

Fairvale Elementary School

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Rothesay, NB
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Joan McFarlane, Principal

Bonnie Hierlihy, Vice-Principal



Parent Handbook 2007-2008

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Welcome To Fairvale Elementary School,

At FES, our mission is to Focus on Educating Students. All staff members take a keen interest in the students and wish to provide a safe learning environment for all.

New knowledge is acquired each day. During free time outside, students are able to run, swing, slide, play sports and have fun. Our students are also encouraged to be positive and look for a 'Happiness Highlight' each day.

Academic, physical and social growth will help develop a well rounded person.

Life long learners is a goal for all at FES. Happy learning!

Sincerely,

Joan McFarlane

Principal, FES

Welcome to the 2007-08 school year. I hope that everyone had an enjoyable and relaxing summer and is anticipating the many exciting opportunities that this school year will present at Fairvale Elementary.

We, at Fairvale Elementary School, are committed to your child's educational excellence, promoted through a diverse curriculum, a dedicated and knowledgeable staff, and a school/community partnership. Collaboration, cooperation and open communication between home and school are keys to building a strong foundation for a successful school year. I encourage and invite parent and community involvement in an effort to build a positive and successful educational experience for each of your children.

I trust you will take part in your children's education by inquiring about their time spent at school. Ask about their friends and teachers. Get involved as they complete their homework or seek to help on special projects. I am confident that your children will demonstrate greater motivation as you continue to show interest in their academic and social experiences.

We will certainly work on our end to provide your children with the best education possible. Let's work together to make this an excellent school year in every way!

Bonnie Hierlihy
Vice Principal

School Staff 2007 - 2008

Principal	Joan McFarlane
Vice-principal	Bonnie Hierlihy
Kindergarten	Don Forsythe, Judy Kilpatrick, Janet Krickler, Sandra McCavour
Grade 1	Rosalie Harroun, Joanne Palmer, Elsa Russell
Grade 1/2	Hillary Flewelling
Grade 2	Shari McNeill, Annabelle McRae
Grade 3	Sharon Josselyn, Joanie McCullum, Leslie Patterson
Grade 4	Judy Blanchard, Anne O'Brien
Grade 4/5	Carla Olive
Grade 5	Ashley Dobbin, Laurie Shillington
French Immersion	Laura Batt Melanson (1), Sarah Titus(1), Francine Martell (2), Charlotte McPhee (2), Heather Whittaker (3), Melanie Cyr (3/4), Suzanne Ledoux Clouthier (4/5) Tim McRae (5)
Music	Heather Clark Erb (K, 1, 2) Janice Craig (3, 4, 5)
Resource & Methods	Joe Armstrong, Angela O'Regan
French Core	Carol MacGillivray, Katherine Walsh
English LA	Linda Costello
Literacy	Debbie Gillis (English) , Nadine Gionet (French)
Physical Education	Gerald Arseneault
Guidance	Jane Perkins Love
Secretary	Tara Cowan
Custodian	Filippo Scichilone
Teacher Assistants	Maria Arongaus, Anna Buckley, Donna Clark, Heather Collicot, Joyce Clowater, Beatrice Dow, Annette Grant, Tracy Isaac Boyd, Lisa Lawrence, Tara Maxfield McCabe

District 6 Staff - 847-6262 / Fax: 847-6211

Superintendent - Zoë Watson

Director of Education - Andrew Hopper

Elementary Specialist - Lisa Jardine

Transportation Manager - Steven Evans

Facilities Manager - Tom Belyea

District 6 Office is located in the Town of Rothesay Building on the Old Quispamsis Highway across from Rothesay High School.

Snow Line: 848-SNOW

Province of New Brunswick Mission Statement:

To have each student develop the attributes needed to be a lifelong learner, to achieve personal fulfillment, and to contribute to a productive, just, and democratic society.

District 6 Mission Statement:

Our mission is to work in partnership with parents and the community to create a safe, nurturing learning environment that provides a high quality education which prepares all students to be productive, well-rounded, life-long learners.

Fairvale Elementary School's Mission Statement

Fairvale Elementary School is a community where each student has the right to learn in a safe and supportive environment which fosters respect, honesty, discipline, and accountability. Our purpose, in partnership with parents and community, is to challenge each individual to reach his or her potential.

