

ISLAND VIEW SCHOOL

STUDENT/PARENT HAND BOOK

2017-2018

Dear Parents,

I look forward to another great year at Island View School. It is my pleasure to work alongside terrific staff in this wonderful community that is steeped in a tradition of high expectations along with a strong sense of family and community support. These are critical elements that support an inclusive, welcoming and high performing school. We hope this handbook provides with you a reference of school procedures, policy and helpful information to refer to during the school year. It is our pleasure at Island View to provide your child with a rich, challenging and rewarding learning experience that will assist in building a strong emotional and educational foundation for future success to be built upon. We are committed to the development of the skills required to be successful in the 21st century and that will prepare today's students for success in the future.

Island View was designated a Demonstration School by the Province of New Brunswick in 2011. It was one of only four elementary schools province wide that were involved in this exciting initiative. This innovative project has provided the school with netbook computers as well as other technology infrastructure to enhance learning in our classrooms. Involvement in this project has given our students an edge in terms of increased access to the use of technology at school. We will continue to explore how we can leverage technology to enhance our student's level of engagement in learning critical skills in reading, writing and mathematics.

As previously mentioned, it is the support of families that make good schools and students GREAT. It is this parental influence, interest, enthusiasm and support for lifelong learning that drives students to develop a love for learning. We are fortunate to have an effective Parent School Support Committee and a very active and dedicated Home and School Association and I encourage you to support them in their endeavors and get involved in IVS life.

Please be assured that your child's teachers and I will always be willing to discuss any aspect of your child's education with you.

Sincerely,

Mark Blucher,
Principal

INTRODUCTION

Island View School, located in the West Side of Saint John, is a K-5 school constructed in 1972. It serves a large geographical area that extends from Musquash to Manchester Avenue. With a student enrolment of just over 300, we are one of the larger elementary schools in Saint John. Throughout the over 40 year history of the school, it has been known for its excellence in academics, athletics and the arts.

ISLAND VIEW STAFF 2017-18

Mr. Mark Blucher	Principal
Mrs. Julie Daigle	Vice Principal/Resource
Mrs. Erin O'Neill	Kindergarten
Mrs. Connie O'Brien	Kindergarten
Mrs. Kathy Jackson	Kindergarten
Mrs. Susan Brilliant	Grade 1
Mrs. Pamela Melanson	Grade 1
Mrs. Mary Kate Beckwith	Grade 2
Mrs. Gwen Karatzios	Grade 2
Miss. Joanne Genge	Grade 2
Mrs. Michelle Ruigrok	Grade 3
Mrs. Kristy Leger	Grade 3
Mrs. Jana Nicol	Grade 3
Ms. Michelle Roy	Grade 4
Mrs. Colleen Hazen	Grade 4
Mrs. Trina Goguen	Grade 5 English Compacted
Mme. Katelyn Pettigrew	Grade 5 Intensive French
Mr. Rob MacMurray	Physical Education Gr. K-5
Mrs. Tara Dick	Music K-5, PE, 4/5 Support
Mrs. Melissa King (Mrs. Joanne McGrath)	Methods and Resource
Ms. Kendra MacDougall	Grade 1, 4, 5IF, PE
Mrs. Robyn Jeffries	Guidance
Mrs. Jennifer Michaud	Literacy Lead
Mrs. Gina Matheson	Numeracy Lead
Mrs. Nicole Fulton	Administrative Assistant
Mrs. Cheryl Darrah	Educational Assistant
Mrs. Dawn Alexander	Educational Assistant
Mrs. Paula Corkum	Educational Assistant
Mrs. Kathryn Maguire	Educational Assistant
Mrs. Dawn Stackhouse	Educational Assistant
Mrs. Sharon Langis	Educational Assistant
Mrs. Carol Rice	Educational Assistant
Mrs. Dan Leblanc	Custodian
Mrs. Linda Dube	Custodian
Mrs. Steve Forrester	Custodian

PARENT SCHOOL SUPPORT COMMITTEE

Mike Daigle – Chair	Michael Cusack
Mary Ann Masson	Cheryl Willson
Alisha Grasse	Wendy Morin
DEC Rep: Gerald Mabey	Mark Blucher (Principal)

Any open positions are to be determined at the Open House and PSSC Elections (August/September) each year. Please contact the school principal for more information.

