

**M. GERALD TEED MEMORIAL SCHOOL**  
**151 BLACK STREET**  
**SAINT JOHN N.B.**  
**E2K 2L6**  
**TEL: (506) 658-5352 FAX: (506) 658-6312**

---

## **PHILOSOPHY**

At M. Gerald Teed School, it is extremely important that the whole school community work together to create the ideal atmosphere in which optimum learning can take place. We are proud of our school and of the community from which the school draws its students. The interest shown by parents, guardians, grandparents and friends of the school community, acknowledges the important ongoing process which takes place at the school.



### **Contact Information:**

**District 8 Web Site:** <http://www.district8.nbed.nb.ca>  
**School Web site:** <http://mgeraldteed.nbed.nb.ca>  
**School e-mail contact:** [Shirley.Gorman@nbed.nb.ca](mailto:Shirley.Gorman@nbed.nb.ca)

## SCHOOL SCHEDULE



<b>7:55 - 8:10</b>	<b>Teacher on duty</b>
<b>8:05</b>	<b>Students line up</b>
<b>8:10</b>	<b>Students enter building</b>
<b>8:20</b>	<b>O' Canada</b>
<b>8:20</b>	<b>Instruction Begins</b>
<b>10:00</b>	<b>Recess Begins</b>
<b>10:15</b>	<b>Recess Ends</b>
<b>10:25</b>	<b>Instruction Begins</b>
<b>11:25</b>	<b>LUNCH Begins – general dismissal</b>
<b>11:50</b>	<b>Outdoor Recess</b>
<b>12:10</b>	<b>Line-up for re-entry into school</b>
<b>12:20</b>	<b>Afternoon instruction begins</b>
<b>1:50</b>	<b>Dismissal</b>

- ◆ The front door will not be opened to students & visitors during **O' Canada**.
- ◆ Students who remain at school for lunch go outside at **11:50**
- ◆ Re-entry bell rings at **12:10**
- ◆ Parent/Guardians should make sure their child does not arrive in the schoolyard prior to **7:55 a.m.**, as there is no teacher supervision before that time!
- ◆ There is only one phone line into the school so if you cannot get through, please leave a message.



## STAFF LIST 2010-2011

PRINCIPAL  
VICE-PRINCIPAL  
ADMIN. ASSISTANT

MR. MARK CROWLEY  
MS. NISHA PANUN  
MRS. SHIRLEY GORMAN

*MAIN OFFICE  
MAIN OFFICE  
MAIN OFFICE*

### BOTTOM FLOOR

KINDERGARTEN  
KINDERGARTEN  
KINDERGARTEN  
GRADE 1

MISS T. HARKINS  
MS. L. McLAUGHLIN  
MRS. C.ROSS  
MR. M. BIGNEY

*ROOM 7  
ROOM 2  
ROOM 5  
ROOM 6*

### UPPER FLOOR

GRADE 1  
GRADE 1  
GRADE 2  
GRADE 2  
GRADE 2

MISS. S. MAWHINNEY  
MRS. T. RYAN-MYLES  
MRS. M. WALKER  
MRS. C. MARKS  
MRS. R. DALTROP

*ROOM 12  
ROOM 10  
ROOM 13  
ROOM 14  
ROOM 15*

LITERACY INTERVENTION  
METHODS & RESOURCE  
MUSIC  
PHYSICAL EDUCATION  
LIBRARY

MS. N. PANUN  
MRS. HARRIS-WEIR  
MR. J. HIGGINS  
MR. M. CHEVARIE

*ROOM 16  
ROOM 3  
ROOM 6  
GYM  
ROOM 9*

### **Dismissal:**

For safety reasons and because of noise and congestion in the hallways, we would ask **all** parents to wait for their children **outside** the school doors. Students taking the yellow school bus will be dismissed out the front door. Students being picked up will exit the back door (playground side).

**ALL PARENTS COMING INTO THE BUILDING MUST CHECK IN WITH THE OFFICE.**



### **Buses:**

- ◆ **School bus drop off and staff parking** - at the front of the school.
- ◆ **Drop off Zone** – Visitor parking and student drop off is in the parking lot to the left of the building.

Please make sure that when you are dropping off students, in the **drop off zone** you do not block driveway. There are spaces provided should you wish to park and come into the building.



### **School Absence:**

When your child is sick or late, a phone call should be made to the school office **(658-5352)** and a note must be sent to the homeroom teacher stating the reason and the date(s) of the absence. If it is known in advance that a child will be absent, a note should be sent in as early as possible before the absence. It is the responsibility of the child to catch up on any missed work due to absence or illness.

### **SCHOOL WORK FOR STUDENTS WHO TRAVEL DURING THE SCHOOL YEAR**



Parents who will be requesting school work for their child while traveling during the school year are required to give at least **five (5) days** notice to the home room teacher.

### **Attendance:**

To receive the best quality of education, each student shall attend school as regularly as possible. The New Brunswick School Act states the minimum requirements of attendance.

### **Tardiness:**

Tardiness is noted and recorded as part of our routine attendance recording procedure. If your child is late coming to school it will be noted and recorded as such and continued tardiness will necessitate a letter being sent home to the parents. Please note that if your child is late due to the school bus arriving late, this will not be recorded as tardy.

