

**Centennial School**  
Information Handbook-Kindergarten  
2012-2013

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We learn. We care. We make a difference.  
We are a Community!

Principal: Tina Estabrooks  
Vice Principal: Darrah Sawyer  
Administrative Assistant: Fran Bass

## Introduction

As parents and educators, we want our children to grow to be respectful, responsible and productive members of society. At Centennial School the nurturing of this process is consistent throughout all grade levels. Through our policies and practices we will strive to ensure a positive, productive and safe learning environment for our children.

The purpose of this handbook is to provide Centennial School family members with a working knowledge of operation procedures, policies and expectations of our school and of the public school system. It is our sincere hope that the sharing of such information will better enable our entire school community to move forward as a team as we prepare our children for the future.

### **School Moto**

We learn. We Care. We make a difference  
We are a Community!

## **Centennial School Song**

We are Centennial Stingers  
We're honest to goodness humdingers  
We are Centennial Stingers  
We want to be we're going to be winners

The best thing above all is the smiles in the hall  
It makes our school so warm and bright  
Kindness shown to everyone makes school life a lot of fun  
We're proud to wear our blue and white

We are Centennial Stingers  
We're honest to goodness humdingers  
We are Centennial Stingers  
We want to be we're going to be winners  
We want to be we're going to be winners

## Statement of Student Rights and Responsibilities

- 1. Each student has a right & responsibility to learn at Centennial School.**

It is the responsibility of each student to listen to instructions, to work to the best of his/her ability and to follow classroom rules.

- 2. Each student has a right to hear and to be heard at Centennial School.**

It is the responsibility of each student to listen quietly when others are speaking.

- 3. Each student has a right to be respected at Centennial School.**

It is the responsibility of each student to show polite, respectful and courteous behaviour to all people at all times both inside the building, on the playground, and on the school buses.

- 4. Each student has a right to be safe at Centennial School.**

It is the responsibility of each student to be kind, tolerant, and cooperative. (He / she will not threaten, punch, bully, or physically or verbally abuse anyone.)

- 5. Each student has a right to expect that his / her personal belongings and school property will be safe.**

It is the responsibility of each student to show respect for school and personal property at all times.

## As a Centennial Stinger, I will...

### Be Respectful

- Take turns, share and be nice to each other
- Be polite and courteous
- Be patient and try to understand other people's feelings
- Speak kindly to others using good manners
- Listen attentively and don't interrupt
- Ask permission before you borrow other people's things
- Return other people's things promptly; in the same condition as when you borrowed them

### Be Responsible

- Take responsibility for your actions
- Help others feel welcome
- Set good examples for others
- Let others learn and concentrate
- Be honest with yourself and others
- Take responsibility for inappropriate behavior and find solutions to correct it
- Always try to do your best

### Be Safe

- Use indoor voices
- Walk safely in the hallways, on the stairs and in the classrooms
- Sit properly in your seat, all four legs on the floor
- Have proper indoor & outdoor shoes
- Keep your hands and your feet to yourself
- Use all play equipment safely
- Stay within the school yard boundaries

### Be Prepared

- Stop & listen to announcements
- Be organized and plan ahead
- Follow instructions & requests
- Keep your desk neat & belongings tidy
- Go quietly & promptly in the halls
- Think before you do and say

## School Day Schedule

### **8:10 Morning supervision begins**

Children should not arrive or be dropped off before 8:10 since there is no supervision until that time.

### **8:05 Breakfast Club begins (through the Day Care doors)**

Breakfast Club takes place in the Day Care under the supervision of the school. All respectful and responsible students are welcome to participate.

### **8:20 Students enter the school**

All students enter the school through the central door at the back of the building. Students are not to enter through the front door for safety reasons.

**In order to encourage and nurture independence, parents are asked not to enter the classroom wing with their children.** A teacher and or educational assistant will be present to ensure that children enter in a safe, orderly manner. Teachers will greet the children and assist them in their morning preparation. Although we know you desire to ensure you child's safety please know that it is necessary to build independence skills.

### **8:20 Breakfast Club ends**

### **Mid Morning nutrition break**

Around the middle of the morning (10:15-10:30) teachers will have a nutritional break.

### **11:55 Noon hour begins**

All students are welcome and encouraged to stay for lunch.