HOME AND SCHOOL EXECUTIVE

Mrs. Laura Anderson	Mrs. Shelley Dilibatore
Mrs. Lindsay MacDonald	Mrs. Jennifer Richard
Mrs. Alisha Grasse	

HOURS OF INSTRUCTION

7:50 – 8:05 – Busses Arrive

8:05 – 8:15 – Transition Time, Morning Announcements

8:15 – 9:45 – Instruction

9:45 – 10:00 – Recess

10:05 – 11:35 – Instruction

11:35 – 11:55 – Lunch

11:55 – 12:20 – Recess

12:25 – 1:25 – K – 2 Instruction

1:30 – K – 2 Dismissal

12:25 – 2:25 – 3 – 5 Instruction

2:30 - Dismissal

Please note that students are not permitted to arrive prior to 7:50 a.m. as the school yard is unsupervised prior to this time. All students should arrive at school before 8:05 a.m. to enter the school and begin their day with their class.

SCHOOL VISION STATEMENT

To ensure all children have a safe and positive learning environment inspiring them to be lifelong learners as respectful, responsible and productive citizens.

SCHOOL MISSION

Our mission is to create a school community based on the following beliefs:

We can all learn.

We need a safe, respectful and challenging place to learn.

We learn best when teachers, children, parents and community work together.

We have a responsibility as partners in learning to help others in our local and global communities.

We will never stop learning.

TEACHING AND LEARNING

Teaching and learning at Island View School is focused on achieving the goals of referred to in the Principal's letter at the beginning of this handbook. To that end, we offer programs in Language Arts, Mathematics, Science, Social Studies, Music, Art, Guidance, Health and Physical Education. Specific student outcomes for all these areas are outlined in Provincial Curriculum Documents, which are available from the school office or on-line at <http://www.gnb.ca/0000/sp-e.asp>. The school strives to hold parent information sessions explaining the goals of our programs or to provide helpful information to families during the school year. You are encouraged to attend these sessions when offered and to maintain close contact with your child's teacher.

SCHOOL IMPROVEMENT PLAN

All schools in the Province of New Brunswick are required to develop a school improvement plan to improve student learning, a major measure of which is achievement on Provincial and District Assessments which are generally written in the spring. To date, Island View students have done very well on these assessments. The plan is monitored by our staff as well as our PSSC. We encourage families to review our school goals and access this plan on our school web site. Plans are develop on a three year cycle.

HOMEWORK

Homework will be mainly limited to practicing previously learned skills, independent reading as well as some project work at the upper elementary levels.

ASSESSMENT

Teachers monitor and evaluate student progress on a regular basis through a variety of assessment tools, including but not limited to tests, projects, reading records and other performance tasks which may include student portfolios, classroom observations as well as conversations with their students. Teachers use assessment results to improve their teaching and to give feedback to students and parents to improve student achievement. Parents will be regularly informed of their child's progress as per the provincial reporting process of home reports (November, March and June) and parent/teacher conferences (November and March). In addition, we encourage families to contact their child's teacher with any questions about their child progress. Teacher may communicate as needed via notes home, phone calls, meetings and/or student work sent home for parent signature.

While we make every effort to ensure that students experience academic success, those children who have significant difficulty achieving expected outcomes may not be promoted to the next grade level. Any decision about retaining or promoting a child is always done in his/her best interest in consultation with families and in keeping with the appropriate ASD-S and provincial policies.

HOME-SCHOOL COMMUNICATION

The staff at Island View is committed to open communication with parents regarding all aspects of their children's education. We do this through parent information evenings, our school website (<http://islandview.nbed.nb.ca>), individual class websites, newsletters, and regular messages in the form of a weekly email. **Families without access to email should contact the school office to make arrangements for paper copies. Most school wide information will be shared electronically.**

Should concerns arise during the year, parents' first line of communication should always be with their child's teacher. If parents still have concerns after meeting/discussing and working through the issue with their child's teacher, parents should then feel free to contact the Principal. Parents are also encouraged to contact the Principal with respect to concerns regarding school wide issues. The school staff believes strongly that all communication between the home and school needs to take place in an atmosphere of mutual respect. **Parents are asked to make an appointment in advance when they wish to meet with teachers or administrators; this will ensure that adequate time can be set aside to effectively address concerns.**