# WELCOME



## Parents & Visitors entering the building

Our school is locked once students have entered the building (8:15). Please ring the buzzer to enter the school then report to the school office. **ALL VISITORS TO THE SCHOOL MUST REPORT TO THE MAIN OFFICE UPON ENTRY AND SIGN IN.** This is extremely important, as the staff need to know who is in the building at all times.



## Milk Program:

Milk is sold at the school (250 ml. container) for the lunch students. Both white and chocolate milk is available. Yearly payments for milk are encouraged at \$70.00 per year, or \$35.00 for half a year. The cost per month is \$8.00. A cheque made out to "**M. Gerald Teed School**", is the simplest method of payment, although cash is accepted.



## Parent Meetings with Teachers and Principal:

As a teacher's day is a busy one, we request that appointments to discuss your child's progress be made ahead of time. This can be done by phoning the school and leaving a message with the secretary. The teacher will return your call promptly and a mutually convenient meeting time can be set up. Classes should not be interrupted unless absolutely necessary.

Appointments with the principal should also be made in advance. We regret that drop-in appointments can rarely be accommodated. Please call the secretary and set up an appointment for a mutually convenient time.



## Playground:

We are very fortunate to have a well equipped Playground at M. Gerald Teed. This playground has been divided into three sections, so that each grade level at the school is able to have their own day to use the equipment. A schedule has been developed and students are informed daily as to which part of the playground they are to play on at morning and noon hour recess.

We practice good citizenship when using the playground and students are to take their turns and be respectful of others. If this does not occur, students are asked to remove themselves from the playground until they are able to return and follow our accepted rules. Our playground is **closed during the winter months** due to safety concerns. Playgrounds remain closed until we have received instructions from the District that we may re-open the playgrounds for student use. In the early mornings (morning dew) and when it is raining, the playgrounds are closed also due to safety concerns, as the surfaces can be and often is extremely slippery.

Our playground is an important part of our school community and is used by youngsters who live in the area. We think that it is wonderful that these facilities can be used by both the school and the community. We ask that if you are aware of any type of misuse, destruction or abuse of this equipment that is taking place after school hours, that local authorities are notified. The investment in this equipment has been very extensive and the planning and implementation has been a long process. We hope that it is here for many, many years to come.

## DISCIPLINE POLICY.

### Discipline Policy:

At M. Gerald Teed School, we have an expectation that all students will be good citizens of our school community, including being respectful, making good choices and trying their best at all times. Unfortunately, some incidents do occur when children make poor choices which have a negative effect upon themselves or others within the school. When these incidents occur they are dealt with firstly, **by the homeroom teachers or duty teachers** with the school **Administrative Team** stepping in, if the incident warrants this in terms of seriousness.

If an incident warrants a note home (*Blue Note or Student Behavioral Form*) a phone call will be placed by a teacher to inform the student's parents/guardians of the incident and that the form will be arriving home. This form is to be completed by the student with the assistance of their parents/guardians. The **blue form** is then to be returned to the homeroom teacher.

**Incidents are recorded at the office level** and should these incidents continue a member of the Administrative Team will contact the student's parents/guardians and meetings will be scheduled to discuss these incidents. Serious incidents will be dealt with by members of the Administrative Team or their designate. We follow a procedure that has been laid out by the District in terms of sending **warning letters** to parents and, if need be, **suspension letters** for students. Meetings with the Administration Team are always scheduled after the issuing of a suspension letter, prior to the student returning to our school.



### Inclement Weather:

If school is to be closed due to inclement weather, it will be announced on major local radio stations before **7:00 am**. Occasionally school will be **delayed one hour** for snow removal - teachers are to attempt to be at the school at the usual opening time. Children who arrive at the regular time will be supervised and assigned schoolwork.

Parents are urged to listen to the radio early in the morning during inclement weather conditions so that you can be informed of school closings. You may also telephone the District 8 phone line at **643-SNOW (643-7669)** to hear a recorded message regarding school closings.

If schools remain open and you feel as a parent that conditions in your area are not conducive to your child going to school, then ultimately you have the final decision as to whether or not to send your child to school.

### Early School Closure:

In case of early school closure, announcements will be made on the **radio**. As well, there will be a **voice mail sent home** and an e-mail (should there not be a power failure.) A **phone call** will also be made to confirm where your child should go. Please make sure your **phone numbers are kept up to date** at the school and please make sure your child has an alternative option, should he/she arrive home and find no one there.



**Fire Drills** are held regularly as well as **Emergency Lock Down procedures**. Children are to use the exit as outlined by their homeroom teacher. As well, instructions/directions for exiting the building are posted in all classrooms.

If a “**Lock down Procedure**” practice is held, a yellow “*Lock Down*” sign will be placed on the front door and the door will not be opened until the practice is complete.

### Dress Code:

Please make sure that all students are dressed each day for **indoor and outdoor play**. This includes appropriate footwear. (Please note that summer flip-flops and crocks-style shoes are not suitable for school play.) Students are outside 2-3 times a day whenever possible as this promotes a healthy learning environment. Students’ attire should be neat and clean for school and clothing with slogans and/or inappropriate pictures are not to be worn.