FES = Focus On Educating Students

❖ Beliefs and Values

- ✓ We believe that everyone can learn.
- ✓ We believe that every child has a right to be supported in learning at his or her own pace.
- ✓ We believe that learning is lifelong.
- ✓ We believe that with rights comes responsibility
- ✓ We believe that respect and caring are core values to be nurtured.

School Improvement Plan - Three Areas of Focus

Objective #1: All members of the Fairvale Elementary School community - students, staff, volunteers, and parents, will work and learn in an environment that is positive, safe, healthy, nurturing, and orderly.





- ❖ Ron Morrish- School Wide Discipline
- ❖ Behaviour Tracking utilizing Win School
- ❖ Behaviour Action Plans
- ❖ Emergency Response Plans
- ❖ Running Club
- ❖ Student Leaders
- ❖ Professional Learning Communities (including flexible grouping)
- ❖ Use of New Brunswick Department of Education Portal

Objective #2: Students at FES will demonstrate continuous improvement in literacy skills, striving to meet or exceed the standards set by the Province of New Brunswick.

- ❖ Professional Learning Communities
- ❖ Male Role Models for Reading
- ❖ Buddy Reading
- ❖ Literacy Circles
- ❖ Flexible Groupings
- ❖ Utilizing Portal for informative information
- ❖ Invite Technology Mentor to school and classrooms

Objective 3: Students at FES will demonstrate continuous improvement in numeracy skills, striving to meet or exceed the standards set by the Province of New Brunswick.

- ❖ PLC- Numeracy Focus
- ❖ Numeracy Focus Hours Provided by Math Mentor
- ❖ Math Night
- ❖ Use of Monthly Newsletter as a means of keeping parents informed about mathematics. Tips to try at home are included each month.

<u>Month</u>	<u>Dates</u>	<u>Events</u>
2007		
September	3	Labour Day
	4	First Day for Students
October	8	Thanksgiving Day 
November	9	High School Parent-Teacher; Elementary/Middle Curriculum In-Service Day
	12	Remembrance Day 
	23	Elementary/Middle Parent-Teacher; High School Curriculum In-Service Day
December	21	Last Day of First Term
2008		
January	7	Teacher Professional Development
January	8	First Day for Students
February	22	PD for teachers 
March	3-7	March Break
	21	Good Friday
	24	Easter Monday
	28	Elementary/Middle Parent-Teacher; High School Curriculum In-Service Day
April	11	High School Parent-Teacher; Elementary/Middle Curriculum In-Service Day
May	2	Subject Council Day 
	19	Victoria Day
June	20	Last Day for Students (Friday)

Structure of our School Day

<i>Primary K to Grade 2</i>	<i>Upper Elementary Gr. 3 to 5</i>
7:40-8:05 Buses Unload & Outdoor Play	7:40-8:05 Buses Unload & Outdoor Play
8:05 Prepare for day	8:05 Prepare for day
8:15 Instruction begins	8:15 Instruction begins
8:20 Announcements	8:20 Announcements
8:15 - 9:45 Learning Block #1	8:15 - 10:15 Learning Block #1
9:45 -10:00 Recess	10:15 -10:30 Recess
10:05 - 11:35 Learning Block #2	10:35 - 12:05 Learning Block #2
11:35 -11:50 Lunch in Class	12:05 -12:20 Lunch in Class
11:50 -12:20 Outdoor Time	12:20 -12:50 Outdoor Time
12:25 -12:25 Learning Block #3	12:55 - 2:25 Learning Block #3
1:30 Dismissal	2:30 Dismissal
1:40 Buses Depart	2:40 Buses depart

Home

It is understood that the opportunity for the child's major learning experiences occurs in the home, particularly during the preschool years. It is also recognized that a good working relationship between the school and the home can only be to the benefit of the child. Because of the intense interdependence of the home and the school, the staff at F.E.S. undertakes to maintain a high level of communication and dialogue with the parents / guardians of the children in our charge. This is to take the form of personal meetings and conferences, phone communications, notes, letters, etc.

In affirming the importance of the home's role in the child's education, Fairvale Elementary School maintains its open invitation for parental contact and visits to the school, asking only that such visits be mutually arranged to the convenience of the parties concerned.

Parent School Support Committee

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held to fill the membership requirements. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this group.

