



ST. JOHN THE BAPTIST-KING EDWARD SCHOOL
223 St. James Street, Saint John, NB E2L 1W3
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Principal
Mrs. Christine Roy

Vice-Principal
Mrs. Hamilton -Brown

September 3rd, 2013

Dear Parents and Guardians

Welcome back to another school year! The staff has been busily preparing for the upcoming year to provide your child with a wonderful educational experience. This year, we will continue to remain focused on Literacy and Math. We have seen numerous academic gains in these areas over the past five years. As well, we will be focusing on our Positive Learning Environment. We will be introducing a new **Code of Conduct - Be Respectful, Be Responsible, & Be Safe!** Our staff will be teaching your child what it looks like to be **Respectful, Responsible & Safe** within our school. This code of conduct has also been shared with the Early Learning Centre, Boys and Girls Club, & the Lunch Program. We are committed to providing your child with the best education and learning environment!

Breakfast Program - This will start up **next week (Monday Sept. 9th)**

Lunch Program

We are continuing with our closed campus lunch program. All students are to remain on campus for the lunch period. All students will eat lunch in the gym at the designated times (K-2 @ 12pm and 3-8 @ 12:30pm). Our lunch program is being run by Judith Arsenault and Mary MacKinnon who are committed to providing a healthy, positive lunch experience. We are very appreciative of the commitment of Judith and Mary to our school. Judith took over the program last year and ensured our students continued to receive lunch. Mary frequently volunteered with Judith in the lunch program. Together, these women have been making connections in the community to gather support for the program. As a result, the **South End Lions Club has donated a \$50,000 industrial kitchen for our school!** Currently, the Lions Club, along with Judith and Mary, are trying to gather donations to support the purchasing of food.

This program is free of cost to your child. Your child may choose to eat lunch or bring their own lunch. We ask parents to fill out the lunch form that will be sent home - even if your child wants to bring a lunch, it provides them with the opportunity to eat in the program as well.

Where this program is free of charge, if parents or family friends are able to donate any funds throughout the school year, it would be greatly appreciated! They are looking for **only cash donations** rather than food - Holly and Kenny Singh that own Thandi's Restaurant Uptown, are assisting with developing a menu that follows the District Nutrition Policy, helping Judith and Mary purchase from whole sellers, and working with the South End Lions Club. Thank-you, Holly and Kenny! As well, Jerry Lowe, our City Counselor, has been working with the Lions Club to support our school.

If anyone would like to volunteer with the lunch program and K-2 program, Mary MacKinnon will be providing a volunteer orientation on Friday afternoons in our building. All volunteers are required to complete a criminal record check, vulnerable community check, Policy 701 training and complete a volunteer form. ***These measures/guidelines are not to be intrusive to any volunteer – they are measures we use to protect children within our building.*** We use these same standards for all volunteers within our building.

Just a note for this week, while the new kitchen is being installed, lunch will be in the classrooms. Today, we have the Saint John Fire Fighters serving lunch – special thank-you to them! As well, we have numerous donations to get us through the week of bagged lunches!

Afterschool Programs

There are several programs within our building that support afterschool programming or care.

- ***The Early Learning Centre*** run by the YMCA provides afterschool childcare in our building. There is a cost for the service being providing. If you have questions, please contact Margo Ringuette the Director of the ELC.
- ***K-2 Afterschool Care*** - Mary MacKinnon will be running the K-2 program from Monday – Thursday from 1:30-2:30pm. Her position is paid by ICYM. Mary has been an active parent in our community and she has been our PSSC Chairperson. As well, Mary is studying Social Work. She focus will be to provide quality care for your children.
- ***Boys and Girls Club (South End Community Centre)*** –this program will run from Monday – Thursday from 2:30-5pm. On Friday it will run from 1:30-5pm. Gino is the coordinator of the program if you have any questions.

*****Please note: the lunch program and after school programs will start this Tuesday September 3rd; however, parents must fill out and return the registration forms ASAP. After this week, if the appropriate forms are not filled out, your child will not be able to participate in these programs.*****

Tutoring and After School Interventions

Irving Oil will be providing a tutoring program again for our students from grades 1-7. This program will start in November and go on throughout the school year on Tuesdays and Thursdays. This is a huge commitment by the employees of IOL who take time from their day to support our students in learning. Last year, we had a 180 tutors involved! We ask your support in ensuring your child is committed once registered – it is essential for good attendance!

After School Interventions

Throughout the school year, you child may be identified for needing additional help in academics, social or behavioral areas. As a school team, we will identify students that need support and place them in an after school intervention block. The program will be developed by the teacher(s) and the educational assistants within our school will be providing the small group or one-on-one support.