### **12:55 Afternoon classes begin**

### **1:55 Instructional day ends K-2 classes dismissed**

Bus Students are dismissed at 1:35 pm and walkers are dismissed at 1:45 pm. Parents may pick up their children as they exit the school at the rear of the building. Please meet your child at this entrance instead of the front entrance. Please notify the school if someone other than the known parent/guardian is picking up your child.

### **2:55 Instructional day 3-5 classes dismissed**

Bus Students are dismissed at 2:35 pm and walkers are dismissed at 2:45. Parents may pick up their children as they exit the school but this is not required for students in grades 3-5.

## Teaching and Learning Time

Research has clearly shown that student outcomes are directly affected by time on task. Gaining the attention of children is not as easy as flipping a switch. It is a dynamic and fragile process, which requires careful planning and execution to establish and is equally difficult to maintain. Once the focus of a class is broken, it is all but impossible to regain before the end of a period.

Visitors in the halls outside classrooms during Teaching and Learning Time are distracting to students and disruptive to the teaching and learning process. Such visitors may be required under Section (22) of the Education Act to leave the building. All visitors to the building are asked to check in at the office, sign in and receive a visitors tag.

We ask parents to work in partnership with the school to protect and preserve Teaching and Learning Time for our children so that they might have the best possible opportunity for success. **Please do not enter the classroom areas without first making arrangements through the office. If instruction has commenced, you are asked not to proceed to your child's classroom.**

## Discipline

Discipline policy and procedure at Centennial School is fairly simple in that it requires only two things – Respect and Responsibility. Parents and teachers must clearly and consistently demonstrate both of these qualities as we work together as a team to nurture our children toward being respectful and responsible students.

Each of us should know what is expected of us and what we should expect from each other. The Department of Education has clearly defined the responsibilities of students, parents, teachers and principals as they related to our respective roles within the public school system.

## Student Code of Conduct

**Hands off- Feet off- Words off** is the code is the code of student conduct that governs social relations and expectations for all students. Please help us ensure a safe environment by reminding your children to respect all others at all times.

## Discipline Steps or Consequences

If a student persists in refusal to perform his/her duties as outlined in Section (14) of the Education Act, then any combination of the following discipline steps or consequences may be imposed.

- Removal from the classroom
- Student conference with teacher, resource teacher and/or administration
- Teacher/principal/student conference

- Teacher/principal/parent conference
- Behaviour plan
- Letter(s) warning of suspension from school
- Suspension from school not to exceed five days
- Suspension from school exceeding five days

Such offences as violence, stealing and vandalism may result in some form of restitution and involvement of Police.

### **Student Security**

To minimize the possibility of inappropriate entry and to maximize security for our students, all entry doors to the school are locked 10 minutes after classes begin in the morning and in the afternoon. **Students who arrive more than 10 minutes late must enter through the main doors.**

### **School Visitors**

Safety is our first priority for our children. We have a moral and legal obligation to be aware of all visitors in our school and the purpose for their visit. Any person on school property who is not a student or staff member of Centennial School is considered a visitor. **All visitors are required to report to the office upon entering the school.** Permission must be gained from the office before proceeding to any other part of the school. Violators of this policy may be charged under Part II of the *Provincial Offences Procedure Act* as a category C offence.

### **Pupil Pick-Up**

Students being picked up before dismissal time must be signed out at the office before they are released. Simply come to the office and we will have your child come to you.

When you are picking up your child after school dismissal, we ask that you kindly wait outside the appropriate exit (back of school) and your child will come to you. In order to ensure the safety of our children, we require all children in grades K-2 to be picked up by a responsible adult. **We will not permit students in K-2 to walk home unsupervised.**

### **Parking Lot**

Parking is available in the backyard (off Visart Street) for parents picking students up at the end of the day. Please read the signage and refrain from travelling in the bus lane. Parent parking is located in the inner circle of the concrete barricades.

### **Attendance**

The Education Act, Section (15) requires that all students attend school regularly and punctually. Parents and the schools share the responsibility of ensuring this takes place. **If an absence occurs, a written excuse is required upon the child's return to school.** Calls home may be made to verify

absences. Letters are sent when students accumulate a certain number of days. Copies of these letters are file in student cumulative records. In the event of chronic absenteeism, administration is obligated to contact the Department of Social Development.

