



Vincent Massey Elementary
Student Handbook 2025-2026

Name: _____

Share, Grow, Succeed
Partager, Grandir, Reussir

Our Mission

Our mission as a school community is to provide challenging learning experiences for all which promote collaboration, creativity and develop critical thinking.

We do this by creating a safe supportive learning environment where learners can take risks. We do this so that we all become responsible for our own learning and feel valued.

Website	Username	Password

Grade: _____ Teacher: _____

Address: _____

Town: _____, NB Postal Code: _____

Home Phone: _____ Cell: _____

Parent/Guardian: _____ Work/Cell #: _____

Parent/Guardian: _____ Work/Cell #: _____

Arrival: independent walker dropped off

Bus: 123 124 126

Dismissal: independent walker picked up by _____

Bus: 123 124 126

At V.M.E.S., we live **S.**afety

M.anners

A.ttitude

R.esponsibility

T.eamwork



We are a nut-free and scent-reduced school!

Teaching Staff

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Teaching Staff

Educational Support Services

Allison Baker

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Principal

Lesley O'Leary

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Support Staff

Educational Assistants: Angela Acton Sarah Kohler
Lynn Small Jocelyn Hanley
Jennifer Gowan Kensey Logan
Shelley Moore

Library Assistant: Pat Taylor

Custodians: Bruce Johnson
Laurie Richard

QR Codes:

Please use your camera to access these useful school links.

SafeArrival



SchoolCashOnline



BusPlanner



Chartwells/Cafeteria



PowerSchool



Office 365



ASD-S



VMES



School Timetable

- 8:00** Students arrive and supervision begins
- 8:15** Students enter and get ready for class
- 8:30** Instructional time begins
- 10:00-10:15** Recess – All grades
- 11:30-12:30** Recess/Lunch
- 3:00** Dismissal -all Grades

Reading Reading Reading

All children are expected to read at least 15 minutes each and every night. Good readers become great speakers and writers!

Physical Activity

In Jan, 2011, CSEP released new physical activity guidelines that recommended children accumulate at least 60 minutes of moderate to vigorous physical activity daily.

Toys & Technology Stay at Home Please

We ask that students please keep their personal toys, cards, and technology at home to prevent loss or damage.

Thank-you for your cooperation!



ASD-S Attendance Matters Policy

VMES encourages regular attendance at school to ensure that each student obtains maximum benefit from the education system. Please call the school or use the SafeArrival system if your child will be absent or tardy. Students are expected to be at school by 8:15 a.m. **Students that are tardy must check in at the office prior to going to their classes.**

Parents will be called after 5 absences. A letter will be sent after a student has been absent for 10 days. Parents of students who are absent for more than 15 days, may be asked to attend a case conference.

Drop-off/Pick-up

Supervision begins at 8:00 a.m. All students will be dismissed at 3:00 p.m.

Please drop off your child in the Carleton Street circle. **For safety reasons, please do not drop your children off along Carleton Street or on Prince of Wales Street.** VMES thanks you for your cooperation and for not parking in the bus zone. Visitor parking is located off Carleton Street.

Please write in your child's agenda or call the school if alternate arrangements have been made for dismissal. Please do not email the teacher throughout the day with changes to dismissal information since they may not see the email before dismissal time.

Celebrations

Birthdays and other special occasions are important to children, and we respect that having a party is one way to celebrate your child's achievements. In our efforts to strengthen inclusionary practices, we would ask that party invitations be mailed out or delivered from home. If you are inviting the entire class to a party or event, we are happy to pass them out at school. We appreciate your participation in helping us foster compassionate students at VMES!

W.I.T.S.

K-3 W.I.T.S.	4 & 5 Leads
Walk away	Explore points of view
Ignore	Act
Talk it out	Did it work?
Seek help	Seek help

Leadership Awards Program

Students can earn Bronze, Silver and Gold leadership awards for participating school and community events, teams and clubs. Applications are available near the gym.

Student Led Clubs

We believe in our students' abilities and talents. Students can start and lead their own clubs. Clubs last for six weeks and require an adult supervisor. Applications are available near the gym.

Volunteers are always welcome and appreciated!

VMES is a great place to be, thanks to our many wonderful volunteers. Our Home & School (fundraising and fun events) and PSSC Committees (policies and planning) are always looking for individuals with great ideas and energy. Minutes and meeting agendas are posted on our school website. New members are always welcome.

S.M.A.R.T.

S.M.A.R.T. class is held on Thursdays from 2:00 – 3:00 p.m. Activities include reading buddies, special presentations, art & music activities, enrichment clusters based on student interest and community members sharing their hobbies and careers.

E. L. F. Readers

Elementary Literacy Readers are individuals who are able to commit to an allotted amount of time each week to work with individual students. It is very rewarding for students, teachers, parents, and the volunteers to see the rapid gains that happen because of this individualized learning opportunity.

Please contact us to learn how you can become part of our school community.

We would like to say a huge THANK YOU to all our volunteers, we could not offer all the special opportunities to our students without your continuous support and commitment.

Emergency Evacuation Drills and Procedures



All staff and students are instructed on the procedures to evacuate the building in case of a fire or other emergency. The local Fire Department may assist in this evacuation as a training exercise.

