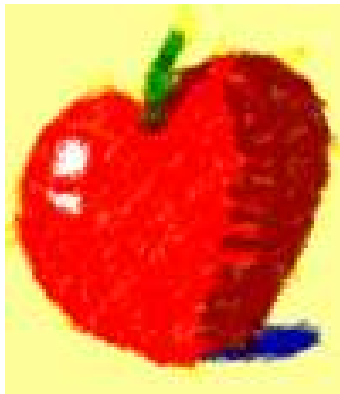


Whitbourne Elementary



Parent Handbook
2006 ~ 2007



Dear Parents / Guardians:

Welcome to Whitbourne Elementary School. We look forward to working with you during the school year.

We hope you find this handbook to be a helpful guide for you. We have made every effort to include any information that would be important to you and your family. Please do not hesitate to contact us if you have any questions or concerns.

Thank You ...
Staff of Whitbourne Elementary

Here's how you can reach us:

Telephone: 759-2640

Fax: 759-2839

Website: www.k12.nf.ca/whitbourneelem/



Introduction

Whitbourne Elementary has a student population of 91 students from Kindergarten to Grade Six.

There are 7 full time and 1 part time teachers on our staff. We have a part-time secretary and a full-time caretaker. We have access to a guidance counsellor on Wednesday afternoons and Thursday mornings and a speech pathologist on Wednesdays. We also have an active School Council with parent, community and teacher representatives.

Our facilities include a computer lab, science lab, art room, student recreation room, school and classroom-based libraries, French room, gymnasium and music room.

There is a hot breakfast program offered to students on Tuesday and Thursday mornings and cereal bars and juice are available on the other days. Parent volunteers warm up meals at lunchtime.

Our instructional day begins at 8:54 a.m. and ends at 3:00. Teacher supervision begins at 8:30 a.m.

○ Emergency Evacuation Site

In the case of an extreme emergency where staff and students must leave the school and school grounds, Petipas' Foodex has been designated as our emergency evacuation site.



Vision Statement

"At Whitbourne Elementary, we envision a community of self-confident, respectful learners who are academically, physically, morally and socially challenged in a safe and caring environment."

Mission Statement

"At Whitbourne Elementary, we, the members of our school learning community, promote a continual growth in literacy practices for ALL students within an active, safe, respectful school environment that has clear expectations and guidelines for all."

Motto

"Striving For Excellence"

Values

- ❖ *Honesty*
- ❖ *Respect*
- ❖ *Positive Work Ethic*
- ❖ *Punctuality*
- ❖ *Attentiveness*
- ❖ *Positive Attitude*
- ❖ *Personal excellence*
- ❖ *Individuality*
- ❖ *Parent / Community Involvement*
- ❖ *Fairness*
- ❖ *Cleanliness*
- ❖ *Appropriate Attire*



School Schedule

8:30 - Teacher Supervision begins

8:54 - Homeroom Bell

9:00 to 9:30 - Period 1

9:30 to 10:00 - Period 2

10:00 - 10:30 - Period 3

10:30 to 10:45 - Recess

10:45 to 11:15 - Period 4

11:15 to 11:45 - Period 5

11:45 to 12:15 - Period 6

12:15 to 1:00 - Lunch

1:00 to 1:02 - Homeroom

1:02 to 1:31 - Period 7
1:31 to 2:00 - Period 8
2:00 to 2:29 - Period 9
2:29 to 2:58 - Period 10
2:58 to 3:00 - Dismissal Time

Caretaker Schedule

Our caretaker is Mrs. Bernice Newman. She is a fulltime caretaker and is in our school for eight hours a day, five days a week.



Secretary Schedule

Our school secretary is Mrs. Nora Mercer. Her schedule is as follows:

Monday: 9:30 to 3:00
Tuesday: not available
Wednesday: 9:30 to 3:00
Thursday: not available
Friday: 9:30 to 3:00

You can appreciate that with a teaching Principal and limited secretarial time; there may be times when you call the school that there is no one available. We do have message manager on our phone line and it is checked quite often, so feel free to leave a message and we will contact you as soon as we can.

*If you would like to speak with your child's teacher you can make an appointment to do so or drop by after class. **Please do not interrupt classes unless there is an emergency.** Lunches can be dropped off at the office and they will be delivered to your child or simply let your child know that you will be putting it in their locker.*

School Policies

Attendance

- *Students should not arrive at school prior to 8:30 a.m., as there is no teacher on duty until that time.*

- *Parents are required to notify their child's homeroom teacher if the child is leaving school at any point during the day. **Please come into the school to pick up your child.***

- *Students and parents are responsible for obtaining homework when their child is absent.*

- *When a child has been absent they must present a note upon return to explain their absence. Absences without notes will be recorded as unexcused.*



Accidents or Illness

*In the case of an accident or if a child becomes ill, every effort will be made to notify the parent immediately. Because we do not have a full time secretary, after your child calls home, they must wait inside. **Whoever is picking up the sick child must notify the office or the classroom teacher that the child is leaving.***

Please do not send your child to school if their sickness is preventing them from taking part in normal activities. If unsure, please speak to your child's doctor about when it is ok for them to return.

