**Andover Elementary School**

**Handbook 2023-2024**

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**WELCOME**

Andover is an excellent school with a wonderfully connected group of staff, students, families and community partners. At Andover, we all work towards making our school a great place to learn and be involved. We share in the responsibility of creating a welcoming and well-organized school that promotes high academic achievement, positive and inclusive behaviour, healthy living, and responsibility for our school, community and environment.

At our school we promote an atmosphere of respectful open-mindedness and flexibility among our staff and students. We embrace the challenges and the gifts that go hand in hand working with the children and families that we serve. We will be supportive of one another so that we can all feel a sense of pride and fulfillment in the daily work that we do.

Principal: Daniel McCarthy Vice Principal:Somer Drost

**Vision**

**Accountable – Engaged - Safe**

**Mission**

*Our vision is to teach students to become engaged, responsible, and compassionate citizens in a global community.*

Andover Elementary School Staff

**2023-2024**

**Mr. Daniel McCarthy, Principal Mrs. Somer Drost, Vice-Principal**

# Kindergarten

* Mrs. Michelle Chase
* Ms. Sarah Watts

**Grade One**

* Mrs. Jennifer Rossignol
* Ms. Abby McCarthy
* Mme Lynn Caron

**Grade Two**

* Mrs. Felicia Lapage
* Mrs. Kristen Everette-Murchison

# Grade Three

* Ms. Maren Antworth
* Ms. Laura Sharpe

# Grade Four

* Mrs. Holly Payne
* Mme Nathalie Brodeur

**Grade Five**

* Mrs. Tanya Murchison – Intensive French
* Ms. Danielle Dickson – French Immersion
* Ms. Lindsay Gifford – Intensive French

**Music**

* Ms. Laura Sharpe

# Physical Education

* Mr. Shannon Fillmore

**Resource and Methods**

* Mrs. Laurie Sutherland

**Academic Support**

* Ms. Krista Christophersen

**ESS-Teacher/Guidance**

* Mrs. Tara Dixon

**Educational Assistants**

* Mrs. Linda Morrissey
* Mrs. Margarette Baker
* Mrs. Lisa Price
* Mrs. Marianne Pelkey
* Mrs. Lynette Sullivan
* Mrs. Karen King
* Mrs. Hillary Tompkins

**Custodians**

* Mrs. June Haines
* Mrs. Linda Lawrence

**Librarian**

* Mrs. Valerie Gaunce

**Administrative Assistant**

* Kimberly McLaughlin

**School Mascot/ School Colours**

Our school mascot is the Bear Cub. We are called the Andover Elementary Cubs and our school colours are blue and grey.

**ANDOVER ELEMENTARY SCHOOL IMPROVEMENT PLAN**

**Goal #1:** Our goal is to increase our knowledge and practices for all students and staff on the 5 Social Emotional Competencies.

**Goal #2**: Our school staff will create opportunities for learners to engage in First Nations Education Activities.

**SCHOOL DAY SCHEDULE**

Below is an overview of our daily schedule. Homeroom teachers will send home a copy of their individualized class schedule.

|  |  |
| --- | --- |
| **Primary- Kindergarten – Grade 2** | |
| 8:35-8:45 | Students Arrive – Supervision Begins |
| 9:00-10:30 | Learning Block 1 |
| 10:30-10:45 | Outside Time |
| 10:45-12:00 | Learning Block 2 |
| 12:00-12:30 | Lunch Break |
| 12:30-1:00 | Outside Time |
| 1:00-2:30 | Learning Block 3 |
| 2:30-3:00 | Outside Time |
| 3:10 | Dismissal |
| **Upper Elementary- Grade 3 – Grade 5** | |
| 8:35-8:45 | Students Arrive- Supervision Begins |
| 9:00-10:30 | Learning Block 1 |
| 10:30-10:45 | Outside Time |
| 10:45-12:00 | Learning Block 2 |
| 12:00-12:30 | Outside Time |
| 12:30-1:00 | Lunch Break |
| 1:00-3:00 | Learning Block 3 |
| 3:10 | Dismissal |

**ARRIVAL/DEPARTURE- STUDENTS**

Staff begin morning supervision at 8:35am. Students arrive at that time and proceed to their homerooms.