Home and School Association

We are fortunate to have a dedicated Home & School Association at our school. It is the responsibility of parents to form a Home and School Association. An information bulletin will be sent home to all parents early in September.

Academic Programs

Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school or from the Internet at www.gnb.ca. If you have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

Instructional Time

With the extensive amount of material to be covered by teachers, it is of utmost importance that instructional time be protected. We will take measures within the school day to maintain maximum instructional time. Parents can help in the following ways:

- Attempt to schedule all of your child's appointments outside of school time. In the rare case where you must pick up your child during instructional time, minimize disturbances in the classroom by asking our secretary, Mrs. Cowan, to have your child sent to the lobby.
- If you are picking up your child after school, meet him or her at the gate to the playground. - 1:30 PM for Kindergarten to Grade 2 children and 2:30 PM for Grades 3 to 5 students.
- If you require time to speak with your child's teacher, please write a note to the teacher, phone after 2:40 PM, or schedule an appointment after school.

Thank you for helping to protect precious learning time! Your cooperation is greatly appreciated!

Communication

It is very important that we have clear communication between school and home. Our newsletter will inform you of school events as will our regular Talk Mail Messages. If you are an Aliant customer, there is **no cost** to receive Talk Mail messages. If you do not have Talk Mail on your phone, call Aliant to have this **free** service installed. If you are not an Aliant customer, all school-wide Talk Mail messages are posted on the school website, and sent via email to any parent who provides their email address.

Progress Reports & Parent/Student/Teacher Conferences

Three formal reports will be issued per child each year:

Term One Report Card - released on November 19, 2007;

Parent/Student/Teacher Conferences - November 23, 2007

Term Two Report Card - released on March 25, 2008;

Parent/Student/Teacher Conferences - March 28, 2008

Term Three Report Card - released on June 20, 2008

Formal Parent/Student/Teacher Conferences will be scheduled after Terms One and Two Report Cards. *It is important to note that parents may schedule a meeting with school staff at any time throughout the school year.* Please contact your child's teacher and we will be happy to schedule an appointment.

Homework

Homework is an important activity that allows parents and teachers to work together as partners to support children as learners. As a general guideline homework is assigned 10 minutes per grade level. The following is a guideline:

Kindergarten 10 minutes / daily

Grades 1 20 minutes/daily

Grade 2 30 minutes/daily

Grades 3 40 minutes/daily

Grade 4 50 minutes/daily

Grade 5 60 minutes/ daily

Note: Many of our teachers do not assign homework on weekends.

Newsletters

A school newsletter will be issued the first Thursday of each month. Topics covered include upcoming events, literacy and numeracy tips, updates from the Guidance Department, and other valuable information. In the case of families with more than one child at our school, newsletters are sent home with the youngest child. We are looking into having our monthly newsletters posted on our website.

Promoting Safety and Good Health

The safety of our children is of top importance to the staff of Fairvale Elementary School. Anything that threatens the safety of students at our school must be reported to the administration. Appropriate measures will be taken to remedy any safety issue.

➔ **Parents are asked to enter and leave the building through the Main Lobby Entrance.** All other doors will remain locked to the outdoors during school hours.

➔ **Anyone proceeding past the main lobby must sign in.** For the safety of all children, we must have a record of every visitor.

➔ All children must be supervised at all times. ***Supervision of students does not commence until 7:40 AM*** so please do not drop off your son or daughter prior to that time.

➔ If you are taking your child out of the building, or having your child picked up anytime other than after school, we ask that **your child be signed out at the office.**

We also promote healthy living choices at Fairvale Elementary School. We strongly ***encourage healthy choices for snacks and lunches.*** In fact, on the first Tuesday of the month we offer ***Tasty Tuesday Treats.*** Fruit is provided for all students.

Bus Zone / Drop Off

Only buses load and unload children in front of the school. Any parent who chooses to drive his or her child(ren) to school has two options. The two options are:

1) Park at the Dream Land and have your child(ren) enter through the playground gate.

2) Drive to the far end of School Street, turn around in the 'turn around' area, and drop your child (ren) off at the marked drop off location. Please have your child get out of the passenger side of the vehicle and enter into the playground.

FOR THE SAFETY OF EVERYONE, PLEASE DO NOT DO U-TURNS IN ORDER TO ACCESS THE DROP OFF ZONE.

