

GRAND BAY PRIMARY SCHOOL

Allez, les Aiglons! Go Eaglets Go!



**Manuel Scolaire
School Handbook
2018-2019**

Dear Parents and Students,

Welcome to Grand Bay Primary. We would like to take this opportunity to introduce you to our school and its policies and procedures so that your child's time here is enjoyable and full of exciting learning opportunities. Your child's teachers look forward to providing a positive learning environment that encompasses your child's academic and social development.

Grand Bay Primary's Vision and Mission:

VISION: **G**rowing, **B**elonging, **P**reparing for our future.

Grandir, être le **B**ienvenue, se **P**réparer pour notre futur

MISSION: Working together in an inclusive learning environment to support students in reaching their individual potential.

Travailler ensemble dans un environnement d'apprentissage inclusive pour soutenir les étudiants pour attendre leur potentiel maximal.

School Staff

Principal	Mrs. R. Nickerson
Administrative Assistant	Mrs. T. Rowell
Kindergarten	Mrs. T. Boucher
Kindergarten	Mrs. B. Benjamin
Kindergarten/Grade 1	Mrs. C. Bettle
Grade 1	Mrs. M. Parish
Grade 1FI	Mme A. Churley
Grade 2	Ms. K. Feicht
Grade 2FI	Mme J. Martin
Phys. Ed.	Mr. D. May
Music	Mrs. L. McLaggan
Methods & Resource	Mrs. R. Nickerson/Ms. T. Vanderbeck
Guidance	Ms. T. Vanderbeck
Educational Assistant	Ms. A. Myers
Educational Assistant	Mrs. A. Tippett
Educational Assistant	Ms. L. McCumber
Educational Assistant	Miss. J. Gale
Educational Assistant	TBA
Custodian	Mr. D. Fisher

School Hours

8:25am	Doors Open
8:30am	Bus Arrival
8:45am	Instruction begins
10:15-10:40	Recess
10:40-12:10pm	Instruction
12:10am	Lunch
12:50am	Bell
1:00am	Instruction begins
2:05am	Dismissal

The arrival time for students is between 8:25am and 8:40am. Students are permitted entry to the school at 8:25am and the door will be unlocked at this time. There is an 8:25am bell. Instruction begins at 8:45am at which time the doors will be locked for the day. Students arriving after this time will need to use the doorbell and sign in at the office. Dismissal is at

2:05pm. After the 2 buses are loaded and have departed, the students who are walking/being picked up will be dismissed. Families picking up a child are asked to wait outside by the front door. Thank you.

Security System/School Visitors

Please note that the safety of our students and staff is top priority and, as noted above, the school doors are only open during student arrival in the morning. Those students arriving after this time will need to use the school doorbell (as stated above) and will be buzzed in by our Administrative Assistant. Our front door is monitored by our Admin. Assistant and any school visitors (incl. parents) must be buzzed in and report to the office. Please do not take your child to their classroom. It is very important we know at all times, who is in the building. Visitors must identify themselves to school personnel and sign in at the office. Thank you for your cooperation and anticipated due diligence.

School Website

Please visit our school website at www.gbp.nbed.nb.ca to see all of the exciting things happening at our school. There is a school calendar in a drop down box that will keep you up to date and informed.



Peanut / Nut Free

Anglophone South School District Policy states that all schools in the District are Nut and Peanut Free due to life-threatening allergies of several students and staff. Any and all food items which may contain peanuts and/or nuts such as cookies, granola bars, peanut butter, etc. are strictly forbidden in ASD-S. We encourage parents to read the ingredient list to ensure appropriate products are being brought to school. Thank you.



Scent Free

Anglophone South School District Policy states that all schools in the District are Scent Free (students, staff and visitors). Please refrain from wearing perfume or any scented products when entering our school. Thank you.

Safe Arrival and Absenteeism

Our "Safe Arrival Program" will continue throughout the school year. The success of this program is dependent on home and school working together. If your child will not be present due to illness, an appointment, or some other reason, please use the new safe arrival program. Please register at: <https://go.schoolmessenger.ca>. This new and more efficient system gives families 3 convenient methods of reporting a child's absence in advance. These options are available 24 hours/day, 7 days a week. The new *SchoolMessenger Communicate* automated notification system will contact parents whose child is absent when the absence was not reported in advance. A note was sent home with clear instructions and information. Please contact the school if you have any additional questions and/or concerns. We believe this program is an extremely valuable service to ensure the safety of your children. Thank you in advance for your patience and cooperation during the roll out of this new program.