### **Tardiness**

Students who arrive late (after 8:20 am or 12:25 pm) are required to report to the office for a late slip before reporting to class. Students who are late may be required to make up the time they miss.

### **Smoking**

District has developed a No Smoking on School Premises Policy. Consequently, all people are required to refrain from smoking on school grounds, both during and after school hours.

### **Lunch Hour**

We do permit all students to stay at school for lunch. In order to ensure the safety of our children, we have a school policy that students who remain at school for lunch are required to behave in a respectful and responsible manner. If you wish to have your child participate in a hot lunch program every day you can contact the Portland Daycare. Centennial offers hot lunch Monday and Friday. Order forms are sent home on a regular basis. Also, Chicken Noodle Club offers lunch three days per week at the Portland United Church. Children are supervised by school staff and volunteers. Please be advised that Chicken Noodle is a privilege and students are expected to be on best behavior at all times. Any disciplinary issues will result in dismissal from the program.

### **Homework Policy**

Centennial school has adopted a new approach to homework. Parents will receive a weekly memo (**Home Link**) from the classroom teacher indicating the current learning strategies and suggestions that parents can employ at home to reinforce learning in a fun and family centered way. If a child is meeting with academic challenge, the classroom teacher will contact the home to ensure additional materials and support are provided for parents. Parents are strongly encouraged to read with their children every day.

### **Messages to students**

With over 200 students in the school, requests by parents can, and sometimes does, develop into a significant problem. Parents are asked to help protect and preserve valuable teaching and learning time by limiting message delivery requests to emergency situations only. We are not able to promise a safe delivery of messages during the school day, so we do ask that you make arrangements before your child leaves for school. **Please be aware that the office is often vacant for a period of 30 minutes while our Administrative assistant is at lunch.**



### **Calls home by students**

Unless circumstances require, students will not be permitted to use the phone. Office staff will contact home for emergency situations such as illness or injury. Forgotten assignments, gym clothing, and requests to go somewhere other than home after school, are not considered emergency situations. Students will be encouraged to be responsible with regard to planning and preparing for their day.

### **Clothing**

It is important that children wear some type of shoe at all times in case of fire drills and emergencies. When dressing your children for school, please keep in mind that young children can become involved in some pretty active learning and should be dressed with potential for stains in mind. For safety reasons, sock feet and shoes other than sneakers are not permitted in the gym during gym classes. Sneakers worn elsewhere are acceptable for use in the gym as long as the treads are clean.

### **Student Medication**

The administration of medication to students is the responsibility of the parents, legal guardians and physician. Whenever possible, medication schedules should be arranged so that students take their medication at home or students self-administer medication at school. When no other viable alternative exists, school staff may be requested to provide assistance in accordance to District procedure.

The administration of prescription medicines and other medical procedures will be provided by school staff only when formally requested in writing by parents, advised by a physician, and necessary during school hours. Parents are responsible for advising the appropriate staff member of any changes to the medication regime.

Parents of children with severe allergies should ensure that their child carries an Epi-pen on his/her person (usually kept around the child's waist in a carrying pouch) at all times and that at least two are available in the school.

Parents of children with potentially life-threatening conditions must meet with school officials at the beginning of the school year to develop a written individual care plan. At this meeting, parents should provide a physician's written medical opinion confirming the necessity of such action.

All necessary forms are available through the school secretary. Please ask at the office for these forms if they apply to your child's situation.

### **Head Lice**

Head lice are a common problem in elementary schools simply because of the sheer numbers of heads and the close proximity, in which the children

work and play. Our best defense against head lice is to have school and parents working as a team in checking our children's heads regularly and encouraging them to interact wisely with their peers.

Teachers will routinely conduct a "head check". If lice are found, the child will be required to go home immediately. The school will send a note home to all families indicating that a case has been reported and request that parents conduct a search at home.

It is equally important that if a parent makes a similar discovery at home that the school be notified so all families may be alerted.

Any child who misses class due to head lice infestation is required to be completely free of the infestation before returning to school. Permission to return to class must come from the principal's office.

