

# MCADAM AVENUE SCHOOL HANDBOOK

2019-2020



## MISSION STATEMENT

McAdam Avenue is a safe, respectful place to learn where we help each other to succeed

- A -Achieve your goals
- B- Believe in yourself and Care for others
- C- Create and Think critically
- D- Dare to Dream!!

### Vision

Creating caring critical thinkers who will help make the world a better place

## STAFF LIST & SCHOOL CALENDAR

Parents can go to our school website to view the list of staff members as well as new school calendar at the beginning of each year.

## SAFETY

The school and parents have joint responsibility for all students from the time they leave home (or their parent's car) until they return. All school rules are to be followed while walking to and from school. Parents are expected to play a major monitoring role when students are between home and the school.

Early morning playground supervision begins each day at 7:50 a.m. As we are concerned about your child's safety, we ask that you do not send your child to school before this time.

The Circular Drive is for Student Drop Off and Pick Up only. Please follow our circular drive routines at drop off and pick up to help ensure student safety. Please do not pull into our parking lot to drop off children as this poses a safety concern.

(If you wish to walk your child to the playground or are visiting the school for any reason, please park on the street.)

## TRANSPORTATION/ SCHOOL BUSES

During the year, there will be times that students travel by bus for co-curricular/extra-curricular/field trips. A District-wide behavior code related to students on busses is published. School bus rules are stressed by the school and should be stressed by parents. It is our expectation that students sit in their seats, talk quietly to those near them and keep their hands, feet and belongings off others and out of the aisles. Bus evacuation exercises are held annually.

## BEHAVIOUR EXPECTATIONS/DISCIPLINE

McAdam Avenue School is a small community school that has a goal of creating a safe, comfortable climate conducive to children being able to learn, grow, achieve and feel secure in their school environment.

### CODE OF CONDUCT



- I can Be Safe
- I can be a Team player
- I can be Accountable
- I can be Respectful

When school expectations/rules are not met and followed, the process is:

- a) A chat with the teacher/principal
- b) Complete student "Think Sheet" at recess, noon and/or after school
- c) "Think Sheet" sent home to parents to sign and/or telephone call
- d) Meeting with Parents
- e) In-school suspension
- f) School suspension

Parents are kept informed of inappropriate behaviors and are often involved in the interventions, supports and consequences for maintaining a Positive Learning and Working Environment (Policy 703).

Please note: Incidences of physical violence may result in an immediate school suspension.

## STUDENT THREAT ASSESSMENT (Policy 703)

A Threat Assessment Policy was adopted by ASD-W March 2007 as a means to examine the potential and magnitude of threatening and violent behavior that would impact on the safety/health of individuals within the school. Threats will be taken seriously.

A letter from our Superintendent is provided to this regard.

## Student Leadership

At McAdam Avenue School we believe academics coupled with citizenship education programs provide students with the most positive learning experiences possible. We will continue to acknowledge and celebrate character development with the Virtues Program and Deserve Praise Awards.

We also believe that students can be leaders when they share their passions and interests with others. We offer a Student Leadership program for students in grades 3-5. They assist with classroom supervision, offer clubs, do announcements, and participate in student forums to share their thoughts/voice with the principal.

## MAS HOMEWORK POLICY – READING EVERY NIGHT!

We know beyond a doubt that the positive involvement of parents in their children's education is critical to success at school. Each week your child's classroom teacher will update his/her teacher page to inform and share with you the weekly outcomes that are being taught in class, examples, and homework suggestions directly linked to classroom learning.

Students of all grades are encouraged to read every night! Weekly homework suggestions allow for families to complete the activities/visit links/etc. to enhance their child's learning at their academic level, reinforce skills taught in school, and promote student ownership in their learning. It allows for you as a family the flexibility to establish a routine, responsibility, and time management skills that meet your family needs and your child's academic needs. It also gives your child empowerment to choose the activities they wish to complete and how they wish to show you what they are learning.

The support and interest shown by parents influence student attitudes towards homework and study habits.

## FIRE

We have regular fire drills so our students and staff can be familiar with orderly evacuation procedures. Each class has a specific area on the school grounds to meet during a fire drill. There is an emergency plan in place with the district if students are unable to return to school.

## LOST AND FOUND

Please be sure to LABEL ALL YOUR CHILDREN'S BELONGINGS. Lost and found articles are kept in a box near the Front Office.

## TELEPHONE

Telephones are available for students use in the case of illness or emergency. Permission is given by the Teacher, Administrative Assistant or Principal.