If immediate medical attention is needed beyond basic school first aid, a teacher will accompany the child to the medical clinic and parents will again be contacted. A teacher will stay with the child at the clinic until a parent arrives.

It is the responsibility of parents to notify the school of any changes in phone numbers, addresses, or medical conditions so that we will have the necessary information in your child's file in case of an emergency. If your child has a serious medical condition please make sure that there is someone available at all times for the school to contact in case of emergency.



Allergies

We have staff, students and visitors that are allergic to eggs, peanuts and scents. Please keep this in mind when visiting our school and be "allergy aware".



Bike Riding / Walking

*Students who choose to travel to school on bike or by walking do so **at their own risk**. Bike riders must wear a helmet. Please review all safety rules for walking and biking with your child.*



Breakfast Program

Each Tuesday and Thursday morning we offer a hot breakfast program. This program is open to all students and is run by our coordinator Mrs. Shirley Baldwin. If you are available to come by the school and help with this very valuable program, please give Mrs. Baldwin a call at 759-2685 and she will gladly put you on the schedule.

If you would like to make a donation to our breakfast program, the items we use are bread, cheez whiz, butter, jam, apple and orange juice, unsweetened cereal and styrofoam cups.

Cereal bars and juice boxes are available on Monday, Wednesday and Friday mornings.



Bussing Rules and Regulations

Riding the school bus is a privilege. Any student who does not follow the rules and exhibit proper behaviour will not be allowed to ride the bus. Parents will then be responsible for getting their child to school.

- 1. The bus driver is in charge on the bus. Students must obey the driver at all times.*
- 2. Students must not attempt to board the bus until it is fully stopped or leave their seats while the bus is moving.*
- 3. Students must be properly seated at all times. Feet, legs, bookbags etc. must not protrude into the aisle.*
- 4. Students must be on time at the bus stop. They are to form a single line and avoid crowding and pushing while getting on and off the bus.*
- 5. Activities that distract the driver or cause problems on the bus are prohibited.***
- 6. Students are not permitted to open or close the windows without permission of the bus driver. Hands, heads, etc. must not be outside the window.*
- 7. Each bus student will be assigned to a bus route. Changes in bus assignments will not be allowed without permission of*

the Principal. Students are not permitted to ride the bus to go to a friend's house etc. Any special requests must be made to the Principal and include a note to the homeroom teacher and the bus driver.

8. Students are reminded to use caution when crossing the road.



Communication

Each month your child will bring home a newsletter. Extra copies can be obtained in the blue folder at the main entrance of the school.

There will also be celebration sheets that highlight achievements of our students that go beyond the classroom. Memos will arrive as activities take place throughout the year.

When you have a question or concern about school, please go to your child's teacher first instead of other parents or the Principal. Often there is a simple misunderstanding that a teacher can clarify for you. Please respect the privacy of teachers when they are not in school. Try to arrange to speak with them during the day or after school but NOT during class time.



Dress Code

Students are expected to dress appropriately for school and the weather conditions at all times.

- *Students must change from outside to inside shoes upon entering the building*

- *Hats must be removed and placed in lockers upon entering the school. An exception is "Fun Friday" when students must pay 25 cents to wear their hat. This money goes to our breakfast program.*
- *Elementary students are required to have a change of clothes for Phys. Ed. Class*
- *Do not wear clothes to gym class that have potentially dangerous accessories such as zippers or chains etc.*
- *Coats are not to be worn in the classroom and must be kept in the student's locker.*
- *Any clothing that promotes disrespectful or negative attitudes, or has offensive or vulgar words, slogans or pictures are considered inappropriate for school.*
- *Belly tops and tank tops are not appropriate school attire.*



Family Resource Centre

A family resource centre is located in our school and offers programs for infants and children up to age 6. There is also a Healthy Baby Club for pregnant mothers. All programs are free and are of great benefit to the entire family. There is also a free book and toy lending library, which includes books for parents on various parenting topics. If you or anyone you know would like to learn more about this valuable centre, please contact Karen Pinsent or resource mother Tina at 759-2824.

Fundraising

Fundraising is often necessary for the school to purchase resources or to offer extra programs or field trips. This in turn helps with teaching and learning opportunities for all students. Our regular annual fundraisers are as follows:

- *Thanksgiving Vegetable Hampers*
- *Christmas Bazaar and Concert*
- *Recycling*
- *Spring Walkathon*
- *Spring Concert*

We try to teach students the value of giving to others. Examples would be Janeway Day on Valentine's Day, the UNICEF Hallowe'en campaign and the Jump Rope for Heart in February. Please talk to your children about these causes and the power of doing good for others.



Healthy Living

As part of our school health programs, students learn the value of healthy eating according to Canada's Food Guide. They also learn the importance of daily physical activity. We try to promote these values as much as we can at our school. We ask for parent support in packing healthy snacks and lunches for your children. Our canteen and breakfast program serves only foods that meet the guidelines under the Eastern School District Healthy Living Policy.