### **Bus Safety**

Only a handful of students of Centennial School ride the bus to and from school each day. However, during the course of the school year all students may have occasion to be transported by school bus. In all cases, all safety policies apply.

While loading onto, riding on, and unloading from the school bus, children are required to behave in a respectful, responsible fashion. It is imperative that the driver be able to focus his/her complete attention on the safe operation of the bus and not be distracted by unruly behavior.

Children who placed the safety of bus passengers in jeopardy through improper behavior may have their bus privileges suspended.

### **Fire Drill**

The law requires that Fire Drills be held a minimum of once per month. All persons will vacate the school as quickly and as quietly as possible. Children should wear appropriate footwear at all times since fire drills require a "leave as you are" response.

### **Parent-School Communication**

The most effective means to communicate with the school is with your child's classroom teacher. Your son or daughter's teacher knows your child better than anyone in the school. The teacher is also the person who will work at fulfilling any needs your child may have. Whenever you have questions you should first contact the classroom teacher. You can do so by sending an email directly or by calling the school office and to request a phone call.

## **Lockdown and Emergency Evacuation Procedures**

In the event either of these safety plans are practiced, notification will be sent home before the drill. Please take the time to discuss with your child, these evacuations are simply another type of drill much like the fire drill.

## **Lost and Found**

A "Lost & Found" box is kept directly outside the office to store the many articles that are lost or abandoned by the children in the school. Parents are encouraged to check the box on occasion, especially if their children are missing things.

When the box becomes full, we will make an announcement for children and/or parents to come and review the contents of the box and claim whatever belongs to their children. A few days thereafter the unclaimed items will be donated to a local charitable organization.

## **School supplies**

A list of school supplies required to begin classes in the fall will be sent home with the June report card. This will enable parents to take advantage of summer sales. A copy of the list will be available upon request at the school office.

## **Bad weather days**

On days when the weather is poor students are kept in at noon. Consequently, there is no supervision outside at noon on those days. It is important, therefore, those students who go home for lunch return to the school at 12:55.

On days when school is cancelled or openings are delayed due to weather conditions, radio announcements on all local stations begin about 6:00 AM. For a direct report call the Snow Line at 643-7669

## **School Pictures**

During the fall term the children of Centennial School have their pictures taken. Although all children are given proofs and package prices, the purchase of these pictures is entirely voluntary.

## **Book Fair**

A Book Fair displaying popular children's publications is held in the late fall. Displays are set up in the Library and, over a period of several days, parents and students are invited to view and/or purchase books.

## **Toys in school**

Children's toys and games have no place in school except when required as part of academic instruction. Parents are requested to instruct their children not to take such items to school unless specifically requested as part of a homework assignment.

Centennial School is not responsible for such belongings that have been brought to school unsolicited, and subsequently damaged, lost or stolen. In compliance with the new District 8 policy of no cell phones and electronic devices during instructional hours (School Safety: 306.6), any child who brings a cell phone or other electronic device to school will have it removed and it will be placed in the Principal's office for pickup of a parent/guardian.

### **Food in the playground**

So that we may keep our playground clean and free of seagulls and other scavengers, students are not permitted to eat food on the playground. Ample time is provided for students to snack indoors at recess and noon.

### **Scent Free Environment Policy S-405**

In consideration of indoor air quality and health of students, employees, volunteers and visitors to School District, the District has undertaken to implement a scent free policy to be effective January 1, 2000. Consequently, all people are requested to refrain from the wearing of perfume, after-shave, hair spray and other such products while in the school building. Any one wearing scents in the building will be approached by administration.

### **Parent School Support Committee**

The Centennial School PSSC may consist of up to twelve members including elected parents, a teacher and appointed community members. The committee meets on a regular basis and works with the principal on a variety of educational matters and provides a valuable communication link between the school and home.

### **Volunteers**

Voluntary services of parents are important to the development of partnerships between home and school. There are so many tasks, which simply could not be done without the dedication and commitment of parents who give so freely of their time.

All volunteers at Centennial School have had a "Criminal Records Check" completed, and wear a "Volunteer" identity tag at all times while working in the school. Volunteers work under the direction of teachers and/or principal and are not responsible for the enforcement of student discipline.

