

Welcome to a new school year. Each year begins with a fresh start for staff and students to create a positive learning environment for all to learn and grow in. This year, we welcome Chris Ross and Rosalind Donovan to our staff.

I hope you will find this booklet useful. Please keep it for further reference throughout the school year.

Sincerely,
Barb Hondas, Principal

Staff 2013-2014

Principal: Mrs. Barb Hondas
Teachers: Mrs. Jodi Sobey
Mrs. Joni Craig
Mrs. Cheryl Carroll
Mrs. Vicki MacDonald
Mr. Chris Ross
Mrs. Rosalind Donovan

Educational Assistant: Mrs. Phyllis Kerr

Secretaries: Stephanie Mullin/Karen Holmes

Custodian: Mr. Paul Robichaud

School Hours

8:10 – 2:00 K-2 Students
8:10 – 3:00 3-5 Students
10:05 – 10:25 Recess
11:30 – 12:30 Noon

Note: To improve the safety of the school, we are asking that parents please send a note if you are picking up your child. Also we are asking parents to wait at the main office until the dismissal bell rings, before going to their classroom.

Bus students begin arriving approximately 7:45 a.m. Teacher supervision begins at this time and no students should be dropped off before this time.

Students arriving after 8:10 a.m. will be considered late. It is very important that students develop the habit of being on time and ready for classes as this will carry over into their later school years. Students arriving late often interrupt the class and miss important pieces of information and instruction.

School Calendar 2013-2014

September 3	First Day for Students
September 12	Meet the Teacher 6:30 pm School Gym
September 20	School Pictures
October 10	Professional Learning Day (No School)
October 11	Professional Learning Day (No School)
October 14	Thanksgiving Day
October 31	Pumpkin Carving Event
November 11	Remembrance Day
November 19	Report Cards
November 22	Parent – Teacher/Professional Learning Day (No School)
December 17	Christmas Concert
December 20	Last Day of First Term (Christmas Break)
January 6	Professional Learning Day (No School)
January 7	First Day for Students
February 17	Professional Learning Day (No School)
March 3 – 7	March Break
March 21	Parent – Teacher/Professional Learning Day (No School)
April 4	Parent – Teacher/Professional Learning Day (No School)
April 17	Professional Learning Day (No School)
April 18	Good Friday
April 21	Easter Monday
May 1	NBTA Branch Meetings (No School)
May 2	NBTA Council Day (No School)
May 19	Victoria Day
June 24	Last Day for Students

Telephone Calls

There are some days there is no secretary at the school. Please leave a message and we will get back to you as soon as possible. The phone is not for student use except in an emergency situation.

If your child will not be following the regular routine, please let the teacher know in writing instead of a last minute phone call. This will ensure that the message is delivered and that your child is not confused as to where they are going.

We cannot allow the students to make changes to their routines without proper notification. Please include **civic address** on Bus Note.

Attendance Policy

This policy has been in effect since March 2002 with the intent to promote attendance from kindergarten through grade 12. Attendance is a vital ingredient of a child's success in school. The Attendance Regulation clearly states: Regular attendance is mandatory for all students enrolled in public schools. Attendance and absenteeism will be monitored and regulated to ensure everyone may be guaranteed the same opportunities for a basic education and productive future.

- Each absence requires a signed, dated excuse from the parent.

Phys. Ed

Students will not need to change for Phys. Ed. Gym sneakers are required. Students have 30 minutes of Phys. Ed. Daily. **A good running sneaker or cross-trainer is recommended. Flat sneakers are not recommended. Comfortable clothing is also a good idea.**

Policy 701

All volunteers working with children are required to complete Policy 701 training. This is available on-line. Please take the time to complete your training if you do not have it. The training is available at www.asd-n.nbed.nb.ca Click on District Policies and Regulations, and then choose Regulations 206. Proceed through the information then the click on the [http: 701.nbed.nb.ca](http://701.nbed.nb.ca). It is that easy! Thank you for taking time to complete this. Please notify Mrs. Hondas once the policy is completed.

Parent Parking

Please use the staff parking lot when dropping off or picking up your children. **We ask that you do not drive through the school yard during school hours for the safety of the students. The area in front of the school is for buses only.** Please tell any others who may be dropping off your child as they may not know the procedure.

Bus Policy

Please note that according to District Policy on bus use, only children assigned to a bus should be traveling on it. **Students traveling to a friend's home, birthday parties, etc. must find other transportation.**

Although the staff tries very hard to ensure that each child goes on his/her bus, mistakes do happen. In such a case, the bus drivers are instructed to bring the child back to the school so that home contact can be made. A written note is required for all changes with the civic address included.