## SCHOOL HOURS, TARDINESS, ATTENDANCE, SAFE ARRIVAL

**IMPORTANT:** If your child will be leaving early, will be picked up by someone, or in some way his/her routine is changed, please send a written note with your child or call the school.

| School Hours  |                                                              |
|---------------|--------------------------------------------------------------|
| 7:50 – 8:05   | Playground Supervision                                       |
| 8:05 – 8:15   | Announcements (Home Room)                                    |
| 8:15 – 9:50   | Instructional Time                                           |
| 9:50 – 10:05  | Recess                                                       |
| 10:10 – 11:45 | Instructional Time                                           |
| 11:45 – 12:15 | Recess                                                       |
| 12:15 – 12:35 | Lunch                                                        |
| 12:40 – 2:50  | Instructional Time (K-2 short break/mindfulness break in PM) |
| 2:50          | Dismissal                                                    |
| *12:15        | Wednesday Dismissal                                          |

### Tardiness

Being on time is an important life skill! In the case of tardiness, your child must report to and sign in at the office. If habitual tardiness occurs, we will be contacting you to discuss the issue.

### Attendance

School law requires compulsory attendance between the ages six and eighteen, unless sickness or a family crisis prevents it. There is no one at the school level that has the authority to excuse a student for any other reason. Teachers are required to record any absences and the reason for the absence. Parents are expected to provide a written statement explaining the child's absence regardless of whether or not the school was notified of the absence. If attendance and/or tardiness becomes an issue, parents will be called in to a meeting to address this. If it continues to be an issue, a formal letter will be sent home and to the District.

## Safe Arrival

If a student is unable to attend school, the parent or guardian is asked to notify the school by telephone by 8:20 a.m. Please call the new automated School Messenger/Safe Arrival toll-free number at 1-833-294-4838 to report an absence. Our Administrative Assistant will attempt to contact parents or guardians of any students who have not been accounted for in order to ensure their safety and security.

## WELLNESS

Outdoor activities are exercised periodically throughout the year for Phys Ed classes.

Parents should provide:

- 1) Proper clothing for the wet or cold conditions and instructions for it to be used
- 2) Caps and/or sunscreen for hot and sunny days.
- 3) In order to maintain the cleanliness of the school, students are required to have indoor footwear. One all purpose indoor pair is sufficient and should be kept at school.

## COMMUNICABLE DISEASES

Please advise the school if your child has been diagnosed with a communicable disease.

School exclusion periods for communicable diseases are available from McAdam Avenue School's office, your family physician, Dept. of Health or District Office.

## LICE

Through the year, we sometimes encounter cases of head lice. Head lice are tiny insects that live off the human scalp. These insects lay eggs called nits, which stick to the hair close to the scalp. Head lice are not a health risk, do not spread diseases and can affect people from all walks of life. They can be common for the school aged population. If your child becomes infected, please notify the school or the classroom teacher. Please note that all cases must be treated before the child returns to school.

## SUPPLIES FOR STUDENTS

Supply lists will be sent out to parents at the end of the school year and also posted on our website. Teachers also request a supply fee of \$45, so that they may purchase particular items for the students.

## CASHLESS SCHOOLS

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees, such as: student fees, field trips, hot lunch, year books, etc. Parents can register by visiting <https://asdw.schoolcashionline.com>.

## FIELD TRIPS/CO-CURRICULAR & EXTRA-CURRICULAR ACTIVITIES

Parental permission is required for all class outings. At the beginning of the school year we will send one permission slip home for parents to consent to outings for 2019-2020. When your child's class will be going on an outing the classroom teacher will advise or it will be in our schools 'Week at a Glance' email. We always welcome a certain number of parents to help out with these trips, so please do not hesitate to ask to come along.

McAdam Avenue School offers a variety of curricular and extracurricular events, activities, and outings that may include: choir, drama, enrichment creative clusters, cross country, track and field, and York Care Visits. If you have a special interest that you would like to share with our students, we would WELCOME your help! Please let your child's teacher or the office know.

## EMERGENCY NUMBERS

It is extremely important that we have an emergency telephone number in addition to the parents' numbers, in the event that an emergency arises. It is also important to let us know if there is to be a change in routine if the school must close early. For this reason, parents are asked to complete the *Student Data Collection* forms yearly.

## SCHOOL CLOSURES

Full-day storm closures are announced early in the morning on the radio and also posted on the District website. We will also send out a school email and 'Tweet'. These are usually on at 6:00 a.m. Transportation Services has a voice message machine that will give information on school closures. The number is 453-5455. When school is closed during the day for any valid reason, the emergency plan indicated to the teachers early in the year by parents is followed.

## CURRICULUM

McAdam Avenue School offers a balanced curriculum of Numeracy, Literacy and Science and all other subjects including Physical Education, Music, Art, French Language Experience, Pre-Intensive and Intensive French programs prescribed by the Provincial Department of Education. Technology is also implemented and used as a learning tool.

