



QUISPAMSIS ELEMENTARY School



STUDENT & FAMILY HANDBOOK

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Follow us on Twitter: @QUISPAMES

This agenda belongs to:

NAME _____ TEACHER _____

ADDRESS _____

CITY/TOWN _____ POSTAL CODE _____

PHONE _____

STUDENT NO. _____



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QUISPAMIS ELEMENTARY SCHOOL COMMUNITY

Q.E.S. Mission: We connect and inspire. We learn and succeed. We lead!

Q.E.S. Vision: We build leaders by igniting a passion for learning in a community of caring and respect.

Our Mission and Vision are words we live by. Students enter our school community with a zest for learning. They are curious about what they see, hear, touch and smell. We foster that curiosity by connecting with each other and our community. We respect the diversity, curiosity, inquiry, and analysis students have about themselves, their peers, and the world around them. The world is here to explore, and we aide students in understanding its interconnectedness. QES encourages student led, inquiry based investigations to make connections with what the student already knows and to increase their knowledge about what interests them. We learn from each other, and we respect the authenticity of inquiry from which individual passions grow.

In an inquiry based learning environment, the teacher's job is not to provide the knowledge, but to help students along the process of discovering knowledge. With inquiry, neither the students nor the teacher know where they will begin, or where it will end. The steps are not predetermined, and the amount of learning that can potentially take place is unlimited. Teachers facilitate the process and guide students in the right direction all the way along. In the end, the result is students becoming leaders of their own learning, and deep thinkers about their world. This is how we promote creativity, build leaders, ignite passion, learn and succeed.

By creating a community of caring and respect, we strive to ignite a passion for learning in every child. At QES we support the teaching of personal positive traits. Approximately every six weeks we focus on a different characteristic that supports being a successful citizen. These themes include strategies that support students becoming more responsible and independent as well as helping one to become interdependent (successfully working with others). Furthermore, they emphasize balance in life and supporting a healthy lifestyle.

QES Themes

**Be proactive. You're in charge! *Begin with the end in mind. Have a plan.*

**Put first things first. Work first then play. *Think win-win. Everyone can win.*

**Seek first to understand, then to be understood. * Listen before you talk.*

**Synergize. Together, we are better. *Sharpen the saw. Balance feels best.*

| UNACCEPTABLE BEHAVIOURS | POSSIBLE CONSEQUENCES/INTERVENTIONS |
|---|--|
| <ul style="list-style-type: none"> • Intentionally causing injury to others • Obscene/threatening language or gestures • Open defiance of teachers and other school personnel • Vandalism • Throwing objects inappropriately (snowballs, rocks, etc.) • Disruptive behavior in the classroom • Unsafe use of playground equipment • Theft | <ul style="list-style-type: none"> • Apology (oral or written) • Re-teach/practice appropriate expectations or routines • Reflection activity • Recess/noon attention • Community service (grounds clean-up, chores) • Parent contact • Individual behavioural plan • Pay for damages/repairs • Warning of or suspension from school • Police may be contacted in cases of violent acts, dangerous objects or stealing |

School Wide Behavioural Expectations

At QES, we follow the best teaching practices for academics as well as behaviour.

This process of teaching includes:

➔Set expectation ➔Teach/Model ➔ Practice ➔Acknowledge success ➔ Repeat (often)

As part of creating a Positive Learning Environment, QES has behaviour standards that are expected of all students. As a general rule of conduct, all students are expected to behave in a respectful and safe manner toward fellow classmates, teachers, and visitors. In essence, students are to treat others in a manner that they would have others treat them. Students are also expected to participate in learning opportunities and consistently and punctually complete school work, including home assignments, to the best of their ability.

On a regular basis, school staff teaches, recognizes, and encourages respectful behaviours. We will be adopting a new code of conduct this school year: **BE RESPECTFUL, BE RESPONSIBLE, BE SAFE** and will be using these statements to assist with teaching our school routines and expectations in the fall and throughout the school year.

