

SUSSEX ELEMENTARY SCHOOL



STUDENT HANDBOOK 2012 – 2013

Name: _____ Class: _____ Phone #: _____ - _____

Other numbers your child may need to contact:

(1) _____ - _____ (2) _____ - _____ (3) _____ - _____

25 Duke Street
Sussex, NB
E4E 1P8

Telephone: (506) 432-2019 Fax: (506) 432-2049

School Website:

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

Anglophone South District

Welcome from Administration

On behalf of the staff and PSSC at Sussex Elementary, welcome to the 2012-2013 school year! Our vision at SES is to prepare students for THEIR future, and our mission is to promote academic excellence and personal growth in a safe learning and working environment. Achieving this will be a rewarding journey for staff, parents, and students.

Sussex Elementary has completed the 2nd year of the New Brunswick Demonstration School Netbook project. Although this research based initiative is complete, our school will continue to use the array of technology that came along with the program to prepare our students for their future. We have renewed our numeracy focus as part of our updated School Improvement Plan that was approved by our PSSC in May, 2012. Through all of these learning opportunities and initiatives we cannot lose focus of our code of conduct and how this positively prepares students to be quality citizens within our building and community.

The SES Student Code of Conduct will support students in making responsible choices and decisions while at school. At the same time, it is important we recognize that our student clientele are young and will certainly need to rely on their adult role models for guidance, direction, and support in learning their responsibilities and expectations.

Sussex Elementary staff will strive to positively role model these skills for our students. At the same time, parents must know that they are the primary role models for their children and provide children with clear rules, expectations, and opportunities to take on responsibilities outside of school will further their learning process.

Together, we can make a positive difference in the lives of our students. It will require effective communication and collaboration which is a 21st century skill that we need to demonstrate for our children.

Respectfully,

Doug Bobbitt – Principal

Margaret DeMerchant – Vice Principal



The mission at Sussex Elementary School is to promote academic excellence and personal growth in a safe learning and working environment.

Department of Education, Province of New Brunswick - The mission of public education in New Brunswick is that each student will develop the attributes needed to become a life-long learner, to achieve personal fulfillment and to contribute to a productive, just and democratic society.

About Sussex Elementary School

Sussex Elementary has an enrollment of approximately 455 students in grades Kindergarten to Grade Five. We have Early French Immersion in Grades 3-4-5 as well as an Intensive French Program at the Grade 5 level. **Our students will follow a Day 1, 2, 3, 4, 5 schedule.**

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).

Parent School Support Committee – A Parent School Support Committee (PSSC) is established for our school each September. A formal election is 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 important parent group.

Home and School Association – We are fortunate to have a dedicated Home and School Association at our school. It is the responsibility of parents to form a Home and School Association. The administration is responsible for liaison with this association. An information bulletin is sent home to all parents in early September.

Daily Timetable 2012-2013

7:50 am	Supervision Begins on the Playground for Student Drop-Off/Walkers
7:55am – 8:10am	Buses Arrive
8:10am	Entry Bell
8:15am	Homeroom
8:25am	K-5 Classes Begin
9:55am-10:10am	Recess
11:40am-12:10	K-2 Lunch; Grades 3-5 Outside Play
12:10-12:30	Grades 3-5 have Lunch with Afternoon Classes Beginning at 12:30
12:10-12:45	K-2 Outside Play
2:00	K-2 Classes Conclude; please wait until 2:05 to 2:15 if you are picking up your child
2:25 pm	Grades 3-5 Classes Conclude

ANGLOPHONE SOUTH DISTRICT

Hampton Education Centre (formerly School District 6)

School Calendar 2012 – 2013

<u>Month</u>	<u>Dates</u>	<u>Events</u>
2012		
September	3 4 5	Labour Day – No Classes Professional Learning Day for Staff – No Classes First Day for Students
October	8 9	Thanksgiving Day – No Classes Professional Learning Day for Staff - No Classes
November	12 30	Remembrance Day – No Classes Grade K-12 Parent Teacher Conferences/Professional Learning Day for Staff – No Classes
December	21	Last Day for Students before Christmas
2013		
January	7 - 8 9	Professional Learning Days for Staff – No Classes First Day for Students
February		
March	4 - 8 28 29	March Break – No Classes Grade K-12 Parent Teacher Conferences/Professional Learning Day for Staff – No Classes Good Friday – No Classes
April	1 19	Easter Monday – No Classes Professional Learning Day for Staff – No Classes
May	3 17 20	Provincial Subject Council Day – No Classes AEFNB/NBTA AGM – No Classes Victoria Day – No Classes
June	21	Last Day for Students



