



ROTHESAY ELEMENTARY SCHOOL

**PARENT HANDBOOK
2009-2010**

"REMAIN EVER SMILING"

MISSION STATEMENT

Rothesay Elementary School is a community which strives to provide a nurturing educational climate - a safe, welcoming environment based on mutual respect that encourages life-long learning.

Welcome to Rothesay Elementary School

Children at Rothesay Elementary School are encouraged to develop as individuals emotionally, socially, physically and intellectually, to their greatest potential. Using child-centred methods, curriculum and philosophies, children will develop a sense of self-worth and pride in their achievements.

We recognize that learning doesn't take place only at school but in the community and home as well. Each of us has a role and a stake in the education and growth of your child. If all groups work together, we stand the greatest chance of positively influencing your child's development. We urge you to participate actively as much as you can. Any skill or talent you can share with us will enrich our school community. If job responsibilities prevent your active presence at school, your encouragement and your vocal support are still very important to us.

It is each person's responsibility to respect the feelings, the possessions, the physical well being and the personal space of self and others. We will strive to develop this in our students in order to make Rothesay Elementary School a safe, caring and positive learning environment.

Education now encourages all participants to be risk-takers. Children develop at different rates and learning occurs at different stages. We are challenged to meet the needs of all children regardless of their learning styles, capabilities and talents. The staff at Rothesay Elementary School will challenge every child to achieve his or her personal best.

The purpose of this handbook is to clarify for you, the parents and guardians, the programs and expectations supported by R. E. S. It is hoped that this handbook will also provide basic information required by students and parents. If further information is required, please accept this as an open invitation to visit the school or contact school personnel regarding any areas of concern.

As we partner together, we wish you and your children a productive and enjoyable year.

Staff of Rothesay Elementary School

TABLE OF CONTENTS

General Information, RES School Staff, Philosophy	p. 4
Objectives - Learning Skills, Personal & Social Skills, Home	p. 5
PSSC, Home & School, Academic Programs, Instructional Time Communication	p. 6
Progress Reports, Parent/Student/Teacher Conferences, Homework, Newsletter, Promoting Safety and Good Health,	p. 7
Bus Zone/Drop Off/Pick Up/Parking, Bicycles, Skateboards, Rollerblades, Valuables, Medications, Allergen Free Environment	p. 8
Inside Shoes, Communicable Diseases	p. 9
Inclement Weather, Closure of Schools, Parent Request for Children to Remain Inside, Positive Learning, Environment Policy, Expectations of Students	p. 10
District 6 Bus Conveyance Policy, Professional Conduct of Teachers, Expectations of Parents	p. 13
Child Absences/Safe Arrival, Structure of the School Day	p. 14
Food Services, Lost & Found	p. 15
School Calendar 2007-2008	p. 16

GENERAL INFORMATION

Rothesay Elementary School

School Address: 14 Clermont Lane, Rothesay, N. B. E2E 5G7
School Phone: (506) 847-6203 **Fax:** (506) 847-6257
School Website: <http://rothesay-elementary.nbed.nb.ca/>

Rothesay Elementary School Staff

Administrative Team	Blair Thompson, Andrew Dobson
Administrative Assistants	Kim Green
Kindergarten	Kim Hamilton, Louise Roherty, Kodi MacGougan Pinie Oulton / Jeanette Murphy
Grade 1	Maria Bryden, Marcheta Costello, Jillian Dunlop, Amanda Lauzon (replacing Jessica Giggey who is on maternity leave until December, 2009)
Grade 2	Amy Hughson, Katrina Lee, Meghan Lemoine, Denise Thibodeau, Tabatha Vey
Grade 3	Wendy McIntyre, Bev Farnham, Lise Cormier-Richard
Grade 4	Denise Kueppers, Catharine MacDonald, Jeanette Murphy / Andrew Dobson
Grade 4/5	Janice (Morency) Chowdhry
Grade 5	Cindy Hannah, Jennifer (McCarville) Boudreau, Danielle LeBlanc, Joan Adair-Thompson (replacing Stacie Culligan who is on maternity leave until March, 2010)
Resource & Methods	Julie Corkum, Pam Nesbitt
Guidance Counsellor	Lisa Ehrenreich
Literacy	Alyssa MacIsaac, Nadine Gionet
Phys. Ed.	Louise Bouffard, Heather Allan Murdock
Music	Jonathan Arnot, Jennifer Russell
Teacher Assistants	Donna Clark, Shirley Hewitt, Brenda Maynard-Mollins, Kathy Melanson, Tom Stauffer, Elizabeth Wood, Linda Bradley, Shyanne Moore, Amonda Lemieux
School Intervention Worker	Lori Hughes
Custodians	Stacey Pugh, Danny Lanteigne, Jack Adair, Marie Saunders

Philosophy - Children are individuals who develop according to their own abilities and to the opportunities offered them. In this context, education is a continuous, ongoing process that is not confined to the immediate school environment and ideally should help the child mature physically, mentally, socially, and spiritually. It should prepare a person to live a creative and sensitive life.