**Morning drop-off procedure**

If you drop your child off before 8:35am, please be aware that they will be unsupervised until doors open. *Please do not park in the bus lane during drop-off.*

All students arriving after 8:45am need to enter the school through our main doors at the front of the building. The Administrative Assistant will buzz the student in. Any students who arrive after 8:45am need to sign in at the office before going to their homeroom class.

K-2 aged students are dismissed at 2:30pm and Grades 3-5 students are dismissed at 3:10pm. Students are escorted to their buses by teachers. Students are not permitted to travel on a different bus other than their alternate location. Sending students via bus for playdates is not permitted. During dismissal, parents are asked to wait by the fence when picking up their child(ren).

When a student needs to be picked up early from school the parent or guardian should notify the homeroom teacher. Parents or guardians should report to the office to pick up their child and the administrative assistant will call the child down to be picked up.

These procedures are in place to ensure safety of all students. They are only as effective as the willingness of everyone to adhere to the rules. Thank you for your cooperation. The safety of all students is our top priority.

**ASD-W BUS CONVEYANCE POLICY**

Anglophone West School District follows a Conveyance Policy where students are transported by bus only to home addresses. One alternate location may be considered as long as this is a location which is used daily, and it is within the Andover School zone. A “Request Additional Address” form must be filled out.

Specific information about bus accessibility can be found on the Anglophone West School District website.

**ASSEMBLIES**

At the end of each month, we have PBIS assemblies. These assemblies recognize students who positively display aspects of our vision statement at Andover Elementary (accountable, engaged, and safe).

**BULLYING AWARENESS, PREVENTION AND INTERVENTION**

Each Fall our Guidance Counsellor will visit classrooms so that students learn about navigating conflicts/boundaries in a healthy manner. Students will also learn to identify what constitutes bullying behavior and work on tools and strategies to respond appropriately. Students are encouraged use their **“WITS”**

**W**- Walk Away

**I** -Ignore

**T**- Talk it out

**S**- Seek Help

*Bullying occurs when there is a real or perceived imbalance of power. Bullying is a form of repeated, persistent and aggressive verbal or physical behaviour directed towards another person that is intended to cause fear or harm.*

**BUS DISCIPLINE**

The safety of all students who ride on our school buses is a matter of concern to the staff at Andover. Bus transportation is a privilege that can be revoked for any student whose behaviour is unacceptable.

The following procedures are followed when students are reported for bus misbehaviour:

* The student(s) and witnesses may / will be interviewed by the administration to provide an accurate account of the incident.
* Following an investigation, the student may/ will receive one or more of the following consequences: a verbal warning, a warning letter and /or a letter of bus suspension.

There are two classes of offences for which a driver can file a bus report on students.

* Class One offences can result in a verbal warning, a written letter of warning, or an immediate suspension of bus privileges. Examples may include: noisy behaviour, switching seats, spitting, or other similar offences.
* Class Two offences are more serious and usually will result in a one-to-five-day suspension of bus privileges. Examples may include: offensive language, physical aggression, or vandalism.

**SCHOOL CASH ONLINE**

Andover Elementary School continues to offer School Cash Online as the preferred method of payment for most school fees including student fees. It is important that all families pay their school fees or we will not have the funds available to schedule special events and opportunities that all of our students enjoy.

School Cash Online shows all the school fees available to your student for purchase. You can then view and choose to purchase these fees online through payment methods, including credit cards and visa debit. You can also stay informed of upcoming events and keep track of which school fees require your attention.

**Register today** – a simple task that takes two minutes – by visiting anglophonewest.schoolcashonline.com. All you will need is your child’s first name, last name and date of birth to register.

**CHILD ABSENCES FROM SCHOOL/ SAFE ARRIVAL/ATTENDANCE MATTERS**

At Andover Elementary one of our greatest priorities is ensuring that all students arrive safely at school each day. To enhance our existing absence-checking procedure, we use a Safe Arrival system. This reduces the time it takes to verify student attendance, makes it easy for families to report your child’s absence and easy for staff to respond to unexplained student absences.

