-3 – Recess 10:00 – 10:15

4-5 Recess 10:15 – 10:30

Lunch (K-3) 11:30-12:00 Free Play 12:00-12:30

Free Play (4-5) 11:30-12:00 Lunch 12:00-12:30

All students are not to arrive prior to 8:00 am. There are no teachers on duty prior to 8:00 am.

STAFF

Mrs. Charlene Robinson	- Principal/ Gr. 1
Mr. Ralph Williston	- Vice Principal/ Gr. 1/Phys. Ed.
Mrs. Teena Allison	- Kindergarten
Mrs. Kara Wilson	- Kindergarten
Mrs. Dianne Buggie	- Grade 1
Mrs. Shannon Donnelly	- Grade1/Educational Support Teacher
Mrs. Emily Comeau	- Gr. 1/ Music
Mrs. Kelly MacDonald	- Grade 2
Mrs. Stacey Potts	- Grade 2
TBA	- Grade 3
Mr. Ryan Glasier	- Gr. 3 F.I.
Tracy L'Huillier Comeau	- Gr. 3 F.I
Mrs. Melanie Lamkey	- Grade 4
Mrs. Colleen Kane	- Grade 4
Mme. Karly Prince	- Gr. 4 F.I.
Mrs. Natalie Richardson	- Grade 5 I.F
Ms. Rebecca Hitchman	- Grade 5 I.F.
Mlle. Mona Rousselle	- Gr. 5 F.I.
Mr. Chris Noel	- Phys. Ed.
Ms. Amy Breau	- Guidance
Mrs. Carrie Ross	- EST-Resource
Natasha Watling	- Secretary
Ms. Roma Gallan	- Library Assistant

Mrs. Clara Connell	-Educational Assistant
Mrs. Bev Keating	- Educational Assistant
Miss Patricia Lamkey	-Educational Assistant
Mrs. Cindy MacDonald	-Educational Assistant
Mrs. Gina Quann	-Educational Assistant
Ms. Lisa Howe	-Educational Assistant
TBA	-Educational Assistant
Mrs. Patricia Driscoll	- Custodian
Mr. Gary Robichaud	- Custodian II
Mr. Howie Carroll	- Custodian

SCHOOL OFFICE

St. Andrews does **not** have a full time secretary. Mrs. Natasha Watling will be in the office on: Monday, Tuesday, Thursday, and Friday: 8:30 A.M. – 4:30 P.M.

Wednesday – NO SECRETARY

There are times when the main office telephone is unattended. Please leave a message and your call will be returned as soon as possible.

STUDENT INFORMATION PROFILE

The student information profile sheets will go home with the students during the first few days of school. It is **imperative** that you fill in all of the information this *includes both names of parents as well as any health issues your child may have.* Please complete and return as soon as possible to the classroom teacher.

ATTENDANCE

Attendance at school is very important to a student's success. Anglophone North Sub District 16 Attendance Policy # 302 states: *Regular attendance is mandatory for all students enrolled in public schools. Attendance and absenteeism will be monitored, and regulated to ensure everyone may be guaranteed the same opportunities for a basic education and a productive future.*

- 1) On the occasion of each absence, it is the responsibility of the student to present in writing, a dated excuse from his/her parent or guardian.
- 2) When a student has missed 5 days, the homeroom teacher will contact the home to determine the nature of the student's absences. A Guidance Review Form will also be completed.

3) When a student has missed 12 days, a case conference will be held with the student, parent/guardian to prepare a Student Attendance Improvement Plan.

4) If a student does not meet the outcomes of the plan then the case will be referred to District Office.

If a student goes home for lunch and can not return to school, please notify the school as soon as possible. *This is for your child's protection.* Students are not permitted to leave school grounds without written permission from home.

EARLY DISMISSAL – EMERGENCY

IF SCHOOL IS CLOSED UNEXPECTEDLY, DOES YOUR CHILD KNOW WHERE TO GO?