Homework

At Whitbourne Elementary we feel homework is valuable in helping a child succeed in school and in life. Homework reinforces and reviews what a child is learning in school and informs parents of what their child is doing.

Our students in Grades 1 to 6 all have homework agenda books. Please check these each night with your child. There is a place for parents to write to the teacher as well.

On average, homework for Primary students should be no more than 30 minutes per night. Elementary students should not be working at homework for more than 1 hour. These times may increase if there is a quiz coming up or a special project or assignment to complete. If your child is working hard and struggling to complete the assigned homework in this time frame, please contact your child's teacher to discuss your concerns.

Reading should be a part of every child's nightly routine. Take time to enjoy a book with your child and encourage a love of reading! Lead by example!



Lunch Program

Mrs. Georgina Clarke organizes a lunch program here at our school. Parent volunteers come to the school before lunch dismissal at 12:15 and heat lunches in microwaves. If you are able to volunteer even once a month, please call Mrs. Clarke at 759-2327. This service is very much appreciated by our students.

Medication

Teachers are not permitted to administer medication, including over the counter cold or pain medication, to students. If a child is required to take prescribed medication on an ongoing basis, there are very strict procedures that the school must put in place in cooperation with the home and the child's doctor as per board policy.



Music Initiatives

Whitbourne Elementary has a primary choir, an elementary choir, an elementary recorder group and also beginning band for older students. The band program is run at lunchtime and after school by Ms. Daniels as an extracurricular program. Well done!



Recycling

Every Friday is recycling day. Mrs. Sherry Barrett is the organizer of this extremely valuable fundraiser. Funds raised pay for our year-end field trips and any monies remaining are spent on needed resources, as determined by the school.

Juice containers, juice boxes, soft drink cans and plastic bottles, water bottles and plastic milk containers are all recyclable. Please make the work of the recycling volunteer a

little easier by rinsing out all containers and removing covers and straws.



School Closure

When school must be closed due to poor weather or road conditions, parents can tune in to CHVO or VPCM radio station for up to date information. They can also go to the Eastern School District Website www.esdnl.ca/ for a list of school delays and closures on Status Central on the right side of the screen.

School Council

The school council plays a vital role in supporting teaching and learning in a school. It consists of parent representatives, community representatives, teacher representatives and the Principal. Meetings are held on average once a month and parents are invited to attend. The current members of our school council are:

Chair: Patti Kennedy

Parent Reps: Georgina Clarke, Tina Mercer and Sherry Barrett

Community Representatives: Norma Dawe, Debbie Gilbert

Teacher Representatives: Cynthia Snow and Flora Mathioudakis

Principal: Susan George

Sports/ Skipping

Students from Grades 3 to 6 are able to take part in an after school sports program run by Mr. Hollahan and after school skipping which is organized by Mrs. Lidstone on Thursday

afternoons until 3:45. On Monday after school there is a basketball program run by Ms. Elliott and Mr. Wayne Wrice for students in Grades 3 to 6 as well. Many children stay behind for this privilege and enjoy the physical and social benefits that such valuable programs offer.



Student Behaviour

- ❖ *Gum chewing is not permitted.*
- ❖ *Locks are not permitted on student lockers.*
- ❖ *Use of the telephone is limited to important calls only.*

- ❖ *Students are expected to complete all assigned class work and homework as outlined by the teacher and to the best of their ability.*
- ❖ *Students do not have the right to interrupt learning in the classroom.*
- ❖ *Students are expected to use good manners and to be kind and respectful to their teachers and schoolmates.*
- ❖ *Students are responsible for their belongings and must take proper care of school textbooks as they must be returned at the end of each year.*
- ❖ *Students are not permitted on chatrooms or games or websites promoting violence, while in the school.*
- ❖ *Cell phones are not permitted for school use.*

- ❖ *Students are not permitted to bring music to school that has swearing or vulgarity in the lyrics.*
- ❖ *Students are expected to follow bus rules while riding the school bus.*
- ❖ *While playing on the school playground, no rough behaviour will be tolerated.*

****Any students in violation of the above rules will face consequences ranging from a reprimand from the teacher and/or principal, time missed from extracurricular activities such as lunchtime or afterschool sports, a phone call to home, a meeting with child and parents, detention during or after the school day, or even suspension from school. Each situation is dealt with on an individual basis.*



Volunteers

Volunteers are always needed in school to help in countless ways. Right now there are several organized areas where you can get involved. If you are able to warm lunches, please call Mrs. Georgina Clarke at 759-2327. If you can help sort or deliver recycling, please call Mrs. Sherry Barrett at 759-2863. If you would like to help prepare breakfast, call Mrs. Shirley Baldwin at 759-2685.

If you would like to volunteer your time in any other way please contact Mrs. George here at the school. We are in need of people to help with the library or even to do activities with the children on those cold or wet days when we don't get outside.

Volunteering benefits the children and you!