

GRAND BAY PRIMARY SCHOOL

Go Eaglets Go! Allez, les Aiglons!



School Handbook
Manuel Scolaire
2020-2021

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. C. Bettle
Kindergarten/Grade 1	Mrs. E. Roy/Mr. D. May
Grade 1FI	Mme. S. Fitzpatrick
Grade 1/Grade 2	Mrs. M. Parish
Grade 2	Miss K. Feicht
Grade 2FI	Mme. A. Churley
Grade 2FI	Mme J. Martin
Phys. Ed.	Mr. D. May
Music	Mrs. L. McLaggan
Methods & Resource	Mrs. R. Nickerson/Mr. D. May/Mrs. L. McLaggan
Guidance	Mrs. T. O'Brien
Educational Assistant	Ms. A. Myers
Educational Assistant	Mrs. A. Tippet
Educational Assistant	Mrs. E. Wilson
Educational Assistant	Miss A. Dupuis
Educational Assistant	Miss B. VanWeston
Educational Assistant	Mrs. S. Welton
Custodian	Mr. D. Fisher

School Hours

8:10am	Buses start to arrive
8:25-8:35am	Walkers/Driven students arrive
8:45am	Instruction begins
10:15-10:40	Recess (staggered)
10:40-12:10pm	Instruction
12:10pm	Lunch (staggered)
1:00pm	Instruction begins
2:05pm	Dismissal

The arrival time for students being driven and/or walking to school is between 8:25am and 8:35am. This will allow time for bus arrivals and a staggered entry. 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. The Administration team will greet the parent and student at the door and sign in our late students. It is not necessary for parents to come into the school at this time. Dismissal is at 2:05pm. After the 2 afternoon 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, wear a mask if possible and social distance. 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 throughout the day by our Admin. Assistant. Any school visitors must be buzzed in, review the GNB screening poster and read the visitor guidelines for Covid-19 at the sign in table and sign in. All visitors must be wearing a mask. If visitors are experiencing 2 or more symptoms for Covid-19 and/or Covid-19 guidelines cannot be met, entry is not permitted. Thank you for your cooperation and anticipated due diligence as we work hard to protect our students, staff and community.

School Website

Please visit our school website at gbp.nbed.nb.ca to see all 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. Also, please go to our website to access our school's Operational Plan.

Twitter

Please follow Grand Bay Primary on Twitter! @GBPrimaryASDS

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 label 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 safe arrival program. Please register at: <https://go.schoolmessenger.ca>. This 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 ***SchoolMessenger*** automated notification system will contact parents whose child is absent when the absence was not reported in advance. We believe this program is an extremely valuable service to ensure the safety of your children. Please

contact the school directly if you have any additional questions and/or concerns. If your child will not be in school due to experiencing 2 or more Covid-19 symptoms, please call the school directly and call 811 for additional direction and support. Thank you for your continued cooperation, support and understanding.

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 and/or phone call to the school. This lets the teacher know with 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. Alternate bus forms are available on the Bus Planner site (asdsbp.nbed.nb.ca) 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 occurrence (every Mon-Fri) and sporadic requests to go on the bus cannot be approved (*see "bus students" below 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, virtual meeting, 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. If you are driving your child to school, please park in the church parking lot and walk your child across the street to the school. The church parking lot can get very congested so please be very careful and cognizant of other vehicles moving about. 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 (sitting alone or with their sibling)
- Keep their hands to themselves and their voices down.
- Students must put on their mask to exit the bus and enter the school

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.

Masks are not mandatory when traveling on the bus. If a student does not have their mask with them when exiting, the duty teacher can provide a medical mask for them to wear.

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 not part of their regular after school routine, you must fill in an Alternate Bus Form found on the Bus Planner site (asdsbp.nbed.nb.ca) and submit it to the District for approval (must be a regular routine, Monday-Friday). We **CANNOT** allow a child to go on a different bus because they want to go to a friend's house after school, for example.

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/over-the-counter medications** may be administered by staff members upon a signed written request/consent from the parent or guardian. Forms are available at the office.