SES Staff 2012-2013

Principal	Doug Bobbitt	Guidance	Raya Khedheri
Vice Principal	Margaret DeMerchant	Resource and Methods	Kathy Stewart
Kindergarten	Pam McDermott		Laura Webster
	Lenora Murray	Literacy	
	Sheila Reid		Jacqueline Turnbull
	Tina Drury	Physical Education	Denis LeBlanc
	Shelly Bronnum		
	Erika Warren	Music	Sylvie Frenette-LaRush
Grade 1	Joanne Hughson	Intervention	Patti-Jo Adair
	Nancy MacLeod	Education Assistants	Patricia Butler
	Mary Law		Kim Welner
Grade 2	Heather Stevens		Loralie Fanjoy
	Lana Keirstead		Linda MacNeil
	Mary Murray		Nan Stockdale
Grade 3 English	Jane McComb		Ken Young
	Vicki Buchanan		Pat Hasson
Grade 3 French Immersion	Anne Bourque		Heather Graham
	Paulette Fillmore		Gail Steeves
Grade 4 English	Dawn Dunfield		Mick Keith
	Lauring Smith-McNutt		
Grade 4 French Immersion	Mary Desjardins		
	Jennifer Ramsay		
Grade 5 Intensive French	Stephanie Boucher		
Grade 5 French Immersion	Nicole St-Cyr		

Signing In and Out – Parents, Visitors, and Students

All schools in District 6 require all persons to check in at the office upon entering the school.

This policy is for the safety of all children. Students coming late must sign in at the office.

Students leaving for appointments must be signed out by a parent or guardian at the office. When returning from an appointment only the student needs to come into the office to sign back in.

Picking Up Your Child at the End of the School Day

We would also request your assistance if you are picking your child up at the end of the day by meeting **your child outside the school building, in the front lobby, or cafeteria.** Hallways become very congested with movement of classes to busses. If it is a rainy or extremely cold day, please wait inside the cafeteria for your child.

Comings and Goings - Parents of children not traveling by bus are informed that school doors do not open until 8:10am each day, except during periods of inclement weather. **Early arrival may be unsafe for your child, as outdoor supervision does not begin prior to 7:50 a.m. Students need to be at school by 8:15am.**

Behavioral Standards and Expectations

At Sussex Elementary School students, staff, parents and partners are required to follow the following rules:

1. I will be respectful.
2. I will be prepared.
3. I will do my best.
4. I will make good choices.
5. I will be responsible.

Students are expected to adhere to the School Code of Conduct and to act in a manner which protects the safety and learning of all. Students are responsible for their behavior in accordance with their stage of development and to the extent to which their behavior is voluntary. When disruptive behavior is due to exceptional characteristics of a student and he/she is unable to control this behavior, solutions must take the needs of the student and the student's classmates into account.

To meet the behavioral standards and expectations established by the district, students must:

- Come to school prepared, on time and ready to learn;
- Show respect for themselves and others; rules and authority; learning and teaching; school and personal property; and the school and community environment;
- Follow established rules, procedures, expectations and staff directions;
- Demonstrate courteous, cooperative and considerate behavior;
- Demonstrate honesty and integrity;
- Complete assignments and produce quality work up to one's potential;
- Be accountable for personal actions and positive resolution of problems; and
- Be dressed appropriately.

Responsibility of Parents: Parents play an important role in the education of their children and have a responsibility to support the efforts of school staff in maintaining a safe and respectful learning environment.

Parents fulfill this responsibility when they:

- Show an active interest in their child's school work and progress;
- Communicate regularly with the school and share pertinent information which impacts their child's education such as illness, travel, extended absences, medical conditions, family situations, etc;
- Contact the teacher if there are questions or concerns about classroom procedure(s), curriculum, or any incident involving their child;
- Ensure that their child attends school regularly and on time; notifying the school of their child's absence or late arrival;
- Understand and support the School Code of Conduct;
- Encourage and assist their child in following the rules of behavior; and
- Collaborate with teachers and administrators in dealing with disciplinary issues to develop effective Positive Behavior Support Plans if their child is experiencing significant behavioral difficulties.

The school will keep parents informed if your child is experiencing difficulty with behavior. Occasionally, it is necessary for us to work together to plan a behavioral program or seek additional assistance from District resource personnel. Such a plan may include parents being asked to supervise their child; a child being required to return home during noon hours; or class privileges, (such as assemblies or trips) being forfeited and substituted by regular assigned work.

It is our goal to help students become responsible and independent citizens. With school and home working together, we can help our children grow and accept a greater range of responsibilities.

Hints from our Guidance Department on **Ways to Stay Bully Free:**

- ◆ Avoid bullies
- ◆ Act confident
- ◆ Look confident
- ◆ Be observant
- ◆ Tell a friend
- ◆ Tell an adult
- ◆ Be assertive
- ◆ Stay calm
- ◆ Keep a safe distance
- ◆ Walk away
- ◆ Say "Stop it!"
- ◆ Say "Leave me alone!"
- ◆ Say "Whatever!"
- ◆ Use humor
- ◆ Use "I messages"
- ◆ Travel in a group
- ◆ Join a group
- ◆ If you're in danger, **RUN**

Our Monthly Skill Streaming Skills

September	Listening
October	Ignoring/Ignoring Distractions
November	Joining In
December	Dealing with Teasing/Responding to teasing
January	Being Honest
February	Dealing with Feeling Mad
March	Solving a Problem
April	Accepting No
May	Accepting Consequences
June	Sharing

Our Classroom Rules & Procedures

Report Cards - Formal report cards are issued for students in grades K-5 three times during the school year. One report is sent home in the fall, the second in the early spring, and the third at year's end. In addition, many teachers send home informal interim reports, notes and updates, or keep in contact by telephone. Parent-Teacher interviews will be arranged, while additional meetings may be requested at any time.