We want all our students to meet with success! Therefore, if the teacher contacts you and recommends your child stay after school for some intervention support, we would appreciate you supporting us with this recommendation. Please ensure your child stays if they need support. ***This is NOT a detention or a punishment – this is support to set your child up for success!***

Attendance and Tardiness

It is important your child attends school on a regular basis. We are legally bound by the Department of Social Services to report students who miss an excessive amount of time.

When your child misses time, they are losing valuable instruction. As well, it creates anxiety and stress for many children because they feel lost when they return after missing significant time.

Tardiness has been a huge problem in our building. We have a number of students that come in late to our building which result in an interruption to the learning environment for others, missed instruction, and again anxiety and stress for the student that is late. Please help get your child on time!

To promote coming to school and being on time, we will be acknowledging this during our monthly Clipper Assemblies and during our weekly announcements.

Please note per District policy – if a child comes in after 10am, they are considered absent on record. If a child comes in after 1pm, they are considered absent on record.

Please do not hesitate to work with the school team to assist you with these problems! We all want the best for our students!

Electronic Devices

Last year, the middle school tried to relax the policies on electronic devices (cellphones, I pods, etc.). Unfortunately, it resulted in a lot of issues for teachers and administration - students were caught using their devices during class time (texting, calling, etc.). Often, when teachers or administration asked for the devices to be handed over, students would refuse and be extremely rude.

This year, we are returning to our original policy. Students **ARE NOT ALLOWED** to have electronic devices in the classroom. If they choose to bring them to school, they will be collected by their home room teacher who will secure them in a locked area until the end of the school day or they may secure/lock them in their lockers.

If you need to get a hold of your child, call the school line 658-5357 (main line – our secretary Ms. McEwen always checks messages when she returns from stepping away from her desk).

If your child is caught with an electrical devise,

- It will be collected by the teacher or administrator, parent will be contacted, devise returned at the end of the day.
- If they are caught with it a second time, it will be collected by the teacher or administrator, parents will be contacted and asked to retrieve the devise from the school.
- If they are caught a third time, they will not be permitted to have this devise on campus.
- If students refuse to give the devise to teacher or administrator, the parent will be asked to come to the school to deal with the issue with the administrator, teacher, and students. The result will be loss of privilege for any electronic devises on campus for the remainder of the school year.

Our focus is on student learning. These distractions take away from our learning environment for your child and everyone else. **Please support us so we can ensure our focus is on learning! Thank-you ☺**

School Hours

8:15am – teachers on duty

8:25am - all students go inside.

8:30am – Homeroom starts school wide (students after 8:30am are considered tardy, after 8:45am students must receive tardy slip from secretary).

12pm – K-2 Lunch

12:30pm – 3-8 Lunch

1:30pm – K-2 Dismissal

2:30pm – 3-8 Dismissal

Staffing

Every year, there are changes to our staff and this year is no exception:-

Kindergarten – Carol Cummings & Janet Flood

Grade 1- Cynthia Dupere & Crystal Campbell

Grade 2 - Katie Pyne & Kim Bradley

Grade 3 – Patricia Hartley

Grade 4 & Grade 5 – Jeff Porter and Amy McClure

Middle School Team – Leslie Hamilton-Brown, Amy Belyea & Matt Robichaud

Guidance – Craig James

Music – Michael Smith

Literacy - Cynthia McPhee

Resource – Gary Langguth, Brian Cummings, & Laura Taylor

Physical Education & K Music – Lynda Wilson

Community Coordinators – Katie Heffernan (fulltime) & Denise Long (part time)

Administrative Assistant (secretary) – Janice MacEwen

Custodians – Dave Walsh, Rose Doiron, & Teddy Pye

Administrative Team – Christine Roy & Leslie Hamilton-Brown

Educational Assistants – Carla Murphy, **, Diane Maloney, Kathy McKinley, Diane Hassleman, Amanda Beyea, Joanne Wilson, Pam Murray, Linda Wilson, Keri Ann Dallon, Pam Noel, Mary Lou Vienneau, Nancy Knowles, Tanya Arseneau, Cyndi Hasnain, Laura Sears, Kathy Dryer, Sharon Thompson, Mary Larder, & Eileen Tayes. Two positions to be announced - we are awaiting the placement of these EA's (casual EA's are placed for the start of the year).

NOTE: OPEN HOUSE BBQ & PSSC ELECTIONS THURSDAY SEPTEMBER 12TH at 5:30pm.

Have a great school year! ☺

Christine Roy, Principal