SAFETY and SECURITY

It is our goal to ensure that children attending Island View have a safe and secure place in which to learn. Accordingly, all entrances to the school are locked during the school day. **All visitors to the school, including parents, must be buzzed in at the front entrance and proceed to the office to sign in and obtain a visitors pass upon arrival. Parents arriving late with their child are expected to sign in at the main office.**

Everyone is asked to comply with the following safety and security routines:

All children coming to school in the morning are expected to arrive by 8:05 am, in time to line up with their class in the front yard to enter the school. Children are not to enter the building before their class.

Parents dropping children off in the morning are asked to drop students at the top of the west exit and use the sidewalk where appropriate or if travelling into the property to stop on the left side of the roadway adjacent to the Junior End playground. This is safer for the children, and prevents traffic line-ups, which can be particularly problematic during the winter months.

Parents volunteering or picking up children during the school day, as well as school visitors, are asked to park in the Junior End parking area and use the front entrance of the school.

Safe Arrival – parents/guardians are asked to call in any of absences to the school office prior to 8:30am as an additional safety measure. School staff will contact families of any child not in attendance which we have not received a phone call.

At dismissal time, parents picking up their children are asked to observe the following:

- All parents please wait in the parking area/playground at the Junior End of the building nearest to Westgate Park. Primary Students will be escorted to this area by a teacher at dismissal time. Senior Wing students will be dismissal from the senior wing playground door and will use our side walk to exit the property on the junior wing side.

Parents picking up children from the after-school IVS-C3 computer camp please use the entrance by the library. The Go – Go Afterschool pick up area will be at junior wing or main entrance.

EXTRA-CURRICULAR ACTIVITIES

Island View Students have long enjoyed participating in a variety of extra-curricular activities that have included cross-country running, track and field, chess, Newcomb ball, basketball, badminton, sport stacking and soccer jamborees, choir and the school musical. Some of these programs depend on parent involvement. You are encouraged to volunteer your time and talents – our children will be the ones to benefit.

ISLAND VIEW SCHOOL BEHAVIOUR STANDARDS

As part of creating a Positive Learning Environment, Island View has behaviour standards that are expected of all students. As a general rule of conduct, all students at Island View 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. Of particular note are the following programs:

- *PLEWP PLAN*– At the beginning of each school year, we review our school-wide expectations program in which teachers demonstrate and give students an opportunity to practice expected behaviours for effective classroom learning, safely using playground equipment, entering and leaving the school, using washroom facilities, fire drills and cooperating with fellow students and staff. In addition, we will be reviewing our Citizenship Themes during this period as well as engaging in daily activities to assist with creating a positive inclusive community atmosphere to promote and build a sense of community in our classrooms and school.
- *Care And Respect for Everyone (CARE)* – On a monthly basis, teachers engage students in activities centered on themes such as friendship, responsibility, perseverance, honesty, and cooperation. At the end of each month, students who best demonstrate behaviours related to these themes are presented with a certificate at a school wide assembly. The assembly is also an opportunity for classes or the student leadership teams to do a skit or presentation related to care and respect for each other.
- *Soaring Student* – On a monthly basis, teachers select one student from their class to receive a Soaring Student Award. To be selected, students must demonstrate characteristics such as persistence in problem solving, collaboration with peers, stamina in working independently, completing assignments, improved achievement, and a positive approach to learning and citizenship.

- **WITS Anti Bullying Program**– will be implemented at IVS to support teaching a common language and approach to bullying in our school community.
- **Eagle Ballots** – staff are encourage to give students an Eagle Ballots when they observe students following our Eagle Code of Conduct and making positive choices. These can be submitted to the office for our weekly incentive prize draws.