These procedures are in place to ensure safety of all students. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation!

Bicycles at School

A bicycle rack is available at our school. Students bringing bikes are expected to:

- proceed immediately to the bike rack as soon as they arrive on school property.
- Secure their bicycles with security locks. The school can not accept responsibility for loss or theft of, or damage to, bicycles.
- refrain from riding bikes at any time during the school day.
- upon dismissal are to wait at the bicycle rack until all buses have left the school grounds.

Medications (Major/Minor) and School Staff

The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- 1) For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. **Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school.** This form is available at the school
- 2) The school is not to be held responsible for long term storage or lost medicine.

Important Note: Medic Alert Forms must be completed for all students with serious health issues as soon as possible.

Allergen Free Environment

Fairvale Elementary School is a *nut free and scent free environment*. We must have everyone's cooperation by:

- not sending any food product containing nuts.
Please check labels carefully. To avoid confusion, we discourage peanut butter alternatives (products that look like peanut butter).
- not wearing perfumes, strong deodorants, body sprays and hair sprays.
Please realize the seriousness of allergies. Due to our commitment to providing a safe learning environment for all, these expectations must be strictly enforced.

Milk Orders

Milk orders are collected for a month at a time. We rotate monthly between white and chocolate milk. For example, white milk is available for the month of September and chocolate milk is available for the month of October.

Hot Lunch

A Hot Lunch program, overseen by our Home and School, is available. Currently offered are chicken burgers on Wednesday and pizza on Friday. Both items are purchased from Angelos. The frequency and menu can change throughout the year. All students eat lunch in their own classrooms

Communicable Diseases & Exclusion From School

In the best interest of the student body all parents are asked to respect the following Department of Health guidelines regarding communicable diseases:

DISEASE:	MINIMUM EXCLUSION PERIOD FROM SCHOOL:
<i>Vaccine Preventable Diseases:</i>	
<i>Diphtheria (case)</i>	<i>Two weeks after completion of antibiotics provided that two negative cultures are obtained. Medical certificate required.</i>
<i>Diphtheria (carrier)</i>	<i>After completion of antibiotics provided that two negative cultures are obtained. Medical certificate required.</i>
<i>Measles</i>	<i>Four days from appearance of rash</i>
<i>Mumps</i>	<i>Nine days from appearance of swelling</i>
<i>Rubella</i>	<i>Seven days after onset of rash</i>
<i>Whooping cough (pertussis)</i>	<i>Five days after starting antibiotic treatment or three weeks after onset of cough (untreated)</i>
<i>Chickenpox (varicella)</i>	<i>Until child feels well enough to return</i>
<i>Hepatitis A</i>	<i>One week after onset of jaundice</i>
Other Viral Infections:	
<i>Fifth Disease (Erythema Infectiosum)</i>	<i>None</i>
<i>Mononucleosis</i>	<i>None</i>
Other Bacterial Infections:	
<i>Strep Throat (with/without skin rash)</i>	<i>24 hours after starting antibiotic treatment</i>
<i>Scarlet Fever</i>	<i>24 hours after starting antibiotic treatment</i>
<i>Impetigo</i>	<i>24 hours after starting antibiotic treatment</i>
Other Conditions:	
<i>Scabies</i>	<i>24 hours after treatment</i>
<i>Pediculosis (Head Lice)*</i>	<i>Until first treatment is complete and no evidence of live lice</i>
<i>Pink Eye</i>	<i>24 hours after starting treatment</i>
<i>Ringworm</i>	<i>None</i>
<i>* Note: Please check your child for head lice on a weekly basis. Please notify the school at the first sign of nits or lice.</i>	

Each day many parents are faced with a decision: should I keep my sick child at home or send him or her off to school. Often the way a child looks and acts can make the decision an obvious one. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. *Keeping a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest, recover and receive the extra tender love and care he or she needs. Please remember that we do not have a 'sick room'.* Fresh air, exercise and opportunities to socialize are all very important to healthy growth therefore all children are encouraged to go outside during scheduled breaks.

Indoor Shoes Policy

Only indoor shoes are to be worn throughout the school. By adhering to this policy we should significantly help those students that are prone to allergies and will greatly assist with reducing sand, mud and dust in the building. We ask for everyone's cooperation in this area of school cleanliness and allergen free practices.