HAVE YOU GIVEN THE SCHOOL AN EMERGENCY TELEPHONE NUMBER TO CALL IN THE EVENT THAT YOU CANNOT BE REACHED?

It is imperative that parents have an emergency number where they or a relative can be reached other than home on the student data sheet in case of sickness or an accident. This information is to be filled out on the information sheets sent home at the beginning of the year. It is also very important that parents have arrangements made for their child and let the school know where the child will go (if not home) in the event of early school closure due to weather, etc. The school requires that this alternate plan be communicated in writing to the child's homeroom teacher as soon as possible. From past experience, pre-planning will eliminate last minute confusion and numerous telephone calls.

SUPERVISION

Teachers supervise students from 8:00 A.M. until they reach home. Supervision includes: classrooms, halls, washrooms, loading/unloading of buses and the schoolyard in the morning, at recess and lunch times. **Students are not to arrive at school before 8:00 A.M. as there are no teachers on supervision until that time.**

Students who walk to school are not to arrive before 8:00 A.M.

ACCIDENT AND INJURY POLICY

Homeroom and duty teachers are to treat accident and injuries with careful consideration. Minor scrapes, scratches, and bruises are to be treated within the confines of the school and/or classroom and first aid supplies are available in the office.

However, staff are not allowed to administer any medication

All serious injuries are reported to the main office. If the injury is such that it requires attention from a doctor or hospital, teachers will address this first and parental contact will be made as soon as possible.

If an injury to the head occurs, no matter how severe, parental contact is made.

It is imperative that parents provide an emergency number(s) so quick contact can be made in the event of an injury. If any changes occur with these numbers during the year, please notify the school immediately. **These phone numbers are confidential.**

TELEPHONE USAGE

The school has a telephone available for **emergency and school related issues only** in the office. This phone is not to be used for student's personal use (for example, making arrangements to go to a friend's house). **Cell phones are permitted at the school.**

Students must obtain permission from their homeroom teacher before asking to use the phone and permission will be granted at the teacher's discretion. **The secretary or duty teacher will make emergency calls if necessary.**

SCHOOL VISITORS

All visitors to the school must first report to the main office to pick up a school pass and to sign in. This is for the safety and security of all students. At 8:30 A.M. all entrance doors, with the exception of the main office door, are locked. Again, this is done for the safety and security of our students.

If a visitor is seen in the school without a school pass, that person will be asked to report to the office. If that person refuses to comply then he/she will be asked to leave the building.

Parents who have to pick up their child during the day need to send a notice to the homeroom teacher as to the time they will be leaving. Parents are asked to report to the office and their child will be called via intercom to the office for pick up.

All unauthorized visitors will be asked to leave school property.

DROPPING OFF – PICKING UP STUDENTS

St. Andrews Elementary has a large number of students arriving and departing by bus. Parents dropping off or picking up children are asked to keep this in mind. The driveway along Chatham Avenue is designated for BUS drop off s. Parents are reminded to keep this area clear.

Parents are asked to use the Frost Street entrance for dropping off their child in the morning and pick up after school. At all times **EXTREME CAUTION** must be used in these areas.

The following entrances are be used at St. Andrews:

Bus students – St. Andrews Street/Chatham Ave.

Drop-off or Pick up – Frost Street

Walkers – St. Andrews Street

LUNCH POLICY/CAFETERIA

St. Andrews Elementary has a cafeteria available to all students. All students remaining at school for lunch eat in the cafeteria.

The cafeteria is **NOT** open for recess, and so students buying lunch need to bring a snack for morning recess. (10:00 a.m. K-3) (10:15 a.m. 4-5)

In the event a student is unable to behave in the cafeteria, parents will be notified and unless improvement is made, this child will not be permitted to eat in the cafeteria for a designated period of time. This privilege may be suspended for an indefinite period depending on the severity of the misbehavior.

SCHOOL BUS SAFETY

While entering, riding on, and exiting the school buses, students are expected to be well behaved. It is vital to your child's well being that the driver be able to focus his/her attention on the safe

operation of the bus and not be distracted by unruly behavior.