## **Provincial Policies**

### **Compulsory Attendance**

**Education Act – Province of New Brunswick (February 28, 1997)**

#### **Section 15 - Compulsory Attendance**

- (1) Except as provided in section 16 subject to subsection (2), a child is required to attend school
  - (a) beginning on the first school day of a given school year if, on or before the thirty-first day of December of that school year, the child will have attained the age of five years, and
  - (b) until the child graduates from high school or attains the age of eighteen years.
- (2) The parent of the child referred to in paragraph (1)(a) may defer the attendance of his or her child until the first school day of the next school year if the child has not attained the age of five years on or before the first day of September of a given school year.
- (3) For the purposes of this Act, the reference in paragraph (1)(b) to eighteen years shall, until July 1, 1999, be read as a reference to sixteen years.
- (4) The principal of a school or such other person as may be designated by the superintendent concerned shall examine every case of non-compliance with subsection (1) in the school
- (5) When the examination warrants it, the principal or such other person as may be designated by the superintendent concerned shall, by way of a written notice,
  - (a) notify the superintendent of the case, and
  - (b) notify the parent of the child of the case and the consequences of non-compliance.
- (6) On receipt of the notice referred to in paragraph (5)(b), unless the child is excused from attendance as provided by this Act or the regulations, the parent of the child shall immediately cause the child to attend school.
- (7) A parent who violates or fails to comply with subsection (6) commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.
- (8) Subsection (7) does not apply if the child concerned has attained the age of sixteen years.

### **Section 19 – Referral to the Minister of Health and Community Services**

Where a parent neglects or refuses to ensure that his or her child attends school as required by this Act and, in the opinion on the superintendent concerned, the child's security or development may be in danger, the superintendent shall refer the matter to the Minister of Health and Community Services for investigation under the *Family Services Act*.

### **Order and Discipline**

**Education Act – Province of New Brunswick (February 28, 1997)**

#### **Section 15 – Order and Discipline**

- (1) Every teacher has a general oversight of school property while being used for school purposes.
- (2) Every teacher shall
  - (a) maintain order and discipline in or on school property,
  - (b) maintain order and discipline in the part of the pupils under the teacher's supervision during school activities off school property and
  - (c) have due care for the conduct of pupils while on their way to and from school.
- (3) When performing the duties of a student teacher, a student teacher has the same powers and responsibilities as a teacher under this Act and in respect of the maintenance of order and discipline.

#### **Section 22 – Improper Conduct**

- (1) When a person creates or attempts to create a disturbance in or on school property while being used for school purposes, a teacher may exclude that person from the school property.
- (2) Where under subsection (1) a teacher attempts to exclude a person from school property and that person refuses to immediately leave the school property that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.
- (3) Where a person, in or on school property,
  - (a) uses threatening or abusive language, or
  - (b) speaks or acts in such a way as to impair the maintenance of order and discipline in or on the school property,

that person commits an offence punishable under Part II of the *Provincial Offences Procedure Act* as a category C offence.

## **Suspension of Pupils**

**Education Act – Province of New Brunswick (February 28, 1997)**

### **Section 24 – Suspension of Pupils**

- (1) A principal may for cause suspend
  - (a) a pupil from attendance at school
    - (i) for a fixed period of time not exceeding five consecutive school days, or
    - (ii) pending review of the matter and decision under subsection (2) by the superintendent concerned, or
  - (b) any other school privilege of a pupil
    - (i) for such period of time as determined by the principal, or
    - (ii) pending a review of the matter and decision under subsection (2) by the superintendent concerned.
- (2) The superintendent may for cause suspend any or all school privileges of a pupil for such period of time as is determined by the superintendent.
- (3) Where a principal suspends a pupil under paragraph (1) (a), the principal shall immediately report the matter in writing to the superintendent concerned.
- (4) In accordance with the regulations, the parent of a pupil or an independent pupil may, where the pupil is suspended from attendance at school under this section for more than five school days in a school year, appeal the most recent suspension from attendance at school.
- (5) Where a pupil's school privileges are suspended under this section and not reinstated in an appeal of the suspension under subsection (4), the pupil's school privileges shall not be reinstated, despite the expiry of the period of time of the suspension, unless assurance of the pupil's reform is received from the pupil.

