

# ISLAND VIEW SCHOOL

## STUDENT/PARENT HAND BOOK

### 2010 - 2011

Dear Parents,

I hope you find this handbook useful, informative and reassuring. We, the administrative staff and teachers at Island View will do our best to provide your child with a rewarding learning experience that will serve as a solid foundation for future success. To that end we fully support NB3-21C, the Department of Education's new three year plan to create a 21<sup>st</sup> Century learning model for public education. The goals of this initiative are for students to become:

- highly skilled in the three areas of literacy, mathematics and scientific thinking
- critical thinkers and creative problem solvers
- collaborators
- skilled communicators
- resourceful, reliable, resilient and physically active
- involved in our communities and connected to the world

We can greatly enhance the achievement of these goals by creating innovative and technology-rich learning environments. In this regard, we are fortunate that this year, Island View will be participating in a provincial pilot project in which all our students will have the opportunity to use netbook technology to support their learning.

It is well known that you as parents are your child's strongest influence, especially during their elementary school years. It is your positive attitude, sustained interest and enthusiasm which will have an enormous bearing on your child's success at school and beyond. I hope you enjoy being involved in your child's learning journey while he/she is a student at Island View and that you are able to take advantage of the many opportunities to volunteer at the school. We are fortunate to have an effective Parent School Support Committee and a very active and dedicated Home and School Association. I encourage you to support them in their endeavors.

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,

John G. Sheehan  
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 290, we are one of the larger elementary schools in School District 8. Approximately 70% of students are bused to school while the remaining 30% walk or are driven from the immediate neighborhood. Currently, the staff includes 18 teachers and 11 support staff. Throughout the 37-year history of the school, it has been known for its excellence in academics, athletics and the arts.

## **ISLAND VIEW STAFF**

Mr. John Sheehan	Principal, Kindergarten Physical Education
Mrs. Jean White	Vice Principal / Methods & Resource
Mrs. Sandie Keeffe	Secretary
Mrs. Erin O'Neill	Kindergarten
Mrs. Susan Foster	Kindergarten
Mrs. Kathy Jackson	Kindergarten
Mrs. Bet O'Toole/Mrs. Deborah Fullerton	Grade 1
Mrs. Pamela Melanson	Grade 1
Mrs. Connie O'Brien	Grade 1/2
Mrs. Gwen Karatzios	Grade 2
Mrs. Connie Hooper	Grade 2
Mrs. Stacey Brown	Grade 3
Miss Joanne Genge	Grade 3
Miss Kristy Dobson	Grade 4
Mrs. Susan Brilliant	Grade 4
Miss Katelyn MacDonald	Grade 4
Mrs. Janet Wilson	Grade 5 English/Intensive French
Mrs. Kathy Lynch	Grade 5 Intensive French
Mr. Rob MacMurray	Physical Education Gr. K-5
Mrs. Luan Salmon	Music Grades 3-5
Mrs. Tara Dick	Music K-2
Mrs. Julie Urquhart	Literacy Intervention
Mrs. Linda Oliver	Librarian
Mrs. Dawn Stackhouse	Teacher Assistant
Mrs. Bonnie Craft	Teacher Assistant
Mrs. Cheryl Darrah	Teacher Assistant
Mrs. Denise Thebeau	Teacher Assistant
Ms. Sharon Austin	Teacher Assistant
Mrs. Samantha Foorsov	Teacher Assistant
Mrs. Sharon Langis	Teacher Assistant
Mrs. Rebecca Doiron	Teacher Assistant
Mr. Danny LeBlanc	Custodian
Mrs. Linda Dube	Custodian
Mr. Arthur Stratis	Custodian (part-time, evening)

## **PARENT SCHOOL SUPPORT COMMITTEE\***

Jerome Dick (Co-Chairperson)      Sue Doiron (Co-Chairperson)      John Campbell      Tracey Galbraith

\* 4 new members to be elected in September 2010

## **HOME AND SCHOOL EXECUTIVE**

Mrs. Kathy Dumouchel, President  
Mrs. Shelly Thorne, Secretary

Mrs. Cindy Whelton, Vice-President  
Mrs. Heather Keenan, Treasurer

**HOURS OF INSTRUCTION**

Buses Arrive	8:00 a.m. - 8:10 a.m.
Classes in Session (K - 5)	8:20 a.m. - 9:55 a.m.
Morning Recess	9:55 a.m. - 10:10 a.m.
Classes in Session (K - 5)	10:15 a.m. - 11:50 a.m.
Lunch	11:45 a.m. - 12:15 p.m.
Noon Recess	12:15 p.m. - 12:45 p.m.
Classes in Session (K - 2)	12:50 p.m. - 1:50 pm
K - 2 Buses Leave	1:50 p.m. - 2:05 p.m.
Classes in Session (Gr..3 - Gr..5)	12:50 p.m. - 2:50 p.m.
Gr. 3 - Gr. 5 Buses Leave	2:50 p.m. - 3:05 p.m.

**Please note that students should not arrive for school before 7:55 a.m. as the school yard is unsupervised prior to this time. All students should arrive at school by 8:10 a.m. to enter the school with their class.**

**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 IN THE 21<sup>ST</sup> CENTURY**

Teaching and learning at Island View School is focused on achieving the goals of **NB3-21C** 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>. Periodically throughout the year, the school holds parent information sessions explaining the goals of our programs. You are encouraged to attend these sessions 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 Math and Language Arts Assessments written in the spring by students in Grades 2-5. To date, Island View students have done very well on these assessments. A summary of our improvement plan is available on our school web site or from the school office.