Children who place the safety of others in jeopardy, through improper behavior, may have their bus privileges suspended.

Parents should caution their children to be very careful when waiting at the bus stop. Often these sites are near busy highways and any type of silliness, chase games, etc. must be avoided.

Parents dropping off or picking up their children at school are cautioned to watch for buses. Remember – it is illegal to pass a school bus displaying flashing red lights.

FIRE DRILL

St. Andrews Elementary will conduct several fire drills during the school year. At the sound of the fire alarm the following procedures are followed:

- Stand and prepare to leave the classroom. All classrooms have been assigned a specific route to use to exit the school during fire drills.
- Classroom windows are closed by the students nearest to them. Classroom doors are closed by the last student leaving the room.
- Students leave the room in a quiet and orderly manner and do not retrieve books, clothing, personal affects, etc.
- Students wear indoor shoes at all times. During a drill or an actual alarm students will not have time to put shoes on if they have none.
- Proceed in single file along the route designated for your class. Go to your assigned area outside the school.
- Teachers verify that all students are outside.

Parents are requested to stress the importance of following established procedures for fire drills to their children. Younger children may require additional education in regard to the importance of fire drills.

LOCK DOWN

Our school is obligated to practice Lock Down procedures at least two times a year. When directed by the office, the students must:

- Walk directly into the closest classroom and go to the far corner of that classroom and sit on the floor quietly.
- Classroom doors are closed and locked.
- Everyone remains quiet and in the classroom until the office concludes the drill.

Parents are requested to stress the importance of following established procedures for lock downs to their children. Younger children may require additional education in regard to the importance of lock downs.

GUIDELINES FOR PROPER CLOTHING

When weather conditions are favorable, all students will be outdoors for recess. Therefore, students should wear clothing that is compatible with the current day's weather conditions. On warm days, shorts may be worn but cannot be shorter than the tips of the student's fingers when hands and arms are straight down their sides. On cold days **hats, mittens, boots, and ski-pants** enable the student to enjoy the playground.

Students are required to remove outdoor footwear before entering the classrooms. Once inside the school, they are required to put on indoor footwear.

It is recommended the students have gym sneakers. These sneakers may also be used for their indoor footwear. Tube tops, spaghetti strap tops, bathing suits, and short shorts, are not considered appropriate clothing for a school setting. We ask that parents monitor this so that their child does not come to school dressed in this manner as they will be asked to call home for a change of clothes.

LIBRARY

St. Andrews Elementary School's Library has a computer assisted automated system. This system allows us to have greater control over the operation of the library. All library books and material are stored on a computer data base. The borrowing and returning of books is done through this computer system.

If a library book is damaged or lost the student who borrowed the book is responsible for the replacing cost.

Our Library Assistant is responsible for maintaining the operation of our library with help of volunteers. This Library Assistant is at St. Andrew's one day a week.

Food or drink is not allowed in our library.

HOMEWORK

GOOD SCHOOLWORK LEADS TO GOOD HOMEWORK ROUTINES, WHICH LEADS TO SUCCESSFUL LIVING!

The staff members at St. Andrews Elementary School believe that homework is a vital component of your child's educational development. Homework helps reinforce concepts taught in the classroom and teaches student responsibility, and is sometimes necessary to complete the required curriculum.

It is our goal to keep homework to a minimum. If a student is unable to complete his/her homework, the parent should write the teacher a note explaining why it is incomplete.

Please note that parents will be contacted if their child's homework is not completed.

Homework should be done neatly and to the student's best ability. Students may be sent to the responsibility room, kept after class, or kept after school if their homework is not completed.

Homework is also assigned to allow students to finish work not completed during class, and to give parents an opportunity to be involved in their child's schooling.

STUDY TIPS

- List homework assignments and project due dates in an agenda or on a calendar.
- Ask your teacher about any problems you encountered while doing your homework before class begins in the morning.
- Arrange your homework in order of importance.
- Spend more time on those subjects which need improvement.