MAS teachers differentiate learning for all students. We use classroom based assessment and data to guide our instruction and to meet student's needs. Through the use of data we are able to teach students at their present level of learning, build their confidence and help them be successful and on-task in class.

Our Grade 4 students will take part in the Provincial Evaluation Program as prescribed by the Dept. of Education at the end of May every year.

## VISITORS/SECURITY SYSTEM

For the safety of our students, our doors are always locked. We have a doorbell and camera/intercom at the front door. Our Administrative Assistant will buzz visitors in once identity has been confirmed. We still ask visitors, volunteers and parents to sign in at the office upon arrival and sign out when leaving.

## COMMUNICATIONS

We communicate information in a variety of ways to our MAS community. A weekly email- 'Week at a Glance' is sent out by the principal every Friday for the upcoming week. If you do not have email a hard copy can be provided to you. This memo is also posted on the school website <http://maes.nbed.nb.ca>. We also use our school Twitter account @AveMcAdam to tweet fun activities, pictures, and learning here at MAS. We have School Messenger where a phone call could be made to the MAS community for important reminders or events.

Parents can also access the Home and School as well as PSSC minutes on the website as well the teacher pages that contain important information and student work/ pictures. Parents can also join the MAS Home and School and Friends facebook page- [www.facebook.com/groups/1658673704214116](http://www.facebook.com/groups/1658673704214116)

## PARENT SCHOOL SUPPORT COMMITTEE (PSSC)

The Parent School Support Committee (PSSC) is made up of elected parents of McAdam Avenue School students, as well as an appointed community member and teacher representative. The PSSC is expected to address "broad issues related to the education of all children in the school, with the goal of enhancing student learning."

## HOME AND SCHOOL

The primary focus of the Home and School has been to organize fundraising activities for the school in order to sponsor programs and events which will benefit the school, the classroom and the students. Some of the current Home and School initiatives include Bottle Recycling, Christmas Shopping Party, Colour Splash Dash Run, and Movie Nights.

Fundraising efforts have resulted in the acquisition of new playground equipment, netbooks and website licenses for students, and books for the classroom and library. They are also used to offset the expenditures of events at the school or in the community.

Both the PSSC and Home and School Group would love your participation! Please let us know how you might like to contribute to the school and success of our students.

## ACHIEVEMENT REPORTS & CONFERENCES

As per the District schedule, the school sends out report cards in November, March and June. The November and March reports are followed by Parent/Teacher interviews or Student-Led Conferences. Additional interviews are held for selected students in June. Parents are encouraged to contact your child's teacher at any time when they have concerns or questions. Please do not hesitate.

Any concerns relating to your child should be voiced first with the classroom teacher. If the concern persists, it should then be brought to the attention of the Principal. Any unresolved matters can then be taken to the District Office.

## DISPENSING OF MEDICATION/ALLERGIES

Parents are to complete a Parent Authorization form in the office before any medication can be administered by a teacher at school. Depending on the situation, a Physician's Statement form may need to be completed.

Instructions regarding medications, including Epi-pens, are strictly adhered to by school personnel.

Please advise the school of any allergies, including those to medications, as soon as your child registers at the school.

A "No Scents is Good Sense" policy is in place at the school. Use of perfumes, scented hair spray, fabric softener, etc. is discouraged.

## CHILD PROTECTION POLICY

McAdam Avenue School follows the New Brunswick Child Protection Policy commonly referred to as Policy 701. All parent and school volunteers are asked to make themselves familiar with this policy, a copy of which is available at the office. Furthermore, parents and other individuals wishing to volunteer are required to get a criminal record check.

## LIBRARY

All classes use the Library and students sign out books once a week. Please help your child remember to return their library books each week.

If you would like to volunteer in the library, we can always use some help in cataloguing books and shelving them properly. Please let us know if that interests you☺

## HOT LUNCH/NUTRITION

McAdam Avenue School offers a Hot Lunch Program. A schedule of hot lunches are sent home monthly for orders.

Our school is endeavoring to promote good nutrition through lunches sent from home and our hot lunch

program. These are outlined in Policy 711 - Healthier Foods and Nutrition in Public Schools.

In addition to the Hot Lunch Program, McAdam Avenue School offers an on-going Milk Program.

It is important to us that all students eat a healthy meal at breakfast and lunch. If you require some support in that area, please let us know and we can make arrangements. We are part of the Student Hunger brown bag lunch program.

## BREAKFAST PROGRAM

In 2019 we began a whole school once a week breakfast program. Everyone is welcome! We believe in full bellies, full hearts, full minds. If you would like to volunteer to help serve or contribute donations to the program, please contact the school.

MAS is a NUT FREE and SCENT FREE school. We ask that you not send any products containing nuts to school. We also ask that your child(ren) refrain from using scented products such as creams, perfumes, etc. We thank you for your cooperation in creating a more secure environment for all students and adults.

