

Ian Baillie Primary School

*78 Henderson Street
Miramichi, NB E1N 2R7
506-778-6076*

Information Booklet ***2008-2009***



The mission of Ian Baillie Primary School is to support and promote student achievement.

Ian Baillie Primary School 2008-2009

School Principal: Beth McCarthy

School Phone: 778-6076

Hi! Welcome to a new school year at Ian Baillie Primary. A new school year provides us the opportunity to start fresh and make positive changes that will enhance our lives and the lives of our children.

We welcome Mr. Michael McCallum and Ms. Barb Brown to our staff. Mr. McCallum will be teaching Phys. Ed and Music and Ms. Brown will be teaching Grade 3 French Immersion. We look forward to working with them and I am sure you will be pleased with the dedication that they bring to their assignments.

These first four years of school are important ones for your child. During these years, lifelong skills and attitudes which greatly influence your child's future are established. Opinions and attitudes toward learning and school are formed. You can help foster a positive attitude to learning in your child by showing an interest in your child's education and by supporting the school in a positive manner. It is the aim of this school to help children develop their ability to the fullest and to assist them in their development as happy, well-adjusted, productive individuals.

I trust that the information in this booklet will be of benefit to you and that you will keep it for future reference. If you have questions or would like clarification on any of the items, please feel free to call me.

Sincerely,

Beth McCarthy
Principal

1. School Hours

8:30 - 1:50 for K-2 students
8:30 - 2:50 for Grade 3 students
Recess - 10:10-10:15 for all students
Noon - 11:25-12:20

Bus students are scheduled to begin arriving at the school at approximately 7:45 a.m. and teachers begin supervision duty of these students at this time. **However, students arriving by car or walking should not arrive before 8:10 a.m.**

All students are expected to be in their classrooms and ready for opening exercises at 8:30 a.m. Students arriving after 8:30 a.m. will need to be reported at the office as being 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.

Parents who come in the building after school to pick up their children are asked to wait in the main entry at the front door. All the children are dismissed through the main front door so you will be able to meet them there. The reason for this request is to avoid overcrowding in the upstairs hallway and to allow the children to gain independence in preparing themselves and their belongings for home. Your cooperation in this matter would be greatly appreciated.

2. Parents Parking Area

During bussing hours, which are from 7:45 a.m. to 8:30 a.m. and from 1:45 p.m. to 3:10 p.m. (approximately), the area in front of the school entrance is for busses only. This is necessary in order to ensure the safety of the children so that they will not attempt to run between vehicles. Parents who drive their children to school or pick them up after school are asked to use the parking lot on the north side of the District Office. Please drop the children off at the walkway and avoid backing up. Your cooperation in these safety regulations would be greatly appreciated.

3. Lunch Hour

The lunch hour runs from 11:25 a.m. to 12:20 p.m. for all students.

The children who stay for lunch will have 25 minutes to eat their lunches in their classroom. Teachers and/or teacher assistants supervise the classes. Children who live within walking distance of the school should go home for lunch each day unless there are extenuating circumstances of which your child's teacher should be informed. Please do not send mini sips or pop as the children tend to spill these quite easily and it is very difficult to remove the stains from the tables and floors. Also, these drinks are of no nutritional value to the children.

4. Canteen Prices

White Milk - \$0.40	Pretzels - \$0.50
Orange Juice - \$1.00	Rice Cakes - \$0.50
Apple Juice - \$1.00	Cheese Strings - \$0.50
Water - \$0.50	
Cheese & Crackers - \$0.50	
Carrots & Dip - \$0.50	
Yogurt Tube \$0.50	

Items for the canteen are always pre-ordered each morning to cut down on the traffic throughout the building at recess and lunch.

5. Telephone Calls

The secretary will not be at the school on Tuesday, Wednesday and Friday afternoons. So if you call during these times and find that no one is answering the phone it means all the teachers are busy in their classrooms. Please be sure to call in the morning during the hours of 8:00 - 12:00.

If your child will not be following his/her regular routine at dismissal time, it is best to let your child know before he/she comes to school and the teacher know by letter instead of phoning the school at the last minute. This will be better to ensure that the message is delivered and that your child is not confused as to where he/she is going. We cannot allow the students to make changes to their routines without proper notification.