School Fees and Supplies

The \$25 student fee should be paid no later than *September 28, 2018*. This includes \$7 for agenda, \$3 for cultural events, \$10 for instructional activities, and \$5 for a fall skating program, which is supplemented by the Home & School. Student supply lists are accessible on the website as well as the Staples stores for your convenience. Please contact the school if financial difficulties prevent payment of these school fees

COMMUNICATIONS

Contact QES at 847-6207. When calling the school, you will hear these options:

Press "1" - Leave a message if your child will not be at school, or for a change of plans after school.

Press "2" - to speak to our Administrative Assistant, Mrs. Folkins.

*Students will only phone home if they are ill or there is a situation that requires parental assistance.

QES Newsletters/Voicemail/E-Mail/Twitter

The QES main source of school wide communication will be through our email communication system. Individual classrooms will send regular emails regarding classroom news. The school will send a weekly email regarding whole school information. The school also uses Twitter, @QUISPAMES, to share school wide events, and some teachers may also use Twitter to share glimpses of what is happening day to day.

Our website is a great source of information. We encourage you to check the school's website. School newsletters will be published periodically throughout the school year and sent home via our email communication system. The Home and School Association has a Facebook page entitled 'QES Families', which has important events posted for your information. We make an effort to be environmentally conscious and reduce the use of paper copies. If you require a paper copy of newsletters or notices, please let your child's teacher know and we will be happy to send it home with your child.

Teacher/Family Communication

Families may expect an introductory call from their child's teacher in early September to open the lines of communication between home and school. Your child's teacher will communicate through a regular email. Other information that needs to be communicated between family and school can be at the discretion of the family and teacher.

It is important to remain in contact with the teacher regarding your child's progress and any areas of concern. Appointments may be arranged to discuss concerns. The family's first point of contact with the school is always the classroom teacher. If a matter requires the involvement of school administrator, the classroom teacher will initiate that involvement.

The District Connection

Quispamsis Elementary is part of the Hampton Education Centre (HEC) and the Anglophone School District South (ASD-S) (www.asd-s.nbed.nb.ca). All school closures are announced on the district website, Twitter @ASDSouth, and local radio stations. Contact by phone: ASD-S 658-5300, HEC 832-6193.

ATTENDANCE MATTERS

Attendance and Punctuality

- Attendance and punctuality are vital to your child's success at school. All students should be at school by **8:05am**.
- Students are expected to be at school every day unless they are ill.
- If your child is/will be absent please call the school as soon as possible, pressing 1 to leave a message.
- Upon return, parents are required to send a written note stating the reason for the absence.

**Regular attendance at school is very important; however, we ask that you please keep your child at home if he or she is ill.*

Below is our daily schedule and attendance policy:

| DAILY SCHEDULE | |
|-----------------------|--|
| 7:45-8:05 | Students arrive at school |
| 8:15 | Announcements (after which students are marked as tardy) |
| 8:15-10:15 | Instructional Time |
| 10:15-10:30 | Morning Recess |
| 10:30- 12:00 | Instructional Time |
| 12:00-12:15 | Students eat lunch |
| 12:15- 12:45 | Lunch Recess |
| 12:45- 1:30 | Instructional Time (K-2 Students) |
| 12:45- 2:20 | Instructional Time (Gr. 3- 5 Students) |

| TARDINESS | ABSENCES |
|--|---|
| 5 days – Call/Email from teacher | 5 days – Call/Email from teacher |
| 10 days – Call/Email of concern from Administrator | 10 days – Call/Email of concern from Administrator |
| 15 days – Call/Email of concern from Administrator & schedule a meeting | 15 days – Call/Email of concern from Administrator & schedule a meeting |
| <p>We want to work with families in taking a proactive approach with attendance/tardiness. Please communicate with the school any pertinent information that impacts your child's attendance. Communication with the classroom teacher regarding tardiness and absences is very important. Please ensure that you call/email the school whenever possible to let us know that your child will be tardy/absent.</p> | |

