

M. Gerald Teed School

151 Black Street, Saint John, NB E2K 2L6

Tel: (506) 658-5352

**M. GERALD TEED SCHOOL
FAMILY HANDBOOK
2022-23**



M. Gerald Teed School

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Tel: (506) 658-5352

OFFICE STAFF

Principal: Mark Crowley mark.crowley@nbed.nb.ca

Admin Assist.: Lynn Dowd-Beckett lynn.dowd-beckett@nbed.nb.ca

Vice Principal: Tanya McGrath tanya.mcgrath@nbed.nb.ca

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 we draw our students including families, friends, and partners. We look forward to working with you!

Our Mission

M. Gerald Teed's mission is to prepare children to succeed in future endeavors by providing an environment in which social, academic and emotional skills are developed in accordance with individual needs and abilities.

Our Vision

Together we can do anything

Everyone is valued

Everyone can learn

Doing our best every day



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SCHOOL SCHEDULE

*Parent/Guardians should make sure their child does not arrive in the schoolyard prior to **7:45 a.m.**, as there is no teacher supervision before that time!

7:45 a.m. – 8:05 a.m. →	Arrival window/Outdoor Recess 1*
8:00 a.m. – 9:30 a.m. →	Instructional Time
9:30 a.m. – 9:50 a.m. →	Outdoor Recess 2
9:50 a.m. – 10:05 a.m. →	Snack
10:05 a.m. – 11:35 a.m. →	Instructional Time
11:35 a.m. – 12:05 p.m. →	Outdoor Recess 3
12:05 p.m. – 12:35 p.m. →	Lunch
12:35 p.m. – 1:45 p.m. →	Instructional Time
1:45 p.m. →	Dismissal*

*Pick-up is at **1:45 p.m.** at the back door. We will ensure your child gets to the appropriate after school programs, if applicable. If the bus is taken, please check with the transportation website for bus times and ensure you're waiting to receive your child at the end of the day.

Please note: There is only one phone line into the school so if you cannot get through, please leave a message, or e-mail the office.

Student Fee

The Student Fee for each child is \$30 per child. This will cover your child's homework bag, Teed T-Shirt, as well as busing for outings and enrichment. You can pay for the student fee on School Cash Online at <https://district.schoolcashionline.com/>

Sign up today!

An easy way for parents to pay:
SchoolCashOnline

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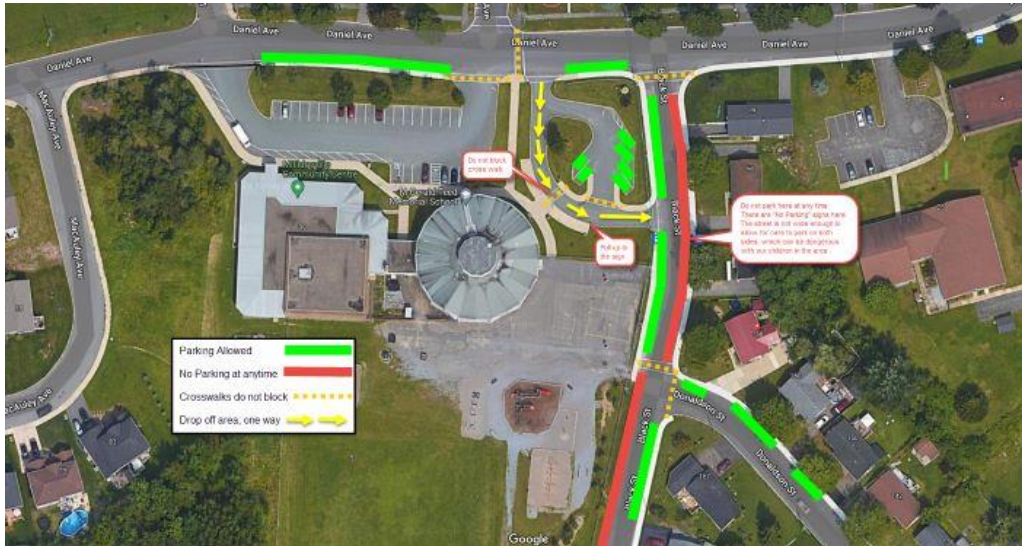
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Entering/Exiting the School

Please refer to the traffic map below when entering or exiting the school.