- Review your work two or three days before a quiz or test.
- Redo incorrect answers.
- Keep your notes neat –it is hard to study from a sloppy notebook.
- Study in one place as much as possible.
- Make sure lighting is adequate.
- Keep away from distracting noises, especially the television.

EXTRA HELP

Occasionally students may need extra support on a particular topic. This may include students being pulled out of class to receive the help they need. If your child requires this extra support you will be notified by his/her teacher.

SCHOOL SERVICES

St. Andrews Elementary School is fortunate to be able to provide the following services to its students:

- **Speech and Language Therapist**- visits our school once a week.
- **Student Counselor**- visits our school three days/week.
- **School Psychologist**- visits our school on an as needed basis.

LOST AND FOUND

St. Andrews Elementary maintains lost and found boxes. One is located in each wing of the school. Students are encouraged to check these boxes whenever they are missing an item. Items of value, such as, watches, rings etc., will be kept in the main office until the owner claims them.

ELECTRONICS

Electronic items are of great value therefore, these items are to be kept home. Such items include game boys, cell phones, MP3 players as well as I pods. The school is not responsible for these items if they are lost or stolen as they are **not** to be brought to the school.

ATHLETICS/SCHOOL ACTIVITIES

Our school offers many activities for students to take part in. This is largely due to the volunteer efforts of the teachers and help from the community. Below are listed some of the programs we hope to offer this school year.

Students are encouraged to participate in the activities.

Sports- basketball (3-5), cross country (3-5), walking clubs (K-2), floor hockey (5), and soccer (4-5).

Music- choir(3-5), drama (K-5), and dance(K-5).

Curriculum Related - student talent parade, computer, fish friends. and photography

Special Events - pumpkin carving, ghost story jamboree, and skating.

RESPONSIBILITY ROOM

St. Andrews Elementary has established a daily supervision room.

This room is for:

- Students who may have been absent and missed work or tests,
- Students who need extra help with assigned work,
- Students who do not complete homework or classroom work,
- Students who have misbehaved or broken school rules,
- Students who require supervision when unable to go outdoors.

SCHOOL DISCIPLINE PRACTICES

The following is a brief breakdown of how students who are sent to the office are attended to. A record is kept of all students who are sent to the office and the reason why.

For those students in Grade 4-5

Following **one** visit to the office **in a month**, the following measures will be taken:

- Student meets with Administration, loses an extracurricular activity or goes to the Responsibility Room (1 period) and a 'School Behaviour Incident Form' is sent home.

Following the **second** visit to the office **in a month**, the following measures will be taken:

- Loss of an extracurricular activity or the student goes to the Responsibility Room (1 period), or stays after school, a 'School Behaviour Incident Form' is sent home

and a **phone call home** is made informing parents of why the student was out of class.

Following the **third** visit to the office **in a month**, the following measures will be taken:

- Loss of school wide event (play, special assembly, field trip) **or** removal from school team/group **and** a meeting must be set up with parents and classroom teacher (administration will attend if asked) **or** an in school suspension.

Grade K-3

Following **one** visit to the office **in a month**, the following measures will be taken:

- Student meets with Administration, goes to the Responsibility Room (1 period), and a 'School Behaviour Incident Form' is sent home.

Following the **second** visit to the office **in a month**, the following measures will be taken:

- Loss of an extracurricular activity or the student goes to the Responsibility Room (1 period) and a **phone call** home informing parents of why the student was out of class.

Following the **third** visit to the office **in a month**, the following measures will be taken:

- Loss of school wide event (play, special assembly, field trip) or the student stays after school and a meeting **must** be set up with parents and classroom teacher (administration will attend if asked).

PARENT SCHOOL SUPPORT COMMITTEE

The Parent School Support Committee is composed of parent and community members who work in an advisory capacity with the Principal and staff. Membership runs from 6 to 12 members elected by the parents of the school as well as a community member appointed by the PSSC.