With Safe Arrival, you are asked to report your child’s absence in advance using any of these three convenient methods:

1. Using your mobile device, download and install the SchoolMessenger app from the Apple App Store or the Google Play Store (or from the links at https://go.schoolmessenger.ca). The first time you use the app, select Sign Up to create your account (use the email address you have on file with the school). Select Attendance then Report an Absence.

2. Use the Safe Arrival website, https://go.schoolmessenger.ca. The first time you use the website, select Sign Up to create your account. Select “Attendance” then “Report an Absence.”

3. Call the toll-free number 1-833-219-9065 to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the School Messenger Communicate automated notification system to contact families whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact families at multiple contact points until a reason is submitted for the absence. If our system is unable to reach the designated contacts, office staff will follow up.

When you report your child’s absence in advance using the SafeArrival toll-free number, website or mobile app, you will NOT receive these notifications.

**ATTENDANCE MATTERS**

Anglophone West School District has an Attendance Matters policy. When your child is well, they should be attending school daily. Arriving at school on time and attending regularly contribute to your child having a successful and positive school experience both academically and socially. Students who miss more than 10% of the school year are considered to have chronic absenteeism. Letters are sent from the school each term in accordance with the Education Act to advise families of the amount of time missed.

**COMMUNICATION**

It is very important that we have clear communication between school and home. The administration will communicate any important messages to families via e-mail. We will also send a monthly calendar of important dates for the upcoming month. It is understood that the opportunity for a child's major learning experiences occur 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. The staff at Andover communicate with the families of the children in our charge through agendas. Communication may also take the form of meetings and conferences, phone communication, notes, letters, and weekly or monthly newsletters.

### CUSTODY ARRANGEMENTS

It is important for the school administration and classroom teacher to be aware of any custody arrangements, and if there are any court orders prohibiting a parent or other adult from having contact with the child. A copy of the specific court order must be in the child’s school records. In some cases, parents who have children under joint custody may request that both parents receive copies of the school report cards and other documents. Parents or guardians should inform the homeroom teacher if this is the preferred arrangement.

**DEPARTMENT OF SOCIAL DEVELOPMENT PROTOCOLS**

As Educators working with a vulnerable population, we have a legal duty to report suspected cases of child abuse without delay. Failure to report such information is an offense under the Education Act. Child Abuse can include Sexual Abuse, Physical Abuse, Physical Neglect and Emotional Maltreatment. All types of abuse are subject to intervention under the Family Services Act.

**EXPECTATIONS OF OUR STAFF**

To the best of our ability, our staff will:

1. Provide a safe, orderly environment where every child has an opportunity to learn to their potential.

2. Encourage the social, emotional, physical, and academic growth of our pupils by providing a variety of educational opportunities.

3. Keep families informed about the progress of their children, both through formal and informal means.

4. Respect children as young people who come from various backgrounds and who bring different abilities to school.

5. Model appropriate attitudes and behaviours for our students.

6. Provide discipline, which is based on our training.

7. Base decisions on what we believe to be in the best interest of the child.

\*If families need to discuss an educational concern, they should contact their child’s teacher first and set up an appointment. Appointments will take place in the form of a telephone conversation, virtual meeting, or an in-person meeting. If families are not satisfied with the outcome of the meeting, they may contact the administration.

**FIELD TRIPS**

At Andover Elementary, we encourage the participation of our classes in worthwhile educational excursions. Families will be sent a consent form at the beginning of the school year for local trips. Fields trips occurring outside of the community will require additional consent from home. Families will be sent reminders of upcoming field trips and volunteering may be requested depending on the nature of the trip.

**FIRE DRILL AND EMERGENCY MEASURES**

In the Fall we practice our emergency procedures. We will have a minimum of three practice drills. The first will be an announced drill. The second will be an announced drill to staff only, and the third will be an unannounced drill when a member of the Fire Department comes to the school to evaluate our fire drill procedures. When the fire alarm is sounded, everyone must exit the building. Guidelines for behaviour include walking and remaining calm and quiet while exiting the building. When the drill is completed, administration will advise staff that it is safe to return to the building and then classes may proceed back into the school. We will also practice an off-site evacuation. As a school, we will walk to the Calvary Tabernacle Church as it is our off-site location on Legion Street. Other arrangements for students with mobility limitations will be made.