Emergency Closing of Schools - During the winter it may be necessary to close schools due to inclement weather or other conditions. The local radio station, CJCW (590 AM), and CBC Saint John (91.3 FM), will announce school closures for Sussex-area schools. If it is necessary to close school during the day, it is required by our district administration that your child be familiar with an emergency plan, and that the plan is on file at the school with a phone number of an available person to contact. Your child must know where to go, how to get there, or whom to contact.

Limiting Classroom Interruptions - For students to get the maximum benefit during instruction time, we would like to minimize classroom interruptions. **Please write a note** in the student agenda, rather than call the school if you will be picking up your child or there is a change in after school plans. **We cannot guarantee that messages will get to the teacher before dismissal as the school is often a very busy place.**

Forgotten lunches, homework etc. should have child's name and homeroom written on them and be left at the school office for students to pick up.

When school dismisses for the day, walkers and bicycle riders are to go directly home, as there is no playground supervision after school. Supervisors are on duty for bus loading only. Children are not allowed to stay on the playgrounds after school without parental supervision.

Children are not permitted to leave school grounds at lunch time except to go directly home (with written permission on file). Requests to buy lunch off school premises or walk to a local store will not be accepted.

Students will enter and exit the building by doors designated by your child's teacher. This allows for the orderly and safe movement of students throughout the school.

All exterior doors to the school will be locked during school hours, with the exception of the Main office doors. Anyone wishing to visit our school, after school has started, will have to enter the building by those doors. **Upon entering the building throughout the day you MUST sign in at the office.** It is important to note, that while the doors are locked for access from the outside, they can be opened from the inside for easy exit, whether they are locked or not.

Student Illness - If your child is ill during the day, we will make every attempt to notify you so that arrangements may be made to transport your child home. It is therefore very important that the teacher be notified in writing of any known health conditions, and that the school be notified of changes to home or emergency telephone numbers.

It is the policy of Sussex Elementary not to have students outside during periods of inclement weather (including extreme cold). Usually, however, we feel it is necessary for children to have an outside break during morning and noon recesses. This better prepares them for classroom work. We ask your cooperation in seeing that your child is prepared for winter weather by providing warm clothing, mittens, a hat and warm footwear. If for some medical reason your child is being requested to stay in during recess and noon, please send a note stating this or a doctor's note. A good rule of thumb is, if your child is well enough to come to school he/she is well enough to go outside. If your child is running a temperature, he/she should stay at home.

Oral Medications, Inhalants and Other Medical Procedures - The Department of Education has given us operational procedures for the administration of medicine. Thus, the administration of prescription medicine and other medical procedures should be provided only when (1) requested by the parents, (2) advised by a physician, and (3) necessary during school hours. All three conditions are required. No over the counter drugs shall be administered unless prescribed by a physician. Parents are responsible for advising teachers of any changes to a medication regime. Parents must fill out a form at the school office authorizing the school to administer any oral medication or inhalant. If your child uses an inhalant you must fill out the proper paper work and inform the teacher. Policy 704 – Health Support Services can be found at <http://www.gnb.ca/0000/policies.asp>

Strong Scents & Fur or Hair Bearing Animals - We have several children in our school with asthma and allergies. We would ask that no strong scents, perfumes, perfumed soaps or scented markers be worn or used in our school or on class trips. We would also ask that people be sensitive of this when purchasing supplies for their children. Also due to asthma and allergies no fur or hair bearing animals are allowed in our school.

No Smoking Policy - Our school and school property is a smoke-free zone. Please respect this Provincial policy and refrain from smoking anywhere on school property.

Physical Education -Students in all grade levels have physical education classes a minimum of three times each week. Students need proper clothing for this class, including shorts or sweat pants, a T-shirt, socks and appropriate athletic footwear to be worn inside only. **Students participating in skiing, skating and curling are required to wear helmets.** All students are expected to participate in physical education classes unless written permission for exclusion is provided.

Lost & Found - We ask for parental support in labeling articles of clothing and lunch boxes so that these items may be returned to the rightful owner. When unmarked items become unmanageable at school, they are donated to a local charity. **It should be noted that electronic games, jewelry and special items should not be brought to school.** The rule of thumb is, **“If there would be tears if you lost it, leave it home!”**

Conveyance Policy – 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 Sussex Elementary School zone. An Alternate Location Request form must be completed. This form is available at our school office.

School Bus Rules

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

Violation may result in disciplinary action and possible loss of transportation privileges.

Parent's or Guardian's and Student's Signatures

Your signature indicates that you have read and discussed with your child the information contained in this student handbook:

Signature of Parent/Guardian

Signature of Student

Date

Date

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Signature of Parent/Guardian

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