HOME AND SCHOOL

St. Andrews Elementary has a very active Home and School Association. The association has been

instrumental in supporting many of the activities at the school. The school is truly fortunate to have such a dedicated group of parents working with them. Any parents interested in joining the Home and School Association is urged to contact the school.

CUSTODY/DIVORCE

Unless informed, a school has no way of knowing which divorced parent has custody of a child and whether or not an individual has parental rights. The school requires a copy of the section of the divorce decree concerning custody and parental rights. Without this document we cannot guarantee that a parent will be able to see or pick up the child.

Please Note: 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 this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

CARE OF PROPERTY

Students will preserve all school property and will be held accountable, along with their parents or guardians for any damage or loss to property in the way of desks, walls, doors, P.E. equipment, library materials, etc. at or on the school grounds both during and after school hours.

CURRICULUM

St. Andrews Elementary follows the curriculum as prescribed by the New Brunswick Department of Education. Greatest emphasis is placed on Language Arts (reading, writing, listening, speaking, and spelling) and Math as these subjects are taught on a daily basis. The students in grades K-3 will be exposed to the French Culture and grade 4 will experience French language in block sessions throughout the year. The other subjects taught include: social studies, science, health, physical education, art, and music. There are no elective courses offered in the elementary curriculum. Our school also offers a French Immersion Program from grade 3 to 5. Since 2009, all of the grade 5 students in the Province of New Brunswick are required to take part in the Intensive French program.

We place great emphasis on reading and writing at Saint Andrews Elementary. The students are encouraged to read books they enjoy and write stories they want to tell.

Computers have become an important instructional tool for teachers and students to use. When visiting our school, you are able to see a variety of ways computers are used.

STUDENT REPORTS/EVALUATION

There are four reporting periods during the school year. At these times parents will receive a written progress report. Throughout each term teachers will be collecting copies of the student's work and tests when completed. These items can be seen during parent teacher conferences where your child's progress is being discussed.

Parents are asked to sign and return the report card envelope as soon as possible. To note, there is no envelope for the Interim Report.

Formal:

Elementary Interim Reports

- October 14

Elementary Report Cards

- November 28
- March 20
- June 22

Parent/Teacher Conferences

- December 1(pm) & 2(am)
- March 22(pm) & 23(am)

Informal:

- Telephone conversations
- Written communications
- Conferences involving combination of: parents/student/teachers/principal/support staff

After School Hours

Students who come to the school to play after hours are only allowed to be on the playground. Students are not permitted to play near the doorways or on any steps. No one is permitted in the area between the gym and the kindergarten wing after school is finished for the day.

Thank you for your assistance.

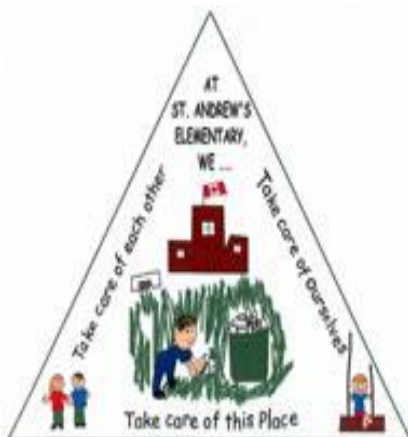
ALLERGY ALERT

We have several children in our school who have mild to severe allergies to nuts. Even exposure to a tiny amount of this item could pose a serious problem for these children. We can all play a role in preventing such a dangerous and frightening situation at school. School staff, other children and their families can help make the school environment safer for these children. We are asking for your assistance in this serious matter. Please...

- Check the list of ingredients on items you send to school and avoid sending nuts or any items containing nuts with your child.
- Explain to your child that they should not share lunch items with their classmates.
- Review with your child the seriousness of this matter.

This may be an inconvenience for you, but please realize the importance of your assistance. We would take the same care if your child had such health care needs.

REMEMBER AT SAINT ANDREW'S ELEMENTARY WE...



School web site:
<http://standrews.nbed.ca>