A Lockdown drill is practiced once at the beginning of the school year. This drill is announced to all students and staff, and is discussed in each class by the homeroom teacher. When the announcement is made for the school to go into a lockdown, classrooms will follow their reviewed procedures and remain in place until the announcement is made to notify everyone that the drill is over. We communicate the importance of these drills in a sensitive manner, explaining to children that we have ways that we stay safe both inside and outside the school building.

A hold and secure occurs when a disruption in the building needs to be mitigated. Classroom teachers close their doors and carry on with normal classroom activities and routines. An announcement will be made when classes can reopen their doors and students can reenter the hallways.

**FOOTWEAR**

While in the school clean shoes / gym sneakers are to be worn by all students. Velcro sneakers are best for younger children who cannot tie their shoes independently. By adhering to this policy, we will greatly assist with reducing sand, water, mud and dust in the building. Wearing the proper footwear will help us to keep our building clean.

**HOT LUNCH**

Students have the option of ordering lunch and a variety of food items Monday to Friday. The ordering system is online and needs to be submitted by 8:00am for that day.

1. Go to https://lookup.nutrislice.com/en/
2. Type Andover in the search bar
3. Click on Andover Elementary
4. You can create an account by clicking the three lines on the top right corner.
5. Place your order

All questions/concerns regarding Hot Lunch can be communicated to our Hot Lunch Coordinator Bertha Morin.

**LIBRARY**

Our library has a wonderful selection of books that our students can check out on a weekly basis. Rented library books must be returned to the library before another book can be checked out for a student. Lost or damaged books will require a replacement fee.

**LICE**

In order to contain the spread of lice in school, students who have lice and/or eggs (nits) will require a parent or guardian to come and take the student home. We recognize that having lice is not a sign of uncleanliness and situations will be handled in a gentle manner keeping the child’s feelings and privacy in mind. We regret having to take this action, but lice is highly transmittable as well as costly and time consuming to get rid of. Therefore, the school must ask the family to keep the child(ren) home until all live lice and nits have been removed. It is necessary to remove all nits or eggs as not all nits are killed by treatment. Whenever nits or lice are found at school or when a family informs the school that his or her child has lice, a letter will be sent home to families of all children in the same class advising them to check their child(ren) for lice.

### LOST AND FOUND

### Items are stored on hooks downstairs beside the music room. Before each parent teacher meeting, we will lay out lost and found items in the lobby and classes will visit for students to retrieve lost items. In an effort to keep our Lost & Found items to a minimum*,* families are asked to write their child’s name on all items, including sweaters, jackets, sneakers, and water bottles. Any items remaining are donated to local community groups.

**MEDICATIONS AND ALLERGEN FREE ENVIRONMENT**

**Medications**

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 office.
2. The school is not to be held responsible for long term storage or lost medicine.
3. Medicine must be kept in the original container from the drug store.

Staff members will monitor students who require medication.

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

**Allergen Free Environment**

Andover Elementary School is a **nut-free and scent reduced environment**. We **must** have everyone’s cooperation by:

* not sending any food product containing nuts (please check labels carefully).
* not wearing perfumes, strong deodorants, body sprays and hair sprays (please recognize the seriousness of allergies. Due to our commitment to providing a safe learning environment for all, these expectations must be strictly enforced).

**OUTDOOR PLAY**

On most days, students will play and learn outside. This may be during some physical education classes, during morning recess (15 minutes) and at noon (30 minutes). Families are asked to ensure that children are dressed appropriately for going outdoors. When weather does not permit outdoor activities due to extreme 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. As per the ASD-W weather policy, students will remain indoors when the temperature outside is colder than -20 degrees Celsius with the windchill.

**PARENT SCHOOL SUPPORT COMMITTEE**

A Parent School Support Committee (PSSC) will be established for our school in September. A formal election will be held (if required) 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 group. This committee meets in the evening 6 times per year. We welcome and encourage any parents/guardians to reach out to express interest in this committee.

**PBIS- POSITIVE BEHAVIOUR INTERVENTIONS AND SUPPORTS**

At Andover, we are a PBIS school, and you will probably hear lots about this from your child. PBIS stands for Positive Behaviour Interventions and Supports, and it is a system whereby students are given the opportunity to learn and practice our commonly agreed upon schoolwide expectations. Students are positively reinforced for mastering the expectations and demonstrating the positive behaviours.