Attendance

To receive the best quality of education, each student should attend school as regularly as possible. The New Brunswick School Act states the minimum requirements of attendance. A permanent record is kept of each student's attendance.



Please inform the school when your child is absent. You can inform the office via telephone or email. Please cc/ the teacher on this. You may also download School Messenger and put the absence into the system directly.

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When a student returns after an absence from school please present to the teacher an excuse in writing, stating the reason for his/her absence. This also applies in cases of tardiness.

If we have not been informed that your child is absent by parent/guardians, we will be contacting the home through our **Safe Arrival Program**.

Tardiness

Students are to arrive at school between 7:45am & 8:05 am.

O'Canada is played at 8:10 am which starts our instructional day.

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.)

Custody Information

Please inform the principal about any custody matters affecting your child.

By law, schools are required to provide, on request from non-custodial parents, information about a student's education, except when a court order prohibiting access of a parent to a child exists. If there is a current, valid court order prohibiting access to this child, the responsibility rests with the custodial parent to provide the school with a copy of this document.

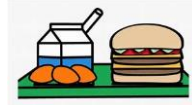
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Milk & Hot Lunch Programs

Milk is sold at the school for students at lunch time. Both white and chocolate milk are available. Beginning the end of September, Hot Lunch is available for students, as well. **Dates and costs will be sent out to you when the school year begins.**



Parent Meetings with Teachers and Administration

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 administrative assistant or emailing a request to the teacher directly. The teacher will return your call/email promptly and a mutually convenient meeting time can be set up. Classes should not be interrupted unless necessary.

Appointments with administration, including the principal and vice principal, should also be made in advance. We regret that drop-in appointments can rarely be accommodated. Please note that teachers and administrators may not be able to respond during the teaching day.

Virtual and in-person Parent/Teacher Interviews are also conducted as per the direction of our school district and specific days are set aside in the calendar.

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.

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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 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. Some sections of our playground are closed during the winter months due to safety concerns.

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 are extremely slippery. This decision is one that we make here at the school depending upon the local weather conditions.

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 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.

Children are outside up to 3 times a day & we ask that they are dressed appropriately. Severe weather, we will remain inside as per our District Policy of -20 Celsius.

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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 always trying their best.



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. The school Administrative Team will step 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/email 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.

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 administrative team are always scheduled after the issuing of a suspension letter, prior to the student returning to our school.

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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.** and you will also receive a message via email from the district. 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.

You may also telephone the Saint John Education center phone line **at 643-SNOW (643-7669)** to hear a recorded message regarding school closings. Also, please refer to the ASD-South website for school closure/delay information, <http://web1.nbed.nb.ca/sites/ASD-S>

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

Children are outside up to 3 times a day & we ask that they are dressed appropriately. Severe weather, we will remain inside as per our District Policy of -20 Celsius with windchill factor.

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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 and Lock Down Practices



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 sign will be placed on the front door and the door will not be opened until the practice is complete.

Emergency Evacuation Plan

Our school has a detailed Emergency Response Plan which includes school building evacuation procedures in the event of a crisis such as a fire. Among other things, the plan includes procedures for contacting police, fire and ambulance service, bus transportation, School District Emergency Operations Control and sending information messages to parents/guardians.

This plan also includes emergency evacuation sites, such as the Shannex Parkland, Gorman Arena, or the third location, School District should the need arise. If you wish more information on this procedure, please contact the ASD-S District office.

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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 classroom in case of an accident.

Messenger

We send messages by e-mail via School Messenger. If you do not have an email account, a hard copy will be sent home. Please contact your home room teacher or the school office if you require a hard copy of messages. To contact the school, either leave a phone message or contact the administrative assistant in the school office.

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Parent School Support Committee Home and School Association, and Volunteers

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. Minutes of the regular meetings are posted on our website. 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.

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.

We welcome **volunteers** to our school! All adults who are volunteering in New Brunswick schools must have **criminal records clearance**. Please contact the school office for forms and details.

Student Assessment

Pre-Kindergarten students registered for kindergarten will be tested by the ASD-South staff and will receive Early Years Evaluation Testing (**EYE-DA**).