Common procedure is as follows:

1. Students will be notified to leave the building by using the fire alarm system or room-to-room message.
2. Teachers in charge of classes at the time will accompany students to the assigned meeting place and check attendance.
3. If needed students and staff will walk to the designated evacuation site – WC O’Neil Arena, SJDA or the St. Andrews Roman Catholic Church. Parent/emergency contacts will be called as well as the transportation office to arrange bussing.

Playground Notes



Playground Expectations

Stay in the playground area.

Please keep hands and feet to yourself.

Only go down slides

Run on the field, walk on the structure

Throw only soft balls.

Students who do not meet these expectations will:

1st Be given a verbal reminder of the expectation.

2nd Be put on a (5 min. +/-) time out by sitting at a picnic table.

3rd Be asked to go inside for the remainder of the recess.

Please help us reinforce these rules when you visit our playground with your child.



School Bus Rules

1. Be on time and never stand in the street or highway while waiting for the school bus.
 2. Be absolutely quiet while the bus is approaching and crossing a railway crossing.
 3. Pupils shall be picked up and discharged only at bus stops approved by ASD-S
 4. Obey the driver promptly and avoid any unnecessary conversation with the driver while the bus is in motion.
 5. Do not cross the road behind the bus. Crossings are to be made in front of the bus, not nearer than 3 meters (10 feet) and only after looking in both directions.
 6. Occupy seats assigned by the driver or other school official.
 7. Obtain approval of the driver to open the emergency door or bus windows. Do not throw anything out of the windows or extend hands, arms, or legs through opening.
 8. Do not throw refuse on floor of bus and help the driver to keep the bus sanitary.
 9. Eating and drinking is not permitted on a school bus.
 10. Be courteous to the driver and fellow passengers. Rough or boisterous conduct will not be permitted on the bus.
 11. In case of any road emergency, remain seated in the bus until ordered to vacate.
 12. Willful damage to the bus must be paid for by the offender.
- Any infringement of the above rules may result in disciplinary action by the school officials and possible loss of transportation privileges.

Department of Education, Province of New Brunswick



Homework Policy



As teachers we believe that relevant, meaningful homework gives our students the opportunity to practice skills and strategies taught in the classroom. It helps to enrich their background knowledge and understanding of key concepts. As well, we believe that homework helps to develop a home and school partnership through the clear communication of the classroom learning goals.

We want all students to value their homework assignments. To this end we will:

- **clearly communicate the directions and relevancy for the homework**
- **differentiate homework according to a student's learning needs.**
- **follow the 10 minute/year rule.**

For instance, a student in kindergarten would expect to receive 10 minutes homework/night while grade 4 students would expect less than 50 minutes/night. If your child exceeds this time, then please inform your child's teacher so that the issue can be addressed. Students should be part of designing a time management plan to complete homework.

- **The use of technology may be required for assignments.** *If computer access is not available at home, it is the teacher's responsibility to make the task optional or provide an opportunity to use technology at school.*
****Students may use the computer lab during homework lunch and after school on Tuesdays & Thursdays to complete assignments.**
- **encourage students to complete their homework & projects independently.**

We want homework without tears. The amount of independence expected will increase as your child progresses through the grades. Homework will reinforce the teaching that is done in the classroom and will not be 'new' to the student. Your child's teacher will inform you when parental help is needed and will provide you with instructional tips and guidelines. We want parents to be aware of their child's homework and we want the work to be the student's effort. If your child needs academic assistance to complete homework assignments, please notify your teacher as soon as possible.

- **provide timely and meaningful feedback.**

This year VMES will once again be offering a *Homework Lunch* every Monday through Friday for Grade 3-5 students. Tuesday through Thursday for K-2 during the students' lunch time (not lunch recess). Students who do not complete their homework will be required to attend *Homework Lunch* to complete the assignment. Our goal is that this timely intervention will support our students' learning and assist them in being conscientious SMART learners.

We know that parents and teachers form an important partnership in a child's learning. By placing a value in homework, we can all strengthen this relationship. We appreciate your support and please contact your child's teacher with any comments, questions, or suggestions.

Positive Learning Environment Procedures

At VMES, we believe that all students CAN learn, and we strive to provide a safe and supportive learning environment for all. A positive school climate exists when all members of the school community feel safe, included, accepted, and actively promote positive behaviors and interactions. Principles of equity and inclusive education are embedded in the learning environment to support a positive school climate and a culture of mutual respect. A positive school climate is a crucial component of the prevention of inappropriate behavior. When the actions of an individual begin to put the positive learning environment at risk, (talking out of turn, bothering others, consistently off-task, excessive talking and difficulty following established classroom norms) teachers and administrator will employ the following strategies and interventions:

Classroom Intervention

Includes discussion of problem, modification of classroom, success plans, time out, teacher supervised detention etc., and identification of ways to help the students successfully meet expectations. Parents will help to create a success plan and will be contacted for suggestions.



Team Discussion/Intervention

Includes input from team teachers, which assists the students in correcting the disruptive behaviours. Parental calls to describe the behaviour and ask for help and suggestions will be made.



Student Services Team

Includes the development of a behaviour plan and any necessary referrals to outside agencies. The SST is made up of classroom teachers, resource teachers and administrators.

This procedure does not apply for serious student conduct offenses including - fighting, gross disrespect, profanity, theft, vandalism, etc. These types of violations are automatic administrative referrals.