**PLAYGROUND EXPECTATIONS**

It is the expectation that all children play in a safe and respectful manner during outside time. Outside, students are expected to be **“Hands Off, Words Off, Feet Off.”** Staff supervising are diligent in their supervision; circulating constantly and monitoring student interactions. Students who are not following our outside expectations may be given a verbal warning first. Next, students may be told to sit out for a period of time that is deemed appropriate.

Incidents involving significant behaviour are to be reported to the office for further investigation, consequences, and communication with families. As a proactive measure all teachers will train students on playground expectations at the beginning of the year.

Significant behaviours include:

- Profane language directed towards another person

- Property damage

- Physical aggression

**POLICY 711**

Policy 711 is the Healthy School Food Environment policy. The goal of the policy is to “support a healthier school food environment which helps students attain their full potential by providing them with the skills, social support, education and environmental reinforcement they need to adopt lifelong healthy eating behaviours and attitudes;”

Only foods of high nutritional value are to be offered and sold at school. The full policy can be viewed at: <https://www2.gnb.ca/content/dam/gnb/Departments/ed/pdf/K12/policies-politiques/e/711A.pdf> As per direction from the superintendent, a school can identify 2-3 special occasions when we may offer foods of a lower nutritional value. We ask that families respect the policy and refrain from sending food into the school that is intended to be shared with the class.

**GUARDIAN-TEACHER CONFERENCES**

Three formal report cards will be issued per child each year; formal Guardian/Student/Teacher Conferences will be scheduled after term one and term two Report Cards. Participating in guardian-teacher conferences is strongly encouraged, but not mandatory. Families can choose the meeting format by attending in person or by phone. Families schedule their own appointment time by booking online, and families will be sent the link a week in advance of reports going home.

Term one reports will go home late November or early December, term two reports will go home late March or early April and term three reports will go home on the last day of school in June.

**SCHOOL CLOSURES / INCLEMENT WEATHER**

Andover Elementary is a part of Weather Zone 2. In case of school closures or delays, the options are as follows:

**1**. Schools are open as usual, and no announcement will be made.

**2**. Schools are closed for the day with the appropriate announcement being relayed to the radio stations as well as on the ASD-W X account (formally known as Twitter) and on the ASD-W website by 6:00am - 6:30am.

**3**. Some schools in the area are closed and the announcement will be made via the radio station as outlined above.

**4**. Buses are delayed one hour with all schools in ASD-W opening on time. Teachers are expected to be in their classrooms at the regular time, whenever possible, and to provide supervision and instruction. Attendance will not be taken until the buses arrive.

**5**. Schools *may* be closed early if weather conditions deteriorate seriously during the day. In this case, schools will be informed by District Office personnel, and families will be called individually to ensure that there is a guardian available. This option will be exercised very rarely since road conditions are often better at the end of the school day when transportation crews are expecting students to be dismissed.

* **If closing early, it is essential that we have updated emergency closure information so that 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.

You are encouraged to listen to the radio, check the ASD-W website or X page early in the morning during inclement weather conditions so that you can be informed of the school closings. Also, you are reminded to check the walking conditions in your area before your child(ren) is/are going to school, then you ultimately have the final decision as to whether or not to send your child(ren) to school, either walking or on the bus.

***School can also be closed for other reasons***

Closures may happen under clear sunny skies 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.

Thank you for helping us keep your child safe!

### SCHOOL SUPPLY COSTS AND FEES

All students are expected to provide a student fee at the beginning of the year to cover the costs of supplies, activities, and field trips. Fees can be paid online via SchoolCash Online or in-person at the office (cash or cheque option only). Families who need support with fees are asked to please contact the school at 506-273-4761 and we can discuss supporting you with this.

**SCHOOL WEBSITE & FACEBOOK PAGE**

There is information found on our school website and we encourage you to become familiar with it. The link is www.aes.nbed.ca.

Additionally, we frequently like to showcase and celebrate student learning and engagement through our Facebook page. Please follow us!

We welcome any suggestions you may have or information you’d like to see highlighted through our social media platforms.