Late Arrivals Must Sign In

- For your children's safety, all doors to the school, except the main door by the school office, are locked after 8:15.
- Anyone entering the building after this time must do so through the main doors. Students are required to sign in, inside the office door, if they are arriving to school after 8:15.
- If you escort your child into the school, please allow your child to proceed to his/her classroom **by his/herself**.
- If you are picking your child up early, go to the office and we will assist in having your child meet you at the office. Disruptions to the classrooms during the instructional day must be kept to a minimum. *Thank you for your cooperation.*

EMERGENCY PREPARATIONS

Emergency Plans

The school has in place procedures in event of a fire, external or internal threat, or emergency closure. These procedures are practiced with students. In the unlikely event that a school evacuation becomes necessary, students will walk to Kings Valley Church and parents will be contacted.

Allergies and/or Medical Alerts

- If a student becomes ill or is injured while at school, we will attempt to make contact with the parent or guardian, or with the person listed for emergencies. **It is very important that this information is kept current.**
- First aid is administered to any child who is injured while at school. Information regarding the provision of health support services to students is described in provincial Policy 704, Health Support Services in Public Schools. A copy of the policy may be obtained from the office. According to this policy, any student with severe allergies, asthma, diabetes, or other life threatening condition must carry, every day, an EpiPen or other prescribed essential medication on his/her person.
- **The correct forms, which outline the procedure for the medical condition, must be filled out by parents, signed by a credited medical professional, and returned to the school where it is kept on file. Parents meet with administration to review the form every September, to update information.**
- The Canadian Medic Alert Foundation will provide customized IDs for those children with medical conditions. If you are interested, please contact the office (847-6207).

VOLUNTEERS

Visitors and Volunteers

The school welcomes parent, family and community volunteers and visitors. Volunteers/visitors play a vital role in helping the school run smoothly and in enhancing the learning environment for students. They can share a skill or expertise, work in the library, help with the hot lunch program, tutor children, and assist in classrooms or on field trips and help in numerous other ways. Volunteers are screened, trained in provincial policy on student protection and, depending on their volunteer jobs, require a criminal record check. All visitors/volunteers are asked to sign the logbook, located inside the office, and are asked to wear a nametag while in the school. When leaving, please sign out and return the tag.

Home and School Association

Our school has an active Home and School Association that meets once per month here at the school. The Home and School raises funds to provide items for the school that are not part of our school budget; past projects have included the SMART Boards in every classroom, hush-ups for the students chair legs, update to the Sensory Room, gym equipment, iPads, etc. As well, the Association coordinates the school's hot lunch and milk program. If you are interested helping our school be "the place to be!", become a member by contacting QES and your name will be forwarded to the Home and School executive or you may email geshomeandschool@hotmail.com. Memberships can be purchased at our Open House in August, or anytime during the year for \$5.00 - anyone can attend a meeting and be involved in the discussion but only members can vote on motions. Parents are encouraged to attend meetings and become involved!

Parent School Support Committee

The Parent School Support Committee (PSSC) meets monthly to discuss school improvement plans and to provide input to the administration on planning, policy and governance issues as well as communication between home and school. New members are always encouraged and welcome.

Community School

Quispamsis Elementary is a provincially designated Community School. A Community School promotes community engagement by building partnerships, encouraging the community to become active in the school, encouraging children to develop a sense of belonging and commitment to community and enhancing student learning and the environment. For more information, contact the QES Community Coordinator, Vicki Hogenbirk at victoria.hogenbirk@nbed.nb.ca.

TRANSPORTATION**Bus Students**

Bus service is available for students living greater than 1.6 km from the school and is the preferred method of transportation. When a student requires a change from the usual bus assignment, ***an alternate transportation form must be completed and submitted to the office prior to the date of the change.*** A copy of the form is available on the school website. Students are expected to follow bus safety rules at all times and listen to driver instructions. Consequences for inappropriate behavior on buses are determined by district policies and may include suspension of bus privileges.

Drop -Off Zone Guidelines

Please practice *patience* when dropping off your children in the morning. Safety and kindness are two of the most important things we can teach our children.