Changes in After-School Routines

Occasionally a child's after school routine may change, sometimes for a long term but often for just a day or two. Any

changes to your child's dismissal routine (i.e. a relative or friend picking up your child) should be indicated to the teacher in writing. This lets the teacher know whom the child can leave with. Teachers will not release students to adults they do not know or do not have permission from their legal guardians. Also, if your child must leave school prior to dismissal time, please advise the homeroom teacher or office. Alternate bus forms are available in the office if your child requires transportation to an alternate location that is **not** their home address. This change in pick up or drop off must be a regular, weekly occurrence (ex. every Mon/Wed/Fri) and sporadic requests to go on the bus cannot be approved (*see "bus students" on next page for more information).

Communicating with Teachers

Keeping the lines of communication open between home and school is critical to your child's success. There are many ways to do this (email, phone calls, face to face meetings). Teachers are happy to meet with you to discuss your child's progress however, communication must be done through an after school appointment, email or phone call. Teachers often have morning and lunch duties and after school meetings as well so please call or email in advance to set up a time that works well for all. Thank you for your cooperation and understanding.

NO STOPPING – NO PARKING ZONE

Parents are asked to park in the Grand Bay Baptist Church parking lot when dropping off their child as Woolastook Drive (in front of the school) is a NO STOPPING-NO PARKING ZONE. We also ask that you **do not** use the school parking lot for dropping off or picking up children as there is limited parking for staff and very limited visibility. Vehicles are not permitted to drive in back of the school during the school day. We appreciate your attention to this matter.



Bus Students

Students who travel on a school bus must behave in a manner that does not compromise the safety of any occupant of the bus or cause damage to the bus. Students are expected to:

- Respect each other and obey the driver
- Stay in their seat
- Keep their hands to themselves
- Keep their voices down.

Students whose behaviour could endanger the safety of any occupant of the bus or cause damage to the bus will lose the privilege of traveling on the bus.

ASD-S Transportation Department states for safety reasons, PLEASE do not send requests to the school asking for your child to go on a different bus after school **UNLESS** it is an emergency. If your child needs to travel on a different bus that is part of their regular after school routine, you must fill in an Alternate Bus Form and send it into the school for approval. Our Admin. Assistant can provide you with this form. We **CANNOT** allow a child to go on a different bus because they want to go to a friend's house after school.



Communicable Diseases, Medications and Head Lice

When your child enters the school system, he/she will have a much wider circle of friends and will be exposed to more communicable diseases and viruses such as colds, influenza, conjunctivitis (pink eye), mumps, etc. Please contact the school

if your child is diagnosed with any serious health condition so that we may monitor this situation at the school level. School age children may sometimes come in contact with head lice and we ask that you check your child's head regularly. Should head lice be detected, please contact the school. You may choose to contact your local pharmacist for advice. Occasionally a child must take medication at school. Policy 704 states that **prescription drugs** may be administered by staff members upon a signed written request/consent from the parent or guardian. Forms are available at the office.

Home & School Communication

At Grand Bay Primary, we communicate with families in many ways:

- in person
- open house
- our school website: www.gbp.nbed.nb.ca. Our school calendar found on the website is a great source of school information.
- monthly school newsletters
- School Cash Online (visit <https://asd-s.schoolcashionline.com/> and click "get started today" to register for all school payments such as school fees, hot lunch, school clothing-which will be available soon)
- notes sent home from the school and from individual teachers
- teacher websites and emails
- phone calls home
- School Messenger (for safe arrival and talk mail system) When we send a school talk mail message, the name of the school or PNB will show on your phone. There is no need to contact the school when you see this, just listen for the talk mail message. If you have given the school your email, you will receive the same message through email as well.
- through Home and School and PSSC committees



Notices to Parents

Throughout the year you will receive many notices from your child's school. It is important that you read every one. These notices may inform you of school closures, special activities or changes in school routines or policies. If you overlook the notices, your child could miss out on some activities. We encourage you to respond promptly to any notice that requires a reply. The only way we can be sure you receive a notice is when we receive your response if required.