Education is the learning of values and attitudes that are compatible with daily living in the contemporary community. As the modern world is in a change situation of massive dimensions, education needs to prepare its charges for the world of change in which they

must live. Education must instil life-skills that will enable children to cope with and adapt to their world, while remaining a stimulating and enjoyable process.

Objectives

a) Learning Skills:

It is the aim of the staff of R.E.S. that our efforts with our students will result in (to varying degrees according to the ability of each child):

- the acquisition of the skills of "how to learn", and the awareness of learning as a lifelong process;
- the acquisition of the vital basic skills of reading, writing, communicating, mathematics, and research;
- the cultivation of good work habits; the desire to do one's best;
- the development of the ability to work independently as well as with others;
- the development of positive attitudes towards scholastic endeavours;
- the stimulation and development of creativity;
- the provision of as interesting and diverse a learning environment as practicable;
- the development of the ability to apply the acquired skills and knowledge, and similarly the ability to transfer such skills and knowledge.
- the promotion of the necessary steadiness and stability required for task completion;
- the development of the specific talents and abilities of the individual.

b) Personal and Social Skills:

With every student, the staff at R.E.S. will strive to:

- promote a positive self-image, with self-acceptance leading to a realistic acceptance of others;
- instil respect for the rights and property of others;
- instil respect and tolerance for all people, regardless of race, colour, creed or language;
- instil a sense of social responsibility;
- assist in the social and emotional growth of each child in him/herself and in his/her relations with others;
- foster the acceptance of personal responsibility for one's decisions and actions;
- develop self-reliance, self-discipline and self-confidence;
- develop the ability to make choices, along with the maturity to accept the consequences of such decisions.

Home

It is understood that the opportunity for the child's major learning experiences occurs in the home, particularly during the preschool years. It is also recognized that a good working relationship between the school and the home can only be to the benefit of the child. Because of the intense interdependence of the home and the school, the staff at R.E.S. undertakes to maintain a high level of communication and dialogue with the parents / guardians of the children in our charge. This is to take the form of personal meetings and conferences, phone communications, notes, letters, etc.

In affirming the importance of the home's role in the child's education, Rothesay Elementary School maintains its open invitation for parental contact and visits to the

school, asking only that such visits be mutually arranged to the convenience of the parties concerned. In a similar vein, the school administration is readily available for consultation, discussion, or visitation.

The R.E.S. environment is an extension of the home insofar as it is possible for a large institution to be so, and the school looks to the home's help, advice, information, and above all, support, in providing the best possible for each child.

Parent School Support Committee - A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held to fill the membership requirements. The mandate of the PSSC is to assist in the creation and monitoring of the School Improvement Plan. The Principal is responsible for establishing the PSSC, attending all meetings and working with this important parent group.

Home and School Association - We are fortunate to have a dedicated Home & School Association at our school. It is the responsibility of parents to form a Home and School Association. The Vice-Principal is responsible for liaising with this association. Important Home & School information will be sent home to all parents early in September.

Academic Programs - Provincial curriculum dictates the concepts taught at each grade level. Curriculum outcomes are available to all parents through the school or from the Internet at www.gnb.ca. If you have any questions or concerns regarding the academic expectations of your child, please speak to his/her teacher(s).

Instructional Time - With the extensive amount of material to be covered by teachers, it is of utmost importance that instructional time be protected. We will take measures within the school day to maintain maximum instructional time. Parents can help in the following ways:

- If driving your child to school, have your child at the school no earlier than 7:50 AM and no later than 8:10 AM. It is very important that your child is not late.
- Attempt to schedule all of your child's appointments outside of school time. In the rare case where you must pick up your child during instructional time, minimize disturbances in the classroom by asking our administrative assistant, Mrs. Green, to have your child sent to the lobby.
- If you are picking up your child after school, wait in the school lobby until the dismissal bell - 1:35 PM for Kindergarten to Grade 2 children and 2:35 PM for Grades 3 to 5 students.
- If you require time to speak with your child's teacher, please write a note to the teacher, phone after 2:45 PM, or schedule an appointment after school.