6. Staff

Principal -	Beth McCarthy
Kindergarten -	Sherrie Bell
Kindergarten -	Natalie Cororan
Grade 1 English -	Charlene MacIsaac
Grade 1 English	Clara Gallant
Grade 2 English -	Paula Haché
Grade 3 English -	Deborah Hill
Grade 2 French Immersion -	Monique Girouard
Grade 3 French Immersion -	Barbara Brown
YYW (K,1,2), Social Studies (Gr. 3) & Enrichment (1,2,3)	Pat Lange
Music, Phys. Ed.	Michael McCallum
Reading Recovery, Resource	TBA
Teacher Assistants -	Ruth Glendenning, Carolyn Cormier, Mary Mann, Wendy Loggie, Tanya Mutch, Wendy Ross-Sweezey
Secretary -	Kara Clark (Mon. & Thurs. – all day, Tues., Wed, Fri.- a.m. only)
Custodian -	Joyce Potter
Speech Therapist -	Cathy Reinsborough (1 day/week)
Guidance -	Shelly Mountain (1.5 days/week)
Occupational Therapist -	Darlene Barry
Librarian -	Elaine Reynolds
Crosswalk Guard -	Tanya Nash

7. Birth Certificates & Immunization Records

Parents of Kindergarten children are reminded to present proof of their child's age at the office, if this was not already done at the time of Orientation in June. A birth certificate or the child's Medicare card will suffice. Also, proof of immunization is required or he/she can be immediately excluded until proof is presented.

8. Student Supplies

Parents are responsible to purchase supplies for their children specified on the student supplies list. A copy of the list of required supplies is available from the office. Some teachers are asking for a fee so they can purchase the supplies. Please check at the office for the amount for your child's class and pay the secretary.

9. 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 for the weekend, birthday party, etc. should find other transportation than the bus. This policy was set up to avoid overcrowding on buses and for the safety of those students who regularly travel on the buses.

Each student has been given a tag for his/her book bag to help the staff identify where each child goes at the end of the day. Please do not remove these tags. 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 and transportation arranged.

10. 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 the back entry. Please feel free to check through it when you are in the building.

11. Home work

Short home assignments for Grade K, 1, 2 and 3 students will begin soon. Homework will be assigned each evening except for holidays and weekends. Most homework assignments will take approximately 15-30 minutes. If you find you are spending a great deal of time on homework with your child and you are concerned about this, you should contact your child's teacher.

All students (K, 1, 2, 3) have folders that carry memos, completed work and homework assignments. Please check the contents of your child's folder each day and remove the material that is marked to remain at home.

For parents of Grade K, 1, 2 and 3 students: Review your child's completed homework and ensure that it is returned to the folder and the folder is returned to his/her bookbag. This is the beginning steps in teaching your child good organizational skills in the completion of homework.

12. Staying Indoors at Lunch & 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. Your cooperation in this matter would be greatly appreciated.

13. Attendance Policy

Attendance is a vital ingredient of a child's success in school. Besides the obvious benefit of academic learning, the child meets new friends at school, is exposed to new ideas and is given an opportunity to develop challenging and rewarding interests. It is the responsibility of all parents to ensure the good attendance of their children at school. On the occasion of each absence from school, a dated, written excuse must be given to the teacher even if you have called the school to explain the absence. Attendance will be monitored closely this year and parents may be required to come to a meeting to develop ways of improving the attendance of their child.

14. Progress Reports

Formal Progress Reports for all students will be home as follows:

First term reports go home on November 4th and Parent-Teacher-Student interviews will be scheduled shortly afterwards.

Second term reports go home on March 31st and Parent-Teacher-Student interviews will be scheduled shortly afterwards.

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.

15. Home & School Association

The Ian Baillie Home & School Association is active in supporting the school. The first general meeting will be held in September at a date to be announced. All parents are invited to attend and join the association. The Association is as successful as the support it receives from you, the parents. Elections for the executive will be held at the next meeting.

16. The Parents School Support Committee

The elections for the PSSC will be held on Wednesday, September 11, 2008 in the evening following the Parent Information session. If you wish to let your name stand for a position, please let Mrs. McCarthy know.

17. If at any time during school hours you have to take your child from the school, please inform your child's teacher or the Principal. The school should be aware of any other person than you, the parent, who is permitted to pick up your child from the school during class hours. If you are picking your child up at the school, please check in at the main office.

18. Visitors

The school doors will be locked daily from 8:30 a.m. until 2:50 p.m. If you wish to enter the building during the instructional hours, you will have to ring the doorbell and wait for the secretary (if she is working that day) or a staff member to open the door.

All visitors to the school during school hours must check in at the main office with the secretary. If you plan to go beyond the office area then you must pick up a Visitors nametag. Please sign the Visitor's Log on the table beside the main office when you enter and exit the building. This is in keeping with the program "Keeping Our Schools Safe".