School Bus Rules

- Be on time and never stand in the street or highway waiting for the school bus.
- Be absolutely quiet while the bus is approaching and crossing a railway.
- Pupils shall be picked up at discharged only at the bus stops approved by the School District.
- Obey the driver promptly and avoid any unnecessary conversation with him while the bus is in motion.

- Do not cross in front of the bus nearer than 10 feet and only after looking carefully in both directions.
- Occupy seats assigned by the driver or school official.
- Obtain approval of the driver to open Emergency door or Bus windows. Do not throw anything out of the windows or extend hands, arms, or legs through opening.

Lunch Policy

There are no provisions for heating food at noon hour so please ensure that your child's lunch is such that it requires no preparation at school. We encourage Healthy Snacks, and we discourage fruit roll ups, mini sips, chocolate bars, dunkaroos, etc.

Staying Indoors at Lunch and Recess

It is very important that the children play outdoors each day, weather permitting. We ask that you dress your child appropriately for the weather as the fresh air and the exercise is important in the physical development of young children.

Please do not write notes for the children to stay indoors unless it is absolutely necessary, with a small staff, there is not always extra staff available to supervise. Your cooperation in this matter would be greatly appreciated.

Canteen

OPEN AT NOON ONLY

Milk – 0.45 (white) 0.50 (Chocolate)

Juice – 1.25

Yogurt – 0.60

School Supplies

Please have all money or supplies to school by September 16th. If you have any questions or concerns, please call the office.

Lost and Found Items

Every year there are many good items of clothing and footwear left in the "Lost and Found" box as many of these items have no identification on them and we are unable to return them to the rightful owners. **Therefore, you are encouraged to label your child's items so they may be returned if lost.** This also helps in the wintertime when boots, mitts, hats, snowsuits, etc. are mixed up or misplaced. The Lost and Found box is located at both ends of the hall. Please feel free to check the lost and found when you are in the building. At the end of the year, these things are donated to a local charity.

Progress Reports

Formal Progress Reports for all students will be sent home as follows: First Term Reports go home in November. Second Term Reports go home in March. Third Term Reports go home on the last day of school in June. If at any time you have questions or concerns about your child's progress you are encouraged to talk these over with your child's teacher.

Parent – Teacher Communications

Please make a special effort to discuss any concerns about your child at the school. Student issues should not be discussed in *public places*. You can call your classroom teacher and discuss your concerns or set an appointment. The staff is very willing to accommodate any such request. We thank you in advance for respecting this school policy.

Home and School Association

The Napan H&S Assoc. is active in supporting the school. All parents are invited join the association. The Association is as successful as the support it receives from you, the parents.

Positive Learning Environment

Schools are one of the most important institutions in children's lives. It is where they learn not only the "3Rs" but what it means to be a member of a large community and where they acquire a sense of their own competence and worth. Therefore, establishing and maintaining an orderly school and classroom is a primary determinant of learning and teaching success.

The ultimate goal of all discipline practices is to educate students to be responsible and respectful.

In order to establish and maintain effective discipline the staff, at the beginning of the school year, establishes classroom rules based on the I-care program.

For difficult behavior problems it is very important that parents are involved and that the school and home work together to help the child.

Suspensions from school and the bus are kept to a minimum.

Teaching children to have respect for themselves, for others, and for the environment will help prepare them to be responsible and productive members of society. All students will be taught the 5 I-Care Rules. They are as follows:

1. We listen to each other.
2. Hands are for helping, not hurting.
3. We use I-Care language.
4. We care about each other's feelings.
5. We are responsible for what we say and do.

Please be advised that electronic devices (Ipod, DS, Cell phone, etc) **cannot be used on school premises for taking pictures or videos.** They can be used for things such as games and music. Also, such devices will be left in their book bags during class time and the lunch break between 12:00 pm and 12:30 pm.

This year, we will continue to use a behavior tracking form which will be sent home to notify you of your child's behavior at school. If this form is sent home, please sign and return. This information will be tracked on a provincial computer program. The aim is better communication between home and school so we can work together for improvements to promote a positive learning environment. These forms are used province wide and help the staff to make decisions concerning student conduct.

Education Act NB Regulation 97-150 Chapter E1.12

In support of the learning of his or her child and the learning environment at the school. A parent is expected to:

- *Encourage his or her child to attend to assigned homework.*
- *Communicate reasonably with the school personnel employed at the school his or her child attends as required in the best interests of the child.*
- *Cause his or her child to attend school as required by the Act.*
- *Ensure the basic needs of his or her child are met, and*
- *Have due care for the conduct of his or her child at school and while on the way to and from school.*