**Please make sure your students have warm clothing for outside play and all students should have a change of clothing in the class room in case of an accident.**



### **Talk Mail & E-Mail:**

The **talk/voice mail service** allows for communication between home and school. You must activate the talk mail to receive messages. This part of the service is free. If you should require assistance activating talk mail please consult the telephone directory or the school office. The secretary must add you to the master list. If you have a telephone provider that does not include this service, please contact the school office and the secretary will make arrangements to have your messages sent by e-mail.

### **P.S.S.C.**

The **Parent School Support Committee** is an elected group of parents who meet approximately once a month to offer advice and assistance to the principal and staff on a variety of school concerns. These meetings are public meetings and a "Notice of Meeting", is sent home with the student/or by Talk Mail. Minutes of the regular meetings are posted outside the office. Elections are held to fill vacancies in the fall of each academic year. Please contact the current P.S.S.C. Chairperson or the Principal for information.

**Criminal records Check:** All adults who are volunteering in New Brunswick schools must have criminal records clearance. Please contact the school office for forms and details.

### **Provincial Testing:**

- **Pre-Kindergarten** – students registered for kindergarten will be tested by the District 8 office before entering kindergarten.
- **Grade 2** – Students in grade 2 will be tested in May in Literacy.



### **Report Cards:**

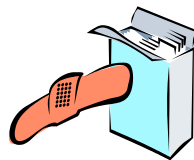
Report Cards for students in grades kindergarten to grade two are issued **three** times a year. Parents and teachers meet to discuss the student's progress after the first and second home reports. These meetings are scheduled for after school and early evening. Request notices are sent home in your child's **home report** to book appointments. This parent/teacher request form must be returned to the **school by 9:00 the following morning** so that appointments may be given to parents/guardians the following day.



## Home & School Association:

The M. Gerald Teed School community is very fortunate to have an active Home & School Association. This association provides the school with an invaluable resource that benefits all of us involved with the education process. The Home & School Association meets monthly at the school and is open to all parents. Your involvement is strongly encouraged. If you have any questions, please contact the President of the Home & School Association. The Home & School Association also organizes and runs the **Friday Hot Lunch Program** offered to all students. A hot lunch form is sent home to every child at the end of the month, and this order is to be returned to the school by the date specified on the order form in a **sealed envelope with the student's name and home room on the outside**. Please make cheques for hot lunch payable to **M. Gerald Teed Home & School Association**. Late orders are not accepted.

## Medical



### A -Medication Information

Supervision and care shall be provided for students who have medical conditions. Administration of prescription drugs is the responsibility of the child's parents/legal guardians. If possible, medication schedules should be arranged so students take their medication at home. If no other alternative exists, school staff may be requested to provide assistance in accordance with District procedure. **No over the counter drugs shall be administered by teachers or staff unless prescribed by a physician.** Parents are responsible for advising teachers of any changes to the medication regime.

### B - First Aid-Medical Attention:

All teachers on staff are qualified in basic **first aid and CPR**. Occasionally a more serious injury occurs. Should an injury happen to your child we will look after the child within the limits of our training, will call you and seek professional medical help if required. If we are unable to reach you we will act "in loco parentis", and seek the appropriate medical help. In very serious cases we will seek medical help as a first priority.

### C - Allergies:

All allergies must be reported to the main office as well as the child's teacher. If an **EPI-PEN** is required for the allergy, one must be sent in to the school with the child's name on it. The Provincial Education Act calls for each child to carry their EPI-PEN on their person at all times. Should an alternate procedure be required for your child, please call the school Principal to make other arrangements.



### **Scent Free School:**

M. Gerald Teed, as all schools in New Brunswick, is a **scent free school**. Parents are asked to make sure students do not use any scented products, such as scented sun screen and hair products as there are many students and staff with severe asthma and allergies who may be affected by scented products.

### **Peanut/Nut Free**

**Due to severe peanut allergies, please do not bring any peanut or nut products to school in school lunches.**



### **Sickness:**

If a child becomes ill during school hours the office will telephone the student's home; the emergency numbers provided will be called if there is no response. Please note that our school does not have a sick room in which to put children who become ill. Therefore it is important that parents **pick up sick children as soon as they can** as children have to wait in the classroom.

**PLEASE INFORM THE MAIN OFFICE WHEN YOU HAVE ARRIVED AND ARE TAKING YOUR CHILD OUT OF THE BUILDING.**



### **Hand Washing:**

Hand washing is extremely important in our attempt to stop the spread of virus, etc. within the school. This simple act is the first and often times the most important step in personal hygiene and health. We will encourage our students to wash their hands prior to snack, recess and lunch time.

### **School Health Concerns:**

Because we are concerned about the health of all children in our school, please make sure that if your child is unwell, he/she remains at home until he/she is better. When children are sent to school with colds, flu or head lice, it spreads to all and disrupts the learning process.

Also, should your child develop a communicable disease during the school year, for example measles, head lice, chicken pox etc., **please notify the school office.**