Thank you for helping to protect precious learning time!

Your cooperation is greatly appreciated!

Communication - It is very important that we have clear communication between school and home. Our newsletter will inform you of school events. Teachers may also send class newsletters, emails or post information on a class website. One effective and well-used method is Talk-Mail. If you are an Aliant customer, there is **no cost** to receive Talk Mail messages. If you do not have Talk Mail on your phone, call Aliant to have this **free** service

installed. Please be advised that cell phones do not normally accept Talk Mail messages. *We require a land phone line number.* If you are not an Aliant customer, all school-wide Talk Mail messages are put on the school website - <http://rothesay-elementary.nbed.nb.ca>. **Progress Reports & Parent/Student/Teacher Conferences** - Three formal reports will be issued per child each year:

Term One Report Card - released on November 30, 2009;

Parent/Student/Teacher Conferences - December 3 & 4, 2009

Term Two Report Card - released on April 1, 2010;

Parent/Student/Teacher Conferences - April 8 & 9, 2010

Term Three Report Card - released on June 25, 2010

Formal Parent/Student/Teacher Conferences will be scheduled after Terms One and Two Report Cards. *It is important to note that parents may schedule a meeting with school staff at any time throughout the school year.* Please contact your child's teacher and we will be happy to schedule an appointment.

Homework - Homework is an important activity that allows parents and teachers to work together as partners to support children as learners. As a general guideline teachers will assign homework according to the following:

Kindergarten 5 - 15 minutes/

Grades 1 - 2 15 - 25 minutes/daily

Grades 3 - 5 30 - 45 minutes/daily

Note: Some teachers/grade level teams may choose not to assign homework on weekends.

Newsletter - A school newsletter will be issued each month. Items for the newsletter will include such things as upcoming events, literacy & numeracy tips, etc. Our newsletter will also be available at the school website.

Promoting Safety and Good Health

The safety of our children is of paramount importance to the staff of Rothesay Elementary School. Anything that threatens the safety of students at our school must be reported to the administration at once. Appropriate measures will be taken to remedy any safety issue.

➔ **Parents are asked to enter and leave the building through the Main Lobby Entrance.** All other doors will remain locked to the outdoors during school hours.

➔ **Anyone proceeding past the main lobby must sign in.** For your child's safety, we must have a record of every visitor.

➔ All children must be supervised at all times. Supervision of students does not begin until 7:50 AM. Therefore, **no students are permitted to be dropped off until 7:50 AM.**

➔ If you are taking your child out of the building, or having your child picked up anytime other than after school, we ask that **your child be signed out at the office.**

We also promote healthy living choices at Rothesay Elementary School. We encourage healthy choices for snacks and lunches - **all nut free.**

Bus Zone / Drop Off / Pick Up / Parking -

- The roadway nearest the school is reserved for buses only. Signs clearly indicate the **bus zone**. In the interest of student safety it is of paramount importance for all parents, staff and public to respect this zone. Please note that vehicles parked in the bus zone may be ticketed by town police.
- **The Drop Off zone** is the lane to the left of the fence as you drive in. No parking is permitted in this zone at any time. This is for drop off only. Cars parked in this zone have been and may be ticketed by town police. Students will proceed across the crosswalk to the front doors of the school.
- If you are **picking up your child at the end of the day**, you must park in the parking lot of the school and come into the lobby to wait for your child.

Please note that the line of parking spaces closest to the drop off lane is reserved for parents and visitors.

These regulations are in place to ensure safety and efficiency. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation!

Bicycles at School - A bicycle rack is available at our school. Students bringing bikes/scooters are expected to:

- walk their bicycles down the paved walkway.
- proceed immediately to the bike rack as soon as they arrive on school property.
- secure their bicycles with security locks. The school can accept no responsibility for loss or theft of, or damage to, bicycles.
- refrain from riding bikes at any time during the school day.
- upon dismissal are to wait at the front of the school until all buses have left the school grounds. The teacher on bus duty will dismiss bike riders with walkers. Students should walk their bikes up the paved walkway at dismissal.