Outdoor Play Time

On most days students will be expected to play outside upon arrival (times vary depending on bus arrival times), during morning recess (15 minutes) and for approximately 30 minutes at noon. *Parents are asked to ensure that children are dressed appropriately for going outdoors.* When weather does not permit for outdoor activities due to extreme cold temperatures or rain, we will have an "inside day" at our school. The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision (as well as two others) will supervise the designated in-school areas when the decision has been made to stay in.

School Closures - Inclement Weather

Snow line - 848-SNOW (7669)

The options are as follows:

1. Schools are open as usual in which case no announcement will be made.
2. Schools are closed for the day with the appropriate announcements being relayed to the radio stations by 6:00 AM - 6:30 AM.
3. Some schools in the area are closed; in which case the announcements will be made via the radio station as outlined above.

4. Buses are delayed one hour with all schools in District 6 opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction i.e. of a remedial or review nature. Attendance will not be taken until the buses arrive.

5. Schools *may* be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and parents will be informed via the media. This option will be exercised very rarely since often road conditions are better at the end of the school day when transportation crews are expecting students to be dismissed.

"You are urged to listen to the radio early in the morning during inclement weather conditions so that you can be informed of the school closings. Also you are reminded to check the walking conditions in your area before your child(ren) is/are going to school, then you ultimately have the final decision as to whether or not to send your child(ren) to school, either walking or on the bus.

Additionally, school bus drivers are encouraged to exercise caution and their own discretion when encountering unfavorable road conditions in their area.

Once a decision has been made and announced regarding school closures in inclement weather, it is of very little benefit for parents to call the District Office to second guess the decision that has been made. By all means they are free to write and convey that information to the District officials. The switchboard is busy at the best of times and if complaints are written, this will leave the switchboard free to handle calls that might be of an emergency nature. Your cooperation in this regard will be greatly appreciated."

School can also be closed for other reasons

This may happen under clear sunny skies, but may be due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early.

➔ **If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child - a place where it is guaranteed that there will be someone home.** For the sake of the safety of your child, please be diligent in completing this section of the information form very carefully. Although we trust this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. *Thank you for helping us keep your child safe!*

School Expectations/School Consequences/School "I Care Rules"/Ron Morrish Training

Fairvale Elementary School is an "I-Care Community" in which I Care Cat represents the values of caring and respect of others. The I-Care rules are introduced in Kindergarten and then reviewed and extended from Grade One to Grade 5.

I Care Rules

- **We listen to each other.**
- **Hands are for helping, not hurting.**
- **We use I-Care Language**
- **We care about each other's feelings**
- **We are responsible for what we say and do.**

Ron Morrish's Approach To Discipline

Our school staff approved a school-wide discipline policy that is based on Ron Morrish's approach to teaching behaviour expectations. The discipline policy at our school is based on the understanding that order is necessary if the school is to function and students are to learn. It also recognizes that all students are constantly making choices about whether they will contribute positively or negatively to any given situation. Our discipline policy reflects the belief that students can and will make good choices if they are taught the type of expected behaviours to use when at school. Many children require additional positive support to help them contribute to our school community. In some serious cases students may need time in the practice room to complete discipline forms that will be sent home for their parents to sign and return. All staff members will work to educate all the children and to have the children train and practice appropriate behaviour. Each person in our school is responsible for controlling his /her actions and reactions to any situation.

Consequences Step Program

On the rare occasion, with a small percentage of children, Ron Morrish training is not effective on its own. More specific consequences are required. Below please find our consequence step program.

- **Time Out** (15-30 minutes) in the Practice Room (may include time for practice)
- **Step 1:** Creation of "Responsible Choices Plan" (copy of attached form to be kept on file)
- **Step 2:** Review and Revision of the "Responsible Choices Plan" Parent involvement is required and a warning of suspension may be issued at this step. Play area may be restricted.
- **Step 3:** After School Detention (2:30-3:30pm)
- **Step 4:** In school Suspension
Grade level work and alternate break times will be provided.
Referral to the Guidance Counsellor and School Intervention Worker will be placed on file.
- **Step 5:** Suspension from School. At the end of this suspension, the student will be allowed to return to school only after a conference involving parent(s), student, administration, and other necessary

Expectations of Our Staff:

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to his/her potential.
2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.