Emergency Numbers

When a child is hurt at school or becomes sick, our first step is to call the parents/guardians. Sometimes however, the parent/guardian cannot be reached by phone. The school requires that you provide an alternate phone number for such an emergency. When considering whom to specify as an emergency contact person, please choose someone who is generally home during the school day and available to pick up the child from school. **Please ensure the phone number is a working number and the contact person is aware they have been identified by you as an emergency contact. If the number changes during the school year, please contact the school office.**

Occasionally, the school must close unexpectedly during the day, perhaps due to a storm, water problem or power outage. We do our best to make parents/guardians aware of early closures through radio announcements, District website and ASD-S Twitter account. **If early closure should happen to fall on a day when you are not at home, we need the name and number of someone with whom your child can stay. Preferably this person would be on the child's regular route home.** As well, your child should be aware of these emergency plans. We also ask that you monitor the weather situation in the morning in anticipation of a possible closure due to deteriorating conditions.

Change of Address and Phone Number

Please advise the office immediately if you have a change of address, phone number or if your child has a change in living arrangements. It is important that the school keep all relative student information up to date and accurate.



Playground and Other Equipment

Students regularly use the playground during recess and noon hour. At these times the playground is supervised. Students who use the playground after school and in the evenings do so at their own risk. The school is not responsible for incidents that occur on the playground outside of school hours when the area is not supervised by school personnel. When children use the playground during supervised times, the following rules are in effect:

- Respect area boundaries designated by the school.
- Do not act in a physically aggressive manner (fighting, pushing, play fighting)
- Use the playground equipment safely
 - Do not climb up the slides
 - Take turns on the equipment
 - Use appropriate language

Lost and Found

Elementary students tend to misplace many belongings at school. Because many children have similar items, they can sometimes have difficulty identifying their own. Our Lost and Found area is often left with many unclaimed articles. If you label all your child's belongings, including jackets, snow pants, book bags, sneakers, perhaps we can keep these losses to a minimum. We ask you to periodically check our Lost and Found area located outside the school office for lost items. Please check in with the office before doing so.



Personal Electronics

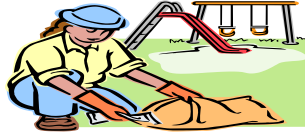
Grand Bay Primary requests that NO electronics be brought to school. If a child does bring electronics to school, the school will NOT BE responsible if they are damaged, lost, or broken.

Children sometimes bring a small toy to play with on the playground at recess and lunch time. Please be aware that should the items become damaged or lost, the school is not responsible.



Field Trips

Due to district wide policy, we are unable to take students on field trips when they must be transported by car. However, our school budget allows for one or two field trips per year by bus. Prior to any field trip you will receive notification of its time, place and location. In order for your child to participate, a school permission slip must be signed by parent/guardian. Hand written notes are not accepted.



Parent Volunteers

Parent volunteers at school and in the classroom can be a valuable experience for all students.

There are many ways a parent can volunteer their time and talents. Volunteers can read to children and listen to children read. Parents who enjoy art activities and music are welcome to share their talents with us as well. Parents who don't feel comfortable in the classroom can help out in other ways. Please discuss volunteering with your child's teacher, the school or your Home & School.

Provincial policy requires that all volunteers in the public school system must have knowledge of Policy 701 (the Policy for Protection of Students) and present a validation form as well as a current police record check to the school prior to volunteering at school.

Parents who will be driving children to extra-curricular events need to have \$2,000,000.00 liability insurance, winter tires from November to March, a criminal record check and a note from the parent of the child you are transporting.



Reporting to Parents

Parents of our students are always very excited to learn how their children are doing in school. Teachers are eager to share information with you. We have parent teacher interviews twice a year – in the fall and in the spring. During this time, the teacher will discuss with you your child's social and academic progress. We trust that you will make every effort to come to these interviews. Report cards will be issued three times a year.

If you, as a parent, have concerns about your child's social or academic progress, please call your child's homeroom teacher at 738-6504 to make an appointment.

Homework

"Reading aloud with children is known to be the single most important activity for building the knowledge and skills they will require for learning to read" (Marilyn Jager Adams). Families are encouraged to promote a love for books and reading.

Please ensure that your child is reading and/or being read to every night. This will be reinforcing the skills that they are learning in school. Your child's teacher will keep you updated on homework.

Other ways to boost your child's "brain power" outside of school hours is to participate in various activities such as music, sports, guides/ scouts, creative play, family time, educational websites, etc.



Physical Education and Music

Grand Bay Primary is very pleased to have a Physical Education Teacher and a Music Teacher. Students are reminded to wear appropriate footwear to gym class.