Skateboards/Rollerblades/Valuables - Due to safety issues and limited playground space, students are not to bring skateboards, rollerblades or snowboards to school. We ask that all valuables be left at home. At RES, "valuables" are any items that will bring tears if broken, lost or stolen. This includes MP3 players, Game Boys, cell phones, CD players, etc. The school will not be responsible for lost valuables.

Medications (Major/Minor) and School Staff - The school will do its utmost to work with the home regarding medical prescriptions which are to be administered during the school day. Staff members will supervise students taking medication provided the following parameters are observed:

- 1) For all students who take medication regularly or occasionally, an official form must be completed explaining the details of the medication. **Please note that it is a policy of the Department of Education that we cannot administer medication unless this form is on file at the school.** This form is available at the school
- 2) The school is not to be held responsible for long term storage or lost medicine.

Important Note: Medic Alert Forms must be completed for all students with serious health issues as soon as possible. See number 1 above.

Pink Eye 24 hours after starting treatment

Ringworm None

*** Please check your child for head lice on a weekly basis. Please notify the school at the first sign of nits or lice.**

H1N1 – If your child is exhibiting any flu symptoms, please keep him/her home.

Inclement Weather – On most days students will be expected to play outside during morning recess and for approximately 25 minutes after they have finished their lunch. *Parents are asked to ensure that children are dressed appropriately for going outdoors.* When weather does not permit for outdoor activities due to cold or rain, we will have an "inside day" at our school. The decision for an "inside day" will be made by the school administration in consultation with the teaching staff. Teachers scheduled for outdoor supervision will supervise the designated in-school areas when the decision has been made to have an "inside day".

Closure of Schools – Schools may be closed due to:

a) severe weather. *It is extremely important that parents listen to radio stations for any school closure information.* This may happen during the day if weather worsens. Students may be sent home early.

b) other reasons. This may happen under clear sunny skies, but may be due to a problem with power, water or something more severe. If the problem occurs through the night, the school may be closed for the day, and announcements will be made through local radio stations. If the problem occurs through the school day, the school may need to be closed early, and students will be sent home early.

→ If closing early, it is essential that we have emergency closure information so that in an emergency, we know how to get in touch with you and where to send your child – a place where it is guaranteed that there will be someone home. For the sake of the safety of your child, please be diligent in completing this section of the information form very carefully. Although we hope this will never happen, please be sure to discuss with your child what procedures to follow if he/she arrives home and no one is there. *Thank you for helping us keep your child safe!*

Parent Request For Child(ren) To Remain Inside – Fresh air, exercise and opportunities to socialize are all very important to healthy growth. Therefore, we encourage all children to go outside during recess and noon hour breaks. *If ill, we encourage that your child remain home until he/she has recovered.*

Positive Learning Environment Policy

The Positive Learning Environment Policy is a provincial document that was adopted on April 1, 1999. It derives its authority from the Education Act and calls upon all schools in the province of New Brunswick to implement guidelines and practices that will support and promote a safe, positive educational setting.

One of the basic tenets of this policy is the fact that pupils and adults have the right to learn and teach without being disrupted by others. This means that all stakeholders will be afforded the opportunity to learn and work in a safe, orderly, productive, respectful and

harassment free environment. Further, they have the responsibility not to disrupt the learning of others.

Expectations of Students

Students, parents/guardians and teachers have worked together to determine behavioural goals for our school. Established goals require students to agree with the following statements:

- 1) I will follow the school rules, which are made for my safety and the safety of the other children.
- 2) I will respect the right of all students to a safe and friendly school environment. I will treat other children the way I would like to be treated (no bullying - name calling, spitting, teasing)
- 3) I will not fight, hit or kick nor be cruel or mean to people or animals. I will not throw anything in a dangerous manner.
- 4) I will be polite and respectful towards all adults and I will not cause damage to the school or school property.

Each incident of misconduct is treated on an individual basis according to the specific needs of the child and severity of the incident. The teacher, School Intervention Worker and /or Administration will be involved and parents will be notified. A *Choose to be Responsible sheet* may be sent home. We appreciate your support by speaking to your child about the situation and promptly returning these forms to the school with your signature. All behaviour incidents are tracked on a provincial data base.