19. Healthy Snacks Program

The home has the primary responsibility to ensure that the children have proper food and nutrition. However, there are occasions when a student is hungry and is in need of a snack. Perhaps a student got up late and didn't have time to eat. Perhaps, the lunch box was forgotten at home or lost. Perhaps the lunch was spoiled by leakage. Whatever the reason, there will be a quick healthy snack provided for the child. The program offers the following items: juice, milk, muffins, jam or peanut butter sandwich, cereal, yogurt and fruit.

20. School Calendar for 2008-2009

September 1 -	Labour Day
September 2 -	First Day for students
September 10 -	Meet the Teacher / PSSC Elections
September 25 -	School Pictures
September 26 -	Curriculum Implementation Day - No School
October 13 -	Thanksgiving Day
October 24 -	Curriculum Implementation Day - No School
November 4-	Reports go home
November 6 & 7 -	Parent/Teacher Interviews
November 11 -	Remembrance Day
December 17 -	Christmas Concert at JMH Theatre - 10:00 a.m.
December 19 -	Last day before Christmas break
January 5 -	First Day back after break
February 20 -	Curriculum Implementation Day - No School
March 2-6 -	March Break
March 20 -	Curriculum Implementation Day - No School
March 31 -	Reports go home
April 2 & 3 -	Parent/Teachers Interviews p.m.
April 10 -	Good Friday
April 13 -	Easter Monday
April 30 -	Curriculum Implementation Day - No School
May 1 -	Subject Council - No School
June 19 -	Last day for students

21. Parent Information Night

There will be an information evening for parents on Wednesday, September 10, 2008 beginning at 6:30 p.m. in the school gym. There will be a general information session in the gym. The purpose of the evening is to better acquaint parents with the policies and procedures of the school and with your child's classroom routine. Your attendance at the event is important.

Following the information session, the elections for the PSSC will be held.

22. 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 instill self-control and regulation in the students. Students must be responsible for their behaviour. In all cases of discipline the teachers will convey to the child that it is a dislike of the deed and not of the child that has caused some form of consequence to be administered.

In order to establish and maintain effective discipline, the staff, at the beginning of the school year, establishes classroom rules in collaboration with the students. Consequences are determined for violation of the rules. General school wide rules are also discussed and reviewed from time to time in the classrooms and during the Opening Exercises in the morning.

Good behaviour is recognized and celebrated in a variety of ways such as verbal praise, smiles, special privileges, certificates, etc. Corrective Action Plans are used for classes where there are a significant number of children with discipline problems. For difficult behaviour problems, it is very important that the parents are involved and that the school and home work together to help the child.

The school maintains a Detention Area for students during recess and noon breaks. Students sent to detention receive a slip, which must be signed by the child's parent and returned to the school. This will help to keep parents informed of any problems arising at school. The Detention Room is a quiet area for students to reflect on their misbehaviour. It is a "Time-Out" area.

Suspensions from school and the bus are kept to a minimum. Suspension can be appealed, but only after the 5th one, by the parent of the child suspended.

Teaching children respect for themselves, for others and for the environment will help prepare them to be responsible and productive members of society.

Behaviour Code

Behaviour Goals

- C - Be Cooperative
- A - Act Responsibly
- R - Respect Yourself and Others
- E - Encourage and Enjoy Each Other

Behaviour Expectation for All Students

Throughout the Day (School wide)

- Show respect and courtesy to all people
- Behave safely
- Walk quietly in and around the school
- Use appropriate language
- Leave your gum at home or outside

Classroom Guidelines

- Be respectful to other students and your teacher
- Treat others, as you would like to be treated
- Follow directions of your teacher

Hallway Guidelines

- Walk at all times
- Always speak in a low voice so other students will not be disturbed
- Stay on the right side
- Stay in line when you are with your class
- Always have permission to go to the bathroom and return to your room quickly

Lunchroom Guidelines

- Be nice to other people
- Always talk in a moderate voice
- If you need help, raise your hand
- Stay in your seat until dismissed
- Eat your own lunch only
- Clean up your are

Playground Guidelines

- Be kind to others, reach out and make new friends
- Play only in designated areas
- Share equipment with others
- Follow directions of the playground duty teacher
- Stay outside unless and adult gives you permission to enter the building

EDUCATION ACT
NB Regulation 97-150

Chapter E1.12
Roles of Parents

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

- a. Encourage his or her child to attend to assigned homework
- b. Communicate reasonably with the school personnel employed at the school of his or her child attends as required in the best interest of the child.
- c. Cause his or her child to attend school as required by the 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.