The following behaviours are unacceptable:

- Intentionally causing injury to others
- Obscene /threatening language or gestures
- open defiance of teachers and other school personnel
- Vandalism
- Play-fighting
- Throwing objects inappropriately (snowballs, balls, rocks, etc.)
- Loud and unruly behaviour
- Disruptive behaviour in the classroom
- Unsafe use of playground equipment
- Theft

Students who engage in these behaviours may face one or more of the following interventions or consequences:

- Apology (oral or written)
- Community service (grounds, cleanup, chores)
- Parent contact/Conduct Report (with a possible warning letter)
- Individual behavioural contract
- Police may be contacted in cases of violent acts, dangerous objects or stealing
- Pay for damage/repairs
- Reflection Activity
- Referral for intervention/counseling
- Recess/Noon detention
- Suspension from school

Parents are asked to discuss these behaviour standards with their child. For the most part, we are very pleased with student conduct at Island View. Working together, we can ensure that we will continue to provide a safe and happy learning environment for all children at the school.

ABSENTEEISM

Upon returning to school after an absence, all children are to bring a written excuse from their parents explaining the absence. Absenteeism and tardiness both cause a disruption to the continuity of learning from day to day. Due to the disruption to the teaching and learning process, ASD-S launched an awareness campaign to promote regular school attendance called “ATTENDANCE MATTERS”. Please have your children attend regularly and on time. There is no replacement to lost instruction time from a teachers, students cannot simply “make up the work”.

HEALTH CARE

We have a Medical Alert File, which profiles all students who have special medical needs (asthma, severe allergies, etc.) . This ensures that we are aware of procedures that have to be followed should an emergency occur. Please be sure to accurately complete the forms for this file that will be sent home at the beginning of the school year and return them promptly to your child’s teacher.

AS WE HAVE CHILDREN WITH LIFE-THREATENING ALLERGIES TO NUTS, PEANUTS, PISTACHO NUTS, TREE NUTS, EGGS, DAIRY, WHEAT, OATS, MANGO AND KIWI. ASD-S IS A NUT FREE SCHOOL DISTRICT AND FOODS CONTAINING NUTS ARE NOT TO BE SENT TO SCHOOL. PLEASE READ CAREFULLY OUR DETAILED POLICY STATEMENT WHICH IS SENT HOME AT THE BEGINNING OF THE SCHOOL YEAR.

Due to the severity and increase with allergies with school aged children, schools are changing many long standing practices involving celebrations and foods in order to create a safe and inclusive learning environment for all students. We ask families to speak with their children about the importance of proper hand washing, not sharing foods with classmates as well as refrain from sending in foods for school events/celebrations. Any food items sent in should be discussed with your child’s teacher well in advance to

ensure it is a safe and inclusive product. We appreciate your cooperation in creating a safe school for our students.

In keeping with the ASD-S Scent Free Schools Policy, all visitors and staff are not to wear any perfumes, deodorants, colognes or other similar products. This policy is attempting to ensure a healthier environment for our children.

It is inevitable that cases of head lice or nits will occur throughout the school year. You should check your child's head on a regular basis to help keep infestation in the school to a minimum. Should lice be detected at school, the infected child's parent will be contacted to collect their child and ensure they receive immediate treatment. Upon their return to school, a staff member will do a check to ensure treatments have taken place and there is an improvement in the condition.

SCHOOL EMERGENCY PLAN

In the event of an emergency, students may have to be evacuated or retained at the school beyond the hours of instruction. In the former case, students would be evacuated to Saint Columbia Presbyterian Church. Parents will be informed of any emergency situation through our communication systems and the local media. All parents are asked to refrain from calling the school in the event of an emergency, as it is extremely important to keep all school phone lines open. In the event of a serious emergency/extended lockdown, evacuation there will be a parent/community communication center set up at St. Mark's Church where parents can access the most accurate and up to date information from district officials and local emergency response providers.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

Parents will be notified by early morning radio announcements, ASD-S website and twitter feed of any school closures due to inclement weather. It is very important to realize that the ultimate decision to send children to school or to keep them home on these occasions, is a parental responsibility. Parents are encouraged to make the decision based on what they feel is safest for their children. Please ensure your child's teacher is aware of any changes to the dismissal procedure in the event of an early school closure.

SCHOOL PLAYGROUND

Island View has an excellent playground facility, built through the fundraising efforts of the Home and School Association. During the school day, from 8:00 a.m. to 3:05 p.m., the playground is for school use only. After school hours, it is available for community use, during which time it is strongly advised that children are supervised by parents or other responsible adults.