- **General Rules**

- 1) Each and every student shall conduct himself/herself, without fail, in a manner that is socially acceptable. Manners, deportment, general behaviour and interaction with others shall be such that no danger, offence, injury or hurt, physical or mental, may occur to any person or creature. Consideration, tolerance, and respect for all others shall be shown at all times.
- 2) Students are to arrive at school no earlier than 7:50 AM, and will be at school by 8:10 AM. Thank you for your cooperation!
- 3) Students are not permitted to leave the school grounds during school hours unless a permission note to this effect has been brought. Similarly, a note is required if the student's parents/guardians request him/her to be kept inside during normal recesses. Such notes must state a valid reason.
- 4) During the noon outdoor period and at recess time, all students are outdoors unless covered by a permission note or are working for or with a teacher. Should the need to come inside occur, permission will be obtained from one of the teachers on duty.
- 5) The schoolyard is divided into two areas - the primary and elementary play areas for recess periods.

- **Specific Rules**

- a) All staff members will be accorded the respectful conduct and obedience of all students.
- b) Chewing gum is not permitted in the building.
- c) Running in corridors and halls is not permitted.

- d) Movement in corridors and halls must be quiet.
- e) Each student will treat the facility with respect as if it were his/her own property and will see that it is not marred or defaced in any way.
- f) Acts resulting in physical harm or offence, or acts likely to do so, are unacceptable, e.g.: fighting, pinching, hitting, kicking, spitting, slapping, biting, etc.
- g) Hockey and hardball games are not permitted on the grounds during the school day.
- h) Skateboards, in-line skates, and heellies are not permitted on the grounds or buses.
- i) Skis may not be brought on buses.
- j) Skates must have guards or be carried in a stout bag in order to be allowed on the bus or in the school.
- k) Throwing of sticks, stones, etc. is not permitted.
- l) Foul or offensive language is not acceptable.
- m) Students are expected to care about the feelings of all, and not create situations where some students feel left out. (ie: the distribution of birthday invitations to some and not all)

- **Dress Code**

- 1) Students will be clean and neat in person and dress.
- 2) T-shirts or other clothing bearing slogans or pictures that are not compatible with community values may not be worn.
- 3) Outdoor footwear is not to be worn into class areas.

- **Bus Procedures & Expected Behaviour**

Bus travel is a service provided the students. *It is a privilege, which may be withdrawn because of failure to comply with the regulations.*

- 1) Children are to be reasonably quiet while on board.
- 2) Children must remain seated in one place.
- 3) Children are to refrain from throwing things while on the bus.
- 4) Children are not to allow any portion of their bodies to project from the bus.
- 5) Nothing is to be thrown from the windows.
- 6) The driver is to be treated at all times with respect and obedience.
- 7) Bad language, violence, fighting, will not be tolerated.
- 8) Children will board the bus in an orderly manner, having formed lines to do so. They will get off the bus in an orderly manner, taking heed of the driver's instructions for crossing the road.
- 9) Bus lines will be orderly and well off the road while waiting. Bullying or rough play is too dangerous to be tolerated. Private property is to be respected - no littering.
- 10) Smoking will NOT be permitted, nor will matches, water pistols, or any other potentially dangerous materials, be allowed on board.
- 11) Skates must have guards if they are to be carried on the bus. Skis, skiing equipment, and skateboards are not permitted on the bus during normal runs.
- 12) The bus, as public property, is to be treated as such. Vandalism will not be tolerated.
- 13) Children should be at the stop at least five minutes before the bus is scheduled to arrive in the morning.

- 14) If students must cross the street from their waiting point in order to board the bus, they are to wait until bus arrives, displays flashing lights, and driver signals them to cross.
- 15) If necessary, after leaving bus, students are to cross the road at least ten feet in front of the bus - NEVER FROM BEHIND - in addition they are to follow directions of the driver and ALWAYS look both ways before crossing road.

Should a child become such a nuisance as to consistently annoy the driver or passengers, or be guilty of a serious and/or dangerous breach of regulations, the following procedure will be followed:

- 1) The driver will report the misconduct to the Principal who will issue a warning to the child and may have a letter sent to the parents/guardians informing them of this problem.
- 2) Recurrence of this misconduct will occasion either a letter warning that further occasions will result in suspension from bus travel, or immediate suspension from all buses.
- 3) On the third instance the child will be suspended from bus travel for a period of up to five days and a letter sent to the parents/guardians to this effect.
- 4) If this does not curtail the misconduct, the matter will be referred to the District Office for possible complete suspension.
- 5) In instances of gross misconduct the Principal or, in his absence, the Vice-Principal may similarly suspend the student from bus travel for up to five days and communicate this to the parents/guardians without prior notice.