3. Keep parents informed about the progress of their children, both through formal and informal means.
4. Respect children as young persons who come from various backgrounds and who bring different abilities to school.
5. Model appropriate attitudes and behaviours for our students.
6. Provide discipline, which is based on our training and the "good parent" guide.
7. Base decisions on what we believe to be in the best interest of the child.

*If parents need to discuss an **educational concern**, they will contact the teacher or the administration to set up an **appointment**.

Child Absences from School / Safe Arrival

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- (a) In the case of a ***planned absence***, send a note to your child's teacher beforehand informing him/her of the upcoming absence.
- (b) In the case of an ***unplanned absence***, please phone our Safe Arrival Number at 847-2087 **before 8:00 AM** to inform us that your child will not be in school and the reason. When your child returns to school, please follow this with a **written note** to your child's teacher explaining the reason for the absence.
- (c) A *Safe Arrival Program* takes place at our school. Teachers verify attendance daily and inform the Safe Arrival Parent of absent students. Every day, it is very important that we are aware of the reason for each child's absence to ensure that each of our students is accounted for each morning. Any absences for which a reason is not known, a phone call will be made to home or work to determine the whereabouts of the child. Our goal is to ensure all students are safe.

Lost and Found

Items are stored in the area directly behind the library. There are bins, as well as a hanging unit for outerwear and sweaters. Parents are reminded, via Talkmail, to check the lost and found area. Three times a year any unclaimed items are donated to charity. In an effort to keep our Lost & Found items to a minimum, ***parents are asked to place their child's name on all items being brought from home, including sweaters, jackets and sneakers.***

Bus Safety and Discipline

The safety of all students who ride on our school buses is a matter of concern to the staff at FES. Bus transportation is a privilege that can be revoked for any student whose behaviour is unacceptable.

The following procedures are followed when students are reported for bus misbehaviour:

- The student(s) and witnesses may/will be interviewed by the administration to provide an accurate account of the incident.
 - Following an investigation, the student may/ will receive one or more of the following consequences: a verbal warning, a warning letter and / or, a letter of bus suspension. A copy of the letter needs to be placed by the homeroom teacher in the student's cumulative record file.
 - There are two classes of offences for which a driver can file a bus report on students.

Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: Noisy behaviour, switching seats, spitting, or other similar offences.

Class Two offences are more serious and usually will result in a one to five day suspension of bus privileges. Examples may include: Offensive language, physical aggression, or vandalism.

Bus Safety

Students must ensure that behaviour at their bus stop does not result in unsafe conditions. Throwing rocks or snow at the bus stop is not acceptable. Children should be at the stop at least 5 minutes before the bus is scheduled to arrive in the morning. The children are to follow the directions of the driver and look both ways before crossing the road.

If students must cross the street they are to cross the road at least 10 feet in front of the bus. To prevent being a safety hazard, backpack straps and clothing toggles should be kept short.

Certain items are not permitted on a school bus regular run for safety reasons, limited seating space or time restrictions. Such items are as follows:

- 1) skate boards or scooters
- 2) large musical instruments- violins and ukuleles are permitted
- 3) hockey/game sticks and equipment bags
- 4) ghetto blasters
- 5) suitcases
- 6) Skis and ski poles

Ice skates and roller skates must be in a zippered canvas type bag for transporting on the school bus.

District 6 Bus Conveyance Policy

Last year, School District 6 introduced a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used consistently and it is within the Fairvale Elementary zone. An Alternate Location Request form must be filled out. This form is available in the school office or downloadable from the District 6 web site under Transportation. ***This will be strictly enforced this year as we ensure the safety of all children.***

School Supplies

Grade one immersion students are charged a fee of \$40.00 and the teachers provide all required material. All other grades, including kindergarten, have a suggested list sent home to with the student's June report. These lists are also posted on our school website.

School Fees

We do not have a student fee at this time. Children are asked to contribute small amounts of money (usually a loonie) to cover the cost of special events such as guest performers or skating. Next year, it is our intention to implement a student fee so parents pay once rather than throughout the year.

Library

The library is open to classes four days a week. Students must return books when they are due. Students with overdue books are not permitted to take out books from the library. Voices must be kept quiet during the library time. Teachers may suggest books for the library to purchase.