1. Enter the drop -off zone at the end near the school office. The bus lane is *off limits*.
2. Cars may stop to the right to drop off. The left lane is for cars exiting after drop off.
3. Students can exit their cars at any part of the sidewalk area in the drop- off zone (no need to wait until you're at the front of the line).
4. Drop off your child as quickly as possible.
5. Exit the zone to the right to ease the flow of traffic on Hampton Rd. and avoid morning gridlock.

****During winter months visibility is limited at our school bus entrance and exit, and sidewalks in our drop-off zone are snow covered. It is extremely important that cars **do not** enter the bus zone, as staff are escorting walking students into the schoolyard/building safely. Please visit the QES website for more information about Drop-Off Zone Etiquette**

- If you have the proper permit, you may use the handicapped parking space located beside the office entrance.
- The first three parking spaces in the lot on the side closest to KVHS are short term parking spaces for parents who are coming into the school with their child (dropping off projects, musical instruments etc.)

Walking Students

Students who live within walking distance are encouraged to walk, bike, scooter or skateboard to school. Bike racks are available outside the school and skateboards and helmets can be stored outside the office. A crossing guard is available at the school to help students cross Hampton Road.

NUTRITION

****ALL ASD-S SCHOOLS ARE PEANUT & NUT FREE****

Hot Lunch and Milk:

All milk and hot lunch is ordered and paid in advance on a monthly basis. Information will be provided to all parents in September on how to order by our Home and School Association. ***In the event of student absence or a school closure, be aware that money is not able to be refunded. If you have any questions about the Hot Lunch or Milk programs, please email geshomeandschool@hotmail.com.***

Please note: these items are subject to change. You will be notified in advance of any changes

| Day | Menu Items | Vendor |
|-----------|--------------------------------------|----------------|
| Tuesday | Pizza or Chicken Caesar Salad | Angelo's Pizza |
| Wednesday | Grilled Chicken Wrap or Hamburger | Dairy Queen |
| Thursday | Pizza or spiral noodle lasagna | Dairy Queen |
| Friday | Turkey or Ham Sub & Fruit Sauce Tube | Subway |

*QES is a compassionate school community interested in supporting families who may need assistance. We offer:

Breakfast: All students are encouraged to eat breakfast at home every day before coming to school. QES offers a breakfast program for students unable, for whatever reason, to eat at home.

Snacks: A variety of nutritious snacks are available in the office or in classrooms.

Noodle Club: Students of QES are invited to eat lunch at the Wesleyan Church on Mondays.

****WATER** is the only drink a student needs at school. Fruit, vegetables, grains, and protein are the best brain foods you can offer your child to be their finest throughout the day. Sugary foods result in tired, restless little bodies.**

Home Reports and Family/Teacher Interviews

The Province of New Brunswick has a home report which provides feedback to families about student learning, three times per year (November, March and June). This report card uses standards-based grading, on a 4-point scale (1, 2, 3, 3+, 4, 4+). Also included are learning habits, which are important to a students' success in school as well as in life (independence, initiative, interactions, organization, and responsibility). The reporting scale for these habits are letters: C-consistently, U-usually, S-sometimes, and R-rarely. Formal family/teacher interviews are scheduled for Nov. 22nd from 4:00-7:00pm and Nov. 23rd 9:00-11:00 am, and April 4th 4:00 – 7:00 pm and April 5th 9:00-11:00 am. Parents may request a meeting with teachers to discuss concerns at any time.

Homework

The purposes of homework are to share with parents, review, and to practice and reinforce what is learned at school, prepare for the next day and explore subjects more fully than time permits in the classroom. Homework is meant to be a positive experience that encourages children to learn and share what they know. It also encourages independent work, self-discipline and responsibility. If a child appears to spend too much time completing assignments or does not understand a particular skill or concept, be sure to contact the teacher.

School Photographs

Martin Flewelling will be the school photographer for this year. The photographer will have a digital computer image available to ensure your child is looking his/her best. All students will have their pictures taken on **Sept. 28th** and will have their proofs printed for them to take home on the day of the photographs. If your child is absent on this day, re-takes are scheduled on **Nov. 2nd**. This is an optional service offered for families; you do not need to purchase the photos.