District 6 Bus Conveyance Policy

In 2006-7, School District 6 introduced a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as there is room on the bus, this is a location which is used consistently and it is within the Rothesay Elementary School zone. An Alternate Location Request form must be filled out. This form is available at the school or from the School District 6 web site under Transportation. **This will be strictly enforced this year as we ensure the safety of all children.**

Professional Conduct of Teachers - All teachers are professionals and as such, are expected to act in a manner that is consistent with their titles. Establishing positive relationships with pupils and assisting children to learn, communicating/working with parents and assessing student progress are but a few of the responsibilities of which teachers are entrusted.

Parents who have concerns about their child's learning or the individual conduct of a teacher, are asked to bring the matter to the attention of the teacher. If concerns persist then parents are asked to discuss the matter with administration.

Expectations of Parents - Section 13 of *The Education Act* states:

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.

Our school will continue to promote and practice an Open Door Policy towards parents. We expect you to get involved in the life of our school. We encourage parents to get to know their child's teacher(s), the staff and the school curriculum. We welcome you to come in to the classrooms to volunteer and help your son/daughter learn, assist other children and help to build and strengthen our school community. Each teacher is responsible for coordinating parent volunteers in their classroom. Parents will be notified when assistance is required in classrooms and school wide events. *The Department of Education requires that all adults working, assisting or volunteering in the public school system have training on Policy 701 - Student Protection.* Policy 701 training may be obtained through the website <http://701.nbed.nb.ca>.

Child Absences from School / Safe Arrival

As stated in the Education Act, students are expected to attend school each day school operates. Occasionally absences are necessary due to sickness or appointments which cannot be scheduled beyond school times. In these cases, please follow the following procedures:

- (a) In the case of a ***planned absence***, send a note to your child's teacher beforehand informing him/her of the upcoming absence.
- (b) In the case of an ***unplanned absence***, please phone the school (847-6203) **before 8:30 AM** to inform us that your child will not be in school and the reason. When your child returns to school, please follow this with a ***written note*** to your child's teacher explaining the reason for the absence. A verbal explanation from your child is not sufficient. We do require a written note.

A ***Safe Arrival Program*** takes place at our school. Teachers inform the school office of absentees by 8:30 AM each morning. Every day, it is very important that we are aware of the reason for each child's absence to ensure that each of our students is accounted for each morning. *Please call the school and leave a message on the Safe Arrival line by 8:30 AM if your child will not be in school that day.* Any absences for which a reason is not known, a phone call will be made to home or work to determine the whereabouts of the child.

Structure of School Day

7:50 AM	Early supervision begins
8:10AM	Early supervision ends
8:20 AM	O Canada, Announcements *
9:50 AM	Recess (all grades)
10:10 AM	Recess ends; Classes resume
11:45 AM	Lunch - Kindergarten, Grades 1 & 2
12:05 PM	K to 2 Noon Recess begins
12:15 PM	Lunch - Grades Three to Five
12:30 PM	End of Noon Recess for K to 2; Classes for K to 2 students resume
12:35 PM	Grades 3 to 5 Noon Recess begins
1:00 PM	End of Noon Recess for Grades 3 to 5; Classes for Grades 3 to 5

	resume
1:35 PM	K to 2 End of Instruction; Students Prepare for Dismissal and Load Buses
1:55 PM	K to 2 Buses Depart
2:35 PM	Grades 3 to 5 End of Instruction; Students Prepare for Dismissal and Load Buses
2:45 PM	Grades 3 to 5 Buses Depart

* If you are in our school during the opening of our day, **please model appropriate respect by standing still for the playing of O Canada and listening to announcements quietly.** *Thank you for modeling what we expect of our students.*

Food Services

A Hot Lunch program will be available. The frequency and menu will be sent home. All students eat lunch in their own classrooms. **For safety reasons, there is no opportunity for students to heat lunches.** The Hot Lunch program is entirely run by volunteers and deadlines will be strictly enforced. Thanks for your cooperation.

Lost & Found

In an effort to keep our Lost & Found items to a minimum, *parents are asked to place their child's name on all items being brought from home, including sweaters, jackets and sneakers.* Unclaimed Lost & Found items will be gathered and sent to a local charity at the end of each month. **Please remind your child to know where all of his/her possessions are, and to take home any items not being used.**