**HOMEWORK**

Homework will be limited to practicing previously learned skills and independent reading.

**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, student portfolios, and classroom observation. 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 through home reports (November, April and June), parent/teacher conferences (November and April), notes home, phone calls, meetings and 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 might not be promoted to the next grade level. Any decision about retaining or promoting a child is always done in his/her best interest.

### **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>), class websites, monthly newsletters, e-mail and weekly talk-mail messages.

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 with their child's teacher, parents should 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.**

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 8:10 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. Children arriving late need to be reminded to use the front entrance; in such cases, parents are advised to wait until their children are safely buzzed into the school.

Parents dropping children off in the morning are asked 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.

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

- Parents waiting for Kindergarten children on the school's lower level, please wait in the parking area or foyer by the lower entrance (the one without the stairs) at the rear of the school.
- All other parents please wait in the parking area/playground at the Junior End of the building nearest to Westgate Park. Students will be escorted to this area by a teacher at dismissal time.

Parents picking up children from the after-school computer camp please use the entrance by the library.

### **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, aerobics, 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 its Positive Learning Environment Plan, 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. Of particular note are the following programs:

- *First Three Weeks of School\**– At the beginning of each school year, we have a school-wide 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.
- *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 trustworthiness. 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 to do a skit or presentation related to care and respect for each other.
- *Learner of the Month* – On a monthly basis, teachers select one student from their class to receive a Learner of the Month Award at our monthly assembly. 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.
- *Guidance Program* – Our guidance counselor, who visits the school one day per week, does regular classroom presentations throughout the school year on such topics as interpersonal skills, bullying, and dealing with emotions.

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 consequences:

- Apology (oral or written)
- Community service (grounds, cleanup, chores)
- Parent contact (with a possible warning letter)
- Individual behavioural contract
- Police contact in cases of violent acts, dangerous objects or stealing
- Pay for damage/repairs
- Record name and incident
- Referral for intervention/counseling
- Noon detention
- Recess 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.

*\*Based on the book “The First Six Weeks of School”*

### **ABSENTEEISM**

Upon returning to school after an absence, all children are to bring a written excuse from their parents explaining the absence.

### **HEALTH CARE**

This year we once again have to be particularly vigilant regarding the H1N1 virus. To safeguard against the spread of this flu, the school has implemented the following procedures:

- Staff will be reviewing and demonstrating proper handwashing techniques with the children.
- All students will be required to wash their hands after using the washroom, before recess, before lunch and after sneezing or coughing into a tissue.
- Staff will emphasize with students the importance of sneezing/coughing into the bend of their arms rather than their hands.
- There will be increased diligence by custodians with respect to cleaning desktops, hand railings, etc.
- Students who become sick with influenza-like symptoms at school will be placed in a separate room from other children and parents will be contacted to take their child home. Staff members with these symptoms will also be required to go home.
- Any child or staff member who has been diagnosed with H1N1 will be required to stay home for seven days or until a physician indicates that they are able to return to school. **Parents are strongly encouraged to keep children at home if they are sick with influenza-like symptoms.**
- Posters will be placed in the school reminding children and staff of proper hygiene methods.
- If there is a case of H1N1 at school, a letter will be sent home informing all parents and advising them to watch their children for symptoms.
- For up-dates on H1N1 health advisories you may visit [www.gnb.ca/flu](http://www.gnb.ca/flu).

We have a Medical Alert File, which profiles all students who have special medical needs (asthma, 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 AND PEANUTS, FOODS CONTAINING THESE SUBSTANCES 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.**

In keeping with the District 8 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 or nits be detected at school, the infected child will be sent home for treatment and will only be allowed to return to school after being inspected (with parents present) by his or her teacher or the Principal.

### **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 St. Rose School to the east and River Valley Middle School to the west. Parents will be informed of any emergency situation through talk mail and the local media, as well as a parent contact fan-out phone call system. 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.

### **SCHOOL CLOSURE DUE TO INCLEMENT WEATHER**

Parents will be notified by early morning radio announcements 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.

### **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 3:15 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.

### **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 dedicated to providing internet access and affordable computer training to the local community. The center offers an after school program and holiday computer/recreational camps. 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. Lunch money for any week will be accepted only on the previous Friday. If your child is sick on Friday, his/her weekly order may be phoned in to the school secretary. Lunch program details will be sent home during the first week of school, with the program starting during the second week.

Given the strong link between diet and ability to learn, all families are encouraged to send children to school with healthy food only. A list of healthy lunch and snack items will be provided to all parents at the beginning of the school year and up-dated when necessary. The school will also provide a list of strongly discouraged junk foods.

Island View has a school canteen that serves milk, and healthy snack choices at noon recess.

Our Home and School Association provides a free healthy snack to all children once a month.

Island View has a breakfast program that operates from 8:00 to 8:15 each morning. The start-up date for the program is announced during the fall. It is well established that children need a good breakfast in order to have the energy to learn. The breakfast program is not designed to provide all of the children in our school with a breakfast. 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 often make it difficult for children to have breakfast at home. Consequently, 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.**
- **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 a request to the school in writing, using the District 8 Long Term Alternate Transportation Form, available at the school office.**

**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 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. These include a Parent Orientation Evening, a Parent Math Night, Math Games Evenings, Literacy Information, Nutrition, Internet Safety, and the Family-School Connection talk-mail service.

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. All parents may join the Home and School Association for a yearly membership fee of only \$5.00. Please give serious consideration to supporting this most worthwhile group. Your children will be the ones to benefit.