IVSC3 COMMUNITY COMPUTER CENTER

The Island View School Community Computer Center (IVSC3), housed in the school library, officially opened its doors in the spring of 2001. Under the leadership of a volunteer board of directors, consisting of parent volunteers and school staff, the center is a non-profit organization offering an after school program and holiday computer/recreational camps to children. During the school day, the center serves the children and teachers of Island View School. More details about the center can be obtained by calling 674-2095.

FOOD SERVICES

We offer students lunch items on a daily basis. In the early fall, the Home and School will communicate to families the ordering process for the current school year.

Given the strong link between diet and ability to learn, all families are encouraged to send children to school with healthy foods. Due to our nutrition policy (EECD Policy 711), we do not request unhealthy snacks from parents/guardians for celebrations or school events as well as concerns with severe allergies as outlined previously. Always contact your child's teacher well in advance of sending in any food items so the planning can take place to ensure safety and inclusively within the class or consider alternatives to food items to send in.

Island View has some food items available for students if they didn't have breakfast or forgot their lunch. The program start-up date is early in the fall. The breakfast program is not designed to provide all of the children in our school with a breakfast but we do have some grab and go items when the need arises. Where possible, it still remains the responsibility of parents to ensure their children have proper nourishment before coming to school. We do, however, realize that circumstances arise that make it difficult for children to have breakfast at home. Therefore, any child may participate in the program, no questions asked. Whether they eat at home or at school, we hope that all the children at Island View will have a good breakfast before starting school.

VEHICLES ON SCHOOL PROPERTY

Parents are asked to carefully observe the following:

- **There are to be ABSOLUTELY NO CARS IN FRONT OF THE SCHOOL BUILDING. This is a playground area and bus /delivery zone only. When dropping off or picking up children, parents are to use the rear roadway.**
- **All vehicles must enter school property via Forest Hill Drive Only. The roadway on Ridge Row is an EXIT ONLY.**
- **To ensure maximum safety for the children, there will be no through traffic on school property during the morning and noon recesses. If you are coming to the school during these times, parking is available at the rear of the building.**

VISITOR POLICY

All visitors to the school, including parent volunteers, must be buzzed in at the school's front entrance and are to sign in and out at the office. This is to allow us to know who is in the building at any given time, which is essential information in case of fire or any other emergency.

Please inform the homeroom teacher when taking your child out of school before the end of the school day (taking your child out for a surprise lunch, or for a doctor's appointment for example).

TRANSPORTATION

Bus students will be picked up and dropped off at the SAME BUS STOPS EVERY DAY. Parents wishing these stops to be different than their home address, must submit an Alternate Request Form to the school in writing in advance.

The following school bus rules are to be observed by all bus students:

- **Respect each other**
- **Stay in your seat**
- **Keep your hands to yourself**
- **Keep your voices down**

Failure to comply with these rules will result in the suspension of bus privileges and/or suspension from school, depending on the severity.

PARENT INVOLVEMENT

Parents play an active role in the life of our school, volunteering in many areas including the school lunch program, the school breakfast program, school musicals, noon hour sports activities, school book fairs, Santa's Workshop, teacher appreciation week, June Fun Day, field trips and the library program. The school has sponsored several initiatives to inform parents about its educational programs and look forward to offering programs in the future as well.

Our Parent School Support Committee (PSSC) will continue to meet monthly at the school. Meetings are open to the public. The PSSC provides valuable input into educational issues facing the school as well as playing a key role in the formation of our School Improvement Plan. Parents are encouraged to volunteer to serve on this committee.

The Island View Home and School Association was established in 1989. The goal of the association is to foster a positive partnership between parents and teachers resulting in a positive learning experience for our children. The association consists of four members of the executive team who are elected on an annual basis combined with annually appointed members at large. The remaining members are part of the general membership. Regular monthly meetings are open to all parents.

The Home and School Association has funded many projects including: purchasing basketballs and nets, computer equipment, classroom sound systems, playground equipment, books, hockey equipment and sweaters, school sweaters, choir uniforms, first aid kits, CPR masks and supporting CPR training for teachers. Please give serious consideration to volunteering your time to support the programs offered by this most worthwhile group. Your children will be the ones to benefit.

TOYS AND PERSONAL ELECTRONIC DEVICES

To prevent breakage, loss and inappropriate use during instructional time, children are not to bring toys and personal electronic devices to school unless requested by a teacher for educational purposes.