### **Section 25 – Destruction of School Property**

Where school property is destroyed, damaged, lost or converted by intentional act of a child, the child and the child's parents are jointly and severally liable to the Minister in respect of the act of the child.

## **Communicable Diseases or Infestations**

Education Act – Province of New Brunswick (February 28, 1997)

### **SECTION 20 – Acute Communicable Disease or Acute Communicable Infestation**

- (1) A principal may exclude from school property a pupil who is or is suspected to be affected with an acute communicable disease or an acute communicable infestation.
- (2) Where a pupil has been excluded from school property under this section, the principal may require the pupil to produce a medical certificate of freedom from contagion or infestation before allowing the pupil to return to school.

## **Duties of Teachers**

Education Act – Province of New Brunswick (February 28, 1997)

### **Section 27 – Duties of Teachers**

- (1) The duties of a teacher employed in a school include
  - (a) implementing the prescribed curriculum
  - (b) identifying and implementing learning and evaluation strategies that foster a positive learning environment aimed at helping each pupil achieve prescribed learning outcomes,
  - (c) maintaining a deportment consistent with his or her position of trust and influence over young people,
  - (d) exemplifying and encouraging in each pupil the values of truth, justice, compassion and respect for all persons,
  - (e) attending to the health and well-being of each pupil,
  - (f) maintaining his or her professional competence, and
  - (g) assisting in the development and implementation of the school improvement plan and cooperating with the school performance report.
- (2) A teacher employed in a school is accountable to the superintendent of the school district through the principal of the school for the performance of the teacher's duties and overall educational progress of the pupils under the teacher's instruction.



## **Duties of Principals**

**Education Act – Province of New Brunswick (February 28, 1997)**

### **Section 28 – Duties of Principals**

- (1) The principal of a school
  - (a) is the educational leader and administrator of the school and has overall responsibility for the school and for the teachers and other school personnel employed at the school, and
  - (b) is accountable to the superintendent of the school district for the performance of the principal's duties and overall educational progress of the pupils enrolled in the school.
  
- (2) The duties of a principal include
  - (a) preparing, in consultation with school parent advisory committee and the school personnel, a school improvement plan and coordinating its implementation,
  - (b) preparing, for parents of the pupils enrolled in the school, an annual school performance report,
  - (c) ensuring that reasonable steps are taken to create and maintain a safe, positive and effective learning environment,
  - (d) participating in the selection of school personnel for the school,
  - (e) encouraging and facilitating the professional development of teachers and other personnel employed at the school,
  - (f) evaluating the performance of teachers and other school personnel employed at the school,
  - (g) being accountable and responsible for funds provided to and raised for the school,
  - (h) ensuring that provincial, school district and school policies are followed, and
  - (i) ensuring the establishment of and participating in the operation of a school parent advisory committee at the school

## **Roles of Parents and Duties of Pupils**

**Education Act – Province of New Brunswick (February 28, 1997)**

### **Section 13 – Roles of Parents**

- (1) In support of the learning success of his or her child and the learning environment at the school, a parent is expected to
  - (a) encourage his or her child to attend to assigned homework,
  - (b) communicate reasonably with school personnel employed at the school his or her child attends as required in the best interests of the child,
  - (c) cause his or her child to attend school as required by this Act,
  - (d) ensure the basic needs of his or her child are met, and
  - (e) have due care for the conduct of his or her child at school and while on the way to and from school.
- (2) The parent of a pupil has a right to reasonable consultation with the pupil's teacher or the principal of the school the pupil attends with respect to the education of the pupil.
- (3) It is the responsibility of the parent of a pupil and of school personnel to conduct themselves in a respectful manner and to follow established procedures when involved in communications concerning the pupil.

### **Section 14 – Duties of Pupils**

- (1) It is the duty of a pupil to
  - (a) participate in the learning opportunities to his or her potential,
  - (b) accept increasing responsibility for his or her learning as he or she progresses through his or her schooling,
  - (c) attend to assigned homework.
  - (d) attend school regularly and punctually,
  - (e) contribute to a safe and positive learning environment,
  - (f) be responsible for his or her conduct at school and while on the way to and from school,
  - (g) respect the rights of others, and
  - (h) comply with all school policies.
- (2) It is the right of a pupil to be informed of his or her educational progress on a regular basis.