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. These dates are indicated on the ASD-S Calendar for the school year.

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Medical



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 aid in accordance with District procedure. **No over the counter drugs shall be administered by teachers or staff.**

Policy 704:

Please note – should your child require medication, puffers, an Epi-pen or have any illness or allergy that the school should be made aware of, **a Policy 704 form must be filled out and signed by parents and the child's doctor.** This may require a follow up meeting with the school Principal, Methods and Resource Teacher and home room teacher to complete forms as required.

Allergies:

All allergies must be reported to the main office as well as the child's teacher. If an **EPI-PEN/Allerjet** is required for the allergy, one must be sent into the school with the child's name on it. The Provincial Education Act calls for each child to always carry their EPI-PEN on their person. Should an alternate procedure be required for your child, please call the school principal to make other arrangements. Please make sure that all medications are up to date.

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First Aid-Medical Attention:

We have regular bangs and bruises each day at school and children are attended to quickly by staff. 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. We will call you and seek professional medical help if required. (Please make sure that a copy of your child's Medicare card is on file). 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 priority.

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 sunscreen and hair products. There are many students and staff with severe asthma and allergies who may be affected by scented products. This policy also applied to visitors who are coming into the school.



Nut-Free School

Due to severe nut allergies, please DO NOT BRING NUT PRODUCTS in school lunches. This includes peanut butter sandwiches, cookies, health bars, etc.



Illness

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.

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-PLEASE INFORM THE 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 viruses within the school. This simple act is the first, and often the most important, step in the personal hygiene and health. We encourage our students to wash and sanitize their hands frequently.

School Exclusion

Because we are concerned about the health of all children in our school, please make sure that if your child is unwell, they remain at home until better. When children are sent to school with colds, flu, COVID 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.**

Please follow the [SchoolExclusionGuidelines.pdf \(gnb.ca\)](#) on our government's website.



COVID Guidelines

We follow Public Health recommendations on COVID protocols and procedures. Please visit our province's webpage for the most up-to-date information: [Health - New Brunswick \(gnb.ca\)](#)

We will also keep you informed of any changes via School Messenger.

Information in this handbook is subject to change.

Last updated: May 17, 2022

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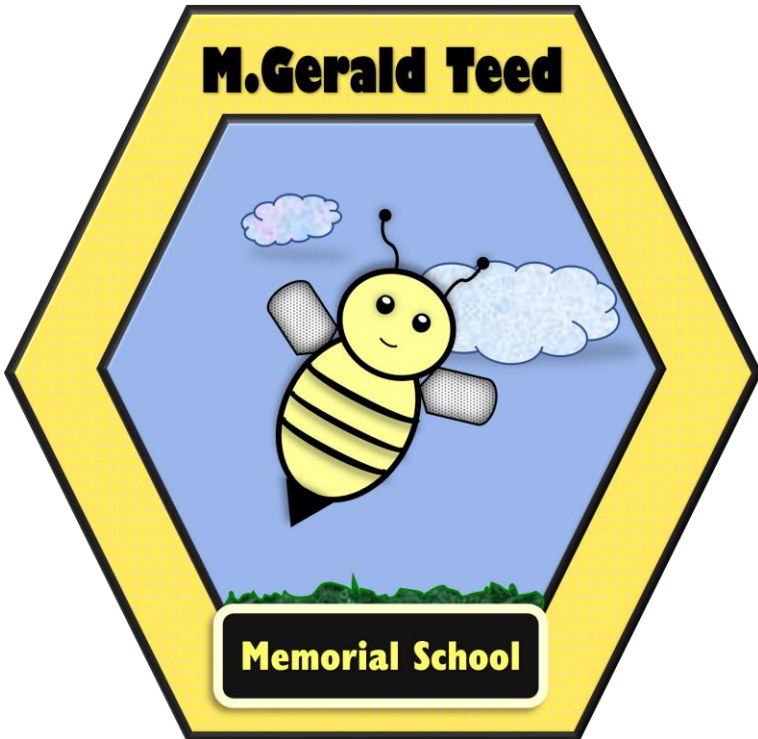
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We love our busy Teed Bees!



You belong at M. Gerald Teed!

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