Please visit the ASD-S website and/or the Government of NB website for the Return to School document for parents/guardians and the latest information and updates on Covid-19.

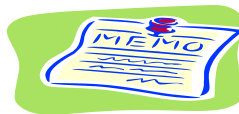
web1.nbed.nb.ca/sites/ASD-S

<https://www2.gnb.ca>

Home & School Communication

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

- in person
- Twitter: Please FOLLOW US!!! @GBPrimaryASDS
- open house (canceled this year due to Covid-19 restrictions)
- our school website: 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, school messenger, 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.

Covid-19 Outbreak Management

Grand Bay Primary has a designated room to isolate staff or students who become symptomatic during the day (2 or more symptoms) while waiting to be picked up (students) or are able to leave the building (staff). Student pick up by parent or guardian must occur within an hour of notification. Students sent to this room will be supervised. All those using this room should be masked and maintain 2 metre distancing if possible.

If a positive case of Covid-19 is confirmed at the school, the school will be notified by the Regional Medical Office of Health and the Principal will follow the orders of the Regional Public Health office. In the event of a school closure due to an outbreak, the Regional Medical Officer of Health will give directives in collaboration with the Superintendent. School personnel have developed a contingency plan for continued learning at home. All students will have a 30-day learning package to be housed in a Grand Bay Primary cinch bag which will be kept at home should the school close. Teacher direction and daily check ins will be done through EECD's TEAMS site. Students must use their username and password to sign in.

Please refer to Appendix K in the Return to School document from the Province of NB for more information. You can also review our school's Covid-19 Operational Plan found on our website's home page or contact the school directly if you have additional questions and/or concerns.

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.

Indoor/Outdoor footwear

It is recommended that all students have indoor footwear for classroom and gym use during the day that can be kept at school.



Playground and Other Equipment

Students use the playground during recess and noon hour. This year the playground is open to one class on Mondays and one class on Thursdays on a rotating schedule as we are unable to clean the play structures in between class bubble usage. On these days, 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 and turns on the equipment
 - Use appropriate language and be kind to others

This year we have also created 4 play zones when students are outside during play time. Our lunch time is staggered so there are only 4 classes outside at a time. Each class plays in their scheduled zone and the zones rotate each day. Each class

bubble also has their own “bubble bin” with outside play toys such as balls, skipping ropes and sidewalk chalk.

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, masks, water bottles, 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

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 cannot accepted.** There may be times when students will travel on foot or by bus on field trips.



Parent Volunteers

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

We are always in need of volunteers to help prepare lunches for purchase at the school. The time commitment is approx. 11:15-12:50pm on a day that works for you. Please contact the school if interested. 738.6504

Grand Bay Home and School is a combined Home and School with Grand Bay Primary and Inglewood School. It’s a very fun and active Home and School that facilitates many student events and fundraising initiatives throughout the school year. Funds raised directly benefit the students at both schools. If you are interested in volunteering (a little or a lot) for Home and School, please visit their Facebook page (“Grand Bay Home & School”). You’ll be glad you did!

PSSC (Parent School Support Committee) is another great opportunity for volunteering at Grand Bay Primary! This elected committee meets 4-6 times per school year and is comprised of the Principal (not a member, but attends and participates), a teacher representative and 4-6 parent/community members. The PSSC reviews the School Improvement Plan and helps to set strategic direction for the school among several additional duties. Please contact the school if you are interested in putting your name forward.

There are many other ways a parent/guardian 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 in other ways such as facilitating an interest club during the lunch hour. Please discuss volunteering with your child’s teacher, the school or your Home & School.

Due to the Covid-19 pandemic, we are sadly unable to welcome volunteers into the school right now unless under the umbrella of Home and School, lunch volunteering and/or school PSSC. We hope that will change as the school year progresses and when it does, we will communicate that to you.

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.

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.

School Interest Clubs

Grand Bay Primary offers several interest clubs for our students. Clubs run on 4-8 week rotations and are offered during lunch time and one club is offered before school starts in the morning. Our hope and goal is that every student will have the opportunity to participate in at least one club every year. Clubs are currently on hold. Parents and guardians will be notified when clubs are able to commence.



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.