Clothing Guidelines

Clothing should be appropriate for elementary school (i.e.: covers shoulders/midriff/upper thigh, wording). Students require properly fitted, indoor sneakers with non-marking soles. Daily clothing worn should allow for easy movement in physical education/play time. Sneakers are the best choice for footwear. We are outside twice a day so dress for the weather (boots, snow/splash pants, warm jackets, hats and mitts). All clothing should be labeled with the child's name. Lost items may be retrieved in the "lost and found" bin on the stage.

Staff List 2018-2019

| Grade | Name | Grade | Name | Position | Name |
|-------|-------------------|----------------|-------------------|-----------------------------|-------------------|
| Gr. K | Blucher, Melissa | Gr. 1 Fl | Stiles, Cheryl | Principal | Blucher, Mark |
| Gr. K | Savoy, Allison | Gr. 1 Fl | Cox, Melanie | Vice Principal/Phys Ed/ EST | Barrieau, Kelly |
| Gr. K | Williams, Hillary | Gr. 2 Fl | LeBlanc, Jennifer | Administrative Assistant II | Folkins, Lynn |
| Gr. K | Smith, Melissa | Gr. 2 Fl | | Ed Supp Teacher – Resource | Sarah Morrison |
| Gr. 1 | Sullivan, Cristin | Gr. 3 Fl | | Ed Supp Teacher – Resource | Young, Kristie |
| Gr. 1 | Keating, Cindy | Gr. 3 Fl | | Student Intervention Worker | |
| Gr. 2 | Earle, Andrea | Gr. 4 Fl | Sherrard, Heather | Student Intervention Worker | |
| Gr. 2 | Nolan, Kelly | Gr. 4/5 Fl | | Phys Ed | Boucher, Gaspard |
| Gr. 3 | Lloyd, Didi | Gr. 5 Fl | | Music | |
| Gr. 4 | Warman, Tanya | Gr. 5 | | Head Custodian | O'Blenis, Carol |
| Gr. 4 | Burnett, Ashley | IF/Eng Comp | | Custodian | Elaine Winchester |

Educational Assistants: Jodie Black, Lesa Broad, Tammy Cassidy, Andrea Doley, Sharon Edwards, Marit Greenhalgh, Alicia Godwin, Angela Guguen, Lisa Lawrence, Catherine McNeill, Kim Moore, Jacqueline Norrad, Cheryl Profit, Amy Umstadt, Johanna Van Steeg

2018-2019 Calendar

| | |
|--------------|---|
| August 30 | 6:30-7:30 QES Open House |
| September 3 | Labour Day (<i>no school</i>) |
| September 4- | First Days of School (<i>staggered entry for kindergarten</i>) |
| September 28 | Picture Day (retakes November 2) |
| October 8 | Thanksgiving - <i>no school</i> |
| November 9 | 9 No school (PL & report card prep) |
| November 12 | Remembrance Day holiday- <i>no school</i> |
| November 22 | Family/Teacher Conference @ 4:00 – 7:00 pm |
| November 23 | Family/Teacher Conference @ 9:00 – 11:00 am (<i>no school pm</i>) |
| December 21 | Last day before Christmas Break |
| January 7 | No school for students (PL Day for staff) |
| January 8 | First day back for students |
| January 28 | No school for students (PL for staff) |
| February 18 | No school for students (NB Family Day) |
| March 4-8 | March Break (<i>no school</i>) |
| March 22 | no school for students(PL & report card prep) |
| April 4 | Evening - Family/Teacher Conference @ 4:00 – 7:00 pm |
| April 5 | Morning - Family/Teacher Conference @ 9:00 – 11:00 am (<i>no school pm</i>) |
| April 19 | Good Friday (<i>no school</i>) |
| April 22 | Easter Monday (<i>no school</i>) |
| May 3 | Provincial Council Day (<i>no school</i>) |
| May 6 | AEFNB/NBTA Meeting for Teachers (<i>no school</i>) |
| May 20 | Victoria Day (<i>no school</i>) |
| June 21 | Last day of school for students |