Telephones/After School Plans

School telephones are for official school business only. Use of the office phone for **emergencies, such as an illness** is permitted; provided the child's homeroom teacher gives permission. If students are planning on changing their after school plans, a written note must be received by the homeroom teacher. All bus drivers require a signed "*alternate bus stop location form*" from the parent to inform them of any changes for children's after school plans. These forms are required to be completed at least one day in advance.

Student Leadership

Many of our grade five students help to organize, plan and participate in a variety of intramural, playground, and other school activities. Their activities include providing assistance to other students on the primary playground area, sorting and delivering pamphlets and newsletters to all classes, making announcements, and acting as junior secretaries if needed.

Fire Drills

When the fire alarm is sounded, all staff members must exit the building. Teacher must take their class list and call attendance when the children have gathered at the meeting place outside the school. Guidelines for behaviour include walking on the right of the hall, being calm and quiet, and to wait until a class has passed your door before interrupting the line. Students should face away from the school. Teachers should have the first student in line hold the exit door for the class. The lights should be turned off, and the classroom door closed. When the drill is completed, the bell will be sounded and the classes may proceed back into the school. Individual meeting place locations can be accessed from the office.

Emergency Evacuation

In case of an emergency, the students may need to be sent home early or evacuated to the Rothesay Baptist Church at 30 Vincent Road. Please review with the children what their plans involve if school was to close early. Teachers and Staff must contact the child's parent or guardian or emergency contact to inform them of the situation. In most cases, it is not critical to immediately leave the building, the buses are not to be sent until plans are confirmed for all students.

Hats and Footwear

Students are expected to remove their hats when they enter the school. (Winter hats are an exception to the guideline.) While in the school, inside shoes / gym sneakers should be worn. Please avoid sneakers that have soles that leave black scuffmarks on the floor.

Mascot / Colors

Our school mascot is the Cool Cat. Our school colours are red and white.

School Photographs

The school photographs will be taken in **September**. Mr. Bliss Haines, of Harvey Studios, will be in organizing the photographers who will be taking the photos in September. A memo will be sent home with the children in each class. Teachers should send the photos orders to the office for collection by Harvey's. If you receive questions regarding photos the parents should be referred to the Harvey's office via the toll free phone number.

Custody Arrangements

The school administration and classroom teacher need to be aware of any custody arrangements and, in particular, if there are court orders prohibiting a parent from having contact with the child. A copy of the specific court order must be in the child's school record. In some cases, parents who have children under joint custody, request that both parents receive copies of the school report card and other documents. Please inform the school if this is your preferred arrangement.

Skating

Students have a four week skating session at the Quispamsis Arena. Primary children skate for 30 minutes and upper elementary students skate for 45 minutes. Children are transported by bus. We currently are utilizing CAN AM Charters. Depending on class size either two or three classes (of similar grade) skate at the same time.

Notes for parents regarding skating.

- ✓ The teachers view skating as part of our physical education program and we encourage all children to participate.
- ✓ We ask for your co-operation in ensuring your child has a **helmet**, (a bike helmet is satisfactory), **skates**, warm **gloves or mittens**, **snowpants**, and a **hat**.

SAFETY:

- ✓ Skating is viewed as recreational and, at this level, we are not permitted to allow the children to play hockey or games resembling hockey. Students are asked to skate at a safe speed that allows everyone to enjoy this activity.
- ✓ Each group that goes to the rink is to arrange for part of the ice surface to be available for beginners.
- ✓ Students are not allowed on the ice surface until the teacher / supervisor is **on** the ice.
- ✓ When bringing skates on the school bus, children **must** put their skates in a gym bag; a plastic bag is not strong enough to prevent accidents with sharp skates.
- ✓ Please sign the attached permission form and provide us with any information that may impact your child's participation in this school program.

Parent and grandparents are welcome to come to help with skates and to skate with the classes. Please include this information on the permission form. We want to emphasize with students the importance of an active life-style.

Volunteers

All volunteers must complete a volunteer registration form. Parent volunteers should be under teacher direct supervision whenever assisting in the classroom. If parents take children out of the classroom to read with them or to provide academic support, a criminal record check must be done. School District 6 will cover the cost of such checks. Criminal record checks are completed at the Rothesay Regional Police Station.